



# **Employee Handbook**

**Effective:**

**Approved by Board of Directors**

**3/7/2018**

## **Welcome To Our Team!**

We welcome you to the Beaver Creek Chamber of Commerce. We look forward to the opportunity to work with you and want you to know that we recognize our employees as our most valuable resource. We want you to enjoy your time here and are committed to helping you succeed in your new job.

We are committed to our mission of “Linking Business with Community,” and strive to provide our Members and the Beaver Creek community with valuable benefits, opportunities, advocacy and care. We are a small staff that works together as a team to provide these services and better the business community of Beaver Creek.

We have prepared this handbook to answer some of the questions that you may have concerning the Beaver Creek Chamber of Commerce and its policies. This handbook is intended solely as a guide. Read it thoroughly. If you have questions about anything, please contact me for assistance.

We hope you find your time with us to be an enjoyable and rewarding experience.

Sincerely,

President/CEO  
Beaver Creek Chamber of Commerce

## **About This Handbook**

This handbook is designed to help you get familiarized with the Beaver Creek Chamber of Commerce. We want you to understand how we do business and how important you and every employee are in helping us succeed.

This handbook is not a contract, which guarantees your employment for any specific time. Either you or the Beaver Creek Chamber of Commerce may terminate your employment at any time, for any reason, with or without cause or notice. The policies stated in this handbook may change from time to time.

We wish you the best of luck in your position and hope that your employment with the Beaver Creek Chamber of Commerce will be a very enjoyable and rewarding experience.

## **Beaver Creek Chamber of Commerce Overview**

The Beaver Creek Chamber of Commerce was formed in 1966 when a group of 65 local businesses had the vision and foresight to anticipate the future growth of business in the area. Today members total well over 600 and the Chamber continues to honor its' founders by promoting both the civic and commercial progress of our community.

With Wright Patterson Air Force Base and Wright State University on Beaver Creek's door step, the Beaver Creek Business Community has a unique yet exciting and vibrant business environment. Through extensive partnerships with these institutions, the Chamber helps foster growth for the entire community.

The Chamber conducts professional networking and other community events throughout the year, including; monthly networking Business Links and Business Luncheons, Annual Community Awards Banquet, Legislative Breakfast, Golf Outing, Annual Chamber Fundraising Event, and The Taste of Greene County. These events enhance the quality of life for our members and heighten public awareness of our business community.

The Beaver Creek Chamber of Commerce, a thriving organization of businesses, non-profits, groups and individuals of all different types, continues to serve as a vital part of the business and professional community. By fostering cooperation and relationships between businesses, schools, and government, the Chamber is fulfilling its' motto of "Linking Business with Community". Every day the Chamber strives to achieve its' motto and make Beaver Creek, Ohio one of the most ideal places in Ohio and the nation to conduct business.

## ***Linking Business With Community***

## **Hiring**

It is the Beaver Creek Chamber of Commerce's policy to hire only United States citizens and aliens who are authorized to work in this country. As required by law, employees will be required to provide original documents that establish this authorization at the point of hire. If the documents are not provided at the point of hire, we have no choice, under the law, but to terminate the employment offer until the appropriate documents are provided. Employees and employers are both required to complete a form furnished by the Department of Labor, form I-9. In Section 1 of form I-9, the information provided by the employee must be valid and authentic. If at any time during an employee's employment, it is discovered that any document used was invalid or not authentic, the employee must, by law, be immediately terminated.

Additional new hire documents as outlined on the New Employee Checklist form are required to be submitted to the employer. These documents include the following: application form, previous employment disclosure form, consent form for drug testing, references, offer letter with salary/payment terms, consent for background check, completed w-4 form, direct deposit/payroll form, acknowledgement and acceptance of the Fair Labor Standards Act, and emergency contact information.

The Beaver Creek Chamber of Commerce will provide new employee with an employee orientation, Login & passwords, voice mail set up, laptop set up, order name plate, if applicable or create a welcome sign, and provide building access, keys or codes in accordance to the guidelines outlined on the New Employee Checklist document.

## **Non-Discrimination**

The Beaver Creek Chamber of Commerce is an equal opportunity employer. We will not tolerate discrimination based on race, sex, age, national origin, religion, sexual orientation, or disability. Employment decisions, such as hiring, promotion, compensation, training and discipline will be made only for legitimate business reasons based upon qualifications and other nondiscriminatory factors.

## **Orientation Period**

You have been through our employee selection process, have been selected for employment and appear to have the potential to develop into a successful employee. However, we want the opportunity to begin the training period, get to know you, see how you fit in with your co-workers and determine if you are willing and able to carry out the responsibilities for the position in which you were hired. Therefore, we have a 90 day Orientation Period for that purpose referred to above. The 90 day period allows both you and the Chamber to see whether or not it's a good fit and if not, part company as friends. The 90 day period includes a 30 day review and a 90 day evaluation based upon the job description. During this time if you feel you do not understand what's expected of you or that you need additional training, we encourage you to ask questions and seek additional help.

## **Evaluations**

All employees receive written and verbal performance evaluations twice a year. The evaluation process is intended to let you know how well you're performing and help you be more effective and productive. The evaluation also gives you the opportunity to share your thoughts about your performance and future goals with your supervisor.

The evaluation process is an opportunity to identify accomplishments and strengths as well as openly discuss areas and goals for any improvement. Depending on your position and performance, you may be eligible for an annual pay increase. Pay increases are not guaranteed. Rewards are based solely on a person's job performance and results.

## **Hours of Operation**

The normal work week for the chamber is from Sunday midnight to Saturday 11:59 p.m. The hours of operation are ordinarily, Monday through Friday 9:00 a.m. to 5:00 p.m. The pay period is the first of the month through the 14<sup>th</sup> and the 15<sup>th</sup> through the last day of the month. However, some reasonable service after business hours may be asked of an employee, including evenings, Saturday and/or Sunday work.

## **Flextime**

The President/CEO will communicate any evening or weekend work needs, or other routine schedule changes, as needed. Provided the employee is able to work the adjusted hours for the event, the employee may alter his/her hours for the week. These altered hours may result in Flextime for the employee which is an arrangement that allows an employee to alter the start and end times of her/his work day around the normal schedule of 9:00 am to 5 pm. Flextime does not reduce the total number of hours worked in a given workweek, but is provided to better accommodate the expected hours of service during that week. Flextime hours must be approved by the President/CEO.

## **Overtime**

Overtime pay which is applicable only to Non-Exempt Employees, is for any hours, (or part hours), worked in excess of 40 hours in a work week. Only the President/CEO, his/her designee or Board Chair may authorize overtime. Overtime rate is one and one-half time (1.5) times the employee's straight time rate.

## **Categories of Regular Employment**

**Full-time employees**, (30 + hours per week), are eligible for our paid time off benefits package according to their position and length of employment.

**Part-time employees** are normally scheduled for 29 hours and under per week and are eligible for state and federally mandated benefits only.

**Non-exempt employees** – according to the Fair Labor Standards Act (FLSA) and applicable state laws, non-exempt employees are entitled to overtime pay for all hours worked in excess of 40

hours per week. Non-exempt employees will be required to complete a time card for each pay period.

**Exempt employees** – according to the Fair Labor Standards Act (FLSA) and applicable state laws, exempt employees are employees who perform administrative, professional, supervisor, or managerial responsibilities. Exempt employees are not entitled to overtime pay. Upon hire, your supervisor will notify you of your employment classification.

### **Other employment categories**

These positions are approved by the President/CEO in accordance to Chamber policies and budget approvals.

- Internships, (paid/unpaid)
- Temporary Worker
- Office Volunteer

Individuals in these employment Categories are expected to adhere to the Chamber By-laws and policies/procedures as those in regular employment categories.

### **Employee Expectations**

Some of the characteristics we expect and look for in an employee are:

- Teamwork attitude -- offer assistance to Members, Board Members and other staff members
- Ability to get things done efficiently, correctly, and on a timely basis
- Good member service skills
- Honesty and integrity in all of our dealings
- Dependability and reliability
- Initiative to "go the extra mile" for a member
- Enthusiastic attitude
- Good judgment and decision-making skills
- Adaptability to change

### **Member Services**

Our Chamber's goal is to provide both excellent member service and quality products and services. To be successful, this goal will require all of us to focus on our member's needs. All employees are expected to:

- Be sensitive to our member's needs.
- Provide courteous treatment to our members.
- Meet or exceed our member's expectations.

### **Standards of Conduct**

Consistent with our mission and values, it is important for all employees to be fully aware of the rules, which govern our conduct and behavior. In order to work together as a team and

maintain an orderly, productive and positive working environment, everyone must conform to standards of reasonable conduct and policies of the organization.

Each employee has an obligation to observe and follow the Beaver Creek Chamber of Commerce's By-Laws and policies to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of the Chamber, disciplinary action will be taken.

**AN EMPLOYEE INVOLVED IN ANY OF THE FOLLOWING CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE TERMINATION WITHOUT A WRITTEN WARNING.**

- Invalid Work Authorization (I-9 form)
- Supplying false or misleading information to the organization, including information at the time of application for employment, leave of absence or sick pay.
- Not being present at work without notifying the President/CEO.
- Leaving your job before the scheduled time without the permission of the President/CEO.
- Arrest or conviction of a felony offense.
- Use of foul or abusive language.
- Disorderly or indecent conduct.
- Theft of customer, employee or Beaver Creek Chamber of Commerce property.
- Theft, dishonesty or mishandling of organizational funds. Failure to follow cash, check or credit card processing procedures.
- Refusal to follow instructions.
- Engaging in harassment of any kind toward another employee, Chamber Member or associate.
- Failure to consistently perform job responsibilities in a satisfactory manner as deemed by the President/CEO.
- Use, distribution or possession of illegal drugs on business property or being under the influence of these substances when reporting to work or during work hours.
- Waste or destruction of business property.
- Actions or threats of violence or abusive language directed toward another employee, Chamber Member or associate.
- Excessive tardiness.
- Disclosing confidential information including policies, procedures, manuals or any proprietary information to anyone outside the staff and Board of Directors of the Beaver Creek Chamber of Commerce.
- Failure to comply with the Beaver Creek Chamber of Commerce's personal cleanliness and dress requirements.
- Unauthorized operation, repair or attempt to repair machines, tools or equipment.
- Failure to report safety hazards, equipment defects, accidents or injuries immediately to President/CEO.
- Violation of the Beaver Creek Chamber of Commerce By-Laws, policies or safety rules.
- Breach of Confidentiality.
- Failure to follow good housekeeping practices at work station and around equipment.

- Unauthorized use of internet and e-mail.
- Unauthorized checking into confidential management records, payroll, budget, etc.

### **Absences**

All employees are expected to work on a regular, consistent basis and complete their regularly scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination. Disciplinary action taken because of absenteeism will be considered on an individual basis, following a review of the employee's absentee and overall work record.

If you are going to be late or miss work, employees are expected to call and talk to the President/CEO at least 30 minutes before they are scheduled to work.

Any employee who does not call or report to work for two consecutive shifts will be considered to have voluntarily resigned employment at the Beaver Creek Chamber of Commerce.

### **Adverse Weather Conditions and Other Emergencies**

In the event that it is necessary to close the Chamber office, you will be notified. In the event that your county has weather or other declared emergency, you are responsible to notify your supervisor prior to your scheduled starting time. If the office is closed due to inclement weather the Employees will be compensated for the day.

### **Personal Telephone Calls**

Although the occasional use of telephones for a personal emergency may be necessary, routine personal calls are not allowed during work hours. This includes both the Chamber's phone lines and personal cell phones.

### **Dress Policy**

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

On Fridays, employees may participate in Casual Day Dress.

The President/CEO reserves the right to interpret attire and determine the appropriateness of the attire worn to work.

### **Outside Employment**

Our Chamber hopes that you will not find it necessary to seek additional outside employment. However, if you are planning to accept an outside position, you should notify your supervisor.

Outside employment must not conflict in any way with your responsibilities within our Chamber. Employees may not conduct outside work or use Chamber property, equipment, or facilities in connection with outside work while on Chamber time unless approved by Management.

### **Meetings**



Staff meetings are held on a regular basis for your benefit as well as for the business. Most meetings offer employees the opportunity to provide valuable input for feedback and provide suggestions to enhance our working environment.

### **Teamwork**

We cannot achieve our goals and provide the highest levels of service to our Members without working together as a team. Teamwork basically boils down to common courtesy and common sense. If a co-worker is overloaded and you're not, help them in any way you can.

### **Communication**

It is important for every employee to have a good sense of "what's going on" in the organization. It is the President/CEO's responsibility to keep everyone informed of ongoing changes and news affecting the Chamber and our people. Such communication takes place primarily in staff meetings and through e-mail communications.

### **Supervisor / Employee Relations**

Our supervisors are committed and trained to provide you with the tools and positive working environment for you to do your job to the best of your ability with minimal distractions. You will be treated with respect and dignity by all of our personnel and we will try our best to recognize and reward your hard work and accomplishments.

We recognize there may be occasions for misunderstandings and issues to come up. We want to clear up these types of situations in a fair and timely manner and in order to do this we need your help in bringing them to our attention.

If you have such an issue, you should promptly talk to the President/CEO. They will listen in an open, objective and courteous manner. If the issue is not resolved to your satisfaction, you can request that the President/CEO call in the Board Chair to mediate and help rectify the situation. Every necessary action will be taken to resolve an issue or settle a dispute in a fair and equitable manner. As we said in the "Welcome Letter," we recognize our employees as our most valuable resource and we take all employee problems and complaints very seriously. No problem is too small or insignificant and each issue will be given the utmost attention and consideration.

### **Salary, Benefits and Other Compensation**

#### **Payroll**

Employees of the Beavercreek Chamber of Commerce are paid twice a month, on the 15<sup>th</sup> and last business day of each month. Paychecks will be automatically deposited in the local bank of the employee's choice. This service can be arranged through the President/CEO.

#### **Payroll Deductions**

Your paycheck will indicate your gross earnings as well as deductions for federal and state withholding taxes and social security and Medicare taxes. Federal and state withholding taxes are authorized by you based on the information you furnished to us on form W-4. If you want an explanation of your deductions or if you wish to change them in any way please contact the President/CEO.

As per state law, the Beavercreek Chamber of Commerce complies with court orders in connection to garnishments from employee paychecks as directed by the proper authorities. You will be notified of any court-ordered payroll deductions.

### **Employee Benefits**

The Chamber currently does not offer any benefits. We will keep you informed of any changes.

### **Holidays**

Full -time, exempt and non-exempt employees receive paid holidays for all the observances listed below. Part-time, hourly employees are not paid for holidays, but do observe the day off.

The Chamber normally observes these holidays during the year.

<b>New Year's Day</b>	<b>Veterans' Day</b>
<b>Martin Luther King Day</b>	<b>Thanksgiving Day</b>
<b>Washington's Birthday</b>	<b>Day after Thanksgiving</b>
<b>Memorial Day</b>	<b>Christmas Eve Day</b>
<b>July 4<sup>th</sup></b>	<b>Christmas Day</b>
<b>Labor Day</b>	<b>Day after Christmas (*if this day falls on a weekday)</b>
<b>Columbus Day</b>	

When a holiday falls on a weekend, the holiday will typically be celebrated according to the business community's practice for that year.

### **Paid Time Off (PTO)**

Full time exempt and non-exempt employees will be eligible for a minimum of 10 days paid PTO, upon employment, based on the date of hire.

Additional PTO days may be approved at the discretion of the Executive Committee.

PTO days must be taken within the twelve months after they are earned. PTO days do not accrue. In any case of voluntary or involuntary termination, the Chamber will not compensate for unused PTO days.

PTO days must be approved by an employee's supervisor.

### **Travel/Expense Accounts**

The Chamber will reimburse employees for pre-approved reasonable expenses incurred through business travel or entertainment, receipts for expenses are required.

The following business expenses will be reimbursed:

- Travel expense
- Automobile mileage (based on current federal standards)
- Lodging
- Tips
- Business meals (reasonable)
- Submit your expenses to your supervisor for reimbursement.

### **Leave of Absence**

Provisions for a leave of absence may be made upon written application and approval of the President/CEO and recommended to the Executive Committee for approval. Such leave shall be for a fixed term. A leave of absence will not include a guarantee of employment.

Employee Leave Requests should be submitted at least two weeks prior to the scheduled leave date, unless the request is due to an unexpected emergency. The nature of the emergency should then be shared with the President/CEO.

Any employee who fails to return to work at the expiration of a personal leave of absence will be deemed to have abandoned their job, unless the Beaver Creek Chamber of Commerce is notified of a reason, satisfactory to the President/CEO, for not returning to work at the end of the leave of absence.

### **Office Environment and Equipment**

The Beaver Creek Chamber of Commerce provides a variety of computer systems and software to employees for use during the course of the business day. All hardware, software, mail messages, and electronic information stored in these systems are the property of the Beaver Creek Chamber of Commerce.

Employees have no expectation of privacy or confidentiality in any of their e-mails. Employee e-mail may be monitored for policy, security, and/or network management reasons from time to time and is subject to inspection at any time.

The Beaver Creek Chamber of Commerce maintains a workplace free of harassment. Therefore, the Beaver Creek Chamber of Commerce prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. Only employees or authorized individuals are allowed to use the Chamber's computers.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. To reduce our risk of computer viruses, please refrain from opening e-mails from individuals or groups who are unfamiliar to you.

The Beaver Creek Chamber of Commerce purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation.

Employees may not load personal software programs (nor download information from the Internet) on the Beaver Creek Chamber of Commerce computer systems unless approved.

### **E-Mail/Internet Policy**

Every employee is responsible for using the electronic mail (e-mail) system properly and in accordance with this policy. The e-mail system is the property of the Chamber. All communications and information transmitted by, received from, or stored in this system are the Chamber's records and property of the Chamber. The e-mail system is to be used for Chamber business only.

The Chamber's policies against sexual or other harassment or discrimination apply fully to the e-mail system. Viewing, forwarding, or receiving pornography or sexually suggestive or provocative material is prohibited.

Violations of the e-mail policy may result in disciplinary action up to and including termination.

The Chamber also provides Internet access to all employees. Access by unauthorized users is prohibited at any time. The Internet is a valuable source of information and research that can facilitate communications and improve service levels. Excessive Internet access that unfairly monopolizes resources is prohibited. If you abuse your right to use the Internet you may be subject to disciplinary actions, including possible termination, and civil and criminal liability. Your use of the Internet is governed by this policy and the E-mail policy.

### **Social Media Policy**

While the Chamber encourages its employees to enjoy and make good use of their off-duty time, certain activities on the part of employees may become a problem if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the Chamber; directly or indirectly disclosing confidential or proprietary information; or harming the goodwill and reputation of the Chamber among its Members or in the community at large. In the area of social media, employees may use such media in any way they choose as long as such use does not produce the adverse consequences noted above.

### **Care of Equipment**

You are expected to use proper care when using the Chamber's property and equipment. No property may be used or removed for personal use from the premises without the proper management authorization. If you lose, break, or damage any property, report it to your supervisor at once.

### **Good Housekeeping**

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. It is expected that all employees respect the common areas and keep them neat and clean. It is the responsibility of the staff to keep the office clean, and in an effort to do so, may be asked to complete light housekeeping on a weekly basis.

### **Smoking Policy**

The grounds, facility and premises of the Beaver Creek Chamber of Commerce are a no-smoking area. Employees are not permitted to smoke during work hours.

## **Beaver Creek Chamber of Commerce Policies**

### **Anti-Harassment Policy**

The Beavercreek Chamber of Commerce firmly believes in treating people with respect. Respect of each other is an expectation of each employee.

We prohibit harassment of any kind to one employee by another employee or supervisor for any reason including, but not limited to: sexual harassment, veteran status, sex, race, color, religion, marital status, national origin, physical or mental disability, and/or age.

The purpose of this policy is not to regulate the personal morality of employees. It is to assure that in the workplace, no employee harasses another for any reason.

While it is not easy to define precisely what harassment is, examples include: slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, sexual advances, physical contact, and requests for sexual favors.

Any employee who feels that he or she is a victim of such harassment should immediately report the matter to their supervisor or the President/CEO, or, Executive Committee, respectively. Our Chamber will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee who, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in corrective action, up to and including termination.

### **Workplace Violence**

Violence by an employee or anyone else against an employee will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage of Chamber property in the event someone, for whatever reason, may be unhappy with a Chamber decision or an action by an employee.

Take the following actions if you feel there is the potential for workplace violence:

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual.

If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact a member of management immediately.

All reports of work-related threats will be kept confidential to the extent possible; they will be investigated and documented. Employees are encouraged to report and participate in an investigation on any suspected or actual cases of workplace violence.

### **Safety and Each Employee's Responsibility**

Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify your supervisor of any emergency situation. If you are injured or become sick at work, inform your supervisor immediately.
- The unauthorized use of alcoholic beverages or illegal drugs or being under the influence of substances during working hours will not be tolerated. The possession of

illegal drug substances on the Chamber's property or Chamber events is forbidden.

### **Substance Abuse**

We, at the Chamber, have a vital interest in ensuring a safe, healthy, and efficient working environment for our employees, their co-workers, and the members we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone.

Employees are prohibited from reporting to work or working while using illegal or unauthorized drugs. Employees are prohibited from reporting to work or working when the employee uses any type of prescription drug, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale, or possession of illegal drugs and alcohol at any time or anywhere. Such activity is grounds for termination.

The Chamber further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, testing the individual on drugs or alcohol or the inspection of Chamber issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when the Chamber has reasonable suspicion to believe that the employee has violated this substance abuse policy. Violation of this policy is considered to be serious and may result in disciplinary action up to and including termination.

### **Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation Insurance Policy. This insurance is provided at no cost to you. If you are injured on the job, report the incident to your supervisor immediately. An injury report must be completed to activate this benefit. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead or contribute to an employee accident.

### **Termination of Employment**

#### **If You Must Leave Us**

Should you decide to leave your employment with us, we ask that you provide the President/CEO with at least two weeks advance notice. The President/CEO will follow the prescribed Policies and Procedures. Giving a two-week notice is a professional courtesy and assures that you are eligible for re-hire. Additionally, all resigning employees may complete a brief exit interview prior to leaving.

All Chamber property, including: Credit Cards, Office/Building Keys, Computers, Computerized diskettes, Electronic/voice mail codes, Intellectual property (e.g. written materials, work

products and this employee handbook), must be returned upon termination. All proprietary information regarding the Chamber or its members must remain confidential and may not be used for other business or personal reasons.

You should notify the Chamber, in writing, if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

### **Involuntary Termination and Review**

In cases of termination, the President/CEO will review the facts and consult the Executive Committee with a recommendation for termination of employment. The President/CEO will follow the prescribed Policies and Procedures. This policy does not alter the employee's "at will" status.

In any case of voluntary or involuntary termination, the Chamber will not compensate for unused vacation and personal days.

### **Proprietary & Confidential Information**

It is illegal to steal, copy, communicate or transmit a former employer's confidential or proprietary information. Employees are not to disclose any proprietary information which includes, but is not limited to the following examples;

- Member Financial information.
- Beaver Creek Chamber Board Executive Session or issues the Board deems confidential.
- Confidential information supplied to us from members.
- Information concerning other employees.

Violation of this policy can constitute grounds for disciplinary action, up to and including dismissal. The Beaver Creek Chamber of Commerce will institute civil action against anyone who violates this policy.

Handbook Receipt

This Employee Handbook does not constitute a contract of employment either in whole or in part. The Chamber reserves the right to add, delete, or change any portion of the Employee Handbook with or without notice.

**FOR THE EMPLOYEE’S INFORMATION:**

**Your employment status:** \_\_\_\_\_ **Full Time** \_\_\_\_\_ **Part Time**

**Your position title:** \_\_\_\_\_

**Your starting date:** \_\_\_\_\_

I acknowledge receipt of, and have read, the Employee Handbook that outlines my benefits and obligations as an employee of the Beavercreek Chamber of Commerce. I understand the Standards of Conduct and each of the rules and regulations which I am expected to follow, as well as the additional policies. I agree to abide by all of them.

All employees are expected to align their conduct to the rules and regulations as set out in this handbook, and understand that they are at-will employees. The contents of any Employee Handbook, including this one, that may be distributed during the course of their employment shall not be construed to be a contract or in any way binding. The Chamber reserves the right to change, at its discretion, the contents of this handbook.

**Policy Statement**

This handbook is a general guide and provisions of this handbook do not constitute an employment agreement (contract) or a guarantee of continued employment. It is simply intended to outline the benefits and work requirements for all employees. It is further understood that the Chamber reserves the right to change the provisions in this handbook at any time. It is policy of the Chamber that employment and compensation of any employee is at will and can be terminated with or without cause, at any time, at the option of the employee or at the option of the Chamber.

\_\_\_\_\_  
President/CEO Signature                      Date

\_\_\_\_\_  
Employee Signature    Date