



Employee Handbook

June 2025

This edition presents the latest corporate policies and supersedes any previously produced or distributed versions for REDI or MWBC

***THIS COMMUNICATION IS PROPRIETARY
AND CONFIDENTIAL***

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Introduction to REDI

Rockville Economic Development, Inc. (hereafter referred to as “REDI”) incorporated in 1997 as a non-profit 501(c)(3) corporation under the name Greater Rockville Partnership is largely funded by the City of Rockville, Maryland but is a separate entity with its own board of directors. In addition to providing economic development services, REDI operates the SBA certified **Maryland Women’s Business Center** (MWBC), which serves Montgomery, Frederick and Prince George’s counties. More information can be found on the websites at www.rockvilleredi.org and www.marylandwbc.org.

Mission and Vision

REDI has a mission to identify and develop economic development opportunities to help Rockville prosper. The corporate vision is to position Rockville as a 21st century city for business.

The MWBC program has its own mission within the larger REDI organization to empower small businesses and women entrepreneurs to launch and grow in Maryland’s Capital Region, with a vision that Maryland is a recognized leader for growing and launching successful and innovative women-owned enterprises.

Values

REDI’s Values are: ***Be Proactive, Be an Expert, Be Innovative, Be Collaborative, and Be Impactful.*** MWBC articulates similar values with collaboration, empowerment, expertise, inclusivity, and innovation.

Public Entity

REDI is designated as a public entity and is subject to the Maryland Open Meetings Act and Public Information Act. More information can be found on the Maryland Attorney General’s website:

<https://www.marylandattorneygeneral.gov/OpenGov%20Documents/omaManualPrint.pdf>

<https://www.marylandattorneygeneral.gov/Pages/OpenGov/pia.aspx>

Important Information

Address, Hours of Operation & Phone Number

51 Monroe Street
Rockville, MD 20850

Hours: 8:30 AM – 5:00 PM, Mon. – Fri. (hereafter referred to as “normal working hours”)
REDI Phone: (301) 315-8096
MWBC Phone: (301) 315-8091

Purpose of Handbook Contract Disclaimer Statement

This handbook is provided for informational purposes only. No provision or portion of this handbook constitutes an implied or express contract, guarantee, or assurance of continued employment or any right to an employment-related benefit or procedure.

REDI reserves the right to change, modify, or eliminate any policy, benefit, or procedure in this handbook at any time. The information provided herein, serves as a general guide but may be subject to state or other applicable law. In the event of conflict, such law will take precedence over the policies and provisions set forth in this handbook. Where a specific written employment agreement exists between REDI and an employee, the terms of the agreement will control in the event of a conflict with this handbook.

If you have any questions concerning these guidelines, please consult with the CEO.

Notice of Revision

This handbook supersedes and revokes all prior versions of a handbook or any memo, bulletin, policy, or procedure, on any subject discussed in this handbook that has been issued for REDI or the MWBC prior to January 2022.

Section 1—General Employment Policies

At-Will Employment

REDI and its employees acknowledge that employment with REDI is for no specified length of time and may be terminated by either REDI or the employee at any time “at will.” This means with or without cause, for any reason or no reason, the employment may be terminated and that neither this manual nor any other REDI policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract. The “at-will” employment relationship may only be changed through a written agreement signed by the CEO of REDI.

Equal Opportunity Workplace

REDI is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to: actual or perceived race, religion, national origin, citizenship, color, age, sex, disability, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, personal appearance, family responsibilities, matriculation, political affiliation, or any other legally protected characteristic (hereafter referred to as “Protected Status”). Protected Status also includes an individual's marriage to or association with someone with any status listed above. This policy governs all conduct in the workplace, on our computer systems and network, and at all work-related events, including REDI-related functions or trips. Employees who violate this policy are subject to discipline, up to and including immediate termination of employment.

REDI will not tolerate acts deemed to constitute discrimination or harassment based on any of the characteristics noted above and protected by law. Violations will be subject to disciplinary action, up to, and including termination of employment.

REDI’s procedure for responding to individual discrimination complaints is guided by the regulations of the Equal Opportunity Commission.

Any employee or applicant for employment who believes that unlawful discrimination has occurred must be immediately reported to the CEO. All claims of discrimination will be investigated promptly and thoroughly, with the utmost possible respect for the confidentiality of all parties involved.

Anti-Discrimination Against Persons with Disabilities

As part of its commitment to a diverse workforce, REDI does not discriminate in its hiring or employment practices against qualified individuals with disabilities who can perform the essential job functions with or without reasonable accommodation.

“Disability” means a physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment. Major life activities include the following:

In general—Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions—A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

In compliance with the Americans with Disabilities Act, REDI adheres to the following guidelines:

The application process is used solely to determine whether a candidate's qualifications and abilities reasonably match job requirements. Therefore, except where it appears that essential job functions could not be performed without accommodations, applicants are not queried about their physical abilities or limitations.

REDI will make reasonable accommodations to enable a qualified disabled individual to perform essential job functions, unless doing so will create an undue hardship. Where appropriate, the employee will be consulted about potential accommodations.

Employees who need a reasonable accommodation should inform their supervisor and/or the CEO as soon as possible. All medical information received by REDI's management will remain personal and confidential.

Workplace Harassment, Bullying, and Discrimination Prevention

REDI is committed to providing a work environment that is free of unlawful harassment. REDI prohibits any form of unlawful harassment against its employees and applicants for employment based on Protected Status factors as noted in the REDI Equal Employment Opportunity Policy or protected by applicable law. Harassment does not include the good faith conduct or actions of executives, managers or supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.

An employee who believes that they have been subjected to workplace harassment or discrimination by anyone is encouraged - but not required - to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.

Prevention of workplace harassment, which includes sexual and other forms of harassment, is supported by our complaint/non-retaliation policy.

Specifically, prohibited behavior includes:

- making unwelcome advances or requests for favors which are sexual or gender-specific
- making verbal, physical or visual contact of a sexual or gender-specific nature
- making submission to this conduct or rejection of this conduct a basis for employment-related actions or decisions
- creating a hostile or intimidating work environment

Examples of prohibited gender-based contact include:

- offering or implying an employment-related reward (such as a promotion or raise) in exchange for sexual favors or submission to sexual conduct.
- threatening or taking a negative employment action (such as termination, demotion, denial of a leave of absence) when sexual or gender-specific conduct is rejected.
- unwelcome sexual or gender-specific advances or repeated flirtations.
- unwelcome intentional touching of another person or other unwanted intentional physical contact (including, but not limited to, patting, pinching, brushing against another person's body, or blocking a person's movement).
- unwelcome whistling, staring or leering at another person.
- asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, or appearance.
- unwelcome sexually suggestive or flirtatious gifts.
- unwelcome sexually suggestive or flirtatious letters, notes, emails, or voice mail.
- conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person's gender (including, but not limited to, jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping or threats.)
- displaying or circulating pictures, objects, or written materials (including, but not limited to, graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items, emails, postings on personal websites, social networks and similar forms of electronic expression) that are sexually suggestive or that demean or show hostility to a person because of the person's gender.

Other prohibited harassment includes verbal or physical conduct that criticizes or shows hostility or aversion toward an individual because of his or her Protected Status.

Examples of other prohibited harassment include:

- threats, epithets, derogatory comments or slurs;
- derogatory posters, photographs, cartoons, drawings, gestures, email content, file transfers, and postings on personal websites, social networks, weblogs and similar forms of electronic expression;
- assault, unwanted touching or blocking normal movement
- harassing or discriminatory treatment of employees because of their association with members of a protected category.

Although REDI respects the right of employees to access and use personal websites, social networking sites and similar forms of electronic expression during non-working hours and off

REDI premises, any use of such forms of electronic expression to harass or discriminate is unlawful and prohibited by this policy.

Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

REDI recognizes the importance of providing reasonable accommodations to employees experiencing limitations related to pregnancy, childbirth, or related medical conditions. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of your job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require accommodation, notify your manager. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed.
- A description of the proposed accommodation.
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for accommodation is obvious.
- If REDI is already aware of the limitation due to previous disclosures.
- When requesting accommodation such as additional restroom breaks, fluid intake, food breaks, or seating arrangements, which are considered presumptively reasonable.
- For any lactation accommodations.
- When similar accommodation has been provided to other employees without requiring documentation.

REDI will engage in an interactive process with you to identify suitable accommodation. While we strive to accommodate all requests, certain accommodations may not be provided if it results in undue hardship to REDI. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

REDI strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

Workplace Bullying

REDI defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates REDI's Code of Business Ethics and Conduct, which clearly states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. REDI considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or personal property
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Harassment in employment is prohibited both in the workplace and off the premises and extends to all activities conducted or sponsored by REDI. REDI's prohibition against harassment also applies to members and to any personnel of a vendor or other business entity who has a relationship with an REDI employee through the business of REDI. In order to avoid circumstances where harassment becomes severe or pervasive, employees should report all incidences of harassment immediately. Any employee engaging in prohibited discriminatory actions will be subject to disciplinary action, up to, and including termination of employment.

Sexual Harassment

REDI prohibits sexual harassment. Sexual harassment is a form of illegal discrimination that involves unwelcome sexual advances, requests for sexual favors, and/or other unwanted verbal or physical conduct of a sexual nature. Sexual harassment includes unwanted sexually oriented conduct that is sufficiently pervasive or severe enough to reasonably interfere with an

employee's job performance or to create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- unwanted sexual advances including making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances;
- promising, directly or indirectly, an employee a reward or employment benefits if the employee complies with a sexually oriented request and threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request;
- unwelcomed visual conduct that includes leering, making sexual gestures or displaying of sexually suggestive objects, pictures, cartoons or posters;
- unwelcomed verbal conduct, including making or using derogatory comments, epithets, slurs or jokes, sexual advances or propositions, or verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual or suggestive or obscene letters, notes or invitations;
- engaging in sexually suggestive physical contact towards another employee in a way that is unwelcome including touching, assaulting, or impeding or blocking movements; or
- displaying, storing, or transmitting pornographic or sexually oriented materials using REDI's equipment and facilities.

Conduct need not involve physical touching to be inappropriate sexual harassment. Sexual harassment may consist of repeated actions or may arise from a single incident. Sexual harassment can be conducted toward an individual of the opposite sex or same sex.

Harassment and Discrimination Complaint Procedures and Non-Retaliation

If an employee believes they have been subjected to discrimination or harassment or if an employee is aware of any such conduct, the incident must be reported immediately to their supervisor. If the supervisor is unavailable or if the employee does not feel comfortable contacting that individual, he/she should immediately report to the CEO or Chair of the Board. If an employee feels immediately threatened, he/she should report immediately to the supervisor or the CEO. The report may, but need not, be stated in writing.

All complaints will be promptly and thoroughly investigated and each complaint will be handled as confidentially as possible. Any employee, supervisor or manager involved in the investigative process has an obligation to cooperate completely and truthfully with any such investigation. REDI respects employees' rights to protected, concerted activities as guaranteed under the National Labor Relations Act and as such recognizes that a blanket requirement for confidentiality during

the investigation may at times be considered excessive. However, we ask our employees to be considerate of the need for confidentiality in important instances such as when:

- Witnesses are in need of protection and discussion of the investigation may endanger them.
- Evidence is in danger of being destroyed.
- Testimony is at risk of being fabricated.
- There is a need to prevent a cover-up.
- Any other comparably serious threat exists to the integrity of an employer investigation that would be sufficient to justify a confidentiality requirement and furthermore, to realize that individual employees may not be able to recognize when a failure to maintain confidentiality will post the risks outlined above.

A failure to maintain appropriate confidentiality that results in any of the above could jeopardize the integrity of the investigation. This may result in inaccurate conclusions that could have an adverse impact on the internal operations of REDI, our reputation, and our employees.

Any individual who intentionally makes a false claim of illegal discrimination or harassment or who knowingly provides false information during an investigation will be subject to discipline, up to and including termination.

REDI ensures that employees following this complaint procedure, associating with the complainant, and those participating in investigatory processes, will be protected against retaliation. Complaints will be investigated impartially, and if found to be truthful, REDI will take immediate corrective action. Anyone found to have engaged in harassment will be subject to disciplinary action, up to, and including termination of employment.

Problem Resolution

REDI is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging a frank and open atmosphere in which any problem, complaint, suggestion, or question will receive a timely response from REDI supervisors and management.

It is the sincere intent of REDI to be fair and reasonable with all employees at all times; therefore, any employee who believes that he or she has been treated improperly or unfairly has recourse for resolution of such a complaint.

The employee shall first discuss the grievance with their supervisor. If a mutually satisfactory resolution is not reached between the employee and their supervisor, then the employee should discuss the situation with the CEO. The CEO will attempt to settle the grievance in the most fair and equitable manner. If the grievance involves the CEO, the employee should contact the Chair of the Board.

Grievances

In general, a cognizable complaint of a grievance is one arising from faulty or improper implementation of the policies, procedures, or regulations, or any other action not in the best interest of REDI. No reprisal against employees who pursue a grievance shall occur. Grievances shall be submitted and resolved promptly and equitably.

A grievance will under no circumstances be allowed to cause the interruption of the performance and functions of REDI.

Procedure:

Employees shall present the grievance in writing or orally to the CEO within five working days after the events or conditions for the grievance have occurred.

If the grievance directly involves the CEO, the employee filing the grievance may approach the Chair of the Board of Directors.

The aggrieved employee shall meet with the CEO (or Chair of the Board) to resolve the grievance. The CEO will communicate all decisions and action steps based on the grievance within five working days of the meeting.

Open Door Policy

At REDI, we prefer to deal with all employees directly. Our goal is to provide each employee with stable employment, competitive pay and benefits, and working conditions equal to or better than those of similar organizations. We also respect the rights and dignity of our employees.

As part of your contribution to REDI, you are encouraged to share your ideas, questions, concerns and suggestions. Contact your supervisor to discuss ideas that may help improve services, working conditions, member service, morale, work satisfaction, etc. Your thoughts about your employment with REDI are very important, too, and we hope that you will be willing to share them so that we can continue to build a stronger organization. Our door is always open for you to discuss your concerns.

Section 2--General Office Policies

Drug-Free and Alcohol-Free Workplace

To ensure the high standards necessary to conduct REDI's business, and to comply with the requirements of the Drug-Free Workplace Act of 1988, REDI instituted this Drug-Free and Alcohol-Free Workplace Policy. REDI's purpose in implementing this policy is to provide a drug-free and alcohol-free workplace in order to ensure a safe, healthy, and productive work environment for all employees. In addition to being concerned about your well-being, there is equal concern that REDI's reputation and image is not compromised in any way. REDI's policy concerning drug and alcohol use and abuse is as follows:

You must report to work in a fit condition to perform your duties. Being under the influence of drugs or alcohol is not acceptable.

The organization prohibits the unlawful manufacture, distribution, dispensing, possession, or use or abuse of illicit drugs, alcohol, or prescription drugs if used in a way that is illegal or counter to published policy of controlled substances in the workplace. The workplace includes REDI's offices and all premises used to further our programmatic objectives. REDI reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband upon reasonable suspicion. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

You will not be terminated for voluntarily seeking assistance for a substance abuse problem; however, performance, attendance, or behavioral problems may result in disciplinary actions up to and including termination.

Use of drugs legally prescribed to an employee by a licensed health care professional or over-the-counter medications, when used as prescribed or in accordance with instructions, may be permitted during the employee's working time (except for medical marijuana). If you are taking physician-prescribed medication, you must notify your supervisor if there is likelihood that such medication could affect your job performance and safety. Various federal, state, and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under, or to violate, these laws.

A conviction for drug or alcohol abuse crimes will be considered to be in violation of our substance abuse policy. You may be subject to termination or required to submit to a bona fide

drug or alcohol abuse rehabilitation program. The organization will inform appropriate law enforcement authorities of any drug-related crime that occurs in the workplace. Should an employee be convicted of any criminal drug statute, the employee is required to notify the CEO about the conviction within five calendar days. REDI reserve the right to take appropriate disciplinary action up to and including termination of employment towards employees convicted of any criminal drug statute.

The moderate and responsible use of alcohol is allowed when offered during REDI-sponsored events, or when associated with other work-related activities (e.g. reception). In such circumstances, employees are expected to exercise appropriate personal judgment regarding alcohol consumption.

“Drugs” means any substance taken into the body, other than alcohol, which may impair one’s mental faculties and/or physical appearance.

“Abuses” means any use of any illegal drug, or use of any drug, including alcohol, over the counter, or prescription drugs when use is not in conformance with prescription requirements or circumstances where use is not permitted.

Employee Code of Conduct

REDI has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt as to whether an activity meets our ethical standards or compromises the organization's reputation or program or grant compliance, please discuss it with your supervisor. Please alert your supervisor or the CEO if you observe, learn of or suspect any dishonest, destructive or illegal act. The CEO will review each situation and inform the employee of the decision or actions regarding appropriate conduct.

Although no list advocating ethical behavior and cautioning against misconduct, no matter how carefully crafted, could cover every circumstance, the following is our Business Code of Conduct that has been designed to protect REDI and our partners. Under this code each employee shall:

- Conduct all aspects of REDI business in an honest, ethical, and legal manner and obey the laws of the United States and of every state and locality where we conduct business.
- Conduct work on behalf of REDI with members, suppliers, the public and fellow employees with the highest standards of honesty, integrity, and fairness.
- Be responsible for his/her actions and their consequences. No one will be excused from misconduct because another person ordered or asked the employee to participate in misconduct.
- Comply with the laws and rules governing Federal, State, and local lobbying and the provision of gifts, including the Lobbying Disclosure Act and House and Senate gift rules.

- Respect the rights of all employees to fair treatment and equal opportunity without illegal discrimination or harassment of any type.
- Protect and maintain confidential information that belongs to REDI, its partners, suppliers, and fellow workers.
- Ensure that all financial transactions and other documentation are handled honestly and recorded accurately. This commitment extends to the reporting and charging of time.
- Avoid conflicts of interest, both organizational and individual, and both real and perceived. Conflicts of interest are those outside activities or personal interests that could influence objective decisions made in the performance of your responsibilities.
- Recognize that even the appearance of misconduct or improper behavior can be very damaging to our reputation and you will act to prevent such appearances.
- Cooperate fully in any investigation of misconduct.
- Understand that there are consequences for violating this Code. Consequences for violations include reprimands, demotion, and dismissal.
- Employees and those affiliated with REDI are prohibited from engaging in political activities under the auspices of REDI.
- Employees shall neither receive nor solicit gifts of any form from those who have submitted a proposal to do business with REDI.
- REDI does not, nor should its employees endorse products, services, or companies.
- No employee may bring a weapon into the REDI office at any time. No employee shall have any weapon on their person at any time during the performance of REDI duties. Violation of this policy is cause for dismissal. The only exception to this rule is those weapons expressly allowed to be carried and used by public safety officials.
- No employees shall benefit financially from any citizen or group of citizens or employees due to their position at REDI. However, employees may take advantage of City of Rockville programs and projects available to the general public so long as REDI employees do not control or affect the decision on the program or project in question. All employees planning to participate in any City of Rockville program of substantial financial benefit must request approval from the CEO.
- Appointments to non-REDI Boards, commissions, and similar groups require the prior approval and annual review of the sCEO if such appointments require time commitments during regular working hours.
- Employees may engage in outside employment or private financial activities provided that such employment or activities do no conflict with regular employment with REDI or its mission. Employees must request outside employment to the CEO, and this information shall be reviewed regularly.
- Employees are subject to termination if they are absent from duty for three consecutive days without good cause or without obtaining permission from and/or notifying the CEO of their absence and intention to return. Such employees are considered to have abandoned their jobs.

- An employee who has been convicted of a felony criminal offense or a misdemeanor involving moral turpitude may be subject to dismissal.
- REDI is committed to protecting the organization, its operations, its employees and its assets against fraud, waste, abuse or similar improprieties and violations of our program's compliance requirements. A constructive culture requires integrity in the administration of REDI's resources to ensure the trust of both REDI employees and the general public. Fraud and any other improprieties will not be tolerated under any circumstances and are considered as due cause for dismissal or contract termination. This policy applies to all employees of REDI, regular or temporary, interns, volunteers and contractors.
- Fraud is defined as an intentional deception, misappropriation of resources or the manipulation of data to gain financial or other benefits. Fraud and other similar improprieties include, but are not limited to:
 - Forgery or alteration of checks, drafts, promissory notes or securities.
 - Any misappropriation of funds, securities, supplies or any other asset.
 - Any irregularity in the handling or reporting of money transactions.
 - Misappropriation of furniture, fixtures, or equipment.
 - Unauthorized use or misuse of REDI property, equipment, materials or records.
 - Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of REDI-owned software.
 - Any claim for reimbursement of expenses that are not made for the exclusive benefit of REDI.
- Use or possession of alcoholic beverages during normal working hours (except at designated REDI sponsored events or approved work-related event—and then the employee must be of legal age) or the illegal use of drugs, being intoxicated, or under the influence of drugs while on duty and/or in REDI's offices is cause for suspension or dismissal of any employee. The moderate and responsible use of alcohol is allowed when offered during REDI-sponsored events, or when associated with other work-related activities (e.g. reception). In such circumstances, employees are expected to exercise appropriate personal judgment regarding alcohol consumption.
- Smoking is prohibited in REDI's offices.

Whistleblower

A whistleblower as defined by this policy is an employee of REDI who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws, billing for services not performed or for goods not delivered, fraudulent financial reporting, and any other fraudulent or dishonest use or misuse of REDI resources or property.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, it should be reported to his/her supervisor. Reports may also be made confidentially, anonymously if desired, to the CEO. Anonymous reports should contain sufficient information to allow initiation of an investigation.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. REDI will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the CEO or Chair of the Board immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. The CEO or the Board are responsible for investigating and resolving all such reports. The Executive Committee and/or Board of Directors will be informed of the investigation and any actions taken as a result.

Any employee who believes they have been retaliated against for disclosing to an authorized person any information that the employee reasonably believes is evidence of a violation of a program, grant, or applicable law may submit a complaint to the Small Business Administration's Inspector General Hotline via the internet at www.sba.gov/OIG/Hotline, via telephone at 1-800-767-0385 or via mail at Office of Inspector General, ATTN: Hotline, 409 3rd Street, S.W., Suite 7150, Washington, DC 20416.

Employment of Relatives and Workplace Relationships

REDI personnel policy prohibits employees from supervising any individual who is a member of their immediate or extended family. Given that REDI is a small organization, the organization will not employ members of the same immediate or extended family. It is also inappropriate for any REDI employee to supervise any individual with whom there exists a close personal relationship where such a relationship could give rise to questions about the supervisor's ability to act impartially with regard to that employee. If a conflict or an apparent conflict arises as a result of a workplace relationship, one of the employees will be transferred at the earliest practical time.

Children in the Workplace

Children are not allowed in the office during normal working hours unless specific advanced approval has been granted from the CEO. Under no circumstance should a sick child be brought into the office.

Ownership of Material

All information (electronic and non-electronic) that you write, develop, receive or compile, including but not limited to publications, articles, speeches, reports, manuals, etc., during the performance of your duties at REDI automatically becomes our property, whether or not written, developed, or compiled in your home or in our offices, and whether done during the normal working hours or during other time. Any use of these materials beyond their original intent would be perceived as misuse and legal action against the offender would commence.

Confidentiality Statement

Certain information regarding REDI and its programs are to remain confidential. The protection of such information and trade secrets are vital to the interests and success of REDI and its members. During your employment here, you will periodically learn sensitive information, either because you help to develop that information or because you need that information to do your job. It is important for the health of this business—and for the well-being of employees who depend on this business for their livelihood—that you keep information you learn through your employment confidential. Such confidential information includes, but is not limited to, the following examples:

- Client, vendor or partner lists and contacts
- Financial information
- Employee home addresses and telephone numbers
- Board member addresses and telephone numbers

Employees who improperly disclose sensitive information, confidential information, proprietary information, or trade secret information to anyone outside REDI will face disciplinary action, up to and including termination.

After an employee leaves REDI, he/she is still legally prohibited from disclosing sensitive, proprietary, trade secret, or confidential information. If an employee discloses such information, we will seek legal remedies.

Electronic Communications

REDI maintains an email, voicemail, and telephone system, computers, internet access, and other business equipment (collectively called the “Systems”) for the purpose of conducting the business of REDI. The devices and the data stored on these Systems, as well as the specialized software programs and systems developed for REDI’s use, are the sole property of REDI and must be protected appropriately.

In general, access to any Systems component is restricted to authorized users. An authorized user is someone, who in the sole opinion of REDI, requires access in order to support business activities. You may not use an unauthorized access code or password, access files that you have no right to access, or disseminate confidential information that is derived from electronic or other sources, including stored communications. All passwords must be kept strictly confidential. You will be held accountable for work performed with your user ID or your password. You may not use a password that is unknown to REDI, nor may you share your password with any individual or entity not employed by REDI. The existence of a password does not mean that any messages you send using a password will be confidential. REDI may monitor use of the Systems on a random or other basis to see that the Systems are being used for proper purposes.

You may not use any of these Systems for non-job-related solicitations, organizational campaigns, political or religious causes, or other non-business purposes during working time. The Systems may not be used to transmit, retrieve or store any communications of a defamatory, discriminatory or harassing nature, or materials that are abusive, profane or offensive, obscene or X-rated, including, but not limited to, messages with derogatory or inflammatory remarks about an individual’s Protected Status. Harassment of any kind is absolutely prohibited.

The email system may not be used for any purpose which is illegal, against company policy, or contrary to REDI’s best interest.

REDI reserves the right to retrieve and read any messages sent or received via its communications systems. All messages created, sent, or retrieved over the Systems and any information of any type in any type in any Systems component, including but not limited to, all information stored on personal computers, flash drives, portable hard drives, and voicemail, are the property of REDI and may be saved, accessed and reviewed by REDI. You cannot consider any message sent, received, or stored via these Systems as your own private property. REDI reserves the right to monitor, or download and read any electronic or telephone communication sent, received, or stored during the ordinary course of business. You are not permitted to read email messages that are not sent to you unless you have obtained permission to do so from both your supervisor and the supervisor of the intended email recipient.

Employees may not install any software on REDI computers without written authorization from the CEO of REDI. Additionally, employees are not permitted to connect non-REDI portable devices (e.g. USB drives) without permission from the CEO of REDI.

You shall not transmit over the Systems any copyrighted materials belonging to any individual or entity other than that company. When obtaining access to another organization's or individual's materials, you must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission of the holder of the copyright, or as a single copy to reference only in accordance with law. You may not violate any software licenses, including, but not limited to, by making illegal copies of software. All software licenses, manuals and documentation must be available for inspection in the event of a software inventory or audit. Failure to observe copyright or license agreements may result in disciplinary action, up to and including termination.

Computer Software (Unauthorized Copying)

REDI purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, REDI does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement and may not duplicate software or its related documentation.

Records Retention Policy

Employees are expected to be familiar with REDI's records retention policy and to follow it with regard to maintenance of electronic and hard copy records.

Conflicts of Interest Policy (last rev. adopted by Board 10.28.2021)

It is the obligation of all employees, officers, and members of the Board of Directors of Rockville Economic Development, Inc., (referred to as "the Organization"), when acting on behalf of the Organization, to comply with all applicable federal, state, and foreign laws, to uphold the Principle and Purposes of the Organization, and to comport themselves in accordance with the highest standards of ethical business conduct. In furtherance of that goal, the Board of Directors of the Organization has adopted the following policy in order to avoid or minimize possible conflicts between the personal interests of the persons subject to the policy and the interests of the Organization.

Preamble

The purpose of the policy is to ensure that decisions about Rockville Economic Development, Inc.'s operations and the use or disposition of Rockville Economic Development, Inc.'s assets are made solely in terms of the benefits to the Organization and are not influenced by the possibility

of private profit or other personal benefit accruing to the persons subject to this policy who take part in the decision. In addition to actual conflicts of interest, all persons subject to the policy are obliged to avoid actions that could be perceived or interpreted as conflicting with the Organization's interest.

Conflicts of interest may occur when the Organization enters into transactions with either nonprofit organizations or for-profit enterprises. To avoid actual, potential, or even the appearance of conflicts of interests, persons subject to the policy should disclose any connection or relationship with organizations or enterprises doing business with the Organization and refrain from participating in decisions affecting transactions between the Organization and the other organization or enterprise with which the person has the connection or relationship. The mere existence of a connection or relationship shall not prevent a transaction from taking place, however, so long as: (i) the relationship is disclosed; (ii) disinterested individuals make the necessary decisions; and (iii) the terms of the transaction are fair and reasonably comparable to those available in other commercial transactions where the parties are entirely independent of one another.

Policy

Employees and volunteers of Rockville Economic Development, Inc. have a duty to be free from the influence of any conflicting interest when they represent the Organization or make recommendations with respect to dealings with third parties. They are expected to deal with suppliers, clients, client companies, and all others doing business with the Organization on the *sole* basis of what is in the best interest of the Organization without favor or preference to third parties based on personal considerations. In particular:

- a. Employees and volunteers who deal with parties doing or seeking to do business with the Organization - or who make recommendations with respect to such dealings or pass judgment upon them - shall not own any direct or indirect interest in or have any personal agreement or understanding with such third parties that might tend to influence the decision of the employees with respect to the business of the Organization, unless expressly authorized in writing after the interest, agreement, or understanding has been disclosed.
- b. No covered employee or volunteer shall seek or accept, directly or indirectly, any personal payments, loans or services, excessive entertainment, or travel or gifts of more than nominal value from any individual or business concern doing or seeking to do business with the Organization. (This provision shall not apply, however, to prevent employees or volunteers from accepting or making use of hotel rooms or entertainment provided by a hotel on a complimentary or upgraded basis in connection with an Organization conference, seminar, or school where such room or entertainment is part of the negotiations for or the overall contract with the hotel or conference facility. Such use facilitates the conduct of Organization business and thereby inures to the benefit of the Organization.)

- c. No covered employee or volunteer shall do business with a close relative on behalf of the Organization unless expressly authorized in writing after the relationship has been disclosed.

The requirement of freedom from conflicting interests extends to situations involving the close relatives of all employees and volunteers. Close relatives normally include spouse, parents, children, and brothers and sisters. Employees and volunteers shall take reasonable steps to become informed of conflicting interests involving close relatives. For such known actual or potential conflicts of interests involving close relatives, employees and volunteers shall, prior to the Organization's doing business with organizations with which the close relatives are affiliated either as employees or as holders of beneficial interests in excess of five percent of the total beneficial interests, disclose in writing such conflicting interest.

With respect to all employees and staff volunteers, except the Chief Executive Officer, the Chief Executive Officer of Rockville Economic Development, Inc. has the ultimate authority to determine what remedial steps should be taken in situations involving an actual or potential conflict of interest. With respect to the Chief Executive Officer and the Board volunteers other than the Chair, the Chair has the ultimate authority to determine what remedial steps should be taken in situations involving an actual or potential conflict of interest. With respect to the Chair, the Executive Committee of the Organization has the ultimate authority to determine what remedial steps should be taken in situations involving an actual or potential conflict of interest.

As used in this policy, volunteers include all members of the Board of Directors and staff volunteers of the Organization.

All Board Members and Staff shall sign the Conflict of Interest Acknowledgement Certification on an annual basis, and shall submit a Report of Actual or Potential Conflict of Interest Form when a potential conflict arises.

Annual Conflict of Interest Acknowledgment Certification

(Form v. 1)

I have received and carefully read the conflict-of-interest policy of Rockville Economic Development, Inc.

If I become aware of any situation that poses an actual, potential, or the appearance of, conflict of interest between me and the Organization or between my close relatives (as defined in the policy) and the Organization, I shall promptly disclose all pertinent acts to the Chief Executive Officer or Chair of the Organization, as appropriate.

Signature: _____ Date: _____

Print Name _____

REDI Position:

Report of Actual or Potential Conflict of Interest Form
(Form Version 1)

**ETHICS COMMISSION
FINANCIAL DISCLOSURE STATEMENT – CONFLICT OF INTEREST
FOR BOARD MEMBERS AND EMPLOYEES**

FILING INFORMATION: This form must be filed by Board members and certain REDI employees. If you need more space than this form provides, continue on another piece of paper.

Full Name: _____

Address: _____

Position with REDI: _____

REPORT OF ACTUAL OR POTENTIAL CONFLICT OF INTEREST

A Board member or employee shall disclose employment and interests, for themselves and their immediate family, that raise conflicts of interest or potential conflicts of interest for that person in connection with a specific proposed action by the employee or other official sufficiently in advance of the action to provide adequate disclosure.

(Do not complete or submit this form unless and until an actual or potential conflict of interest arises.)

Description of the business interest or employment giving rise to potential conflict, including the identity of the business entity involved and your title as an official or employee of the business or your ownership interest in the business ("you" includes anyone in your immediate family):

Description of the proposed official REDI action by the employee:

Explanation of how the proposed official REDI action may affect the business entity:

I hereby make oath or affirm under the penalties of perjury that the contents of this Conflict of Interest Statement is complete, true and correct to the best of my knowledge, information and belief.

Signature

Date

FOR OFFICE USE ONLY

Received

By: _____

Date

Gifts Policy (adopted by Board 10.28.2021)

Preamble

The mission and goals of Rockville Economic Development, Inc. (referred to as “the Organization”) are to enhance the business environment and economy of the City of Rockville. While acting in this capacity, the Organization strives to maintain an independent and impartial role in all relationships and business activities. To ensure this position is not compromised, representatives of the Organization must recognize that accepting favors or gifts may, in some cases, compromise (or appear to compromise) this impartiality. Employees and volunteers of Rockville Economic Development, Inc. have a duty to be free from the influence of any gift or other transaction when they represent the Organization or make recommendations with respect to dealings with third parties. They are expected to deal with suppliers, clients, client companies, and all others doing business with the Organization on the *sole* basis of what is in the best interest of the Organization without favor or preference that may be accrued due to any gift or other consideration.

Policy

The following are prohibited by employees or volunteers of the Organization:

- Solicitation of a gift for personal benefit, or for benefit of another person, or from an individual registered lobbyist.
- Knowingly accepting a gift directly or indirectly from a person that the employee or volunteer knows or has reason to know
 - Is doing business with or seeking to do business with the Organization; or
 - Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the employee or volunteer.
- Acceptance of a gift that would tend to impair the impartiality and the independence of judgement of the employee or volunteer receiving the gift.
- Acceptance of a gift of significant value that would give the appearance of impairing the impartiality and independence of judgement of the employee or volunteer.

- Acceptance of a gift of significant value that the recipient believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.

Notwithstanding the foregoing, the following does not apply to a gift:

- Meals and beverages consumed in the presence of the donor or sponsoring entity;
- Ceremonial gifts or awards that have insignificant monetary value;
- Unsolicited gifts of nominal value that do not exceed twenty dollars (\$20) in cost or trivial items of informational value;
- Reasonable expenses for food, travel, lodging and scheduled entertainment of the employee or volunteer at a meeting which is given in return for the participation of the employee or volunteer in a panel or speaking engagement at the meeting;
- Gifts from family members and close personal friends.

In furtherance of this policy, every employee or volunteer of Rockville Economic Development, Inc. who is offered, accepts, or receives any gift from a party doing business with the Organization shall file, by April 30 of each year, a statement disclosing any such gift(s) received by the individual or a member of their immediate family during the preceding calendar year from any person that contracts with or otherwise does business with REDI, including the name of the donor of the gift and the approximate retail value at the time of receipt.

ANNUAL FINANCIAL DISCLOSURE STATEMENT – DISCLOSURE OF GIFTS
FOR REDI BOARD, EMPLOYEES, AND VOLUNTEERS (Form version 1)

FILING INFORMATION: This form must be filed by REDI Board members and certain REDI employees by April 30 each year. If you need more space than this form provides, continue on another piece of paper.

Full Name: _____

Address: _____

Position with REDI: _____

DISCLOSURE OF GIFTS

A REDI Board member or employee shall file a statement disclosing gifts received by the individual or a member of their immediate family during the preceding calendar year from any person that contracts with or otherwise does business with REDI, including the name of the donor of the gift and the approximate retail value at the time of receipt.

(If this section does not apply to you, please state not applicable or none.)

Gifts Received ¹	Date Received ²	Donor of Gift	Retail Value

¹Gift is defined as, “The transfer of anything of economic value, regardless of the form, without adequate and lawful consideration.

² Report any gift received from January 1st to December 31st of the prior calendar year.

I hereby make oath or affirm under the penalties of perjury that the content of this Disclosure of Gifts Statement is complete, true and correct to the best of my knowledge, information and belief.

Signature: _____ Date: _____

Print Name _____

REDI Position: _____

FOR OFFICE USE ONLY

Received By: _____

Date Received: _____

Finance Policies and Procedures

Employees are expected to be familiar with REDI's finance policies and procedures, which is a separate document. This covers such items as travel, expenses, procurement, spending authorization, credit card use, among other topics. A few of these are highlighted in this Handbook, but more details are available in the Finance Policies and Procedures. It is important to note that REDI should not do business with any vendor who shows as suspended or disbarred on the Sam.gov website. In addition, only travel costs of transportation within 50 miles of your assigned office location may be charged to federal grant programs. All other preapproved travel, meals, lodging, per diem or other subsistence expenses associated with travel must be charged to non-federal resources.

Expense Reimbursement

Expense reports should be submitted to the accounting office on or before the end of the month in which the expense was incurred. Extended or out-of-town expense reports should be submitted within ten business days of the completion of each trip. First-time travelers should inquire with accounting prior to the trip to review expense reporting procedures. All expense reports must be submitted to the employee's supervisor for approval before submitting them to accounting for reimbursement. It is important that expense reports reflect the entire cost of the trip, including expenses paid for in advance by REDI such as airfare. Receipts should be submitted for all expenses claimed on the expense report. Any requests for food or alcohol reimbursement must comply with all applicable grant requirements.

Mileage and parking reimbursement is designed to cover travel expenses incurred during official business activities. Mileage will be reimbursed at the current IRS rate. The CEO has the authority to waive strict reimbursement rules for employees, and the Board Chair may grant waivers for the CEO. This flexibility allows for exceptions in cases where alternative travel arrangements, such as using Uber instead of airport parking, may be more cost-effective or beneficial.

The following guidelines apply:

- **Non-Reimbursable Mileage**
 - Travel from home to the main office in Rockville is not reimbursable. Since commuting to the main office is not considered business travel, it does not qualify for mileage reimbursement.
 - Mileage from home to any secondary office location is not reimbursable. Secondary office locations include designated MWBC offices like Bowie State University or Frederick County. This does not apply to touchdown locations where MWBC has no designated office, such as Howard County.
- **Reimbursable Mileage and Parking**
 - Business Outside the Workplace

- If personnel leave the office to conduct business outside of the workplace and return to the office (including mileage from the office to the business site and back), those miles may be submitted for reimbursement.
- Travel from Home
 - If personnel travel directly from home to another workplace that is not the main or assigned office location, this mileage is eligible for reimbursement, net of normal commute. For example, if Frederick County is the assigned office location and an employee travels from home to the Howard County touchdown location, the mileage from home to the Frederick County office must be subtracted from the total distance between home and the Howard County touchdown for reimbursement purposes.
- Commuting between REDI offices
 - Commuting between the main office in Rockville and any secondary office location, after initially traveling to either, is reimbursable. For example, if an employee travels from home to the Bowie State University office and later needs to go to the Rockville office, the mileage from Bowie to Rockville is reimbursable. Therefore, the mileage from Rockville to Bowie and the travel from home to Bowie, minus the normal commute miles, are reimbursable.
- Parking
 - Parking fees are reimbursable when incurred during business outside the workplace, at touchdown locations, secondary office locations, and the main office in Rockville, provided a parking pass is not supplied.

Out-of-Town Travel: Employees should use the current federal government per diem as a guide and take advantage of government rates whenever possible. Coach class air accommodations are used unless they are unavailable. At least three options for airline travel must be submitted for approval. Any upgrades to avoid transfers or add other conveniences are at the employee's personal expense. Mileage to and from the airport will be paid to the extent the distance from the employee's home to the airport exceeds the distance from the employee's home to the office.

Employees are required to maintain precise and comprehensive records for all business-related travel to qualify for reimbursement. This includes documenting the dates, destinations, distances traveled, parking fees for each trip, additional baggage charges for business materials, and the purpose of the trip. Reimbursement requests lacking proper documentation may be denied, and employees must ensure that their submissions are complete and adhere to the guidelines outlined in this policy.

Corporate Credit Cards

A corporate credit card may be issued to designated personnel. The corporate credit card cannot be for personal expenses, or to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card. Misuses of the card may result in cancellation of the card and withdrawal of corporate credit card privileges. If the card is used for an employee's personal expenses, REDI reserves the right to recover these monies from the employee cardholder.

To be eligible for a corporate credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the employer, or incur other regular frequent business expenses of a kind appropriately paid by credit card. Each card will be limited to a maximum of \$5,000. Increases to the established maximum may be made based on business need by the Chief Executive Officer.

Corporate credit card expenditures must be reconciled and submitted with original receipts to the Accounting/Finance Department within ten business days after the expense is incurred. Credit card expenses may also need to be coded to the QuickBooks chart of accounts. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the date the expense is incurred or a plausible explanation has not been received by Accounting/Finance Department, the employee may not be reimbursed or in some cases, the employee's corporate credit card may be cancelled.

Lost or stolen cards must be reported immediately to the CEO.

Dress Code

In order to present a professional business image to our visitors, members of the public, and industry representatives, it is important that all employees' business attire present a clean and neat appearance and avoid extremes of any kind. Examples of professional clothing options:

- Dress pants
- Button up collared shirt
- Sweaters accompanied by a collared shirt underneath
- Blouse
- Business style dress or skirt
- Work appropriate dress shoes

Employees are asked to use good judgment to determine what is and what is not appropriate. Jeans are never permitted unless advised they are permissible for a specific day or occasion.

Employees should discuss any accommodation needs with their supervisor. If an employee dresses inappropriately, the employee may be required to change to clothing appropriate for the working environment. All employees should practice common sense rules of neatness, good taste, and comfort.

Office Appearance

In order to convey an image of efficiency and professionalism, employees are expected to keep their work area/office presentable at all times. Each employee is expected to help keep the kitchen and other public areas neat and clean for guests and other employees, e.g. wash and put away mugs, dishes, etc., and clean up spills.

Visitors

Please notify your manager if you are expecting a personal visitor at the office. Visits should be brief to not disrupt regular business operations.

Use of Phone and Mail Systems

All personal calls should be short in duration and if possible, be made during the employee's break period.

The use of REDI's paid postage system for personal correspondence is not permitted.

Solicitation

REDI prohibits the solicitation distribution, and posting of materials on or at REDI's office by any employee or non-employee. The sole exceptions to this policy are charitable and community activities sponsored by REDI or authorized business partners.

Section 3--Terms and Conditions of Employment

Employment Authorization

The Immigration Reform and Control Act of 1986 requires that REDI ensures that employees are authorized for employment in the United States. Therefore, only individuals lawfully authorized for employment in the United States will be employed by REDI.

In connection with the Immigration Reform and Control Act of 1986, REDI must collect certain information and review certain documentation concerning the employment authorization of all individuals within three days after the individual is hired (I-9 Form). This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. Employees are responsible for notifying the CEO if employment authorization changes or terminates after the start date of employment.

New Hire Paperwork

All employees hired by REDI are required to complete various forms. These, along with other pertinent personnel information, will become a part of the employee's personnel file. Any individual who is found to have provided false or misleading information on his or her Application for Employment, or who has neglected to provide complete information, regardless of the original date of that application, will be subject to disciplinary action up to, and including, dismissal.

Introductory Period

All new and rehired employees of REDI will undergo an Introductory Period for the first 90 calendar days following their employment start date. This period serves to allow new employees to showcase their abilities and achieve satisfactory performance levels while also assessing whether the position aligns with their expectations. At the same time, REDI evaluates employees' capabilities, work habits, and overall performance. During this Introductory Period, either REDI or the employee may terminate the employment relationship for any reason, with or without cause or advance notice. Successful completion of the Introductory Period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

If REDI determines that the designated Introductory Period does not allow sufficient time to thoroughly evaluate the employee's performance, the Introductory Period may be extended for a specified period.

Employees shall receive a performance evaluation at the completion of their Introductory Period. Upon receipt of a successful evaluation the employee shall be released from the introductory classification. However, please note that either the employee or REDI may change or end the employment relationship, at will, at any time during or after the Introductory Period.

Employees will accrue Paid Time Off (PTO) during the Introductory Period, although no more than eight hours may be utilized until the end of the Introductory Period. Notwithstanding an extension of the Introductory Period for an employee, the employee may take additional PTO after the initial 90 day period.

Employee Referral Program

When a position is available at REDI, you may be awarded a referral bonus of \$250 if you are currently employed at REDI and refer a candidate and he or she is hired. Employees must refer candidates to the Chief Executive Officer. The referral must represent the candidate's first contact with REDI. Temporary, summer, contract and former employees of REDI are not eligible candidates for referral awards. The first employee to refer a candidate will be the only referring employee eligible for payment. Only candidates who meet the essential qualifications for the position will be considered. All candidates will be evaluated for employment consistent with company policies and procedures. All information regarding the hiring decision will remain strictly confidential. All referral bonus payments will be paid after the candidate's successful completion of the Introductory Period (ninety days after first day of employment at REDI), and the referring employee must be employed by REDI at the time of payment of the bonus.

Employee Records

REDI strives to maintain up-to-date personnel files on all employees. It is important to keep your records up to date because this information is used for benefit and payroll administration and notification in case of emergency. Please contact the CEO if there are any changes in your:

- Home Address
- Legal Name
- Telephone Number
- Emergency Contact
- Marital Status
- Beneficiary Designations
- Educational Accomplishments
- Number of Dependents
- Federal or State W-4 Deductions, and/or
- Military Status

REDI makes every effort to protect employees' privacy rights and to prevent inappropriate or unnecessary disclosure of information when collecting, maintaining, and disclosing personnel information. REDI may sometimes be required to provide information and data on personnel records and files to federal, state, and local government agencies, or the courts. In instances of

requests for information, REDI will ordinarily advise the affected employee of the information request.

In response to information requests from other outside parties, REDI will normally verify only the employment status, dates of employment, and salary rates. REDI does not provide any other information unless and until a written request is received from current or former employees that additional information be disclosed.

All employees have the right of access to their personnel files. Personnel files are maintained by the CEO and review of files must be in the presence of the CEO. Copies of an employee's personnel file may be requested. Personnel files of an employee will be made available for confidential use to a manager, supervisor, or other member of senior management when needed in connection with a performance review, a potential action for promotion, reassignment, dismissal, or other personnel action.

Employee Status

Full-Time: An employee who is regularly scheduled to work forty hours per week and may be classified as either "Exempt" or "Non-Exempt" as described below. Full-Time employees are eligible to participate in REDI's fringe benefits program subject to the terms and conditions of each plan.

Part-Time: An employee who is regularly scheduled to work less than forty hours per week and may be classified as either "Exempt" or "Non-Exempt." Employees working less than thirty-two hours per week are not entitled to health benefits and other fringe benefits unless a specific written agreement exists. Employees working less than twenty hours per week are not entitled to earn Paid Time Off (PTO).

Temporary: Temporary employees may be hired, from time to time, to work on a specific project or timeline, on a Full-Time or Part-Time basis. Temporary employees are employees who are directly hired and paid on a W-2 basis. Temporary employees may be classified as "Exempt" or "Non-Exempt," as defined below, and are not eligible to participate in REDI's fringe benefit programs, except as required by law. Their employment will be terminated no later than the completion of the specific project or specific time period (i.e., peak period in workload, vacation periods, leaves of absence, summer internships, or special projects, etc.) Extension of the period of engagement of a temporary employee does not change the status of the employee from temporary to regular.

FLSA Status:

- Exempt: Exempt employees who are not required to be paid overtime in accordance with the federal Fair Labor Standards Act or applicable state laws.
- Non-Exempt: Non-Exempt employees are eligible for overtime compensation in accordance with the federal Fair Labor Standards Act or as otherwise required by applicable state laws. See Overtime policy.

Pay Policies

Administrative Corrections

REDI takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the CEO so that corrections can be made as quickly as possible.

Deductions

Federal law requires REDI to pay employees who are classified as “Exempt” on a salary basis.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the Exempt employee’s work. Subject to the exceptions listed below, the Exempt employee must receive the full salary in any workweek in which the employee performs any work, regardless of the number of days or hours worked. However, Exempt employees do not have to be paid for any workweek in which they perform no work. Outside of deductions that are required by law, such as taxes, or authorized by employees, such as benefits contributions, deductions in pay for Exempt employees may only be made in very limited circumstances, as provided by law:

- when an Exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- for absences of one or more full days due to sickness or disability if the deduction is made in connection with the sick leave policy or plan, or if the employee has exhausted sick leave accrual;
- to offset amounts employees receive for witness or jury fees or military pay;
- for penalties imposed in good faith for infractions of safety rules of major significance;
- for unpaid disciplinary suspensions of one or more full days imposed in good faith for serious workplace conduct rule violations pursuant to a written policy applicable to all employees, including, but not limited to, violation of REDI’s unlawful harassment policy, policy against drug and alcohol infractions, workplace conduct and safety rules, and workplace violence rules;

- or for partial weeks of work at the beginning or end of employment.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of Paid Time Off for full or partial day absences for personal reasons, sickness or disability.

It is the policy of REDI to comply with the salary basis requirements of the FLSA for its Exempt employees. Therefore, we prohibit managers or supervisors from making any improper deductions from the salaries of Exempt employees. Employees should be aware that REDI prohibits and does not allow deductions that violate the FLSA.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the CEO. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the error will be corrected and you will be promptly reimbursed for any improper deduction made.

Overtime

From time to time, as the need arises, employees may be asked to work or travel beyond their regular scheduled work period or workweek. All overtime must be approved in advance by your supervisor. Supervisors will attempt to provide reasonable notice when this need arises; however, advance notice may not always be possible.

According to the Federal Labor Standards Act (FLSA), Non-Exempt employees receive overtime compensation for all approved (authorized by your supervisor) hours worked in excess of 40 hours in one workweek at a rate not less than one-and-one-half times their regular hourly rate ("time and one-half"). For overtime purposes, the standard workweek is from Sunday morning at 12:00 a.m. through Saturday night at 11:59 p.m.

For purposes of computing whether or not forty hours have been worked in any one workweek, paid company holidays, other paid designated closings, PTO use, and other designated leave will not count as hours worked.

Compensation

To attract and retain employees, we endeavor to provide a competitive compensation program. Periodically, job-descriptions are revised and re-evaluated, to ensure that employees are compensated appropriately.

An employee's position and compensation are determined by the requirements of their job and other considerations such as level of responsibility, skill, training, education, and related factors.

Employees should direct questions regarding their individual salary or the salary program to their supervisor.

Performance Reviews and Adjustments to Compensation

An employee's work performance, or how well the employee is doing at their job and complying with our policies and procedures, will be observed and evaluated on an ongoing basis throughout the employment relationship. Performance reviews will be conducted at least annually, subject to business needs, and may occur more frequently per manager discretion.

The annual performance review should include:

- Progress against annual goals and objectives
- Key accomplishments
- Personal development and training
- Areas of improvement
- Goals and objectives for the following year

Base salary adjustments are determined based upon performance against objectives and essential functions and subject to budgetary parameters. Adjustments will be made at REDI's sole discretion.

Mandatory Annual Training Policy

At REDI we are committed to fostering a safe and supportive workplace for all employees. To maintain this environment, we require mandatory annual training on key topics essential to our organizational values and legal obligations.

Policy Details

1. Training Schedule

- New Hires: All new employees must complete the mandatory training modules within the first two weeks of employment to ensure they understand and can uphold our workplace standards.
- Annual Training for Current Employees: All employees are required to complete these mandatory training modules within the first quarter of each year. Employees will have a 30-day window to complete the training once assigned.

2. Completion and Accountability

- Currently, training is conducted through YouTube and Chubbworks; however, the platforms used may be updated periodically, with proper tracking procedures in place to ensure compliance.

- Employees will receive an email notification with instructions for accessing the training modules. Completion will be tracked, and certificates of completion will be required for Chubbworks training. YouTube training modules will require employees to complete the Training Acknowledgement Form and email their supervisor and copy HR after watching the video, confirming they have completed the training.
- This email, along with the Training Acknowledgement Form be filed as part of each employee's training record.
- YouTube training completions will be maintained on a shared document/spreadsheet. ChubbWorks training modules will be maintained on the website.
- Supervisors will follow up with employees to ensure timely completion.

We believe that ongoing education is essential to a positive and effective workplace culture. For any questions or support during the training, please contact at HR@rockvilleredi.org.

Employee Social/Online Media Policy

This policy is designed to guide employees on the appropriate use of online and social media, both personally and professionally, to ensure that REDI's reputation and confidentiality are protected. This policy covers the use of current online media, social media platforms and others that may be adopted in the future. Online media and 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 website or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with REDI, as well as any other form of electronic communication.

Employees are personally responsible for what they post online. The same principles and guidelines found in REDI's policies apply to employees' activities online. Any conduct that adversely affects job performance, the performance of fellow employees, or otherwise adversely affects clients or people who work on behalf of REDI's legitimate business interests may result in disciplinary action up to and including termination. Employees who use online and social media should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on REDI's legitimate business interests.

The following rules and guidelines apply to REDI employees' online and social media use, even that which is **unauthorized** and occurs outside of the workplace environment:

- Employees must adhere to the REDI Code of Conduct and all other REDI policies, such as the REDI policies prohibiting harassment and discrimination. Employees may not make postings regarding proprietary and confidential information; discriminatory or defamatory statements regarding REDI, REDI employees or partners; or sexual innuendo regarding REDI employees or members. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence of similar unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.
- Employees are expected to maintain a professional and respectful tone on all online and social media interactions, whether personal or work-related.
- Avoid using language or posting content that could be considered offensive, discriminatory, or harassing.
- Never post any information or rumors that you know to be false about REDI, community partners, or people working on behalf of REDI.
- If an employee chooses to repost official REDI content on their personal online media and social media accounts, they must ensure that REDI's content is unaltered and is not misrepresented. Shared or reposted content must comply with REDI's confidentiality and professionalism standards.
 - Consider stating your relationship with REDI when sharing company-related content to provide additional context and avoid potential misrepresentation. Example: "Proud to work with REDI! Check out our latest update."
- Do not disclose confidential or proprietary information about REDI, its clients, or its business operations on social media. This includes financial data, client information, upcoming projects, and any other sensitive information.
- If an employee chooses to identify him/herself as an REDI employee on any social media, website or other online media outlet, some readers may view that employee as a spokesperson for REDI. Because of this possibility, where an employee mentions affiliation with REDI they should make it clear that any opinions expressed are the employee's own and do not necessarily represent REDI's positions, strategies or opinions. If contacted by the media or press about such activity that relates to REDI's business, employees are required to speak with the CEO before responding.

- Employees should consider resolving work-related complaints by speaking directly with co-workers or by utilizing REDI's Open Door Policy instead of posting complaints online. If an employee decides to post complaints or criticism online, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage clients, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to harm someone's reputation, or posts that could contribute to a hostile work environment on the basis of a Protected Status covered by law or REDI policy.
- Any personal political activity should be kept separate from your work and your REDI identity. It is expressly prohibited to use REDI premises and/or resources for political purposes – which includes internet connection, email, websites, computer equipment, etc.

Unauthorized Social Media / Online Media

REDI recognizes that employees may occasionally access email, social media, websites or other online media during work hours for personal use. Any **personal** use of email, social media, websites or other online media during work hours must be kept to a minimum and may not occupy more than an incidental amount of the employee's time. More than incidental personal networking activity during work hours may be subject to appropriate disciplinary action, up to and including termination.

Employees shall not use REDI email addresses to post to personal social media, websites or other online media.

Employees shall not engage in online political activities during work hours or while conducting REDI business.

Authorized Online/Social Media Use on Behalf of REDI

REDI administers several programs and initiatives to support its economic development goals and uses online and social media to broadcast and amplify messaging to its target audiences.

Only those employees specifically authorized by the CEO may use websites, social media or other forms of web-based communication channels on behalf of REDI. Authorization may be limited to specific activities and may vary for different employees. If you have any uncertainty or question as to your authorization you must consult with the CEO or Director of Marketing and Communications.

Staff access to REDI website, social media and other online channels must be authorized and granted by the main administrator accounts controlled by the Director of Marketing and Communications.

REDI must ensure that use of these online communication channels maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, regardless of whether they are used in or out of the workplace. REDI must remain politically neutral, and any use of REDI online and social media must maintain REDI's reputation of neutrality and objectivity. It is not appropriate to convey political affiliations in connection with REDI business activities. This policy ensures that we maintain our impartiality and uphold our values of integrity and respect for all.

All content posted on REDI's online media and social media accounts must adhere to applicable federal, state, and local laws, regulations and policies. REDI may be subject to Maryland Public Information Act (MPIA) and Freedom of Information Act (FOIA) requests and shall maintain and keep records of social media content. Authorized employees and authorized communications must also comply with any Small Business Administration, grant, or program requirements for use.

REDI reserves the right to temporarily or permanently disable any social media account for reasons including inappropriate management of social media accounts, the account no longer meeting the organization's communication goals, or other reasons as deemed appropriate.

Appropriate Use of Online/Social Media on Behalf of REDI

Content published on REDI's online and social media accounts must be approved by, or at the direction of the Marketing and Communications Director or CEO. Only authorized employees or contractors shall publish or modify content, and comments on REDI's websites, social media accounts or other online communication channels.

The content and communication on REDI's online and social media accounts should be accurate, professional and positive, with the goal of informing, educating and engaging. Where applicable, content published on REDI's social media accounts should contain hyperlinks directing to the official webpage of the content posted.

REDI's online and social media account administrators shall exercise judgement in communicating. All content shall be factual, concise, grammatically correct, and without error. In cases of uncertainty of the accuracy of information, do not publish or respond until all information has been verified.

Authorized Users of REDI Online/Social Media Guidelines:

- Adhere to the REDI Code of Conduct and all other REDI policies, such as the REDI policies prohibiting harassment and discrimination. Authorized users may not make postings

regarding proprietary and confidential information; discriminatory or defamatory statements regarding REDI, REDI employees or partners; or sexual innuendo regarding REDI employees or members. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence of similar unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.

- Maintain a professional and respectful tone on all online and social media interactions, whether personal or work-related.
- Ensure honesty and accuracy when posting information or news. If an error is made, inform the Marketing & Communications Director or CEO and correct it as quickly as possible.
- Avoid using language or posting content that could be considered offensive, discriminatory, or harassing.
- Do not disclose confidential or proprietary information about REDI, its clients, or its business operations on social media. This includes financial data, client information, upcoming projects, and any other sensitive information.
- Never post any information or rumors that you know to be false about REDI, community partners, or people working on behalf of REDI.
- Be cautious when clicking on links or downloading attachments from websites and social media, as they may contain malware or phishing scams.
- Use strong passwords and enable two-factor authentication where available.

Inappropriate Use of Online/Social Media on Behalf of REDI

Authorized users of REDI online/social media are prohibited from publishing, promoting, sharing, commenting or reacting to the following content:

- Information that is confidential to REDI, its clients, partners and stakeholders.
- Discriminatory based on race, ethnicity, creed, color, age, genetic information, religion, gender identity, sexual orientation, marital status, national origin, disability status.

- Threats to public health, safety, or property, or incitement of actions that would harm others.
- Social media accounts used by local, state or federal elected officials or candidates for their election or fundraising purposes.
- Recommendation or endorsement of a business or commercial transaction
- Religious or political messages.
- Profanity, obscenity or vulgarity.
- Illegal activities.
- Defamatory statements.
- Sexually explicit content and pornography.

Consequences of Non-Compliance

Failure to comply with this online/social media policy may result in disciplinary action, up to and including termination of employment. This includes but is not limited to:

- Posting confidential or proprietary information
- Engaging in harassment or discriminatory behavior
- Misrepresenting the company or its values
- Violating intellectual property rights

Acknowledgment

By using social media, employees agree to abide by this policy. REDI reserves the right to amend this policy as needed.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Lateral Moves and Promotions

REDI encourages the career development and growth of its employees by considering them for promotions to other positions for which they are qualified. When there is a job vacancy, REDI

generally recruits job applicants both from within and outside REDI. Job vacancies may be formally posted, at REDI's discretion, on internal bulletin boards. If a job is posted, the posting notice indicates the deadline date and eligibility information for applying for the position. REDI reserves the right to fill a job vacancy without posting it internally.

Working Hours, Breaks, Pay Periods and Timesheets

The work week for REDI Full-Time employees is forty hours. Our normal working hours are Monday-Friday, 8:30 a.m. until 5:30 p.m. If any changes are requested to the normal working schedule, they must be approved in writing by the CEO. To maintain a safe and productive work environment, REDI expects employees to be reliable and punctual when reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on REDI. All Full-Time employees are expected to work an eight-hour day. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should personally notify their supervisor and a member of the support staff prior to 8:30 a.m., or in extreme cases, as soon as possible. When contacting a supervisor to notify them of your absence, employees should also include their anticipated return to work time and/or date. Failure to report to work without notice to REDI for three consecutive business days will be considered voluntary termination. Repeated, unexcused absenteeism and/or tardiness may be cause for disciplinary action, up to, and including termination.

Pay Periods

Employees are paid on a bi-weekly basis. There are twenty-six pay periods per year.

Lunch Break

The REDI work schedule includes a daily lunch break, which is not to exceed one hour for Full-Time Exempt and Non-Exempt employees. Non-Exempt employees are relieved of all active responsibilities and restrictions during meal periods and will not be compensated for the time. A lunch break is not optional for non-exempt employees, and failure to take a break will not be considered overtime unless previously approved by a supervisor. Lunch breaks should be scheduled as close to the middle of the workday as possible, and must be staggered to meet operational requirements, and to keep the REDI office open. Lunch times are not included in the forty-hour count.

Lactation Break

REDI supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Employees storing milk in a company refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Breaks of more than twenty minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Timesheets

Part-Time and Full-Time Exempt and Non-Exempt employees must record hours and submit a bi-weekly time sheet to be approved by their supervisor by the Monday before a pay day.

Exempt Employees will enter time based on job descriptions and a work plan as adjusted to actual work done in a pay period. Timesheets must accurately reflect the time allocated to each revenue class and IRS function.

Non-Exempt Employees Paid Hourly

If you are a Non-Exempt employee, you must maintain a record of the total hours you work each day. Your timesheet must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. If your timesheet is not accurate, notify your supervisor immediately. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

Unless you are authorized by your supervisor, you should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your timesheet. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you perform that is not reported on your timesheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

Travel Timekeeping for Non-Exempt Employees

Employees in positions classified as Non-Exempt under the Fair Labor Standards Act are eligible for compensation for the time they spend traveling while on REDI business. The compensation an employee receives depends on the kind of travel and whether the travel time takes place within normal work hours.

Normal Work Hours Defined

“Normal work hours,” for the purposes of this policy, are defined as 8:30 a.m. to 5:30 p.m. This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday).

Travel Time Defined

“Travel time” is defined as including the time the employee arrives at the airport to the time the employee reaches his or her destination. If an employee is traveling *to* a location, then the destination is either the hotel or the worksite (if the employee travels directly from the airport to work). If the employee is returning home *from* a location, the destination is the airport of final arrival.

If an employee is traveling by air and no flights are available from or to the airport nearest the employee’s residence, then travel between the employee’s residence and the airport is considered travel time and is eligible for compensation in accordance with the policy guidelines below.

Travel between home and work or between the hotel and worksite is considered normal commuting time and is not eligible for compensation.

If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by REDI, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation.

Travel Time Within Normal Work Hours

Any portion of authorized travel time that takes place within normal work hours (defined as 8:30 a.m. to 5:30 p.m.) on any day of the week, including Saturday and Sunday, is treated as work hours. Travel time within normal work hours will be paid at the employee’s regular hourly rate and will be factored into overtime calculations.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

Travel Time Outside of Normal Work Hours

Any portion of authorized travel time (with the exception of driving time) that takes place outside of normal work hours is considered to be outside travel hours.

When a Non-Exempt employee is required to travel as a passenger in an automobile, plane or any other mode of transportation outside of normal work hours, he or she will be compensated

at one-half his or her regular hourly rate for that portion of travel time that takes place outside of normal work hours. Unlike work hours, outside travel hours are not factored into overtime calculations.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls outside of normal work hours.

Travel Time as the Driver of an Automobile

All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. An employee will receive his or her regular hourly rate for all travel time spent as the driver of an automobile, and this time will be factored into overtime calculations.

Travel as a *passenger* in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile is treated the same as all other forms of travel, and compensation depends on whether the travel time takes place within normal work hours.

If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be eligible for compensation.

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating and reporting travel time on their timesheets in accordance with this policy.

Meal periods should be deducted from all travel time.

If an employee requests a specific travel itinerary or mode that is different from the one authorized, only the estimated travel time associated with the authorized schedule, route and mode of transportation should be reported on the timesheet.

Travel time should be calculated by rounding up to the nearest quarter hour.

Direct Deposit

Employees may have pay directly deposited into their bank account(s) or credit union account(s) with advance written authorization as long as the service is offered by their bank/credit union.

Payroll Deductions

All payroll deductions will be itemized on a voucher with your check. REDI is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal and state income taxes and your contributions to Social Security and Medicare. There may also be additional deductions from your paycheck for contributions to benefits. These deductions are normally taken on a pre-tax basis. The amount of deductions will depend on your earnings and on the information you furnish on your federal W-4 and corresponding state tax deduction forms regarding the number of dependents/exemptions you claim. If you fail to submit a W-4 form, REDI will claim you as single with no allowances. Any questions about your paycheck should be directed to the CEO.

Wage Garnishments

REDI is required by law to honor court-ordered liens and wage garnishments. These court-ordered documents grant legal permission to collect part of an employee's pay directly from REDI. The CEO will contact the affected employee to explain the details of the garnishment and how it affects wages. The possibility of resolving the situation before implementation will also be explored.

Remote Working

Any requests for remote working arrangements must be approved by your manager and the Chief Executive Officer on a case-by-case basis. In all cases employees should have a specific plan of what work they can accomplish when requesting advance approval from their manager to work remotely and must have access to all the materials and or systems they need to complete that work. Work plans will be reviewed on a case-by-case basis and approved or disapproved according to all relevant circumstances. Relaying an office closing to co-workers, answering texts or emails, making or returning a few calls, and being generally “available” is not a “work plan” and is not considered a basis for approved telework.

Inclement Weather and Office Closings

REDI and MWBC offices follow the City of Rockville’s schedule of closings, delays and holidays. MWBC seminars will be cancelled if the Montgomery County Public School System closes. If an MWBC workshop is scheduled on a day that MCPS opens late or closes early, the workshop schedule will be reviewed and adjusted on a case-by-case basis. In the event of inclement weather, if the City of Rockville is closed, or the office is closed for another reason, employees will be paid a normal day without the use of PTO. If an employee opts to not report to work

due to bad weather, PTO may be requested. If an employee is granted permission by the CEO to work from home in the event of inclement weather or other approved situation, PTO will not be deducted.

Section 4--Benefits, Leave and Time Off

Employee Benefits

REDI has established a variety of employee benefit programs designed to assist employees and their dependents. This portion of the Employee Handbook contains a very general description of some of the benefits to which you may be entitled as an employee of REDI. This general explanation is not intended to, and does not provide you, with all the details of these benefits. Employees will receive detailed benefit information with their offer letter and in orientation. Summary Plan Descriptions are provided to employees once benefit selections have been made. Those documents will be the primary resource for information about REDI benefit plans. If there is any conflict between those documents and the information in this Handbook, the official plan documents prevail.

Employees who have questions about the benefits REDI offers should contact the CEO. REDI reserves the right to modify, increase, decrease, or discontinue any of the benefits provided at any time.

Currently, REDI offers the following benefits to eligible employees:

- Health/Vision/RX Coverage
- Dental Coverage
- Group Life Insurance
- Short- and Long- Term Disability
- SIMPLE IRA
- Transportation/parking

Social Security/Medicare

Social Security and Medicare coverage entitles you and your family to certain health and retirement benefits based on your income and the number of years you have worked. Social Security tax payments are deducted from your pay according to IRS rates. REDI matches this contribution with additional contributions to the same Social Security and Medicare funds. Additional information concerning Social Security and Medicare benefits can be obtained from your local Social Security office.

Unemployment Compensation

Employees are covered by Maryland Unemployment Insurance unless otherwise notified by Human Resources. If any employee is terminated and is determined to be eligible for unemployment compensation, he or she will receive weekly benefits in accordance with the provisions of the Act.

Workers' Compensation

REDI provides a workers' compensation program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Benefits are provided after a short waiting period, or if the employee is hospitalized, immediately.

Any employee who sustains a work-related injury or illness must inform his or her supervisor and the CEO immediately, no matter how minor it may seem. It is the policy of REDI to support bringing the injured employee back to work, as soon as they are medically able, to a position within REDI compatible with any physical restrictions they may have.

Please be aware that there are waiting periods before wage replacement benefits go into effect and REDI and their insurer regularly review and audit medical claims for indications of fraud. Suspected fraudulent claims are reported to the Workers' Compensation Commission. Filing a fraudulent workers' compensation claim or engaging in fraudulent representations with respect to workers' compensation claims or benefits are serious offenses. Employees found to have engaged in fraudulent activities are subject to disciplinary action, up to, and including termination of employment. Employees that file fraudulent claims may also be criminally prosecuted.

REDI does not discriminate or retaliate against employees who have filed legitimate workers' compensation claims. Managers and supervisors will not take or threaten any action to compel or persuade employees not to file a workers' compensation claim.

Holidays

REDI is closed for the holidays that are observed by the City of Rockville government offices. Generally, these include: New Year's Day, Martin Luther King Jr.'s Birthday, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

For Part-Time employees, the observed company holiday will only be paid if the employee would have normally been scheduled to work on that day. For Non-Exempt employees, holidays are not considered as time worked for the purpose of overtime calculations. Holidays

will not be paid to employees on any type of unpaid leave. Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Paid Time Off (PTO)

REDI recognizes that employees have diverse needs for time off from work and, as such, REDI has established this Paid Time Off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

Eligibility

PTO is accrued upon hire or transfer into a benefits-eligible position. Eligible employees must be scheduled to work at least twenty hours per week on a regular basis. Employees working less than twenty hours per week on a regular basis, on-call and temporary employees are not eligible to accrue PTO. PTO accrual rates will be pro-rated for Part-Time employees according to their percentage of time worked based on a 40- hour workweek.

Availability

Only eight hours of PTO may be used in the Introductory Period (ninety days). All remaining accruals are available for use in the pay period following completion of ninety days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

Accrual and Payment of PTO

Accruals are based upon paid hours up to 2,080 hours per year, excluding overtime. Employees working less than forty hours per week and at least twenty hours per week will earn PTO hours on a pro-rated basis. Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence or PTO cash outs upon termination. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls. All annual accruals are based on the fiscal year of July 1-June 30. Accrual balances are available on your pay stubs and in the employee payroll access system.

Full-Time Accrual Rates

Unless otherwise negotiated at executive levels, the following are REDI's standard accrual rates. (Part-Time accrual rates will be prorated)

Years of Service	Annual PTO Accrual*	Maximum Cash Out at Termination***
Less than 5 years (for employees hired after 1/1/20)	20 days (160 hours)	10 days (80 hours)
More than 5 years	25 days (200 hours)	10 days (80 hours)

*Annual PTO accruals are based on an employee having 2,080 paid hours per year (40 hours per week).

***Subject to Resignation policy and notice period

Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as half hour (thirty minutes).

Employees begin accruing PTO with their first paycheck, however, employees may only use up to eight hours of PTO in their Introductory Period (ninety days). Employees may not request any additional PTO until after successful completion of their Introductory Period (ninety days). Any additional time requested away from the office within the first ninety days of employment would be unpaid.

PTO, other than in unforeseen circumstances, must be scheduled at least two weeks in advance. All PTO requests should be made in writing with the formal leave request form, to your supervisor. All requests are subject to supervisory approval, department staffing needs, work flow, and established departmental procedures. REDI's needs take priority, so vacations may need to be rescheduled or requests denied. Pre-approval from your supervisor or the CEO is necessary before making any travel arrangements or booking. Coordination with the general office calendar and other employees' schedules is critical.

An employee is required to use PTO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of PTO

when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

PTO may also be used for the employee's birthday, or for religious holidays, but should still be requested in advance.

Unscheduled Absences

Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. REDI may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

Unscheduled absences, whether sickness, lateness or other reason, must be reported according to the following procedure:

- Employees must contact (via email, text or phone) their immediate supervisor prior to their scheduled start time. The supervisor, if not the CEO, should notify the CEO and any other pertinent colleagues of the absence. If the immediate supervisor is not available, the employee should email, text or speak to the CEO and other pertinent colleagues.
- For unscheduled absences of more than one day, the employee must follow call-in procedures for each day of absence. For three or more days of unscheduled PTO, medical documentation may be required.
- Once employee is back at work, they should submit a leave request form to document the time taken from work.

Failure to follow the procedure as set out by this policy may lead to the time being deemed as unauthorized leave without pay.

An employee may use PTO for unplanned absences such as:

- to care for or treat the employee's mental or physical illness, injury, or condition;
- to obtain preventive medical care for the employee or the employee's family member;
- to care for a family member with a mental or physical illness, injury, or condition;
- if the employer's place of business has closed by order of a public official due to a public health emergency;
- if the school or child care center for the employee's family member is closed by order of a public official due to a public health emergency;
- to care for a family member if a health official or health care provider has determined that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease; or

- if the absence from work is due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is used:
- by the employee to obtain for the employee or the employee's family;
 - (i) medical attention needed to recover from a physical or psychological injury due to domestic violence, sexual assault, or stalking;
 - (ii) services from a victim services organization related to the domestic violence, sexual assault, or stalking;
 - (iii) legal services, including preparing for or participating in a civil or criminal proceeding related to the domestic violence, sexual assault, or stalking; or
- during the time that the employee has temporarily relocated due to the domestic violence, sexual assault, or stalking.

A "family member" includes a spouse, child, parent, grandparent, grandchild, sibling, or legal guardian. "Child" includes a biological, adopted, foster, or step child of the employee, a child for whom the employee has legal or physical custody or guardianship, and a child for whom the employee stands in loco parentis, regardless of the child's age. "Parent" includes a biological, adoptive, foster or step parent of the employee or the employee's spouse, the legal guardian of the employee, and individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when they were a minor. Maryland law defines "grandparent," "Grandchild," and "sibling" to include biological, adoptive, foster and step relationships.

Please note that if children are ill and cannot attend school or daycare, they cannot be brought to the office with you.

Duration of PTO

No more than **ten** days of PTO can be taken at any one time unless otherwise pre-approved by the CEO.

PTO and Inclement Weather

In the event of inclement weather, if the City of Rockville is closed, or the office is closed for another reason, employees will be paid a normal day without the use of PTO. If an employee opts to not report to work due to bad weather, PTO may be requested. If an employee is granted permission by the CEO to work from home in the event of inclement weather or other approved situation, PTO will not be deducted.

Advance Leave

Employees may not borrow against their PTO banks unless granted specific permission from the CEO.

Payment upon Termination

Accrued but unused PTO may be cashed out at the time of termination, not to exceed 80 hours. For voluntary resignations, two weeks' notice per company policy must be given in writing in order for PTO to be cashed out. PTO cash outs will be included with the employee's final paycheck and will be subject to all normal taxes and deductions.

Rollover

At the end of the fiscal year (June 30), up to eighty hours of accrued but unused PTO may be rolled over into the next fiscal year. At no time can an accrued balance exceed the limits set forth above based on tenure.

Excused Absences

REDI allows for the following excused absences:

Jury Duty

REDI cooperates with local, state, and federal courts by allowing you to serve on juries without financial loss. You must provide a copy of the juror summons to your supervisor in order to have your absence counted as an excused absence and to receive your compensation while on jury duty. Full-Time, full-year and Part-Time, full-year employees receive the difference between the compensation for jury duty and their regular rate of pay. Pay for meals and/or transportation is not considered as compensation.

Voting

REDI encourages all employees to exercise their right to vote. With approval of your supervisor, up to two hours of paid leave will be granted if voting conflicts with your work schedule.

Military Leave

In accordance with federal law, it is the organization's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be

subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy.

The Uniformed Services Employment and Reemployment Rights Act (“USERRA”) protects all employees who perform “voluntary or involuntary” service in the Armed Forces, including the Air National Guard, the Army National Guard, the Public Health Service and other service categories as required by law. The organization will comply with federal law regarding military leave of absence. Accordingly, employees who are members of an active or reserve branch of the Uniformed Services of the United States are granted time to attend a tour of active duty. This time is granted in addition to the employee’s regular vacation time. The organization will pay the employee the difference between his or her organization wages and wages paid by the armed forces if organization wages are greater, up to a maximum of two weeks per year.

Employees taking a military leave are required to give proper advance verbal or written notice to their employer. Provided that the employees comply with these and certain other requirements, their jobs will be guaranteed for their return from up to five years of military service. The returning employee will be placed in the position he or she would have attained but for the military service, unless they are not qualified for the position. The time for the employee to report to his employer at the end of his or her military service varies depending on the military branch, assignment and length of the service.

After the military employee returns from service, his or her job is guaranteed certain legal protections, over and above those of other employees, depending on the length of military service. The organization may not be required to reinstate an employee after military service if the employee is dishonorably discharged, or if we have experienced such changed circumstances that reemployment is impossible or unreasonable, or would create an undue hardship. Also, employees who work only for brief, non-recurrent periods prior to taking military service may not be entitled to reinstatement.

Employee benefits are also protected by USERRA during individuals’ military service. A military leave is not deemed to be a “break in service” for seniority and other benefits. The leave is supposed to be included, for example, in any calculations of vesting rights for pension benefit plans.

The organization will also continue health insurance benefits for employees engaged in military service of thirty days or less. For employees performing military duty of more than 30 days, coverage will continue under the same conditions as apply to other types of leaves of absence. Such benefits may terminate in accordance with the benefit plan documents. However, continuation coverage will be provided in that circumstance. Employees taking military leave will not be required to use accrued annual leave or paid time off during the leave. However, they will be permitted to use such accrued paid leave if they so request.

Religious Accommodation

REDI recognizes and respects each employee's religious pursuits. To that end, REDI will do everything reasonable to accommodate an employee's needs, unless doing so would cause an undue hardship. This may require occasional adjustment of an employee's work schedule or granting the necessary hours/days off from work for observances to attend religious services or activities at his/her local place of worship. Any employee wishing to celebrate as a religious holiday a regular REDI business day may use PTO. All such requests should be made in advance, in writing, to the employee's supervisor.

Bereavement Leave

Full-Time employees are granted up to three days of paid leave at full salary, without deduction of PTO, for a death in their immediate family, which includes the employee's spouse, life partner, children, parents, siblings, and grandparents, and a spouse's parents and siblings. Please notify your supervisor when you will be absent.

Leave of Absence

Upon written request, REDI may grant you a leave of absence without pay for a specified period of time. You must have two years of service to be considered for a leave of absence. The request should be made in advance whenever possible. Leave requests exceeding thirty calendar days (approximately twenty-two working days) require the approval of the CEO in consultation with the Board of Directors. A leave request of less than thirty days may be granted by the CEO.

If your leave request is your own serious health condition, or that of a family member, medical certification will be required within fifteen days from the start of the absence. Periodic re-certifications may also be required.

If you are going on an approved leave of absence, you can continue health insurance coverage by arranging to pay an amount equal to the administrative cost of insurance coverage to REDI. You do not earn annual leave during unpaid leave.

If a leave of absence is less than thirty days, you will be reinstated to your former position upon returning to work. If leave of absence is greater than thirty days, you will be reinstated to your former position upon your return if it is still open, or considered for a comparable available position at the same rate of pay. If no comparable position is available, your employment will be terminated. You can arrange to be considered for any future openings that might arise by remaining in contact with the CEO.

Parental Leave

REDI offers up to two weeks of paid parental leave following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least twelve consecutive months.
- Have worked at least 1,250 hours during the twelve consecutive months immediately preceding the date the leave would begin.
- Be a Full- or Part-Time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age seventeen or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of two weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the two-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than two weeks of paid parental leave in a rolling twelve-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that twelve-month time frame.
- Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the six-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this six-month time frame.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the six-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the six-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as PTO.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- If the employee is on paid parental leave when the company offers administrative leave (known as an “admin day”), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.

Requests for Paid Parental Leave

The employee will provide his or her supervisor and the CEO with notice of the request for leave at least thirty days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must provide all documentation as required to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy.

Section 5—Safety in the Workplace

Workplace Safety

REDI is committed to providing a safe and healthy workplace for all its employees. REDI complies with all applicable requirements issued by State and Federal agencies such as the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA).

Management and all employees share the responsibility for workplace safety. All employees should familiarize themselves with the fire exits of the building and secure all electrical wiring in their work areas.

Employees are responsible for continuously practicing safety while performing their job duties. Employees are encouraged to be alert to unsafe conditions and report them promptly to the CEO. All reports can be made without fear of reprisal.

Evacuation and Emergency Procedures

Please adhere to the building's procedures to provide maximum safety for all employees. If you hear of potential danger for our office or the surrounding area on the news or in calls from friends or family, please advise the CEO immediately. Announcements may be made on the Building's PA System if there is imminent danger and will include evacuation/emergency instructions.

In the event of fire or other emergency situations requiring evacuation of the building, the building's procedures must be followed to assure the safe, speedy, and orderly movement of all personnel from the building. All employees should be familiar with these instructions and each should be acquainted beforehand with routes to building exits and possible alternate exits. All evacuations should be via exit stairwells.

Workplace Violence Prevention

In an attempt to protect the welfare of our employees and members from instances of violence in the workplace, REDI has implemented a violence prevention policy. REDI strongly believes that all employees should be treated with dignity and respect and that all employees are responsible for her or his actions and consequences. Thus, acts of violence and threats of violence will not be tolerated. The carrying of weapons including but not limited to, firearms and knives on REDI or its member's premises, or while conducting business on behalf of REDI at another location, is strictly prohibited. Any violation of this policy may lead to disciplinary action, up to and including termination arrest, and prosecution.

Additionally, employees have a "duty to warn" their supervisor, or the CEO, immediately of any suspicious workplace activity, situations, or incidents that appear problematic. This includes, but is not limited to, threats or acts of violence, causing physical injury to another person, displaying aggressive or hostile behavior, intentionally damaging employer property or property of another employee, threatening or offensive comments or remarks, or committing acts motivated by, or related to, sexual harassment or domestic violence. While REDI cannot guarantee the safety of employees or members, all reports will be promptly and thoroughly investigated.

Although REDI does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the CEO if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.

- Displaying irrational or inappropriate behavior.

All individuals who apply for or obtain a protective or restraining order which lists REDI locations as being protected areas must provide to REDI's CEO a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Building Security

Employees will be issued keys for the building and for REDI's office. Any codes or keys should not be shared with other employees or visitors. Please notify your manager when you will be arriving and/or departing after established business hours, to include evenings, weekends and holidays.

When parking in the building, please use caution. Lock your vehicles at all times. REDI is not responsible for any loss or damage.

REDI is also not responsible for the personal belongings of employees brought into the office. REDI will not repair, replace, or reimburse an employee for any damage to, or loss of, an employee's personal property.

Section 6—Discipline, Discharge, and Departures

Reasons For Disciplinary Action And/or Termination

REDI may decide in its sole and complete discretion to warn, discipline, suspend or discharge employees with or without progressive disciplinary actions. The appropriate action will depend on the severity of the problem, the employee's past performance or the needs of REDI. As stated, employment at REDI is at-will and employment may terminate at any time for any reason.

In establishing rules of conduct, REDI has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees, to ensure maximum understanding and cooperation, and to accomplish the objectives and goals set by REDI. The following list of work rules is an illustration of the type of behavior that will not be tolerated by REDI. This list is not all-inclusive. Any employee who violates any of the work rules listed below, or has other documented performance issues, may be subject to disciplinary action, up to and including termination. The level of disciplinary action taken will be determined at management's discretion and judged by the severity of the violation:

- Failure to comply with the REDI Code of Conduct.

- Failure to comply with REDI procedures, policies or practices.
- Submission of false, misleading or incomplete information to obtain employment.
- Failure to comply with the REDI Confidentiality Agreement.
- Theft or inappropriate removal or possession of REDI property.
- Falsification of timekeeping records.
- Negligence or improper conduct leading to damage of employer-owned or client-owned property.
- The use, influence, purchase or sale of illicit drugs, controlled dangerous substances on REDI property, a member's site, or at any work-related activity.
- The misuse of alcohol.
- Possession of weapons, explosives or firearms on REDI property.
- Committing violent acts or threats of violence.
- Committing acts of discrimination or harassment.
- Insubordination, including refusal to perform assigned tasks or the performance of assigned tasks in an inappropriate manner.
- Violation of safety or health rules.
- Excessive absenteeism and/or tardiness without a proper excuse or supervisory approval.
- Failure to meet performance standards.
- Failure to communicate and work well with others.

Cessation of Employment

Employment at REDI is at-will. Either the employee or REDI may terminate the employment relationship at any time for any reason. It is inevitable that employment relationships end, and it is REDI's policy to make a reasonable effort to retain good employees; however, employment at REDI is for no specified time, regardless of an employee's length of service. The following lists some but by no means all, of the reasons REDI and an employee may separate:

- Resignation - voluntary employment separation initiated by an employee.
- Retirement - voluntary employment separation for reasons relating to cessation of one's working career.
- Discharge - involuntary employment separation initiated by REDI.

- Job Abandonment – involuntary separation initiated by REDI due to unexcused absence of employee for three or more consecutive days.
- Layoff - involuntary employment separation initiated by REDI for non-disciplinary or non-performance reasons.

An employee who resigns or is discharged will receive his or her final paycheck no later than the next regularly scheduled pay date. All earned but unused annual leave balances not to exceed eighty hours, shall be included in your final paycheck, so long as two weeks' notice are given in cases of voluntary resignation.

Resignation

Employees resigning from REDI are asked to give at least two weeks' notice in writing to their supervisor and the CEO before terminating employment. Proper notice allows REDI sufficient time to determine all monies to which you may be entitled, including accrued annual leave, in calculating your final paycheck. If an employee's resignation date is not a regular REDI payday, the final paycheck will be issued on the next regular REDI payday.

Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant. Such a decision should not be perceived as reflecting negatively on the employee, given that it may be due to a variety of reasons not known to the individual or other employees.

Exit Interview and Return of Property

Prior to a voluntary departure, the CEO may send out or conduct an exit interview. This interview is intended to permit employees the opportunity to communicate their view regarding their work at REDI, including job duties, training, supervision, and benefits. At the time of the interview, or at another designated time by the CEO, employees are expected to return all REDI-furnished property including keys, equipment, credit cards, documents, and handbooks. Employees should refer to the employee benefits summary to learn when benefits will end.

References and Employment Verifications

All requests for information from outside of REDI regarding current and former employees must be referred to the CEO. Verbal requests for dates of employment and position(s) held are provided without the current or former employee's written consent. Requests for any additional information must be submitted in writing and include the signed consent of the current or former employee as well as a signed hold-harmless agreement. Exceptions to this

policy are made only if REDI is required to provide the information to comply with a government regulation or in response to a judicial proceeding, such as a subpoena.

Eligibility for Rehire

Employees who leave REDI in good standing with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position, including any required qualifying exam. Rehired employees will not retain previous tenure when calculating longevity, leave accruals or any other benefits, unless required by law.

Employees who are involuntarily terminated by REDI for cause or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.

State of Maryland and Montgomery County Handbook Supplement

REDI is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, employers who are based in Maryland and employees who work in Maryland will receive REDI's federal handbook ("Federal Handbook") and the Maryland and Montgomery County Supplement to the Employee Handbook ("Local Supplement") (together, the "Employee Handbook").

Maryland Equal Employment Opportunity

Maryland law makes it illegal for an employer to discriminate on the basis of race, sex, color, ancestry or national origin, age, religion, marital status, sexual orientation, genetic identity, gender identity, disability, or genetic information.

Maryland Fair Employment Practices

Every Marylander is guaranteed equal opportunity in receiving employment and in all labor management-union relations regardless of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, or genetic information.

Harassment on the basis of a protected class (above, such as sexual harassment), and retaliation for filing a complaint or being involved in the investigation are both prohibited under law and enforced by Maryland Commission on Civil Rights (MCCR). If you believe that you have been harassed based on a protected class, it is imperative that you contact MCCR immediately.

Montgomery County Human Rights Act- Discriminatory Employment Practices

A person must not because of the race, color, religious creed, ancestry, national origin, age, sex, marital status, sexual orientation, gender identity, family responsibilities, or genetic status of any individual or disability of a qualified individual, or because of any reason that would not have been asserted but for the race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, sexual orientation, gender identity, family responsibilities, or genetic status:

For an employer: fail or refuse to hire, fail to accept the services of, discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment; or limit, segregate, or classify employees in any way that would deprive or tend to affect adversely any individual's employment opportunities or status as an employee; exclude, or otherwise deny, equal job opportunity or benefits to, a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

A person must not: retaliate against any person for lawfully opposing any discriminatory practice prohibited under this division; or filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under this division; assist in, compel, or coerce any discriminatory practice prohibited under this division; obstruct or prevent enforcement or compliance with this division; or attempt directly or indirectly to commit any discriminatory practice prohibited under this division. A person must not print, publish, or cause to be printed or published, any notice or advertisement indicating any preference, limitation, or specification based on race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, sexual orientation, gender identity, family responsibilities, or genetic status relating to: employment by an employer; any classification or referral for employment by an employment agency. This subsection does not prohibit a notice or advertisement from indicating a preference, limitation, or specification that is a bona fide occupational qualification for employment reasonably necessary to the normal operation of the particular business or enterprise.

An employer may require an employee to adhere to reasonable workplace appearance, grooming, and dress standards that are nondiscriminatory and not precluded by any provision of state or federal law. However, an employer must allow an employee to appear, groom, and dress consistent with the employer's gender identity.

Maryland Equal Pay for Equal Work

Maryland's Equal Pay for Equal Work law prohibits employers from paying a wage to employees of one sex or gender identity at a rate less than the rate paid to employees of another sex or gender identity if both employees work in the same establishment and perform comparable work. Employers are also prohibited from providing less favorable employment opportunities on the basis of an employee's sex or gender identity. The law permits pay differentials based on:

- A nondiscriminatory seniority or merit increase system;
- Jobs requiring different abilities, skills, duties or services;
- Work performed on different shifts or at different times of day;
- A system that measures performance based on quality or quantity of production; or

- A bona fide factor other than sex or gender identity, including education, training or experience.

Maryland Discussion of Wages

Maryland prohibits an employer from taking an adverse employment action against an employee who inquires about, discusses or discloses his or her own wages or the wages of another, if those wages have been disclosed voluntarily. Employees who have regular access to wage information are not protected by the law, unless they obtain the wage information outside of their normal duties. An employer may maintain a written policy, establishing reasonable workday limitations on the time, place and manner for inquiries about or the discussion or disclosure of an employee's wages.

Maryland Crime Victim Leave

Employees who are victims of a crime may take unpaid time off from work to attend any proceeding relating to the crime, provided the employee has the right to appear. An employee is eligible for leave under this law if he or she is:

- The victim of the crime or juvenile delinquent act at issue in the proceeding;
- The victim's next of kin or guardian when the victim is deceased or disabled; or
- The victim's representation appointed by the court.

Maryland Jury Duty Leave

A Maryland employer is prohibited from discharging an employee due to time lost from work as a result of performing jury duty, but does not require that an employer pay its employees.

Maryland Time Off to Vote

Maryland law gives employees the right to take time off work, without fear of retaliation, for the civic responsibility of voting. Employees must be allowed to take up to two hours off to vote, unless the employee already has at least two consecutive hours off work while the polls are open. This time off must be paid.

Montgomery County Earned Sick and Safe Leave

REDI's Paid Time Off (PTO) policy provides leave benefits that are equivalent to or greater than those provided under the Montgomery County Earned Sick and Safe Leave Law, so no

additional leave is provided. Use of PTO is permitted for the reasons and under the same conditions that are set forth in the earned sick and safe leave law.

Maryland Sick and Safe Leave

REDI's Paid Time Off (PTO) policy provides leave benefits that are equivalent to or greater than those provided under the Maryland Sick and Safe Leave Law, so no additional leave is provided. Use of PTO is permitted for the reasons and under the same conditions that are set forth in the earned sick and safe leave law.

Maryland Smoke Free Workplace

Maryland requires all employers to ensure that there is no smoking in any indoor place of employment (e.g. restroom, conference room, cafeteria, hallway).

Maryland Safe Driving Practices

Employees may not talk or text on their cell phones while driving for work, regardless of whether they use hand-free devices. If an employee needs to talk on a cell phone for work purposes, the employee needs to pull the motor vehicle over prior to placing or accepting any cell phone calls, texting, or operating the cell phone in any other way.

Maryland Continuation of Benefits

Maryland law requires continuation coverage be offered to an employee whose employment is involuntarily terminated other than for cause. Under Maryland law, continuation coverage is not available to an individual who leaves a job voluntarily. To qualify for continuation coverage under Maryland law, an individual must be a resident of Maryland who had health insurance coverage under a group contract with the same employer for at least three months before the termination. The individual must submit a signed election for continuation coverage within the 45-day period following the date of termination of employment. An administrative fee of up to 2% of the total premium may be added to the cost of coverage. The individual pays the premium each month to the employer. Continuation coverage ends after 18 months, or earlier for any of the following reasons:

- For not making payments on time
- If the individual becomes eligible for coverage under another group expense- incurred medical insurance policy or HMO
- If the individual becomes entitled to benefits under Medicare

- If the individual becomes covered under a non-group expense-incurred medical insurance policy or HMO
- If the individual terminates the coverage
- If the employer no longer offers any group health benefit plan

Acknowledgement of Receipt of Employee Handbook and Local Supplement and Understanding of At-Will Status

I, _____ hereby acknowledge receipt of a copy of the Rockville Economic Development, Inc. (REDI) Employee Handbook and local state/county supplement. I have reviewed the handbook and local supplement, and agree to abide by the standards, policies, and procedures defined or referenced in the document. I understand that if I have any questions about the content of the handbook or local supplement, that I should consult the CEO.

I understand that this handbook and the provisions contained herein supersede and replace any and all prior handbooks, program manuals, policies, procedures, and practices. I understand that REDI can, at their sole discretion, change, modify, eliminate, revise or deviate from the guidelines and information in this handbook as circumstances or situations warrant.

I have entered into employment with REDI voluntarily and acknowledge that it is for no specified length of time. Accordingly, either I or REDI may terminate the relationship at will, with or without cause, at any time, for any reason or no reason (At-Will Employment). I understand that neither this handbook, nor any other REDI policy, practice or procedure, is intended to provide any contractual obligations related to continued employment, compensation or employment contract.

The descriptions of employee benefit plans that appear in this Handbook are intended to provide only a general overview of the plans for the convenience of our employees. The actual benefit plans are governed by their formal documents as they exist now or in the future. If there is any conflict between the information presented here and the legal plan documents that govern each benefit plan, the legal plan documents govern. REDI reserves the right to change or terminate any or all benefit plans at its discretion.

Signature

Date

Sign this form and return it to the CEO. This acknowledgement will be retained in your employee file.