



SDR Forum Employee Policy

Version 2.0

As Approved on 14 October 2008

This document defines policy for staff retained as employees by the SDR Forum. Where applicable, the provisions of each employee's individual contract supersede this policy. The SDR Forum reserves the right to revise, supplement, or rescind this policy from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes in policy as they occur. Employees should familiarize themselves with the contents of the policy as soon as possible, for it will answer many questions about employment with the SDR Forum.

1 General Policies

1.1 Employment at Will

Employment with the SDR Forum is voluntarily entered into, and the employee is free to resign at will at any time with or without cause or notice. Similarly, the SDR Forum may terminate the employment relationship at will at any time with or without cause or notice, so long as there is no violation of applicable federal or state law. Policies set forth herein are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the SDR Forum and any of its employees.

1.2 Employment Application

The SDR Forum relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. In processing employment applications, the SDR Forum may obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity. If SDR Forum takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of employee rights under the Fair Credit Reporting Act will be provided as well as any other documents required by law.

1.3 Employment Reference Checks

To ensure that individuals who join the SDR Forum are well qualified and have a strong potential to be productive and successful, it is the policy of the SDR Forum to check the employment references of all applicants.



1.4 Immigration Law Compliance (USA Office Only)

The SDR Forum is legally required to employ only United States citizens and aliens who are authorized to work in the United States in its US offices, and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I9 with the SDR Forum within the past three years, or if their previous I9 is no longer retained or valid. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1.5 Employment Categories

In order to determine eligibility for employment benefits, various employment classifications have been established. These classifications have been established in accordance with federal law, where applicable. Nothing herein shall be construed to abrogate SDR Forum employment at will policy.

Every employee is designated as either **exempt** or **non-exempt**.

- **Exempt employees** are those who are paid a fixed compensation for their services and are not paid overtime. They are exempt from federal and state overtime laws.
- **Non-exempt employees** are those who are paid by the hour. They are entitled to overtime pay in accordance with applicable federal and state overtime provisions. Paid time off, including vacation, holidays, and sickness, are not considered hours worked when calculating overtime.

In addition, every employee will be further classified as either regular fulltime, regular part time or temporary.

- **Regular fulltime** employees are those who are not in a temporary status and who are regularly scheduled to work at least 40 (forty) (*hours may be defined by company*) hours per week. Fulltime employees are eligible for SDR Forum benefits subject to the terms, conditions, and limitations of each benefit program.
- **Regular part time** employees are those who are not in a temporary status and who are regularly schedule to work less than 40 (forty) hours per week. (*Hours may be defined by company and company is free to determine whether they will have a category of Regular parttime*). Regular parttime employees receive all legally mandated benefits (such as employer paid social security contributions and workers' compensation insurance, in most states), pro-rated where appropriate
- **Temporary** employees are those who are hired directly by SDR Forum for a limited time to supplement the work force or to assist in the completion of a specific project. **TEMPORARY EMPLOYEES ARE NOT ELIGIBLE FOR COMPANY PROVIDED BENEFITS.** Employment beyond any initially stated period does not in any way constitute or imply a change in employment



classification. Temporary employees retain that status, unless and until notified of a change. Temporary employees are paid directly by The SDR Forum and receive all legally mandated benefits (such as employer paid social security contributions and workers' compensation insurance).

1.6 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The SDR Forum uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or SDR Forum may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. All new and rehired employees work on an introductory basis for the first 90 days calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If The SDR Forum 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. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for additional SDR Forum provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

1.7 Work Schedule

The normal workday is eight (8) hours per day, with 40 hours being a normal work week. Employees are allowed to set flexible work schedules so long as they achieve their defined objectives. Exempt employees may also be required to work more hours as the work dictates.

Employees must maintain a time sheet showing actual hours worked and recording any time off as defined in section 4, 5, and 6. Time cards must be approved by the employee's supervisor at the end of each month. Time will be tracked on these timesheets to the nearest half hour against one of the following 9 categories:

- 1) **Member Services (Programs), which includes:**
 - IT and Teleconference Services
 - "SDR in the News" and other member communications
 - Document Management
 - Document Editing
 - Project Approval Committee
 - "Product Directory"
 - Member Discounts
- 2) **General Meetings and Workshops (Programs)**



- 3) **Technical Conference (Programs)**
- 4) **Smart Radio Challenge (Programs)**
- 5) **Forum “Administration” (G&A), which includes:**
 - Member Renewals
 - Finance and Accounting
 - Policies and Procedures
 - Board Services
 - General Email and Telephone Inquiries
- 6) **Business Development (G&A), which includes:**
 - Member Recruiting and Forming New Groups
 - Member Interviews and Strategic Planning
 - Marketing Communications Including the Web and Direct Email
 - Brand Management
 - Partnerships and Liaison
 - Fund Raising and Other Growth Programs
- 7) **Other Programs (Programs)**
- 8) **Vacation**
- 9) **Holiday**

1.8 Rest and Meal Periods

Each workday, fulltime non-exempt employees are provided with 2 rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All fulltime non-exempt employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

1.9 Equal Employment Opportunity

The SDR Forum is an equal opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, sex, age, religion, national origin or ancestry, physical or mental disability, marital status, veteran status, and any other basis protected by federal and state laws. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training. The SDR Forum expressly prohibits all such unlawful discrimination and all persons involved in the operations of the SDR Forum are prohibited from engaging in any type of discriminatory conduct. Employees who have questions or concerns about discrimination in the workplace, are encouraged to bring their concerns to the attention of their immediate supervisor, the Chief Executive Officer (CEO) or the Chair of the Executive Compensation and Contracts Performance (ECCP) Committee, regardless of whether they or someone else are the subject of the discrimination. Once an employee expresses concerns, The SDR Forum will conduct an investigation. The SDR Forum prohibits any



and all retaliation for submitting a report of unlawful discrimination and for cooperating in any investigation. Any manager or employee who retaliates against the person making the complaint will be disciplined, up to and including termination from employment. In addition, if the investigation determines that prohibited discrimination occurred, the SDR Forum will take disciplinary action up to and including termination of employment. An employee expressing concern will be informed about the actions The SDR Forum takes to resolve the complaint.

1.10 Disability Accommodation

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the SDR Forum to comply with all federal and state laws concerning employment of persons with disabilities. It is the policy of the SDR Forum not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training and other terms and conditions of employment. The SDR Forum is committed to complying with the Americans with Disabilities Act. The SDR Forum recognizes that some individuals with disabilities may require accommodations at work. The SDR Forum will attempt to reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of the job, unless doing so would create an undue hardship on The SDR Forum. Employees who are currently disabled or become disabled during your employment and are in need of a reasonable accommodation should contact their manager to discuss reasonable accommodations that may enable them to perform the essential functions of their job.

1.11 Workers' Compensation Insurance

The SDR Forum provides a comprehensive workers' compensation insurance 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. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work related injuries or illnesses should inform their supervisor immediately. No matter how minor an on the job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Neither The SDR Forum nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by The SDR Forum.

1.12 Personnel Records

The SDR Forum maintains a personnel record for each employee. This record will include personal information, the employment contract, all performance reviews, and



payroll records. The personnel record will be treated as private information, will only be shared with the employees direct supervisor.

Upon separation from the Forum, the SDR Forum will maintain this personnel record for a period of 2 years, at which time the record will be destroyed.

Employees are responsible for promptly notifying their supervisor any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information which should be reflected in the employee's personnel record.

1.13 Performance Reviews

All employees will have a written job description detailing their duties and responsibilities. Job descriptions for executive staff will be prepared by the Executive Compensation and Contract Performance Committee (ECCP) in conjunction with the Chief Executive Officer (CEO) and approved by the Board of Directors.

In January of each year, or within one week of employment, each employee will be assigned job objectives against that job description for the coming year. Objectives will be assigned as SMART objectives:

1. Specific – Objectives should specify what they want to achieve.
2. Measurable – Both the supervisor and the employee should be able to measure whether the employee is meeting the objectives or not.
3. Achievable - Are the objectives achievable and attainable?
4. Realistic – Can the employee realistically achieve the objectives with the resources you have?
5. Time – When does the supervisor want the employee to achieve the set objectives?

The supervisor for each staff member, or the ECCP in the case of the CEO, will measure job performance against these objectives in a performance review. Performance reviews will normally be conducted every six (6) months, with an informal mid-year review to occur in June, and the year end review to occur in January in conjunction with the Forum's General Meetings. New employees will have a separate performance review at the end of a three month introductory period.

All performance reviews are based on merit, achievement, job description fulfillment and performance. The supervisor will review and discuss the employees salary during your performance reviews.

After every evaluation, job objectives will be re-dated and reviewed, or rewritten if needed. In either case, the supervisor will review and discuss the objectives with the



employee. The employee will be asked to sign a statement indicating agreement with, and understanding of, the objectives.

2 Compensation and Benefits

2.1 Pay Schedule/Paydays

All employees are paid semi-monthly on the 15th and 30th. Each pay check will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's pay check will be available upon his or her return from vacation.

2.2 Administrative Pay Corrections

The SDR Forum takes all reasonable steps to ensure that employees receive the correct amount of pay in each pay check 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 Payroll Administrator so that corrections can be made as quickly as possible.

2.3 Direct Deposit

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to The SDR Forum. Employees will receive an itemized statement of wages when The SDR Forum makes direct deposits.

2.4 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for vacation leave, holiday, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.



2.5 Overtime Safe Harbor Policy

Being paid on a "salary basis" refers to an employee who regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis, which cannot be reduced because of variations in the quality or quantity of work. Subject to the exceptions listed below, an exempt employee must receive his or her full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work and will not be, unless appropriate accrued paid leave is utilized. If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Deductions from pay are permissible when an exempt employee is either:

- absent from work for one or more full days for personal reasons, other than sickness or disability;
- absent from work for one or more full days due to sickness or disability, if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- in receipt of amounts as jury or witness fees; or on an unpaid disciplinary suspension for one or more full days, imposed in good faith for workplace conduct rule infractions.

Also, the SDR Forum is not required to pay an employee's full salary in the initial or final week of employment; for penalties imposed in good faith for infractions of safety rules of major significance.

It is the policy of The SDR Forum to comply with the "salary basis" requirements of the Fair Labor Standards Act. Therefore, those preparing pay checks are prohibited from making any improper deductions from the salaries of exempt employees. If you believe that an improper deduction has been made to your salary or that overtime was worked and not paid, you should immediately report this information to your direct supervisor on the form entitled "Complaint Form for Pay Deductions and Overtime Denial" available at the end of this policy document. Reports of an improper deduction from wages or an overtime denial will be promptly investigated. If after the investigation it is determined that an improper deduction or denial has occurred, you will be promptly reimbursed for any improper deduction or paid for overtime worked.

2.6 Pay Advances

The SDR Forum does not provide pay advances on unearned wages to employees.

2.7 Pay Deductions and Setoffs

The law requires that the SDR Forum make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The SDR Forum also must deduct Social Security taxes (US) or Canadian Pension Plan



(Canada) each employee’s earnings up to a specified limit that is called the Social Security/CPP “wage base.” The SDR Forum matches the amount of Social Security/CPP taxes paid by each employee.

Pay setoffs are pay deductions taken by The SDR Forum, usually to help pay off a debt or obligation to The SDR Forum or others. If an employee has questions concerning why deductions were made from any pay check or how these deductions were calculated, these concerns will be addressed by the employee’s supervisor.

2.8 Annual Vacation

Regular full time employees are entitled to 3 weeks of vacation. Vacation for the year is accrued starting on January 1st and must be taken within a 12 month period. Vacation time may be taken in half day increments. Vacation time in excess of 1 day must be approved in advance by the employee’s supervisor.

Vacation time for part time employees will be prorated based on the average number of hours worked per week.

Employees will be reimbursed for any unused vacation time at their standard rate in a lump sum payment at the end of the year. Should an employee separate from the SDR Forum for any reason, unpaid vacation time will be paid out at a pro-rated rate based on the number of full days worked that year.

2.9 Holidays

Employees are granted 9 paid holidays and 1 floating holiday that can be taken whenever the employee chooses. Employees required to work a specific holiday will be granted one day of administrative leave to take on a day of their choosing.

Specific holidays are by location as follows:

US Holidays	Canadian Holidays
New Years Day	New Years Day
Washington’s Birthday	Good Friday
Memorial Day	Victoria Day
Independence Day	Canada Day
Labor Day	B.C. Day
Columbus Day	Labour Day
Veterans Day	Thanksgiving
Thanksgiving	Remembrance Day
Christmas Day	Christmas Day



3 Other Leave from Work

3.1 Unpaid Leave

Employees wishing to take leave in excess of their vacation allotment may request unpaid leave. Supervisors may grant unpaid leave at their discretion. Unpaid leave must be taken in increments of 1 day, and the employees pay will be reduced by their standard rate for each day of unpaid leave in the next pay cycle.

3.2 Sick Days/Personal Time

Sick days and personal time off are not offered to executive staff. Employees are allowed to adjust their schedules as necessary to accommodate sick days and personal time off so long as they achieve their defined objectives.

3.3 Administrative Leave

Supervisors may grant administrative leave, at their discretion, to compensate for excessive hours in completing a project, etc. Administrative leave will be considered paid time off.

3.4 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

3.5 Jury Duty

The SDR Forum encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification will be granted administrative leave for jury duty (see section 3.3). Employee classifications that qualify for paid jury duty leave are:

- Regular fulltime employees
- Part time employees



Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Either The SDR Forum or the employee may request an excuse from jury duty if, in SDR Forum judgment, the employee's absence would create serious operational difficulties.

3.6 Witness Duty

The SDR Forum encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by The SDR Forum, they will be granted administrative leave for the entire period of witness duty. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than The SDR Forum. Employees are free to use any available paid leave benefit (*such as vacation leave*) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

3.7 Voting

The SDR Forum encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, The SDR Forum will grant up to 3 hours of paid time off to vote in national and regional elections. Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

3.8 Bereavement

Employees will be granted administrative leave in the event of the death of an immediate family member. Employees may continue on administrative leave for a reasonable period of time.

3.9 Pregnancy, Family and Medical Leave

Employees will be granted family and medical leave, as appropriate following the laws of their jurisdiction.



3.10 Other Benefits

The SDR Forum may, from time to time, add additional benefits including health care, life insurance, 401K, and disability. These items will be covered under separate policies at that time.

4 Health and Safety

4.1 Drug and Alcohol Use

The SDR Forum strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers' confidence in our company.

4.1.1 Alcohol

Employees are prohibited from using or being under the influence of alcohol while operating a motor vehicle in the course of business or for any job related purpose, or while on duty at SDR Forum conferences and events.

4.1.2 Illegal Drugs

SDR Forum employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in SDR Forum facilities, while operating a motor vehicle for any job related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

4.1.3 Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense.

4.2 Workplace Violence Prevention

The SDR Forum is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, The SDR Forum has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or at its meetings and events.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and



other dangerous or hazardous devices or substances are prohibited from the premises of SDR Forum meetings and events without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time will not be tolerated. This prohibition includes 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 (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. 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, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to as supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

The SDR Forum will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, The SDR Forum may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) 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.

The SDR Forum encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the CEO before the situation escalates into potential violence. SDR Forum is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

4.3 Sexual and Other Unlawful Harassment

4.3.1 Sexual Harrassment

Sexual harassment is against company policy. The SDR Forum is committed to providing a work environment free of inappropriate and disrespectful behavior, communications and other conduct directed at an individual because of his or her sex, including conduct that may be defined as sexual harassment. Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment.



The following are examples of prohibited conduct; they include but are not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, assault, or impeding or blocking movements; and
- Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a Manager, or harassment by persons doing business with or for The SDR Forum.

4.3.2 Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- Retaliation for reporting harassment or threatening to report harassment.

4.3.3 Retaliation

It is against company policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, shall not under any circumstances be grounds for discipline. However, individuals who make complaints that are demonstrated to be intentionally false may be subject to disciplinary action, up to and including termination.

4.3.4 Enforcement

All managers and supervisors are responsible for:

- Implementing The SDR Forum policy on Harassment, which includes, but is not limited to, sexual harassment and retaliation



- Ensuring that all employees they supervise have knowledge of and understand the policy
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and
- Conducting themselves in a manner consistent with the policy.

4.3.5 Complaint Procedure

The SDR Forum's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit. Anyone who has been subjected to the conduct prohibited under this Policy, or who has knowledge of such conduct, is required to report this information to his or her manager or any other manager with the SDR Forum, to the CEO or to the Chair of the ECCP as soon as possible.

However, employees are not required to report any prohibited conduct to a superior who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question, or with whom the associate is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Individuals, who make complaints that are demonstrated to be intentionally false, may be subject to discipline, up to and including termination.

All incidents of prohibited harassment that are reported will be investigated promptly. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising the company's ability to conduct a good faith and thorough investigation.

If the SDR Forum determines that prohibited harassment has occurred; The SDR Forum will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

The SDR Forum recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that he or she has been subjected to sexual harassment 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. The company encourages, but does not require, individuals to take this step before utilizing the above Complaint Procedure.

5 Work Place Conduct

5.1 Business Ethics and Conduct

The successful business operation and reputation of The SDR Forum is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of The SDR Forum is dependent the trust of its members and the organization dedicated to preserving that trust. Employees owe a duty to The SDR Forum and its members to act in a way that will merit the continued trust and confidence of the public.

The SDR Forum will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the CEO, for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every SDR Forum employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

5.2 Confidential information/NonDisclosure

All SDR Forum records and information about the SDR Forum, its employees, members, suppliers and vendors are to be kept confidential and divulged only to individuals within the company with both a need to receive and authorization to receive the information or as required in the SDR Forum's bylaws. All records and files maintained by the company are confidential and remain the property of the company. No SDR Forum records, files or SDR Forum related information may be removed from the SDR Forum facilities (including electronic facilities) or disclosed to any outside party without the express permission from The SDR Forum. Confidential information regarding the SDR Forum includes, but is not limited to, financial records, business, marketing, and strategic plans, personnel and payroll records regarding current and former employees, the identity of, contact information for, and any other account information on customers, vendors and



suppliers, inventions, programs, trade secrets, formulas, techniques and processes, and any other documents or information regarding the company's operations, procedures or practices.

Additionally, the contents of The SDR Forum's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information to any unauthorized person inside or outside the company. Employees who are unsure about the confidential nature of specific information must ask their supervisor or human resources for clarification. The company reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information. In addition, employees will be subject to appropriate disciplinary action, up to and including termination of employment for revealing information of a confidential nature. Employees may be required to enter into written confidentiality agreements confirming their understanding of the company's confidentiality policies.

The protection of confidential business information and trade secrets is vital to the interests and the success of The SDR Forum. Such confidential information includes, but is not limited to, the following examples:

- computer processes
- computer programs and codes
- customer lists
- customer preferences
- financial information
- labor relations strategies
- marketing strategies
- new materials research
- pending projects and proposals
- research and development strategies
- scientific data
- scientific formulae
- scientific prototypes
- technological data
- technological prototypes

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.



5.3 Conflicts of Interest

The SDR Forum expects employees to conduct business according to the highest ethical standards of conduct. Employees are expected to dedicate their best efforts to the interests of The SDR forum. Business dealings that appear to create a conflict of interest between The SDR Forum and an employee are unacceptable. A potential conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member as a result of The SDR Forum 's business dealings.

The SDR Forum recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to The SDR Forum. However, employees must disclose any possible conflicts so that the company may assess and prevent potential conflicts of interest.

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of The SDR Forum. Although it is not possible to specify every action that might create a conflict of interest, listed below are examples of potential conflicts of interest that may arise during your employment with The SDR Forum.

- Having a financial interest in any business transaction with The SDR Forum
- Owning or having a significant financial interest in, or other relationship with a SDR Forum competitor, customer or supplier.
- Accepting gifts, entertainment or other benefit of more than a nominal value from a SDR Forum competitor, customer or supplier.

5.4 Customer Service

The SDR Forum's customers, including SDR Forum members and their guests, are among the organization's most valuable assets. Every employee represents The SDR Forum to our customers and the public. The way do their jobs presents an image of the entire organization. Customers judge all of The SDR Forum by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention given to customers.

The SDR Forum will provide customer relations and services training to all employees with extensive customer contact. Personal contact with the public, manners on the telephone, and the communications sent to customers are a reflection not only of individuals, but also of the professionalism of The SDR Forum. Positive customer relations not only enhance the public's perception or image of The SDR Forum, but also pay off in greater customer loyalty and increased sales.



5.5 Code of Conduct

To ensure orderly operations and provide the best possible work environment, The SDR Forum expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Loss or misuse of company property
- Falsification of timekeeping records and expense reports
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer owned or customer owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work area during the workday
- Unauthorized use of telephones, mail system, or other employer owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with The SDR Forum is at the mutual consent of The SDR forum and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

5.6 Disciplinary Procedures/Progressive Discipline

The purpose of this policy is to state the SDR Forum position on administering equitable and consistent discipline for unsatisfactory conduct or performance in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. The SDR Forum's own best interest lies in ensuring fair treatment of all employees and in making certain that



disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with The SDR Forum is based on mutual consent and both the employee and SDR Forum have the right to terminate employment at will, with or without cause or advance notice, The SDR Forum may use progressive discipline at its discretion. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The SDR Forum recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the SDR Forum.

6 Office Expense Reimbursement

As the SDR Forum runs a virtual office, most employees work from their home. The SDR Forum will reimburse such employees for reasonable expenses they may incur from time to time to include regular office supplies, including printer paper and toner, and communication charges, including cell phone, necessary to doing business on behalf of the SDR Forum.

Expenses will be reimbursed within 30 days of filing by the employee using the SDR Forum approved travel form. Expenses in excess of \$25.00 require a receipt, and expenses that exceed \$50.00 will require authorization from the employee's supervisor. Expenses reimbursements filed more than 90 days following the date at which the expense occurred will not be reimbursed.



7 Travel Expense Reimbursement

Employees will be reimbursed for travel expenses as follows:

1) Transportation

- a. The SDR Forum will reimburse for airfare associated with approved travel. Employees are expected to use the most economical airfare available supporting their required schedule. Business and first class air fares are not permitted. Employees are allowed to retain frequent flyer miles for personal use, and may use accumulated miles for upgrades should they so choose.
- b. The SDR Forum does not reimburse for personal car mileage for local travel without prior authorization. Employees may submit for mileage reimbursement for trips beyond 50 miles at the current IRS mileage rate.
- c. Tolls and parking will be reimbursed.
- d. Necessary taxi or other ground transportation will be reimbursed. The use of hotel courtesy transportation is encouraged.
- e. The SDR Forum will reimburse penalties assessed by airlines on airfare when traveling on authorized SDR Forum business under reasonable circumstances.
- f. The SDR Forum will reimburse for car rentals when alternative economic public transportation is unavailable or impractical. Should employees renting a vehicle not have personal Automobile Liability Insurance that will cover the rental, the SDR Forum will pay for coverage supplied by the rental agency. The SDR Forum will also reimburse employees for gasoline purchased for the rental car.

2) Lodging

- a. Single room occupancy will be reimbursed, limited to the night of and/or the night prior to the meeting. It will be permissible in special circumstances to stay an additional night(s) to obtain a less expensive airfare that will offset the additional lodging costs. Hotels should be moderately priced.
- b. The SDR Forum will reimburse for high speed internet costs charged by hotels

3) Food and Beverage

- a. Reasonable food and beverage expense will be reimbursed, provided names of individuals and purpose of meeting are supplied and approved.
- b. For the purpose of this procedure, executive staff individual daily meal and beverage expenses are limited to US\$100. This is not to be interpreted as a per diem amount; receipts are required for expenditures over US\$25.00. Expenses beyond these values require a written explanation on the traveler's expense report.

4) Miscellaneous

- a. Necessary telephone charges will be reimbursed.
- b. Reasonable porter fees and gratuities will be reimbursed.

5) Receipts



- a. Original receipts must be submitted for any single expenditure in excess of US\$25.00.
- 6) Approval Process
- a. Travel-related business expense reports, with accompanying receipts, should be submitted by the employee to his or her supervisor for approval. In the case of the CEO, travel expenses must be approved by the SDR Forum Treasurer/CFO.



Employee Acknowledgement Form

The SDR Forum Employee Policy provides important information about the SDR Forum, and I understand that I should consult the Chief Executive Officer regarding any questions not answered therein. I have entered into my employment relationship with The SDR Forum voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the SDR Forum or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the SDR Forum Employee Policy are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to The SDR Forum policy of employment at will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Chief Executive Officer of The SDR Forum has the ability to adopt any revisions to the policies in this handbook. Furthermore, I acknowledge that The SDR Forum Employee Policy is neither a contract of employment nor a legal document. I have received the policy, and I understand that it is my responsibility to read and comply with the specific policies contained therein and any revisions made to it.

Employee Name (printed)

Employee Signature

Date



Complaint Form for Pay Deductions and Overtime Denial

Please complete and give to the Payroll Administrator

Name _____ Title _____

Department _____ Supervisor _____

Week(s) of Questionable Deduction or Denial _____

Please explain what occurred and why you believe it was improper _____

Employee Signature

Date