

It is the mission of Cedar Fort to gather and develop life-enhancing and inspiring ideas and products and convey them to our customers in the most professional, friendly, and efficient manner.

Cedar Fort has built a solid catalog of uplifting fiction and nonfiction books as well as gift items and courses that are recognized around the world. Cedar Fort continues to seek ways to serve people better.

Contents

[**Welcome and Overview**](#kix.hf1ert6f6utd)

1.0 [**Employment Information**](#kix.ed5ctpff2zye)

1.01 [Nature of Employment](#kix.jpyyrgs3gztq)

1.02 [Equal Employment Opportunity](#kix.m7euqfkabjuc)

1.03 [Business Ethics and Conduct](#kix.m7euqfkabjuc)

1.04 [Non-Disclosure/PIIA and Confidentiality](#kix.sq4cn44z9c7c)

1.05 [Conflicts of Interest](#kix.bd20jk2cizvg)

1.06 [Right to Modify](#kix.9cdm9rxxf8in)

2.0 [**Work Conditions and Hours**](#kix.ed5ctpff2zye)

2.01 [Security; Entering and Leaving the Premises](#kix.quhr1w79bdno)

2.02 [Work Schedule](#kix.t5okiiv1z29t)

2.03 [Lunch](#kix.1q0i64yggoyb)

2.04 [Full-Time and Salary Employee](#kix.6yro6zo0f19b)

2.05 [Part-Time Employee](#kix.kbrieowfyv5)

2.06 [On-Call Employee](#kix.7arrz1m4ecph)

2.07 [Employment of Relatives](#kix.5vsrjwv4xpgt)

2.08 [Reasonable Accommodation](#kix.poti8ewitcy3)

2.09 [Facilities, Equipment, Vehicles](#kix.usi06rkl8zq3)

2.10 [Use of Phone and Mail Systems](#kix.tmkg9t9labum)

2.11 [Cedar Fort Passwords](#kix.i3bla5ojyfs)

2.12 [Cedar Fort Computers and Work Space](#kix.ute3uwr1e1xq)

2.13 [Workplace Monitoring/No Expectation of Privacy](#kix.9hgeqc2ul6qg)

2.14 [Time Clock](#kix.3lbzqs1zmauz)

2.15 [Building Keys](#kix.pprc5vez8ofa)

3.0 [**Compensation**](#kix.32hi6116y0p9)

3.01 [Pay Schedule](#kix.5r8o2230bhhq)

3.02 [Overtime](#kix.kd4xn7243g1e)

3.03 [Travel Compensation](#kix.txd5tjvy46rs)

3.04 [Raises and Promotions](#kix.20c8g2ckgn9o)

4.0 [**Employee Benefit Program**](#kix.be45x7n0ej11)

4.01 [Holidays](#kix.iph8r0frann0)

4.02 [Paid Time Off/Sick Leave Combined Policy](#kix.ee4n718a7adx)

4.03 [Insurance Benefits](#kix.nm1qtn86lp03)

4.04 [Benefits Continuation (COBRA)](#kix.1s7ash3rpa39)

4.05 [Retirement Savings Plan/401k](#kix.b37wrp1bjzmt)

4.06 [Workers' Compensation Insurance](#kix.g23igwpau62)

4.07 [Employee Product Discount](#kix.j3nt7gvuamm7)

4.08 Parental Leave

4.09 [Bereavement Leave](#kix.dz2i9zw7hqkt)

4.10 [Jury Duty Leave](#kix.mxsi3n6x0wlg)

4.11 [Voting Leave](#kix.dsglxm2zu0qn)

4.12 [Military Leave](#kix.kh5sfek48w1)

4.13  [Discretionary Medical Leave](#kix.d8h9laqcc3jo)

4.14  [Personal Leave of Absence](#kix.d8h9laqcc3jo)

5.0 [**Employee Conduct and Discipline**](#kix.3y5s03agttas)

5.01 [Dress Code](#kix.hxycdn3s7vl5)

5.02 [No Gossiping](#kix.6zondhm97s35)

5.03 [Attendance and Punctuality](#kix.37o514mk88rx)

5.04 [Outside Employment](#kix.fkhfegmm505l)

5.05 [Termination](#kix.ru9j3a29ekn7)

5.06 [Return of Property](#kix.jvuu96h18hb1)

5.07 [Sexual Harassment](#kix.bjkod7v3ktyp)

5.08 [Computer Use](#kix.lstyvunkj954)

5.09 [Drug and Alcohol Use](#kix.ajnu6d2z5oy2)

5.10 [Filing a Grievance/Complaint](#kix.kyqkabk3cc4s)

6.0 [**Employment Status and Records**](#kix.r03vi0hyju0b)

6.01 [Access to Personnel Files](#kix.y1lzrfyx3md3)

6.02 [Personal Data Changes](#kix.7sw7uzxs9v7u)

6.03 [Employment Applications](#kix.ojz152djxpp8)

6.04 [Performance Evaluation and Employee Interviews](#kix.jq4rkyy8gz8h)

Cedar Fort

Employee Handbook

*Welcome and Overview*

Welcome to Cedar Fort, Inc. We began in 1986 with the aim to distribute and publish positive, uplifting intellectual properties in book, ebook, audiobook, courses and other formats for the Latter-day Saint and national markets.

Everyone employed at Cedar Fort is here because of their skills and unique qualities, and we want the employee experience with Cedar Fort to be positive and rewarding, both personally and professionally.

This handbook has set forth Cedar Fort’s standards, personnel policies, and expectations concerning employees’ responsibilities, and to describe the employees’ compensation. This handbook cannot anticipate every circumstance or question about policy. Because of this, we reserve the right to rescind, revise, or supplement it when necessary as Cedar Fort grows.

An individual becomes an employee of Cedar Fort when they sign an employment offer letter. Keep in mind that everything in this handbook is subject to a signed agreement.

All employees should feel free to discuss any questions with their manager. If any portion of this handbook is found to be invalid or unenforceable, it does not invalidate other portions of it.

*1.0 Employment Information*

**1.01 Nature of Employment**

This handbook is not a contract but is intended to provide an employee with a general knowledge of Cedar Fort’s personnel policies. The employee is employed at-will, meaning either party may terminate the employment relationship at any time for any reason or no reason. The at-will relationship may only be altered by a separate writing signed by the president of Cedar Fort.

**1.02** **Equal Employment Opportunity**

Cedar Fort is committed to providing equal opportunities to every employee and applicant regardless of race, ethnicity, religion, color, sex, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy (including childbirth, breast feeding, and related medical conditions), age, protected medical conditions, genetic information, disability, or any other protected status in accordance with all applicable federal, state, and local laws.

**1.03 Business Ethics and Conduct**

The successful business operation and reputation of Cedar Fort is built upon the principles of fair dealing and ethical conduct of each employee. Our reputation for integrity and excellence requires careful observance of the letter and spirit of applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Cedar Fort is dependent upon our customers’ trust, and we are dedicated to preserving that trust. An employee has a responsibility to act in a way that will merit continued trust and confidence.

Cedar Fort complies with all applicable laws and regulations. We also expect the employee 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.

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

**1.04 Non-disclosure/PIIA and Confidentiality**

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

* vendor and supplier information and lists
* customer lists and preferences, and anything else concerning customers
* production schedule and future product information, including pending projects and proposals
* computer processes, programs, and codes
* contracts and other legal documents
* financial information, including salaries or other compensation data
* marketing strategies and new materials or processes research
* proprietary production processes
* research and development strategies

These and other such materials belong to Cedar Fort. Such information must be considered as trade secrets or confidential business information, and protection of this information is critical to the success of Cedar Fort and, in turn, to the employee themself.

The employee is required to sign a Proprietary Information and Inventions Agreement(“PIIA”) as a condition of their employment. Any employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary and legal action up to and including termination, injunctive relief, and payment of damages, even if the employee does not actually benefit from the disclosed information.

**1.05 Conflicts of Interest**

The employee is obligated to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Cedar Fort wishes their business to operate. Transactions with outside vendors must be conducted within the guidelines established and maintained by Cedar Fort. Business dealings with outside vendors should not result in unusual gains or bribes for those vendors. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Cedar Fort’s business dealings. No presumption of guilt is created by the mere existence of a relationship with outside vendors. It is important, however, if an employee has any influence on transactions involving purchases or contracts with outside vendors, that they disclose any actual or potential conflict of interest to Cedar Fort management so safeguards can be established to protect all parties.

**1.06 Right to Modify**

As previously mentioned, Cedar Fort reserves the right to modify any and all parts of this handbook at any time for any reason without notice. This includes, among other things, the right to terminate and/or modify any benefit provisions. Please be aware that changes to this handbook may only be done by the president of Cedar Fort. Therefore, statements or promises made by managers should not be interpreted as a change in policy.

*2.0 Work Conditions and Hours*

**2.01 Security; Entering and Leaving the Premises**

Oftentimes the employee will be working in the office after hours and/or early mornings. For employee safety, all outside doors must remain locked after 5:00 p.m. and before 7:30 a.m. An employee may be issued building keys as set forth in section 2.15, below. These keys are for the sole use of the employee to whom they are issued and should not be given to another employee without prior management approval. Alarm system codes will be provided to an employee on a need-to-know basis, and such codes must not be shared with or given to another employee without prior management approval. Violation of this policy may result in disciplinary action, up to and including termination.

**2.02** **Work Schedule**

Work schedules for an employee may vary throughout our organization as needs dictate and to provide optimum effectiveness. A full-time employee will generally work from 8:00 am to 5:00 pm, Monday through Friday. An employee should consult their manager for their particular hours. Occasionally an employee may be required to work hours outside these parameters as deemed necessary. We appreciate a willingness to cooperate under these circumstances.

**2.03** **Lunch**

A full-time employee is provided with one (1) one-hour lunch period each workday. The employee may take their lunch at any time during the day as approved by their manager. Cedar Fort, however, reserves the right to specify the times when lunch periods are to be taken, to assure that all departments and duties are adequately covered. If an employee’s job requires unbroken coverage, such as the responsibility of answering the phones, the employee is to make sure their job is covered while away.

As an employee it is helpful to let the front office staff know when they are leaving, when they will be back. The employee is expected to be back to work in a timely manner at the end of the lunch period.

**2.04** **Full-Time and Salary Employee**

A full-time hourly employee is scheduled to work at least 30 hours per week. An hourly employee must obtain approval in writing from their manager for any time worked over 40 hours in a given week.

A salaried employee is expected to work at least 40 hours per week. If their work schedule is less than 40 hours in a given week, they must obtain approval from their direct supervisor in writing.

Temporary work-from-home arrangements may be approved for circumstances such as a special project, inclement weather, summer schedule or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. All informal work-from-home arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. A salary or hourly employee must obtain written approval from their direct supervisor to work any part of their normal workday from home.

Other informal, short-term arrangements may be made for an employee on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee’s health care provider, if appropriate. For complete information on extended leave, see section 4.14 below.

Full-time hourly and salary employees are considered permanent and eligible for medical, dental, vision, and supplemental benefits as long as they are meeting the eligibility requirements set forth in the plan and have been employed by Cedar Fort for at least sixty (60) days. For more information on insurance benefits eligibility, see Section 4.03 below. An employee is eligible, following sixty (60) days of employment, for paid time off (PTO) to be used for sick leave, vacation and personal days. For complete information on PTO, see Section 4.02 below.

**2.05** **Part-Time Employee**

A part-time employee is scheduled to work less than thirty (30) hours per week. Part-time employees are not eligible for PTO and paid holidays.

**2.06** **On-Call Employee**

An on-call employee works intermittently, as needed. An on-call employee is not eligible for any benefits.

**2.07** **Employment of Relatives**

We generally feel that employment of relatives is acceptable, as long as the candidate is qualified for the position.

**2.08 Reasonable Accommodation**

Cedar Fort provides reasonable accommodations to a qualified job applicant and employee with disabilities consistent with *The Americans with Disabilities Act*. A reasonable accommodation is defined as any change or adjustment to a job, the work environment, or the way things are usually done that would allow an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace. Such accommodations might include, as examples: modifying a workspace, installing accessible and assistive technologies, and adjusting work schedules.

Cedar Fort provides reasonable accommodation to an employee for conditions associated with pregnancy, childbirth, breastfeeding, and other related conditions consistent with the *Utah Antidiscrimination Act* as amended. Such accommodations might include, as examples: modification of an employee’s job duties, providing a private room for expressing breast milk, changing an employee’s work schedule, and more frequent breaks for food/water/restroom use. Where appropriate, an employee may be required to provide medical documentation of their need for such accommodations. Should a requested accommodation be significantly difficult or expensive to implement, Cedar Fort will engage in the interactive process with the employee to explore reasonable alternative accommodations. In all cases, the final decision regarding which (if any) accommodation will be provided remains with Cedar Fort.

Cedar Fort will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the provisions outlined in this handbook and all applicable federal and state laws. Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

**2.09 Facilities, Equipment, Vehicles**

Cedar Fort has made substantial investment in its physical business assets. Proper care and maintenance are important, not only in preserving the value and usefulness of the assets, but also in protecting the employee and customer and in presenting a professional image. When using Cedar Fort property, the employee is expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Facilities and equipment must be clean and organized. Floors should be clean and all trash should be picked up and disposed of properly. Even though Cedar Fort hires an outside cleaning service, it is still the responsibility of every employee to keep the work environment clean by picking up trash on the floor (whether theirs or not), restocking bathroom necessities when needed, removing and disposing of empty boxes from the resource room if they took the last item, keeping their desk area clean, and performing other such routine tasks.

Vehicles owned, leased, or rented by Cedar Fort may not be used for personal use without prior approval. An employee may not drive Cedar Fort vehicles without management approval and appropriate insurance. Drivers must immediately report any accidents, change in driving record, or loss of driving privileges to a manager. Drivers must remember that they are acting as a representative of Cedar Fort and behave accordingly. Drivers should observe the following guidelines in addition to common sense and other appropriate behaviors:

* Seat belts must be worn at all times
* Be courteous and observe all traffic laws at all times
* The use of cell phones, tablets, laptops, and other technology while driving is prohibited
* Smoking in Cedar Fort vehicles is strictly prohibited
* Driving under the influence of alcohol or drugs is strictly prohibited and will result in immediate termination

An employee is expected to notify their manager if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. The inappropriate, improper, careless, negligent, destructive, or unsafe use or operation of Cedar Fort equipment or vehicles will result in disciplinary action up to and including termination of employment.

Note that an employee’s personal property brought onto Cedar Fort’s premises is at the sole risk of the employee. Cedar Fort will not be held responsible for its damage or loss.

**2.10 Use of Phone and Mail Systems**

Without specific approval from Cedar Fort, personal use of the telephone for long-distance and toll calls is not permitted, nor is the use of Cedar Fort’s paid postage for personal correspondence/shipping. Unless the employee is on their lunch break, personal telephone calls, texting, and visits should be limited to those of an emergency nature only and should be no more than 3 minutes.

**2.11 Cedar Fort Passwords**

Cedar Fort owns and maintains a number of computers throughout the office building. All files and content on these computers are the property of Cedar Fort. In order to keep systems up to date and gain access to our files, an employee is not allowed to change any passwords assigned to those computers without approval from Cedar Fort’s president.

**2.12 Cedar Fort Computers and Work Space**

Cedar Fort desktop and laptop computers are not for personal use during business hours. Personal use of the Internet, playing games, or personal email is not allowed during business hours. These and other lawful computer activities are allowed during the employee’s lunch break. Music is allowed in work areas as long as the employee is using headphones.

An employee is not allowed to download programs, apps, files, or anything else on Cedar Fort computers without approval from the president of Cedar Fort. This is in order to protect these computers from viruses, malware, or other applications that harm the computer. The following are trusted sources from which the employee may download without approval:

* [www.apple.com](http://www.apple.com/)
* <http://www.fontsquirrel.com/>
* <http://www.dafont.com/>
* <http://www.1001freefonts.com/>

**2.13 Workplace Monitoring/No Expectations of Privacy**

Workplace monitoring may be conducted by Cedar Fort to ensure quality control, employee safety, security, and customer satisfaction. All telephone conversations are recorded. Telephone monitoring is used to identify and correct performance problems as well as to maintain an accurate record for future use if needed. Computers furnished to the employee are the property of Cedar Fort, and computer usage and files may be monitored or accessed.

Cedar Fort may conduct video surveillance of non-private workplace areas. Video monitoring may be used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Cedar Fort is sensitive to the legitimate privacy rights of every employee and will make every effort to guarantee that workplace monitoring is done in an ethical and respectful manner. An employee should understand, however, that there is no expectation of privacy when using any of Cedar Fort’s property such as telephones and computers.

**2.14 Time Clock**

Unless otherwise notified, a non-exempt (hourly) employee of Cedar Fort is required to accurately record their hours of work using Helpside/Time Clock. An employee, whether working in the office or from home, is required to enter their time promptly and accurately so the record can be reviewed before the paycheck is processed for the pay period. Accurately recording time worked is required in order to ensure the employee is paid for all hours worked as required by wage and hour laws. "Off Clock" work time is not permitted. The obligation to accurately record all hours worked does not relieve the employee of the obligation to obtain advance approval from their supervisor before working overtime or hours beyond the regular work schedule. An employee who works beyond their regularly scheduled work hours including overtime or off-schedule hours without prior authorization by their supervisor are subject to disciplinary action up to and including termination.

**2.15 Building Keys**

Cedar Fort keys are considered our property and may be recovered at any time. Individuals are prohibited from unauthorized possession, use, duplication, or changes to keys. Violators of this policy will be subject to disciplinary actions.

All keys are issued by the president of Cedar Fort without charge to the employee to whom the keys are assigned. Keys are assigned with the expectation that the user will return them at the completion of their need to possess them. Keys no longer needed should be returned to the president of Cedar Fort.

The employee is responsible for maintaining building security.

1. Doors should not be propped open or left in an unlocked position during hours when the building is normally closed to the public.
2. Access to locked buildings and rooms should be given only to those with a legitimate right to access the space. For questions about access, contact the executive assistant to the president.
3. Where possible, building keys should be kept in a secure location. If carried, it must be kept on that person at all times and never left unattended or subject to retrieval by others.

Reporting lost/stolen keys is the responsibility of the employee to whom the key was assigned. Failure to report a lost or stolen key will result in disciplinary action up to and including possible termination of employment. Lost keys will be assessed a fee of twenty-five dollars ($25) per key for the employee as long as there is no indication of the necessity to rekey for security reasons. Should it be necessary to rekey a building or an area due to lost keys, an employee departing without returning keys, a concern for physical security, or the determination that unauthorized duplicate keys have been made, the employee may be assessed the actual cost of rekeying and reissuing the keys of the affected spaces.

Keys issued become the individual’s responsibility until termination of employment or granted access to an area is no longer needed. Keys are assigned to an individual employee and shall not be passed along to other personnel or the person hired to replace a departing employee. The employee will be accountable for the collection of all issued keys and their submission to the president of Cedar Fort upon the employee’s termination of employment.

The president of Cedar Fort’s maintains an employee check-out sheet. If keys are not returned, the employee's final paycheck will reflect deductions for lost key costs, unless the keys are returned or other payment arrangements are made.

*3.0 Compensation*

**3.01** **Pay Schedule**

Every employee is paid on the fifth (5th) and twentieth (20th) of each month. If there is any discrepancy or adjustment that needs to be made to the employee work hours during a pay period, those must be addressed with their manager before the fifteenth (15th) of each month and the last day of each month (depending on the pay period) to allow processing and prompt arrival of paychecks. The two pay periods run from the first (1st) to the fifteenth (15th) and from the sixteenth (16th) to the last day of each month.

**3.02** **Overtime**

When operating requirements or other needs cannot be met during regular working hours, an employee may be scheduled to work overtime hours. All overtime work by a non-exempt employee must receive prior written authorization from their Cedar Fort manager to whom that employee reports. Failure to work within these parameters may result in disciplinary action, including possible termination of employment.

Overtime is considered more than forty (40) hours in any one work week and pay is based on actual hours worked. Overtime will be paid at one and one half times the hourly employee’s pay rate per hour. This does not apply to an exempt salaried employee, whose wages are fixed. The employee is encouraged to make every effort possible to complete their work within the hours per week parameter.

**3.03** **Travel Compensation**

If the employee’s job involves travel and the use of their own vehicle, Cedar Fort will pay forty (40) cents per mile. The employee needs to turn in accurate odometer readings along with their time card. Sales representatives are exempt from this paragraph except for approved travel outside of Utah County.

**3.04** **Raises and Promotions**

An employee is hired at a pay rate considered appropriate by their manager after considering their qualifications, experience, and the work to be performed. Raises and promotions are given when their manager feels it is in order, based on competency, attitude, and general job performance. If an employee has questions, requests, or concerns, they are encouraged to discuss them with their manager.

*4.0 Employee Benefit Program*

**4.01** **Holidays**

Cedar Fort recognizes nine (9) paid holidays to each eligible employee. A full-time employee is eligible for paid holidays after sixty (60) days of employment. A part-time employee is eligible after one (1) year of continuous employment with Cedar Fort. The paid holidays are:

* New Year's Day
* Memorial Day
* Independence Day
* Pioneer Day
* Labor Day
* Thanksgiving Day
* Day following Thanksgiving
* Christmas Eve
* Christmas Day

Holidays falling on weekends are observed the Friday preceding or the Monday following the holiday. Cedar Fort reserves the right to close on other locally observed holidays; however, the employee will not be paid for these holidays.

**4.02** **Paid Time Off/Sick Leave Combined Policy**

This PTO allowance combines vacation, sick, and personal time into one bank that can be used for any reason. We understand that an employee needs time to rest and enjoy themselves outside of work. We also understand that an employee may have times when they need to be off work for an appointment or because they or a family member are ill.

Full-time employees, exempt (salary) and non-exempt (hourly), are eligible for PTO. All part-time and on-call employees, including interns, are not eligible for PTO.

Each new full-time employee will receive five (5) days of PTO following their benefits waiting period of sixty (60) days. On the first (1st) anniversary and every anniversary thereafter, the employee will receive ten (10) days of PTO. An employee may carry forward five (5) days of unused PTO with a maximum cap of fifteen (15) days in their PTO bank.

A full-time employee may use time from their PTO bank in full-hour increments. An employee may not borrow against their PTO bank. No advance PTO will be granted.

To use PTO, the employee will request time off with their manager through Time Clock. Please request as early as possible, preferably at least two (2) weeks in advance, specifying the type requested along with the reason in the comment section. Exceptions may be approved for legitimate, unexpected illness or emergencies. PTO must be pre-approved by their manager. All PTO leave must be added to the Cedar Fort Event’s Calendar following approval.

Upon termination of employment, unused PTO is lost and will not be paid out. PTO is non-transferable.

**4.03 Insurance Benefits**

Cedar Fort offers health, dental, and vision insurance policies to each full-time employee. Cedar Fort’s percentage of contribution for health insurance is fifty percent (50%) of any plan the employee chooses, no less than the “Single-Essential Plan.” (See Helpside for plan descriptions.)

The employee’s portion is automatically deducted from the employee’s paycheck as soon as they are enrolled. Each new employee will receive an enrollment instruction letter from Helpside in an email or through the mail about six (6) weeks prior to their effective date. The effective date is the first of the month following sixty (60) days of continuous employment.

**4.04 Benefits Continuation (COBRA)**

*The Federal Consolidated Omnibus Budget Reconciliation Act* (COBRA) gives each employee and their qualified beneficiaries the opportunity to continue health insurance coverage under Cedar Fort’s health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee’s hours, leave of absence, an employee’s divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Cedar Fort’s group rates, plus an administration fee. Cedar Fort will provide upon request each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Cedar Fort’s health insurance plan. The notice contains important information about the employee’s rights and obligations, including time requirements for making elections.

**4.05 Retirement Savings Plan/401k**

Cedar Fort offers a comprehensive 401k Retirement Savings Plan. To be eligible for the 401k plan, an employee must have worked for Cedar Fort sixty (60) days and be full-time and eighteen (18) years of age. Once eligible, the employee can enroll at any time. The employee can also make both pretax and Roth contributions through Helpside. Employee’s Helpside contact is Jordan Burdge with Cairn Advisors at 801-769-7426 or [jburdge@cairnadvisors.com](mailto:jburdge@cairnadvisors.com)

**4.06 Workers’ Compensation Insurance**

Cedar Fort provides a comprehensive workers’ compensation insurance program at no cost to an employee. 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.

If an employee sustains a work-related injury or illness, they need to inform their manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable the employee, if eligible, to qualify for coverage as quickly as possible.

Neither Cedar Fort 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 Cedar Fort.

**4.07** **Employee Product Discount**

An employee may purchase Cedar Fort books and Pioneer products at forty percent (40%) off the retail price. These purchases are for personal use only and are not to be resold or distributed. The front desk will need to help with these purchases.

**4.08** **Parental Leave**

The purpose of parental leave is to give parents some time to adjust to their new family situation. An employee can take parental leave for the birth of their own child or the placement of an adopted child within their home. Foster children are excluded. Cedar Fort will provide up to three (3) days of PTO for parental leave for mothers or fathers. The employee will need to request this time with their manager or the president. Cedar Fort will also provide additional Unpaid Time Off (UPTO) for employees who have given birth to recover. The amount of UPTO will be determined on a case by case basis and in accordance with all applicable state and federal laws. Birth parents who need time off in excess of 6 weeks may be required to submit medical certification supporting their need for extended leave.

**4.9 Bereavement Leave**

Cedar Fort understands the need to grieve with family during the loss of a family member. An employee may have an additional two (2) days of PTO for those experiencing the loss of an immediate family member (parent, sibling, spouse, or child) and one (1) day of PTO for grandparents. The employee will need to request this PTO with their manager or the president, along with any additional UPTO, if needed.

**4.10 Jury Duty Leave**

Cedar Fort does not pay an employee for missed work time due to a jury summons for jury duty. It is Cedar Fort’s policy, however, that we will not discharge, threaten, or take any adverse employment action because an employee receives and/or responds to a summons, serves as a juror, or attends court for a prospective jury. It is the employee’s responsibility to make sure work projects are completed on time if work hours are missed for this purpose.

**4.11 Voting Leave**

Cedar Fort provides each full-time employee up to two (2) hours of PTO to vote while the polls are open. These hours must be taken either at the start of the work day or at the end of the work day.

**4.12 Military Leave**

Cedar Fort does not discriminate against an employee based on their membership in the Armed Forces Reserves. Cedar Fort allows members of the U.S. Armed Forces Reserves who are called to active duty, active duty for training, inactive duty training, or state active duty, to take a leave of absence from work for up to five (5) years according to Utah laws. Once the employee is released from training or from hospitalization related to training, the employee will be reinstated to the position the employee previously held, with the seniority, status, pay, and vacation rights the employee would have had if continuously employed at Cedar Fort.

**4.13 Discretionary Medical Leave**

Employees may be eligible for a medical leave of absence in accordance with applicable law and at the discretion of Cedar Fort. Medical reasons may include illness, injury, or related medical and surgical procedures. Prior to the start of any approved leave under this policy, employees must submit a written statement to our HR contact, in a form that is acceptable to Cedar Fort, from the employee’s health care provider indicating that the employee is unable to perform his or her job and the anticipated date of the employee’s return. In the event an employee’s leave exceeds the anticipated date of return, it is the employee’s responsibility to provide further verification from the employee’s health care provider indicating that the employee is unable to perform his or her job and the revised anticipated date of return. Employees

requesting leave under this policy must provide at least thirty (30) days’ advance notice, to our HR Contact of the need for leave or in case of an unforeseen circumstance in which thirty (30) days’ advance notice is not possible, employees must provide as much advance notice as is practicable. While an employee is on leave under this policy, Cedar Fort may require periodic verification from the health care provider of the employee’s inability to work.

Employees who are granted a medical leave of absence during their first twelve (12) months of employment may return to their regular job if it is available. If it is not available, Cedar Fort will generally attempt to place the employee in a similar job for which he or she is deemed by management to be qualified, if such a job is available. If no jobs are available at the time, Cedar Fort will generally give the employee consideration for any position for which he or she applies and for which the employee is deemed by management to be qualified. A returning employee will be considered for a thirty (30)-day period following his/her notifying Cedar Fort in writing that he/she is ready to return to work. If the employee does not return within this thirty (30)-day period, he/she may be terminated. Cedar Fort sponsored insurance may or may not be continued during the leave in accordance with the applicable plan document, COBRA, or provisions of federal/state law relating to medical leave. Please reach out to your HR contact or Helpside with questions on how your benefits may be impacted during your leave.

You should speak directly with our HR contact prior to taking a leave to ensure your understanding of your obligations to Cedar Fort while on leave, such as reporting and verification obligations. Failure to comply with this policy may substantially affect your ability to return to work and your enrollment in Cedar Fort-sponsored benefits.

**4.14 Personal Leave of Absence**

Cedar Fort, in its sole discretion, may provide additional types of unpaid personal leave. Leave of more than thirty (30) days may impact your eligibility to remain on Cedar Fort-sponsored insurance. Failure to report to work as scheduled following time off of any kind may result in discipline, including termination. Time spent on a personal leave under this policy will not be used for PTO or holidays.

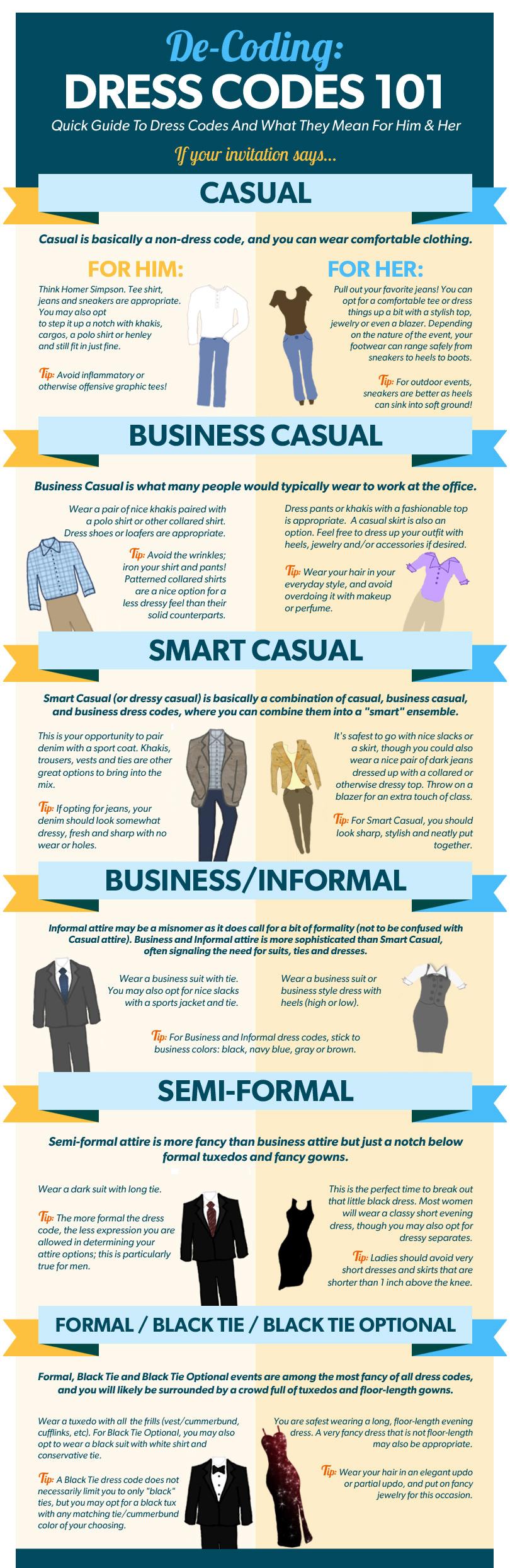
You should speak directly with your supervisor and our HR contact prior to taking a leave under this policy to ensure your understanding of all of your obligations to Cedar Fort while on leave, such as your periodic reporting and re-verification obligations. Requests for personal leave must be made to your supervisor in writing. Failure to comply with this policy may substantially affect your ability to return to work.

*5.0 Employee Conduct and Discipline*

**5.01** **Dress Code**

Dress, grooming, and personal cleanliness standards contribute to the morale of every employee and affect the business image Cedar Fort presents to customers and visitors.

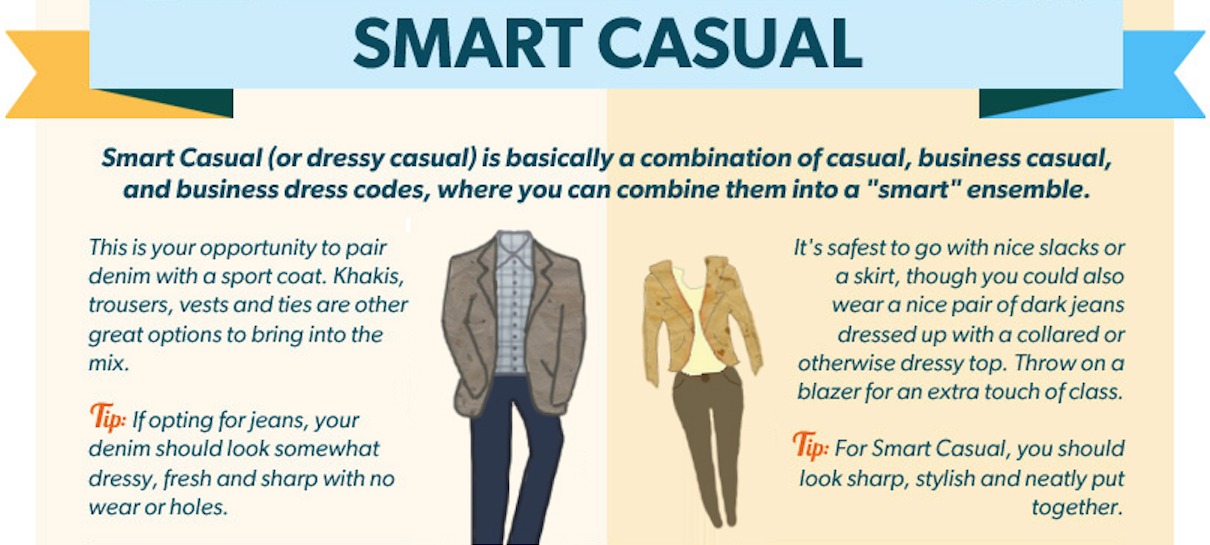
During business hours, the employee is expected to present a clean and neat appearance. The dress code for the Cedar Fort office is “SMART CASUAL.” “CASUAL” is the dress code for all warehouse positions. See images below for further clarification. We believe “SMART CASUAL” dress contributes to a friendly, relaxed atmosphere while projecting a sense of professionalism. If an employee has questions about what constitutes appropriate attire, they need to consult their manager.



A Warehouse Employee:



An Office Employee:



**5.02 No Gossiping**

Cedar Fort does not tolerate gossiping and backbiting in the workplace. Any employee found participating in such activities may be subject to discipline or termination. We expect every employee to treat one another with professionalism and respect.

**5.03 Attendance and Punctuality**

To maintain a safe and productive work environment, Cedar Fort expects every employee to be reliable and punctual in reporting for scheduled work. In a rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, they should notify their managers as soon as possible in advance of the anticipated tardiness or absence. An employee who does not report to work and does not have approved PTO must notify their manager before 8:15 a.m. each day. Failure to notify their manager of an absence or tardiness will be considered a serious disciplinary situation. Absence from work without proper notice to the manager for two (2) consecutive workdays will be deemed to be a voluntary resignation from employment.

**5.04 Outside Employment**

While employed at Cedar Fort, a full-time employee may not have a second job or do any side jobs or consulting without the express written consent of Cedar Fort’s president. Violating this section is reason for dismissal.

**5.05 Termination**

If an employee decides to leave Cedar Fort, we request at least two (2) weeks notice and four (4) weeks notice for a manager. This allows the manager/president of Cedar Fort time to adjust plans with the least amount of interruption to Cedar Fort’s work schedules. It is also professionally courteous.

Occasionally it is necessary to terminate an employee because of inadequate work performance, improper personal conduct (such as endangerment of Cedar Fort or another employee), or poor attitude. In such cases, final pay will be disbursed within twenty-four (24) hours.

At the time of the employee’s termination, it is the right of Cedar Fort’s president to announce the change to every employee of Cedar Fort. The employee shall not announce the change to any other employee without the specific consent of Cedar Fort administration.

**5.06 Return of Property**

The employee is responsible for all Cedar Fort property, materials, or written information issued to them or in their possession or control. The employee must return all such property immediately upon request or upon termination of employment.

**5.07** **Sexual Harassment**

Cedar Fort will not tolerate sexual harassment in the workplace. Sexual harassment is defined as

1. Verbal or physical conduct of a sexual nature that is unwelcome by an employee.
2. Such conduct that has the effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.
3. Submission to or rejection of sexual conduct is used as the basis for employment decisions or continued employment. Such conditions may be either spoken or implied.

If the employee feels they have been a victim of sexual harassment while employed at Cedar Fort, they need to contact their manager or the president of Cedar Fort immediately.

**5.08 Computer Use**

Viewing of pornography or participating in unlawful computer activity is absolutely forbidden on any Cedar Fort desktop or laptop computer. Violating this section is reason for dismissal.

**5.09** **Drug and Alcohol Use**

Cedar Fort prohibits the unauthorized possession, use (under the influence), presence, sale, or transfer of drugs or alcohol by an employee on Cedar Fort property at any time. This includes on or within all structures, land, or Cedar Fort vehicles. The employee is further prohibited by law and Cedar Fort policy from illegally possessing or distributing illicit drugs during or outside of work hours. Violating this section is reason for dismissal.

**5.10 Filing a Grievance/Complaint**

An employee can file a grievance or complaint of discrimination, harassment, or retaliation with their manager. If the employee’s grievance or complaint is with their manager, the employee can file a grievance or complaint directly with the president of Cedar Fort.

*6.0 Employment Status and Records*

**6.01 Access to Personnel Files**

Cedar Fort maintains personnel files on every employee. The personnel files include such information as their job application, resume, documentation of performance appraisals or disciplinary actions and salary increases, and other employment records.

Personnel files are the property of Cedar Fort, and access to the information they contain is restricted. Generally, only managers and the president of Cedar Fort or those who have a legitimate reason to review information in a file are allowed to do so.

If an employee wishes to review their own file, they need to contact the president of Cedar Fort. With reasonable advance notice, the employee may review their personnel file in the Cedar Fort offices and in the presence of the individual appointed to maintain the files.

**6.02 Personal Data Changes**

It is the responsibility of the employee to promptly notify Cedar Fort of any changes in their personal data. Personal mailing addresses, telephone numbers, names of spouses and dependents, individuals to be contacted in the event of an emergency, and other such status records should be accurate and current at all times. If any personal data has changed, the employee is responsible for notifying Helpside in a timely manner via their employee portal.

**6.03 Employment Applications**

Cedar Fort relies upon the accuracy of the 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 exclusion from further consideration for employment, or, if the employee has already been hired, termination of employment.

**6.04 Performance Evaluation and Employee Interviews**

Cedar Fort is committed to help every employee reach and realize their full potential. Cedar Fort management conducts regular employee one-on-ones to discuss job performance and goals. Managers are also strongly encouraged to discuss these with team members on an informal, day-to-day or week-to-week basis as time allows. Additionally, Cedar Fort management may perform formal performance evaluations to provide the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.