

contractor or client, is strongly encouraged to report it to their supervisor, the Human Resources Department, or the Agency's EEO Officer. If you are not comfortable discussing such matters with any of those individuals, contact any other manager or officer of CAPSLO. The situation will be taken seriously, will immediately be investigated and any appropriate corrective actions will be taken. Offenders are subject to personal liability as well as disciplinary action, up to and including termination for engaging in harassment.

Employees are encouraged and expected to actively work toward eliminating any work place harassment. Employees who are subjected to or oppose harassment in the work place are protected by law and CAPSLO policy against retaliation in this regard. Any employee to whom harassment is reported, even informally, is expected to report the matter to a manager of CAPSLO or the Human Resources Department for appropriate corrective action. Employees who pressure or attempt to discourage others from complaining or reporting harassment to CAPSLO will be subject to disciplinary action. All supervisory employees will receive periodic training regarding harassment issues, including how to assist employees who may report any concerns.

10.5 Government Involvement

Employees who believe that they have been harassed may file a complaint with the California Department of Fair Employment and Housing. If the Department finds evidence of harassment, the Department may pursue a formal complaint and a hearing before the Fair Employment and Housing Commission. If the Commission concludes there was unlawful harassment, it may order appropriate corrective action, that is, hiring or reinstatement, back pay, damages, promotion, and/or changes in employer policies or practices. For more information, you may contact the Department, listed in the Government pages of the phone book.

10.6 CAPSLO's Position

CAPSLO policy requires working harmoniously with others, and forbids discrimination against or harassment of an employee, independent contractor or client for any reason, and particularly, on the basis of being in any protected class, such as discussed above. Various laws also forbid discrimination or harassment for any of these reasons. CAPSLO will work actively to eliminate acts of harassment through dissemination of information, and by following up on complaints with investigation and disciplinary action, as appropriate. All employees are expected to share the responsibility for eliminating harassment and should help CAPSLO attain this goal by using CAPSLO's internal complaint process.

It should also be clear that harassment offenders are subject to disciplinary action, up to and including termination for violating this policy.

CAPSLO's position is clear: Harassment will not be tolerated. Victims and others aware of possible harassment are strongly encouraged to notify their supervisor, the Human Resources Department, the Agency's EEO Officer, or any officer or member of management, so that appropriate corrective action can be taken. But most of all, we are all encouraged to work together in harmony.

11.0 SAFETY AND HEALTH

11.1 Illness and Injury Prevention Program

CAPSLO has a formal illness and injury prevention program ("IIPP"). Employees will receive appropriate training concerning workplace safety, including any necessary job-specific training. CAPSLO's IIPP is managed by the Human Resources Department, who has the responsibility and authority to

implement all aspects of CAPSLO's safety program. All employees are strongly encouraged to communicate any safety concerns to the Human Resources Department, or any other member of management. Suggestions, concerns, and reports are welcome in any form, and may be made anonymously.

11.2 Safe Practices

CAPSLO is concerned about your health and safety. Proper safety equipment must be used and worn in performance of job functions. This includes safety belts when driving on CAPSLO business.

In addition to any safety equipment, employees must follow other safety rules and be safety conscious at all times. Use common sense! Call your supervisor's attention to any unsafe conditions or practices. Help avoid accidents by eliminating hazards when possible. Should an unsafe condition or an accident occur, even though no one is injured, you must report it to your supervisor as soon as possible. Immediately report all injuries, no matter how slight, to your supervisor.

Do not lift or push objects that are too heavy or awkward for you to handle. You must inform your supervisor if you think any task is unsafe or that assistance is needed to perform it safely. Do not operate any equipment unless you are authorized to do so.

The above safety rules are intended to protect the safety of everyone. Violating any safety rule may result in discipline, including discharge. The above safety rules are only a partial list and are not intended to replace sound judgment, nor do they include all the instances in which disciplinary action may be taken.

11.3 Work-Related Accidents or Illnesses

All work-related injuries or illnesses, no matter how slight, must be reported to your supervisor or the Human Resources Department immediately following the injury or onset of illness so that s/he may arrange for any necessary medical attention and prepare any required reports.

To determine the extent of your injuries and applicability of Workers' Compensation insurance coverage, you may be requested to see a particular physician. Thirty days after the injury is reported, you may be treated by your own physician. You have the option of being treated by your own physician from the date of injury, *provided* that you have notified the Human Resources Department in writing of your personal physician's name and address prior to the date of the onset of the injury or illness.

Any recreational activities sponsored by CAPSLO, such as picnics, softball games and other social gatherings, are purely voluntary and not related to any person's work duties for CAPSLO. Any employee or other person who participates in such activities does so at his/her own risk. Any specific questions concerning Workers' Compensation should be referred to the Human Resources Department.

11.4 Violence in the Workplace

CAPSLO is committed to providing a workplace that is free from threats or acts of violence. In keeping with this commitment, CAPSLO's policy is to have "zero tolerance" for any actual or threatened violence against employees, clients, visitors or any other persons who are either on CAPSLO's premises or have contact with CAPSLO employees in the course and scope of the CAPSLO employee's job duties.

Compliance with this anti-violence policy is an essential condition of employment. It would be a violation of this policy for any person to engage in or contribute to violent behavior, threaten others with violence, or engage in any potentially threatening, harmful or criminal behavior that may negatively affect

the safety or productivity of our workplace. Any employee who violates any aspect of this policy may be subject to disciplinary action up to and including immediate termination of employment.

In order to help CAPSLO provide a safe and secure environment for all employees, clients and visitors, every verbal or physical threat must be treated seriously. If you are aware of any potentially threatening, harmful or criminal behavior that may negatively affect the safety or productivity of our workplace, you must immediately report it to your supervisor, Program Manager, or the Human Resources Department. If you feel that danger is imminent or that there is an immediate risk to the safety of any person, do not hesitate to dial 9-1-1 for police, fire or ambulance assistance.

11.5 Smoking

Smoking is only permitted outside, and must be far enough away from any buildings to avoid causing discomfort to those entering or leaving a building. Some locations may designate a specific area for smoking; if so, smoking must be restricted to the designated area, or at some sites, must be done entirely off the premises. Smoking is prohibited in all CAPSLO vehicles. Smoking is permitted only during lunch and regular break periods; there are no special or extra break times for smoking. Smoking is never permitted around children, when assisting a client or other visitor, or anywhere that clients or business visitors are likely to be present at CAPSLO. When smoking outside, great caution should be taken to extinguish a cigarette, cigar or pipe and to make sure it is deposited in a proper receptacle.

12.0 SUBSTANCE ABUSE AND ALCOHOL

CAPSLO is gravely concerned about the issue of substance abuse and is committed to achieving a workplace that is free of drugs and alcohol. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Employees who unlawfully use, possess or are under the influence of drugs and/or alcohol at work or on CAPSLO premises present a hazard to themselves and other employees. Moreover, various state and federal laws and regulations require the Agency to adopt tough policies and a comprehensive testing program to achieve a workplace free of drugs and alcohol. The overall goal of this policy is to achieve a drug and alcohol free work environment and to avoid accidents, injuries, and fatalities. Accordingly, CAPSLO endorses and has adopted the U.S. Department of Transportation (“DOT”) anti-drug and alcohol policies and regulations. See the Human Resources Director if you have any questions about this subject.

The Human Resources Director will serve as CAPSLO’s Designated Employer Representative (“DER”). In any instance where the Human Resources Director is unavailable, CAPSLO’s Chief Executive Officer shall serve as the DER for all purposes under this Policy.

12.1 General “Drug-Free” Workplace Policy

The consumption or use of any alcohol (alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol), intoxicant or unlawful drug (which includes illegal use of lawful drugs) prior to or while working is strictly prohibited. Employees are prohibited from reporting to work or working with alcohol or unlawful drugs in their system, or from working in an impaired condition as a result of using any drugs, alcohol or intoxicating substance. The use, sale or possession or trafficking of drugs, alcohol, controlled substances or related paraphernalia while on the job, while on Agency or customer property, or in Agency vehicles is absolutely forbidden. CAPSLO reserves the right to utilize any necessary procedures for enforcing this policy, including testing of employees and inspection of CAPSLO property and all articles and property brought onto the Agency’s premises or vehicles either by Agency personnel or law enforcement.