



OREGON STATE FAIR & EXPOSITION CENTER

Employee Handbook

Workplace Policies, Rules and Expectations

Revised

Effective May 18, 2017

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Workplace Policies, Rules and Expectations

About Our Manual

There is a basic expectation that all employees of Oregon State Fair & Exposition Center (OSFEC) will perform successfully in their jobs. Listed below are the basic expectations that are stressed with all employees regardless of which department you work in. Please read these carefully. Following the general expectation should make your experience at the OSFEC an enjoyable and safe experience.

The information contained in this handbook is presented as a matter of information for individuals performing work for the OSFEC, and its contents should in no way be construed as a contract. It is simply a summary of our current policies, rules and procedures.

We reserve the right to make changes, to update, to delete, or to add to these policies, rules, and procedures at any time. The statements are not intended to be exhaustive and are subject to change at any time without prior notice. Some changes to the policies in this manual can only be made by the Oregon State Fair Council. Other changes to the policies, rules and procedures may be made by the Director/CEO.

At-Will Employment

OSFEC is an at-will employer. That means that both the employer and employee can terminate the employment relationship at any time for any reason. The Director/CEO of the OSFEC is the only person who is authorized to modify the OSFEC's policy of employment at-will, and any such modification must be in writing and signed by the Director/CEO. **It is not a contract.**

Employee Selection and Annual Review

OSFEC will directly hire and fill specific positions at OSFEC. These employees report directly to OSFEC management and supervisors. OSFEC will determine the individual who is the best fit for a position based on various criteria, including but not limited to information resulting from a Consumer Report (CR) and/or Criminal Background Check (CBC).

OSFEC direct hires, whether permanent, temporary or seasonal, may be required to submit or sign the following annually.

1. Submit to an annual CR and/or CBC .
2. Read and sign the OSFEC handbook.

3. Read and understand the General Safety Rules, then check each of the safety items on the Safety Check Sheet which indicates that the PS employee understands the safety requirements. Sign and date the documents.
4. Provide an updated Emergency Information Form.

Temporary Employees Provided by a Temporary Employee Provider (Provider)

OSFEC may contract with one or more providers of temporary employees. These Providers are the employer of record for those individuals who are requested to work at the OSFEC by OSFEC management or supervisors. The Provider is required by contract to interview, screen and select temporary employees who meet the needs of the OSFEC request for temporary employees. As specified by contract, the Provider is required to conduct a CBC, and possibly a CR, on all applicants who have received a conditional offer for employment at OSFEC. The Provider will provide a CBR form to the potential employee to read and sign before any CBC is conducted. The CR and CBC are two of many elements that a Provider will evaluate a potential employee to work at OSFEC. OSFEC may require PS temporary employees who work in one calendar year and continue on into subsequent years to submit and sign the following:

1. Submit to an annual CR and/or CBC.
2. Read and sign the OSFEC handbook.
3. Read and understand the General Safety Rules, then check each of the safety items on the Safety Check Sheet which indicates that the PS employee understands the safety requirements. Sign and date the documents.
4. Provide an updated Emergency Information Form.

EEO Policy

OSFEC is an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of OSFEC that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability, or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity.

Harassment Policy

All employees are expected and required to treat one another, as well as our customers, in a courteous and respectful manner at all times. Harassment of any kind is prohibited and will not be tolerated. This specifically includes sexual harassment and other harassment based upon characteristics protected under local, state and federal discrimination regulations. This form of misconduct undermines morale and the integrity of the employment relationship, and interferes with productivity.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- Submission to the conduct is in any way made a term or condition of employment;
- Submission (or rejection) is used as the basis for any employment related decisions; or

- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of harassment which may violate this policy also include:

- Verbal harassment such as epithets, derogatory comments or slurs, demeaning or sexually explicit jokes;
- Physical harassment such as assault, impeding or blocking movement, unauthorized touching or any physical interference with normal work or movement when directed at any individual;
- Visual forms of harassment such as derogatory, offensive or sexually suggestive posters, cartoons, pictures or drawings displayed in the workplace; and,
- Behavioral forms of harassment such as suggestive facial expressions or noises, leering or obscene gestures.

Retaliation against employees for complaints regarding behaviors described above or other conduct addressed by this policy will not be tolerated.

Please contact your supervisor immediately if:

- You feel you have been the victim of harassment by vendors, visitors, customers, co-workers, contractors or supervisors, or others;
- You observe or hear of conduct which may be harassment prohibited by this policy; or, you feel you have been retaliated against in any way by anyone for raising concerns under this policy.

If you are uncomfortable speaking to your supervisor, please feel free to bring your concerns to the OSFEC Director/CEO or their designee.

Confidential investigations will be conducted promptly. Appropriate corrective actions will be taken upon completion of our investigation. Employees found to be harassing other employees will be immediately and appropriately disciplined, up to and including immediate discharge. OSFEC will not tolerate harassment.

Communications

In order to do our best work, each of us expects and is entitled to be treated with regard by our co-workers. Communications between employees at all levels are required to be courteous, respectful and professional. When we are talking to or about each other, what we say and how we say it are important.

Inevitably, when people are working closely together problems will come up. The goal is to prevent conflicts from festering and creating a negative work environment. If you find you are having problems with another individual, please talk first to the person directly involved in the situation. If you cannot resolve the conflict between the two of you, please contact your supervisor. If the person you are having an irresolvable conflict with is your supervisor, please talk directly to the Director/CEO. If you report to the Director/CEO, then you may bring your concerns to the Council Chair. Our Company is committed to helping you resolve problems in a positive and professional manner.

Your Supervisor

Your supervisor is a vital part of the team and will have more to do with your welfare than any other person in our organization. This person is directly responsible for planning the work schedule, ensuring the quality of your work and providing you with whatever assistance you may need. Your supervisor is there not only to supervise you, but also to

make your concerns known to Management. Give your supervisor your cooperation. Feel free to discuss any matter with him or her.

Employee Classifications

For benefit eligibility purposes, each employee is classified in one of the following categories:

- Regular, Part-Time Employees: Employees who are regularly scheduled to work less than 40 hours per week.
- Regular, Full-Time Employees: Employees who are regularly scheduled to work at least 40 hours per week.
- Temporary/Seasonal Employees: Employees hired to work for a limited duration of time or on a project basis.
- Temporary Staffing Agency Employees: Employees performing work for OFSEC through a staffing agency.

For wage and hour purposes, each employee's position is classified as either exempt or non-exempt:

- Exempt Employees: Salaried or fee based employees performing professional, administrative or managerial duties. These employees are ineligible to receive overtime pay.
- Exempt from overtime, but not minimum wage: Some employees may be exempt from overtime, but not minimum wage requirements under an exemption for seasonal amusement or recreational establishments.
- Non-Exempt Employees: Employees, salaried or hourly, performing clerical or production duties. These employees are eligible to receive overtime pay.

All employees, regardless of status or duration of employment, are expected to meet and maintain Company standards for job performance and behavior.

Work in a Safe Manner

Safety is our number one concern ... your safety, the safety of other employees and of our guests, exhibitors and contractors. It is not only important to work in a safe manner, but for others to do so as well. If you see a situation that is unsafe for others, report the situation to your supervisor. This can be as simple as observing a tripping hazard to as serious as someone riding equipment in an unsafe and unauthorized manner. Take the time to tell your supervisor.

When you are hired you will be assigned to a work area. The first thing you need to do when you arrive at the assigned work area is find out who is in charge. Have that person stay with you until you feel confident and safe at what you are doing. When your supervisor instructs you, make sure you understand the job assignment. When in doubt, have the instructions repeated.

Failure to observe the following safety, health and injury reporting requirements may result in disciplinary action up to and including termination. The following rules are not all-inclusive, but are representative of minimum safety conduct and standards expected of all employees performing work for OSFEC.

Apply these principles of injury prevention while performing your job duties by:

1. Operating only equipment which you are fully qualified and authorized to use.
2. Following safe operating procedures for all equipment. Using the safeguards provided for your protection.
3. Refraining from fighting, horseplay or distracting fellow workers.
4. Not wearing torn or loose clothing or jewelry which could become entangled in operating machinery.
5. Using protective equipment and clothing as specified for the job task.

6. Observing all hazard and warning signs.
7. Reporting immediately any hazardous conditions and/or unsafe work practices to any supervisor.
8. Keeping aisles, walkways and working areas orderly, clean, and clear of tripping and slipping hazards. This includes picking up loose products or materials that can create hazards, or contribute to injuries.
9. Walking, not running, on premises.
10. Not riding as a passenger on vehicles which are not provided with passenger seats (i.e., forklifts, etc.).
11. Keeping emergency equipment in your work area (such as fire extinguishers, fire alarms, exit doors, and first aid kits), clear of obstacles and readily accessible.
12. Knowing and observing emergency action procedures during emergencies.

Employee Incident & Injury Reporting Requirements

The following steps are to be followed in the event you are involved in an incident or injury:

1. Immediately report any incident or injury to your supervisor and follow the OSFEC's Emergency Action Plan, if applicable.
2. Participate in any investigation as requested.

If you require professional medical attention as a result of an injury:

1. Inform your supervisor immediately. The supervisor will notify the office or call 911, if required.
2. If an injury or illness for which you have received medical attention requires you to be absent from work, notify your supervisor and provide written work restriction information. By doing this, your supervisor can obtain information from the treating physician to determine the availability of work within medical restrictions, and anticipate if you will be away from your regular job.
3. Whenever you visit your attending physician or a referred physician, provide your supervisor with written work restriction information.

All employees are expected and required to report for work on time and in appropriate condition to meet job responsibilities in a safe and effective manner.

Provide Outstanding Customer Service

If safety is our number one concern, customer service is almost as important. Always be pleasant and helpful. Good customer service also applies to our co-workers, exhibitors, vendors, renters of the facilities, customers and contractors. Providing outstanding service is something that is under your control.

You may come in contact with unsatisfied customers. Do not argue or fight with a customer. Call a supervisor and let them handle the problem.

Treating Others with Respect and Dignity

Everyone wants to be treated with respect and dignity. Remember how you would want to be treated when you are working or interacting with other. Treat them as you would want to be treated.

Exhibiting Integrity and Honesty

We expect each employee to be a person of high integrity and honesty while performing work for the OSFEC.

All employees and volunteers shall not use employment, resources of the OSFEC or their positions and influence as an employee for personal benefit, private gain, or to avoid financial loss for themselves, a relative or a member of their household.

Punctuality and Regular Work Attendance

Regular attendance is of primary importance for every position at OSFEC. You are expected to arrive for work on time and be ready to start work at the beginning of your scheduled shift. You are also expected to complete your shift as scheduled.

If you are going to be late or absent, you must notify your supervisor prior to the beginning of your scheduled shift. Calling in and speaking directly with your supervisor is the best method of notification. Emailing or texting is acceptable if you cannot reach your supervisor by phone. If you do not get a response from your supervisor within 30 minutes after emailing or texting, you must call them again. If you do not report as scheduled and if you have not spoken to your supervisor in advance to explain your absence, disciplinary action may result. You must receive supervisory approval to leave prior to the end of your scheduled shift.

If you are not on an approved leave, you must call and notify your supervisor each day prior to your scheduled shift. If you are out on an approved leave of absence, you must call-in in accordance with our Call-In Policy for Employees on Medical Leaves of Absence (see below.)

Failure to report and call in as required for two consecutive days will be considered a voluntary resignation.

Attendance requirements specific to your position are outlined in your job description, or will be determined and communicated to you by your supervisor based on your schedule. If you are having difficulties meeting the requirements of your schedule, please contact your supervisor. Excessive tardiness and/or absenteeism may result in disciplinary action.

Call-In Policy for Employees on Leaves of Absence

If you are away from work because of an on-the-job injury or other leave of absence you must call in at least weekly on the day designated by your supervisor or manager to report your status, any changes in your condition, and to receive any necessary information associated with your job. Failure to call in may be grounds for discharge.

Leaves of Absence

Personal Leave

Under limited circumstances, OSFEC may provide up to 30 days of leave for you to attend to personal or medical issues.

You must utilize any accrued paid time off during your leave. Once your paid time benefits exhaust any remaining time will be unpaid. Benefits will continue in accordance with OSFEC's Termination of Benefits policy.

Under usual circumstances, personal leave must be requested and approved at least two weeks in advance. Requests will be granted as business conditions permit.

You may be required to supply OSFEC with certification of the condition necessitating leave.

OSFEC requires employees on personal leave to comply with OSFEC's call-in policy.

You are expected to return to work as scheduled. If you do not and have failed to properly request an extension of leave, you will be considered to have voluntarily quit.

If you have a need for personal leave, please see your supervisor.

Jury Duty

If you are called to serve on a jury, OSFEC will pay the difference between the jury duty compensation and your regular rate of pay, providing you return to work immediately following completion of your duty. If you are released at a reasonable time during the day, you are expected to return to work to complete the day.

Please notify your immediate supervisor when you receive notice that you are called for jury duty.

Military Leave

OSFEC provides unpaid time off for employees with an obligation to actively serve in the military, reserve military service or summer encampment while maintaining the individual's employment status and benefits in full accordance with both federal and state laws. Should you have a need for this leave, you should consult your supervisor as soon as possible.

Veteran's Day

OSFEC allows eligible veterans to request Veteran's Day off in compliance with statutory requirements. Check with your supervisor to determine whether you are an eligible veteran. You may be required to provide documentation of your eligibility for this type of leave.

Eligible employees wanting to take the day off must make a request to their supervisor at least 21 days before Veteran's Day each year. OSFEC will notify you no later than 14 days before Veteran's Day if the time off is approved. While we strive to approve employee requests for this leave, we may need to deny the leave if the absence would cause significant economic or operational disruption or undue hardship. If your request is denied, we allow you to take a different day off during the year prior to the following Veteran's Day.

You must use your paid time off for this day; otherwise the day will be unpaid.

Domestic Violence and Crime Victim Leave

OSFEC makes available statutory domestic violence leave as prescribed by state law. Statutory leave may be available to you to obtain services or treatment relating to domestic violence, sexual assault or stalking of yourself, your minor child or one of your dependents. Purposes for this leave include obtaining medical care, counseling, legal counsel advice, law enforcement assistance, or other steps to help better ensure your health and safety.

OSFEC also makes available statutory leave to attend criminal proceedings if you or an immediate family member is the victim of a personal felony.

Eligibility

Leave is available to any employee, regardless of the number of hours you work or your length of employment.

Maximum Duration of Leave

The amount of leave time you are entitled to will be determined with consideration given to the level of hardship it places on OSFEC.

Pay During Leave

Leave is generally without pay. However, during your leave, you must utilize any other paid leaves provided by OSFEC.

Certification

Before approving this type of leave, you may be required to provide documentation verifying the need for leave. Appropriate documentation includes, but is not limited to a copy of a police report or documentation from an attorney who is assisting you with the matter.

Call-In

OSFEC requires employees on statutory leave to comply with its call-in policy.

Return to Work

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

If you are in need of this type of leave, or need an accommodation for safety reasons, please contact your supervisor immediately.

Work Time Policy

Employees will be assigned a specific work schedule based on each department's needs. Employees are not to work additional hours unless specifically authorized by their manager. Working unauthorized hours can subject the employee to discipline and/or termination.

Personal Appearance

When serving our customers and visitors, all employees shall present an appropriate, well-groomed, professional image in order to maintain the OSFEC public image. Each employee is responsible for maintaining high standards of personal grooming and cleanliness. Always be aware that your personal appearance makes a statement, not only about yourself as a person, but also about the Oregon State Fair & Exposition Center.

Employees with Disabilities

OSFEC is committed to providing fair and equal employment opportunities. OSFEC will maintain employment practices that are consistent with applicable disabilities laws. Every employee is responsible for ensuring that there is no discrimination against individuals based on disability.

When a person with a physical or mental impairment makes his or her impairment known and requests an accommodation, OSFEC will make a determination, along with their primary employer, if necessary, whether the condition qualifies as a disability under applicable disabilities laws. For qualified persons with disabilities, OSFEC will make every reasonable attempt to engage in the interactive process with the employee. This process may result in the provision of an accommodation to enable the person to perform the essential functions of his or her job, unless the accommodation would impose an undue hardship on the OSFEC.

Hours of Work and Payroll Practices

Each employee must maintain his or her own time record. You will be provided with a time card or other method of recording your time upon hire, and asked to record your hours when you start and end work every day as well as for your lunch break. Please record all of the hours you have worked. Please have your supervisor sign and approve your time

card at the end of each pay period. Altering, falsifying, tampering with time records, or clocking in/out for another employee may result in disciplinary action, up to and including termination of employment. If you need assistance in completing your time card, please ask your supervisor.

Pay Days

For direct hire employees of OFSEC, pay days are generally the last day of the month and cover the pay period of the first through the end of each month. Pay days for Temporary Staffing Agency employees are either weekly or bi-weekly as determined by the agency. The agency will advise you when your pay days will occur, and for what time period.

Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal and State Income Tax Withholding
- Social Security (FICA)
- Medicare
- Workers' Compensation Insurance
- Other items designated and authorized by you in writing
- Other items required by law, such as wage garnishments

If you have any questions regarding these deductions, please contact the payroll department.

Rest Break/Meal Breaks

OSFEC are provided paid 15 minute breaks for every 4 hours of work, and shall be taken as work will allow, in the middle of the work period.

Employees working shifts of six hours or more will also be provided an unpaid 30-minute meal break. Please schedule your breaks with your supervisor.

If you are a nursing mother and need additional time to nurse or express milk, please contact your supervisor.

Rest and meal periods are mandatory and may not be combined or used to shorten the workday.

Overtime

Due to the nature of our business, overtime may be required. When operating requirements or other business needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. You are expected to work overtime when requested.

Non-exempt employees are eligible to receive overtime pay of one-and-one-half times their regular hourly rate for each hour worked over 40 in a workweek.

For overtime purposes, our workweek is 12:01a.m. Thursday through midnight Wednesday, and our workday is 12:01 a.m. through midnight.

Because overtime is based upon actual hours worked, compensated time off falling within the regularly scheduled workweek is not considered "time worked" for the purpose of calculating overtime.

Your supervisor must authorize all overtime work in advance.

Performance Management Policy

Our performance management system is designed to align individual efforts with Company goals. Ideally, our performance management system will:

- Foster your understanding of and commitment to Company goals.
- Provide you an opportunity to contribute to the goal-setting process.
- Effectively monitor and reward your progress toward reaching these goals.
- Encourage your professional development in support of higher performance in your field.

Your performance is evaluated informally on a day-to-day basis. Formal evaluations are typically conducted annually.

General Wage and Salary Program

As an employer, we strive to pay wages that are competitive within our community, industry and similar organizations. If you have any questions regarding your wage, please see your supervisor or the Director/CEO.

Benefits – Direct Hires Regularly Scheduled 1560 or More Hours Per Year

OSFEC offers the following benefits to eligible employees:

- Vacation
- Sick Leave
- Retirement (Simple IRA)
- Long Term Disability
- Medical/Dental Insurance
- Flexible Spending Account
- Holidays

Details of these benefits and eligibility requirements will be provided to you separately.

Vacation

OSFEC offers paid vacation benefits to eligible employees to allow time away from work for relaxation and recreational purposes.

Accrual Rates

Direct hire employees of OSFEC that are regularly scheduled to work at least 1560 hours per year are eligible for paid vacation. New employees begin accruing immediately upon hire.

Years of Service	Accrual Rate	Maximum Accrual
Hire Date – 2 nd Anniversary	5 days per year (3.33 hours per month)	Up to 10 days
After 2 years – 8 eight years	10 days per year (6.66 per month)	Up to 20 days
After 8 years – 13 years	15 days per year (10 hours per month)	Up to 30 days
14+ years	20 days per year (13.33 hours per month)	Up to 40 days

Employees regularly scheduled to work less than 40 hours per week accrue vacation on a pro rata basis. For example, an employee regularly scheduled to work 32 hours per week would earn vacation at 80 percent of the rate of a full-time employee with the same number of years of service.

Maximum Accruals

Your maximum accrual is also pro-rated based on the hours you are regularly scheduled to work. For example, if you are regularly scheduled to work 30 hours per week, your maximum accrual is 7.5 days, or two times your annual accrual. When you reach the maximum vacation accumulation for your length of service, you will not accrue any new vacation until you use enough vacation to be under the maximum accrual.

Using Vacation

In order to use vacation, an official request form must be completed and submitted to your supervisor in advance whenever possible. The supervisor or Director/CEO will resolve any conflicts between requests for leave and business needs.

If a holiday occurs during an approved vacation, the time will be considered a paid holiday.

Employees must exhaust all accrued vacation before unpaid time off is approved.

All earned but unused vacation is paid out upon separation of employment with OSFEC.

Sick Time – Direct Hires Regularly Scheduled 1560 or More Hours Per Year

OSFEC provides direct hire employees that are regularly schedule to work at least 1560 hours per year with up to 64 hours of paid sick leave in compliance with Oregon’s statewide sick leave law.

Paid sick leave is available for the following purposes:

- Your own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- Care for your family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care
- For purposes allowed under OFLA, such as bereavement leave, caring for a newborn child or newly adopted/ foster child, or sick child leave, regardless of whether the employee is eligible for OFLA leave and regardless of whether the Company is a "covered employer" under OFLA;
- For any purpose allowed under Oregon's domestic violence, harassment, sexual assault, or stalking law; or
- A public health emergency, upon order of a general or specific public health emergency, or when the Company requires you to be away from the workplace by law or rule for health reasons.

Upon hire, employees accrue sick time at a rate of one hour for every 30 hours worked. To be eligible to use sick leave, you must have worked for OSFEC for at least 90 days.

Employees may accrue a maximum of 64 hours of sick leave in a calendar year. For purposes of the Oregon Sick Leave Law, each year starting on January 1, only the first 40 hours of your sick leave will be protected. While you may take additional time for reasons that are covered under Oregon’s Sick Leave law, anything beyond 40 hours will not be covered.

Employees can carryover up to 90 hours of any unused sick time at the end of each calendar year. Employees may not have a total balance of more than 90 hours. When you reach the maximum sick accumulation for your length of service, you will not accrue any new sick time until you are under the maximum accrual.

Sick leave must be used in increments of at least one hour and is paid at your regular rate of pay.

Sick leave absences are excused and will not count toward OSFEC’s attendance policy, so long as you comply with our rules for notifying the Company of anticipated and unanticipated absences.

You will receive a statement of your sick leave balance on each paystub. Unused sick leave is not paid out upon separation from OSFEC.

If the need for sick leave is foreseen, you should request the time off as soon as possible, preferably at least 10 days prior to the absence. If the need for sick leave is unforeseen, you must call your supervisor prior to the start of your scheduled shift to report the absence. If you are unable to do so, you must call your supervisor as soon as you are able to report the absence and provide a reason that you were unable to call prior to the start of your scheduled shift. A failure to follow this reporting procedure may result in disciplinary action up to and including termination.

Depending on the circumstances, you may be required to provide a certification of your need for sick leave from your medical provider or another appropriate person. If you fail to provide a requested certification, you may be denied the use of sick leave or subject to disciplinary action up to and including termination.

If you are absent for any qualifying reason, you must use all accrued sick leave before being allowed to take unpaid leave.

Sick Time – Direct Hires Regularly Scheduled Less Than 1560 Hours Per Year

OSFEC provides direct hire employees of OSFEC that work less than 1560 hours per year with up to 40 hours of paid sick leave in compliance with Oregon's statewide sick leave law.

Paid sick leave is available for the following purposes:

- Your own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- Care for your family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- For purposes allowed under OFLA, such as bereavement leave, caring for a newborn child or newly adopted/ foster child, or sick child leave, regardless of whether the employee is eligible for OFLA leave and regardless of whether the Company is a "covered employer" under OFLA;
- For any purpose allowed under Oregon's domestic violence, harassment, sexual assault, or stalking law; or
- A public health emergency, including upon an order of a general or specific public health emergency, or when the Company requires you to be away from the workplace by law or rule for health reasons.

Upon hire, employees accrue sick time at a rate of one hour for every 30 hours worked. To be eligible to use sick leave, you must have worked for OSFEC for at least 90 days.

Employees may accrue a maximum of 40 hours of sick leave in a calendar year. Employees are allowed to carry over up to 40 hours of unused sick leave at the end of each calendar year but the maximum available for use is 40 hours each calendar year.

Sick leave must be used in increments of at least one hour and is paid at your regular rate of pay.

Sick leave absences are excused and will not count toward OSFEC's attendance policy, so long as you comply with our rules for notifying the Company of anticipated and unanticipated absences.

You will receive a statement of your sick leave balance on each paystub. Unused sick leave is not paid out upon separation from OSFEC.

If the need for sick leave is foreseen, you should request the time off as soon as possible, preferably at least 10 days prior to the absence. If the need for sick leave is unforeseen, you must call your supervisor prior to the start of your scheduled shift to report the absence. If you are unable to do so, you must call your supervisor as soon as you are able to report the absence and provide a reason that you were unable to call prior to the start of your scheduled shift. A failure to follow this reporting procedure may result in disciplinary action up to and including termination.

Depending on the circumstances, you may be required to provide a certification of your need for sick leave from your medical provider or another appropriate person. If you fail to provide a requested certification, you may be denied the use of sick leave or subject to disciplinary action up to and including termination.

If you are absent for any qualifying reason, you must use all accrued sick leave before being allowed to take unpaid leave.

Sick Time – Temporary Employees of a Staffing Agency

Individuals providing services to OSFEC through a staffing agency receive sick time benefits through their primary employer and not OSFEC.

If the need for sick leave is foreseen, you should request the time off through your primary employer and your direct supervisor at OSFEC as soon as possible, preferably at least 10 days prior to the absence. If the need for sick leave is unforeseen, you must call your direct supervisor at OFSEC prior to the start of your scheduled shift to report the absence

as well as your primary employer. If you are unable to do so, you must call your direct supervisor and your primary employer as soon as you are able to report the absence and provide a reason that you were unable to call prior to the start of your scheduled shift. A failure to follow this reporting procedure may result in disciplinary action up to and including termination.

Holidays

OSFEC provides direct hires the following holidays:

- Martin Luther King Day
- Memorial Day
- Independence Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- In lieu of a Labor Day holiday, one floating holiday mutually agreeable between employee and employee's supervisor.

Full-time employees regularly scheduled to work on the day a holiday is observed are eligible to receive holiday pay. Part-time employees regularly scheduled to work on the day a holiday is observed are eligible to receive holiday pay on a pro-rated basis.

When a holiday falls on a weekend, the Director/CEO will designate an alternative day.

Employees required to work on designated holidays due to activities at the Expo Center will receive a compensatory day off mutually agreeable between employee and employer's supervisor. Compensatory days accrued for working on a designated holiday must be used within 30 days following the holiday worked. Compensatory days accrued will not be paid out upon separation of employment.

Retirement Plan (Simple IRA)

After six months of consecutive service, direct hire employees of OFSEC that are regularly scheduled to work at least 1560 hours per year are eligible to participate in OSFEC's retirement plan. The Oregon State Fair Council will match up to three percent (3%) of an eligible employee's base salary to fund a Simple IRA sponsored by OSFEC.

Long Term Disability

After a 90 day waiting period, direct hire employees of OFSEC that are regularly scheduled to work at least 1560 hours per year may participate in the Oregon State Fair Council Long Term Disability plan at employee's expense.

Medical/ Dental Insurance

Direct hire employees of OSFEC that are regularly scheduled to work at least 1560 hours per year are eligible to participate in OSFEC's medical and dental plans beginning on the next first of the month after the date of hire. OSFEC will pay up to \$600.00 a month toward the policy(s) that employee selects.

Flexible Spending Plan

Direct hire employees of OSFEC that are regularly scheduled to work at least 1560 hours per year are eligible to participate in OSFEC's Flexible Spending Plan (Section 125) beginning on the next first of the month after the date of hire.

Termination of Benefits

Eligibility for OSFEC paid insurance benefits is affected by your employment status.

1. During an unpaid personal leave for a period of up to 30 days, employees remain eligible for OSFEC paid insurance benefits.
2. During the period of medical leave (including on-the-job injuries) for a period up to 30 days, employees remain eligible for OSFEC paid insurance benefits.
3. Upon separation from employment all OSFEC paid insurance benefits cease.

When you become ineligible for OSFEC paid insurance benefits, you may be entitled to continuing coverage at your own expense. If so, you will be notified in writing at that time.

Employee Conduct

The orderly and efficient operation of OSFEC requires that discipline be maintained and that proper standards of conduct are observed at all times. We have established rules which all employees must observe.

As a disciplinary action, OSFEC may issue verbal or written warnings, suspend without pay, demote, discharge, or take any other action it determines to be appropriate for departures from proper conduct or violation of Company rules.

Following are examples of conduct which violate our standards of conduct for employees. This list is not complete. If you engage in the conduct listed or in conduct OSFEC feels is similar to the kinds of conduct listed, you may be subject to disciplinary action:

- a. Insubordination;
- b. Dishonesty;
- c. Unauthorized use, removal or destruction of Company property or the property of other employees;
- d. Failure to safeguard Company assets;
- e. Excessive tardiness or absences;
- f. Leaving work without prior authorization;
- g. Violation of safety rules or failure to follow safety procedures;
- h. Possession, sale or use of intoxicants or illegal drugs on Company premises, in Company vehicles or while on Company business;
- i. Reporting for work or working while intoxicated, under the influence of illegal drugs or intoxicants, or otherwise unfit for duty;

- j. Threatening or abusive language or actions;
- k. Sexual harassment or harassment based upon an employee's membership in any protected class;
- l. Falsification of Company records;
- m. Off duty conduct which in OSFEC's view interferes with performance or negatively reflects on the reputation of OSFEC such as engaging in illegal activity that directly affects OSFEC or performance of your job;
- n. Making statements that are libel or slander;
- o. Inability or unwillingness to get along with other employees;
- p. Fighting or horseplay;
- q. Violation of any Company rule, policy or practice whether written or unwritten.

An employee's overall record may be considered in determining what is appropriate disciplinary action. OSFEC will determine the facts, whether discipline is warranted, and what level of discipline including discharge is warranted.

We believe our rules and expectations are clear. If, however, you have any questions concerning the application or intent of these rules, please consult your supervisor. Your cooperation in observing our work rules and standards for conduct will make disciplinary action unnecessary.

Solicitation and Distribution

The orderly and efficient operation of our organization requires that each of us remain focused on our job tasks and support each other in the completion of our work. For this reason, we have developed rules regarding communications concerning non-work related causes and pursuits.

Solicitation is oral communication for commercial purposes, advancing views or requesting support for political campaigns, civic organizations, or any other cause. Distribution is the exchange of printed material such as handbills, letters, pamphlets, etc., to or between employees for any sale, candidate, cause, or any other reason.

Solicitation of employees in any work area by any individual or group during work time is expressly prohibited. Employees may not distribute printed handbills, letters, pamphlets, etc., for any cause, candidate, or product during work time or in any work area at any time.

Non-employees do not have access to Company premises for the purpose of solicitation or distribution, except that vendor representatives may, upon appointment, speak with a designated purchasing representative.

For purposes of this policy, the following activities are generally authorized: Small-scale employee collections or sale of items for the benefit of non-profit organizations, such as schools, girl scouts and other youth clubs, or certain persons in need of charitable assistance, such as local families or employees in distress, provided that employees receive advance approval from the Director/CEO. These types of activities must be done in non-working areas such as the break room and during non-working hours.

Confidential & Proprietary Information

OSFEC's proprietary information and trade secrets are some of our most important assets. It represents a tremendous investment in time, effort and money. Protection of this information is vital to maintaining our competitive edge and to safeguarding our future and our jobs. Its protection requires the active cooperation and participation of each of us. Therefore, employees are not to duplicate or disclose information or documents relating to proprietary information to persons outside OSFEC unless such communication has been authorized.

Confidential and proprietary information and trade secrets includes:

- Technical information and know-how including, but not limited to information on all products, equipment, processes, services, systems, formulas, patterns, compilations, programs, devices, and techniques.
- Planning information including, but not limited to information on new products/services, expansion, contraction, relocation, acquisition, and mergers.
- Financial data including, but not limited to information on costs, investments, sales, profits, forecasts.
- Marketing strategies including, but not limited to promotion, pricing and customer lists.
- Quality and improvement programs.

Employees should be aware that the unauthorized release of OSFEC's proprietary or confidential information, trade secrets or property constitutes a violation of this policy and may be a violation of state or federal law.

Conflicts of Interest

OSFEC relies on the integrity and loyalty of every employee. Conflicts of interest are to be avoided at all times. Employees should avoid pursuing individual interests which conflict with the best interests of OSFEC. Such conflicts arise when employees develop personal or financial relationships with OSFEC's customers or competitors. If you have a possible conflict of interest, discuss the situation with your supervisor at the earliest opportunity.

Outside Employment

Although OSFEC has no desire to interfere with your outside interests, activities or investments, we recommend that you not engage in outside activities which could potentially lead to a conflict of interest. In order to avoid this situation, you must check with your supervisor concerning any outside employment or when engaging in an activity which may present a conflict of interest. As a general rule outside employment must in no way detract from your work efficiency or duties as an employee of OSFEC or conflict with the interest of OSFEC or its employees.

Electronic Communications

This policy outlines OSFEC's general guidelines regarding proper use of and access to OSFEC's electronic communications systems. It also describes Company access to and disclosure of information created, sent, received, or stored on our system.

Limitations on Use

The electronic communications systems, including, but not limited to Internet access, software, email, web-logs, text messages, phones and voicemail, are owned by OSFEC. These systems are provided for employee use to promote efficient work performance. Use of the systems is limited to employees and others expressly authorized by OSFEC.

Occasional personal use of the systems is permitted. However, all use of these systems must be in keeping with our standards for confidentiality, courtesy and professionalism in communications and must not adversely affect employee productivity. Broadcast, internally or externally, of unsolicited personal views on social, political, religious, or other non-business related matters is not permitted. Examples of forbidden transmissions include: sexually-explicit messages, cartoons or jokes; gender-specific comments or unwelcome propositions; and, ethnic and racial slurs.

Any posting to a public forum, such as emails, web-logs or on-line journals, whether for personal use or if hosted by OSFEC, must be consistent with OSFEC's policies and standards including confidentiality, discrimination, harassment, and courtesy and professionalism. Examples of conduct which may result in disciplinary action up to and including

termination include: disclosing insider information, disclosing confidential Company information or trade secrets, or information which creates a conflict of interest.

Use of the systems for personal commercial ventures or gain is prohibited.

Use of the systems to harass or to perpetuate gossip is prohibited.

Use of the systems to disseminate confidential information or to improperly access or use copyrighted information is prohibited.

Security and Company Access

As OSFEC equipment, use of the systems is monitored at management discretion. All computer records, files, software and email and voicemail messages created, sent, received, or stored on OSFEC system are considered Company records. This includes personal, password protected, web-based email accounts accessed using Company property. Management retains unrestricted access to these records. Likewise, the content of all records may be disclosed by management at its discretion. Therefore, the contents of records created, sent, received, or stored on OSFEC's systems are not private. Employees should be aware that even erased and deleted records may remain accessible in the systems for some time.

To help ensure the security of our systems:

1. No software shall be loaded on any system without approval of the network administrator or your supervisor.
2. Downloading of data from the Internet must have prior approval from the network administrator.
3. Removal of electronic data or equipment from the premises requires approval from your supervisor.

Passwords are maintained for security purposes. All system passwords and encryption keys must be made available to management on request. Employees are prohibited from the unauthorized use of the passwords or encryption keys of other employees.

Violations

Violation of this policy may result in disciplinary action, up to and including discharge.

Social Media and Social Networking Policy

OSFEC views social networking as a strictly personal activity unless your job description includes engaging in social networking for the specific purpose of promoting OSFEC. The following guidelines apply to employees who choose to engage in social networking and/or social media:

- Any posting to a public forum, such as emails, web-logs or on-line journals, whether for personal use or if hosted by OSFEC, must be consistent with OSFEC's policies and standards including confidentiality, discrimination, harassment, and courtesy and professionalism. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.
- While we believe that work related complaints are best resolved by speaking with the person directly or by utilizing our open door policy, if you decide to post complaints or criticism online, avoid statements, photographs, video, or audio that could reasonably be construed as malicious, obscene, threatening, intimidating, or that might constitute harassment. Remember, offensive, demeaning, or abusive remarks are just as unacceptable online as they are offline.
- Social networking sites including but not limited to sites such as Facebook and Twitter should not be accessed or used during work time, unless authorized by your supervisor or manager.

- If you have listed OSFEC as your employer, you have associated yourself with OSFEC. Do not represent yourself as a spokesperson of OSFEC, unless authorized to do so.
- Do not post anything in the name of OSFEC or in a manner that could be reasonably attributed to OSFEC without prior authorization from the Director/CEO or their designee who is generally the Director of Marketing in this instance.
- Employees must maintain the confidentiality of OSFEC's trade secrets, or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This does not include information regarding the terms and conditions of employment such as staffing plans or hours of work.
- All media inquiries should be directed to the Director/CEO or their designee who is generally the Director of Marketing in this instance. Do not speak to the media on OSFEC's behalf without contacting the Director/CEO or their designee who is generally the Director of Marketing in this instance. If you have questions or need further guidance, please contact the Director/CEO or their designee.
- Do not make recommendations or referrals of past or present employees on social or business networking sites such as Linked In.

Remember, you are responsible for anything you write or present online. OSFEC trusts and expects you to exercise personal responsibility whenever you participate in social media or other online activities. Violations of this policy can result in disciplinary action up to and including termination.

These rules are not intended to restrict or interfere with your engagement in protected activity including your right to self-organize, form, join, or assist labor organizations, to bargain collectively or from engaging in any other concerted activities for the purpose of collective bargaining or the mutual aid and protection of employees of OSFEC.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or the Director/CEO if you are uncertain.

Weapons

To help ensure the safety and security of employees and guests all unauthorized weapons are prohibited on Company property. Additionally, employees are prohibited from carrying unauthorized weapons of any kind while away from the property on Company business. Company property includes, but is not necessarily limited to buildings and lots, offices, desks, lockers, and Company vehicles.

Unauthorized weapons are also prohibited in personal vehicles parked on Company property. Requests for temporary authorization should be directed to the Director/CEO.

Workplace Violence

It is the goal of the OSFEC to provide a safe, pleasant and secure workplace for all employees. We believe all employees play a role in ensuring a safer workplace. If you have a concern about workplace safety affecting you, other employees, or customers, please contact your supervisor or the OSFEC Director/CEO or their designee immediately.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes, but is not limited to, all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state or local law. All threats of violence or acts of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or the OSFEC

Director/CEO or their designee. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear violent behavior or threats near your workstation, do not try to intercede or see what is happening. Use your best judgment in protecting yourself. If it would not put you at greater risk, alert others to the danger of violence.

Anyone determined to be responsible for threats of violence, acts of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. Additionally, acts or threats of violence to yourself or others may result in OSFEC taking appropriate action with local authorities.

No Eating While Working

You are provided, at a minimum, a 30 minute lunch break for every six hours worked. Please plan on consuming food during that period. This is for your safety.

No Smoking While Working

The Oregon State Fair & Exposition Center grounds and buildings are owned by the State of Oregon. To be in compliance with State of Oregon Policy, OSFEC will treat facilities under their control as smoke-free facilities. Smoking will be allowed only in designated areas throughout the grounds and identified in a manner for OSFEC employees and the public to utilize.

This policy extends to entities that lease, rent or otherwise utilizes the facility to hold events on various parts of OSFEC property.

Smoking is not allowed while you are working. If you smoke, wait until your rest breaks and lunch break. If you must smoke on your breaks, ask your supervisor for a designated safe place to smoke.

Cell Phones

In order to maintain employee productivity, OSFEC prohibits the use of cellular phones for personal use during work time and in work areas. This includes but is not limited to receiving or making calls, texting, instant messaging, using apps, or accessing the internet or personal emails. Cell phones may be used for personal uses on breaks, away from the work area. If you have been issued a phone by OFSEC for business use, it must only be used for OSFEC business and it may not be used for your own personal use. Remember, OSFEC issued cell phones are Company property and their use is subject to monitoring by the Company and may be reviewed at any time at management's discretion.

Employees with camera capable cell phones must not use the camera or other audio or visual recording features during work time or in private areas where OSFEC or other employees have a reasonable expectation of privacy. This includes but is not limited to bathrooms and changing areas.

Whether using an OSFEC provided phone or your own personal cellular phone, OSFEC expects its employees to remember safety when using their cellular phones for business purposes. It is required that employees comply with traffic regulations, laws and ordinances and use safety belts in the operation of motor vehicles while engaged in Company business. Your safety and the safety of the public are important to us.

All employees are expected to pull over to the side of the road before using their cellular phone, even if the phone is equipped with hands free technology. The use of any hand held mobile communication device is prohibited while driving.

While in possession of OFSEC issued cellular phones, you are required to take appropriate precautions to prevent theft or vandalism of the equipment. When leaving your vehicle, it is best to take the cellular phone with you to minimize the threat of theft. OFSEC issued cell phones may not be used for personal use without authorization in advance by your supervisor.

Personnel Records

The Director/CEO maintains confidential files for each employee. These files contain documentation regarding all aspects of an employee's tenure with OSFEC, such as employment application, change of status records, commendations, performance letters or reviews, corrective action warnings, and educational attainment records. Your Personnel file is available for your inspection. Contact the Director/CEO if you would like to review your confidential file.

You are responsible for notifying your supervisor of changes in address, telephone number, and/or family status (births, marriage, divorce, etc.) as income tax status and group insurance may be affected by these changes.

Severe Weather Conditions/Natural Disasters

During severe weather conditions, employees are generally expected to report to work unless doing so would risk personal safety or OSFEC declares an emergency closing. During such weather conditions you are responsible for contacting the office regarding opening or closing hours. You are also expected to advise your manager prior to the beginning of your shift in the event that you will be late to work or unable to report to work.

Employees who arrive at the office within one hour of their regular start time will receive pay for their entire shift. If an employee arrives after the one-hour allotted "grace period," the employee will be paid for the actual hours worked. Employees who are unable to report because of weather conditions will be granted an authorized unpaid absence and may be given a chance to make up missed time, if work schedules and conditions permit. Available paid time, such as vacation, may also be used.

Resignation of Employment

If you decide to leave OSFEC, please advise the Director/CEO at least two weeks prior to the date of your departure. Proper notice allows OSFEC sufficient time to prepare your final paycheck and secure a replacement.

Exit interviews with the Director/CEO are normally scheduled for departing employees. The purpose of the exit interview is to review eligibility for benefit continuation and conversion, to ensure that all the required forms are completed and to collect any Company property in the employee's possession (e.g. keys, cell phones).

No Reasonable Expectations of Privacy

In order to protect our employees and the OSFEC, we must have the ability to investigate allegations of illegal behavior. Therefore we specifically reserve the right to search and investigate, without advanced notice, every employee's person, possessions and vehicle when located on or near premises owned or controlled by the OSFEC. A search or investigation will only be conducted by management or senior supervisory personnel and may include police or other government employees.

Fitness for Duty

All employees are expected and required to report for work on time and in appropriate condition to meet job responsibilities in a safe and effective manner.

If you are unable to devote your full attention and abilities to your duties, please notify your supervisor immediately. Reporting to work, or working, when you are not fit for duty creates an unnecessary risk of injuries, accidents or costly errors and is a basis for disciplinary action.

Alcohol and Drug-Free Workplace

OSFEC is strongly committed to:

- providing a safe and productive working environment for our employees;
- producing products of the highest possible quality; and,
- providing excellent service to our customers.

We expect and require the support of our employees in meeting our commitments to safety, quality and service. We recognize that employees who are unable to do their best work in a safe manner, due to the effects of alcohol or drug use, interfere with these commitments.

Rules

Each employee is expected and required to report for work on time and in appropriate mental and physical condition to work safely and effectively.

Illegal and Controlled Substances

The manufacture, purchase, distribution, use, sale, transfer, or possession of any illegal, intoxicating or unauthorized controlled substance on Company premises, in Company vehicles or while conducting Company business off Company premises is prohibited.

Reporting for work, working or engaging in any activity on OSFEC's behalf under the influence of or with an illegal, intoxicating or unauthorized controlled substance in your system is prohibited. The term "under the influence" means having a verified positive test.

This policy also applies to prescription drugs, not used in accordance with the healthcare provider's instructions, or prescriptions authorized for other individuals.

Employees taking any substance, including over-the-counter medication and prescriptions that includes a warning label (dizziness, drowsiness, or any other impairment) must discuss the use of the medicine with their doctor in light of the requirements of their job and also disclose to your supervisor or Director/CEO that you are using a medicine with a warning label.

You do not need to disclose the name of the medicine you are taking or the reason for using the medicine. It is your responsibility to confer with your physician to determine whether any prescribed drug or other medication or substance may impair job performance. Employees are also required to provide a medical authorization to work, upon request.

If the use of your prescription impairs your ability to safely perform your job OSFEC may, but is not required to, transfer you to another position which would limit the danger to yourself or others, or place you on medical leave.

This policy also applies to marijuana. While its use may be authorized under state laws, marijuana is illegal under federal law and therefore is considered an illegal and/or unauthorized controlled substance for purposes of this policy. Accordingly, any detectable level of marijuana in your system while working is prohibited and is considered a violation of this policy, even if lawfully used outside of work.

Alcohol

The unauthorized manufacture, purchase, distribution, use, sale, transfer, or possession of alcohol on Company premises, in Company vehicles or while conducting Company business off Company premises is prohibited.

Reporting for work, working or engaging in any activity on behalf of OSFEC under the influence of alcohol is prohibited. Under the influence means any detectable level in your system.

However, there may be Company functions where alcohol will be served. Alcohol will only be served with prior approval from management and consumption must be in moderation. Consumption will be strictly monitored and controlled.

Employees must report any conviction under a criminal drug or alcohol statute for violations occurring on or off Company premises while conducting Company business. The report of such conviction must be made within five days of the conviction.

Violation of these rules will subject an employee to disciplinary action up to and including discharge.

Testing

Drug testing may be required in the following situations:

1. Pre-employment, following a conditional offer of employment;
2. When there is reasonable suspicion, as determined by OSFEC, that an employee may be in violation of this policy;
3. When an employee has been determined by OSFEC to have caused or contributed to a serious accident or injury;
4. On a random basis; or
5. Blanket testing of specific locations or work group (such as a department or shift).

Alcohol testing may be required when there is reasonable suspicion, as determined by OSFEC, that an employee is under the influence of alcohol. This includes if OSFEC has reason to believe alcohol was involved in a work related accident or injury.

Each employee is required to submit to drug or alcohol testing as directed, to complete related paperwork and to participate and cooperate fully in specimen collection procedures. Refusal or failure to submit to testing is considered a failed test and may result in disciplinary action, up to and including termination. The presence of chemicals in the sample that mask the presence of illegal substances will be considered a refusal to submit to testing. The time you spend being tested is considered hours worked and therefore is compensable at your regular rate. Time off while awaiting confirmation or retesting will be paid pending a final confirmation of a negative test.

Discipline

Disciplinary action may be imposed for violation of this policy, including when there is a positive test for the presence of any illegal, intoxicating, unauthorized controlled substance (including the use of prescriptions not in accordance with instructions or prescriptions authorized for others) or alcohol. If eligible for continued employment, an employee will be required to sign and follow as a condition of continuing employment, a "Last Chance" Agreement.

It is OSFEC's policy that drug and alcohol test results be protected; only management and designated employees who need to know the results to perform their responsibilities will be given access to test result information.

Treatment

If you think you may have a problem with drugs or alcohol, we encourage you to share your concerns with the Director/CEO, who will assist you in the process of obtaining an evaluation. No employee coming forward voluntarily for such

help before it impacts your performance, will be subject to disciplinary action solely as a result of seeking assistance. If you are referred for treatment requiring time away from work, you may be asked to sign and follow a “Return to Work Agreement.”

Nepotism Policy

Nepotism is generally defined as a practice of an employee using his/her personal power or influence to aid or hinder another in the employment setting because of a personal relationship. (Personal relationships include, but are not limited to, associations with individuals by blood, adoption, marriage, and/or cohabitation.) OSFEC recognizes that individuals who have a personal relationship may appropriately work in the same program or activity. However, managers should avoid work situations in which two individuals who have a personal relationship are in a direct/indirect supervisor/subordinate working relationship. (Indirect supervisor, as applied here, means a second level supervisor.) All other potentially sensitive situations should be assessed on a case-by-case basis to be sure that the following are not adversely affected:

- The production of the unit;
- The safety and morale of the employees in the unit; or
- The fair and impartial supervision and evaluation of employees by the supervisor of the unit.

Direct or indirect supervisor/subordinate relationships which may involve personal relationships shall be brought to the attention of the OSFEC Director/CEO or their designee in writing prior to making any hiring commitments. This policy applies to all hiring of OSFEC employees.

A Final Word

Our goal is to provide a safe, clean and enjoyable work environment. You are part of the team that can make the Oregon State Fair & Exposition Center the best event and event center in the state. The rules, policies and expectations are a road map to ensure we all have an excellent experience at the Oregon State Fair & Exposition Center.

Thank you,



Michael Paluszak, Director/CEO
Oregon State Fair & Exposition Center

Employee Acknowledgement

I acknowledge that I have received, read, and understand the Employee Handbook. I agree to conform to the rules, policies and procedures of the Oregon State Fair & Exposition Center. I understand that neither spoken nor written representations, including this Handbook, create any express or implied contract of employment between the Oregon State Fair & Exposition Center and myself. I agree that unless otherwise specified in a formally executed written contract signed by the Oregon State Fair & Exposition Center Director/CEO, my employment is voluntary or at-will so that I have the right to terminate my employment at any time for any reason and that Oregon State Fair & Exposition Center has the same right, except as prohibited by law.

I understand and agree that the provisions of this Handbook may be amended or revised at any time, without notice, at the Oregon State Fair & Exposition Center’s discretion, and that this Handbook is not an exhaustive statement of Oregon State Fair & Exposition Center rules, policies or procedures.

Employee Signature:

Employee Print Name:

Date: _____

Complete and return to (supervisor or OSFEC representative):

by this date: _____