



Port of Woodland
Non-Exempt
PERSONNEL MANUAL

DATE

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PERSONNEL HANDBOOK

This handbook contains the Port of Woodland's ("Port") personnel policies and procedures. It is designed to inform every employed individual of the working guidelines for the day-to-day administration of the Port, as well as provide an understanding of what is expected of each employee. Although the provisions of this personnel handbook are statements of current Port policy and expectations, the Port reserves the right to change these policies and procedures at any time.

All employment with the Port is "at-will," meaning that you and the Port both have the right to end the employment relationship, with or without cause, at any time. Nothing contained in this handbook is intended to alter the employment relationship from "at-will" or to constitute a contract of employment.

Further, except as might be approved in writing by the Commission, no representative or employee of the Port has the authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to employment-at-will.

Upon hire, each employee shall serve a 6-month probationary period. Employment remains at-will both during and after the probationary period.

1. PART-TIME HELP

The hiring of part-time personnel will occur at the discretion of the Executive Director in order to maintain efficient operations of the Port. Unless otherwise required by law, part-time employees do not qualify for Port benefits; all mandated benefits will be provided in full, however.

2. HOURS OF WORK & TIMEKEEPING

Hours of Work: The regular office hours shall be eight hours between the hours of 8:00 AM and 5:00 PM, with one (1) full, unpaid hour for lunch, unless scheduled otherwise. The regular scheduled workweek shall be as scheduled and posted. There shall be a 15-minute rest period during both the mid-morning and mid-afternoon for full-time employees.

Rest Periods: As mentioned above, the Port provides employees with paid 15-minute rest breaks; employees are required to take a rest period during every four (4) hours worked. They are not to be saved and used once an employee is entering overtime or at the end of any other shift, for leaving work early by working through break periods, or for extending the meal period. You must inform your supervisor, if, for some reason, you are prevented from taking a rest break. Rest periods are counted as time worked.

Meal Periods: The Port provides full-time employees with a one-hour meal period between the 12:00 p.m. and 1:00 p.m. each workday. Part-time employees should take at least a

half-hour, unpaid meal period between the 2nd and 5th hour worked when a shift exceeds five (5) hours. Meal periods may not be taken at the end of a work shift or forfeited to offset or reduce scheduled work hours. Employees are not permitted to work through a meal period, unless approval from a supervisor is obtained prior to the scheduled meal period. In the rare event that workload precludes taking a meal period or an employee's meal period is interrupted by work-related activities, the time must be recorded as time worked on a daily timesheet. You must inform a supervisor if you are prevented from taking a meal break.

Overtime: Overtime worked by an employee will be paid at the rate of one and one-half (1.5) hours of pay per each overtime hour worked.

Timekeeping: Employees must accurately record their time worked each day on a time sheet. The time sheet provides a permanent record of the time spent on the job and pay is calculated from this record. When submitting a certified time sheet each pay period, you are verifying that the times and dates are true and accurate to the best of your knowledge and that all required rest and meal periods were received, unless otherwise noted. You should never allow someone else to make entries on your time sheet. Willfully falsifying a time sheet will be grounds for corrective action, up to termination of employment.

3. ATTENDANCE & PUNCTUALITY

Punctual and regular attendance is an essential responsibility of each employee at the Port. Employees are expected to report to work as scheduled, on time, and to remain at work for their entire scheduled workday. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. If you will be unable to report to work or will be late, you must **call** your supervisor as far in advance as possible, but no later than one (1) hour prior to the start of your scheduled workday. It is not sufficient to call a co-worker or have a co-worker inform your supervisor that you will be late or absent. It is also not sufficient to email or text your supervisor.

Any employee who fails to report for work or call in for two consecutive (2) days, absent emergency circumstances, will be deemed to have abandoned their job. Violation of this policy may result in corrective action, up to termination.

4. HOLIDAYS

Holiday Comp Time: When employees work on the holidays identified below, that fall in a regularly scheduled workweek (Mon. – Sun.), employees shall be compensated at a rate of one and one-half (1.5) times the regular daily hours in comp time.

Recognized Paid Holidays: The following paid holidays shall be observed.

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- The day following Thanksgiving
- December 24th
- Christmas Day
- December 31st
- One (1) additional paid holiday per calendar year provided appropriate advance approval is obtained from the Executive Director.

Although not traditional holidays, the Port Commission recognizes December 24th and December 31st as holidays because the Port office will be closed on these days.

A holiday falling on Sunday shall be observed the following Monday and a holiday which falls on Saturday shall be observed on the preceding Friday. If a paid holiday falls during an employee’s scheduled and/or approved vacation, sick time, or compensatory time, that day is considered a holiday rather than a vacation/sick/comp time day.

Unpaid Holidays: Each employee is entitled to take two (2) unpaid holidays per year for reasons of faith or conscience pursuant to RCW 1.16.050.

5. VACATION

Eligibility and Accrual: Except as provided in Section 2, employees are eligible for paid vacation and it shall accrue at the rate set forth below, on a per month basis, for each consecutive month of employment. Although you start to accrue vacation on your hire date, vacation is not to be used until after the 6-month probationary period concludes.

Vacation Earned Per Month

1 st year	~.83 days (10 days/yr)
2 nd year	1 day (12 days/yr)
3 rd & 4 th year	~1.17 days (14 days/yr)
5 th -6 th -7 th years	1.25 days (15 days/yr)
8 th -9 th -10 th years	~1.33 days (16 days/yr)
11 th year	~1.42 days (17 days/yr)
12 th year	1.5 days (18 days/yr)
13 th year	~1.58 days (19 days/yr)
14 th year	1.75 days (21 days/yr)
15 th year	~1.83 days (22 days/yr)

Vacation time will be paid at the rate of an employee's regular base pay. Accrued vacation time may be used on an hourly basis or in daily increments. Employees have the option of cashing out accrued vacation, at any time, up to 50% of their current balance. At the end of each year, vacation time which is not used must be either cashed out or rolled over. At the Executive Director's discretion, employees may roll over up to twenty (20) days of accrued but unused vacation from one anniversary year to the next. Any vacation balance above what can be cashed out or carried forward will expire.

Scheduling: All vacation shall be taken at a time approved by the Port's Executive Director. To the extent possible, vacations (and the additional paid holiday day) will be scheduled in accordance with an employee's request. Conflicts in vacation schedules shall be resolved in accordance with the business and personnel needs of the Port.

Payment Upon Termination: Payment for unused, accrued vacation time, if any, will be made upon termination of employment. In no case will an employee be eligible to receive any vacation payment in excess of twenty (20) days.

6. SICK LEAVE

The Port's sick leave program is administered in compliance with Washington's Paid Sick Leave Law.

FULL-TIME EMPLOYEES

Accrual of Sick Leave: Sick leave shall accrue at the rate of eight (8) hours per month for each month of employment, with no limit to how much can accrue.

Use of Sick Leave: Sick leave shall be paid in the event of both work and non-work-related injuries and illnesses. Sick leave may be used for an employee's illness, injury, or emergency, for an illness, injury, or emergency affecting an employee's family member, including domestic violence, or for any other reason qualifying under the law, as it may be amended. Absences of more than one (1) week may require a physician's statement to verify the leave period or other verification, as appropriate.

Payment Upon Termination: Upon termination, provided that an employee has returned all Port property pursuant to Section 30, employees will be paid for accrued but unused sick leave at a rate of 25% of the employee's full-time hourly rate of compensation at the time of termination, up to a maximum of one hundred and twenty (120) days (960 hours).

Conversion of Sick Leave Upon Retirement or Death: Any employee who retires or who dies while employed by the Port may elect (personally or through a personal representative, as appropriate) to convert accrued but unused sick leave days to monetary compensation at the rate of 25% of the employee's full-time hourly rate of

compensation at the time of termination from the employment, up to a maximum of one hundred and twenty (120) days (960 hours).

Interaction with Workers' Comp: It is recognized that the payments received as compensation by an employee injured on the job under circumstances within the coverage of the Workers' Compensation Act (Chapter 51.04 RCW) may be less than the regular wage payments received by the employee. In the case of any on-the-job disability which is covered by State Industrial Insurance under the Workers' Compensation Act of the State of Washington, the Port will pay to such a disabled employee, if elected, accumulated sick leave equal to the difference between the workers' compensation benefits and the employee's regular straight-time gross pay, less statutory deductions, beginning at the time of disability and continuing until the accumulated sick leave entitlement is completely expended. If an employee is still disabled after all earned sick leave is expended, the employee will receive only the payments afforded by workers' compensation insurance.

PART-TIME EMPLOYEES

Accrual of Sick Leave: Sick leave shall accrue at the rate of one (1) hour for each forty (40) hours of work, with no limit to how much can accrue.

Use of Sick Leave: Sick leave shall be paid in the event of both work and non-work-related injuries and illnesses. Sick leave may be used for an employee's illness, injury, or emergency, for an illness, injury, or emergency affecting an employee's family member, including domestic violence, or for any other reason qualifying under the law, as it may be amended. Absences of more than one (1) week may require a physician's statement to verify the leave period or other verification, as appropriate.

Interaction with Workers' Comp: It is recognized that the payments received as compensation by an employee injured on the job under circumstances within the coverage of the Workers' Compensation Act (Chapter 51.04 RCW) may be less than the regular wage payments received by the employee. In the case of any on-the-job disability which is covered by State Industrial Insurance under the Workers' Compensation Act of the State of Washington, the Port will pay to such a disabled employee out of his/her accumulated sick leave accrual equal to the difference between the workers' compensation benefits and the employee's regular straight-time gross pay, less statutory deductions, beginning at the time of disability and continuing until the accumulated sick leave entitlement is completely expended. If an employee is still disabled after all earned sick leave is expended, the employee will receive only the payments afforded by workers' compensation insurance.

7. MEDICAL & DENTAL INSURANCE

The Port provides and pays for group medical and dental coverage for full-time employees and their spouses; half of the premium costs for dependents is also covered. Information regarding specific benefits is available from the office. Employees are offered VEBA option if they select not to participate in the Port insurance coverage (employees only). VEBA is also available to Commissioners who are eligible and meet state laws for usage of VEBA. For more information, contact the HR personnel member for contact with a VEBA administrator.

8. UNEMPLOYMENT INSURANCE

Unemployment compensation may be available to employees who have separated from employment with the Port of Woodland. This is a mandated benefit that the Port pays on employees' behalves.

9. RETIREMENT BENEFITS

Port employees are participants in the Washington State Public Employees Retirement System. Contributions are made on behalf of employees beginning from the time of hire, although employees may choose to contribute additional amounts, if desired. Pamphlets setting forth further details are available in the office. Employees are also covered by the federal Social Security Program.

10. PAY & PAYDAYS

Paydays are on the day of the regularly scheduled Port meeting, which is the third Thursday of each month. Draw days are permitted on the first day of the month, at a salaried employee's request. The amount of draw cannot exceed one-half the employee's monthly net compensation. Regular pay and draw funds are provided via direct deposit.

11. DISCRETIONARY AWARDS

A discretionary bonus may be given as a special recognition and reward for exceptional performance, significant contributions, and substantial accomplishments well beyond normal or regular work responsibilities. A discretionary award does not increase the base salary, nor does it serve as a means to give a larger annual increase. This bonus is given at the discretion of the Port Commission. There is no guarantee or promise to pay an employee a discretionary bonus.

a) Eligibility

- An employee must be in active employment status (non-terminated, full- or part-time) at the time the discretionary bonus is awarded.
- An employee may be eligible for a discretionary bonus provided the following performance standards are met:

1. Significant and outstanding contribution and effort well beyond normal expectations and day-to-day responsibilities;
2. An employee's contribution is regarded as major, key, or vital; and,
3. Extraordinary effort is made by the employee while meeting the requirements and performance standards of the regular job.

b) Procedures

- A discretionary bonus must be made as a one-time payment and is not added to an employee's base salary.
- The Commission will obtain legal advice when considering a discretionary bonus to ensure compliance with applicable laws and regulations.

12. WORKERS' COMPENSATION

Accident Reporting: Maintaining a safe work environment requires the continuous cooperation of all employees. The Port strongly encourages employees to communicate with each other and their supervisors regarding safety issues. Employees should contact the nearest supervisor, and/or 911 in the event of an accident or emergency. If an employee is injured on the job, the Port provides coverage and protection in accordance with the workers' compensation laws. When an injury is sustained while at work, no matter how minor, it must be reported immediately to the employee's supervisor or manager. Failure to timely report on the job injuries or illnesses believed to have been contracted on the job may result in disciplinary action, up to and including termination.

Early Return-to-Work Program: Our Early Return-to-Work program provides guidelines for returning you to work at the earliest possible date after you have suffered an on-the-job injury. The program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability.

If you are injured on the job and your doctor determines that you are able to perform modified work, the Port will attempt to provide you with such a job until you are able to resume your regular duties, except where provided as an accommodation for a disability. All modified work is temporary. If you are offered a modified position that has been medically approved, failure to report to that job may affect time loss compensation. While participating in modified duty work, you are not to perform any job duties that do not meet your medical restrictions. If you think that you are being asked to work beyond your restrictions, you must immediately inform your supervisor.

13. PERSONAL LEAVE OF ABSENCE

General Policy: In addition to the use of any paid leave of absence such as accrued sick leave and/or vacation, employees may request unpaid, personal leaves of absence for family

reasons, temporary disability, and other personal emergencies. Except in the case of an emergency, an employee must provide two (2) weeks' advance written notice of the intent to take a personal leave of absence. Requests will be granted at the discretion of the Executive Director.

The Port will provide employees with an unpaid leave of absence for the period of time that an employee or a family member has a serious health condition, including when temporarily disabled because of pregnancy or childbirth, and for parental leave (bonding time), up to a 12-week maximum. Again, the amount of time off which will be granted is dependent upon the business needs of the Port of Woodland. Employees will be returned to the same job or a similar job of at least the same pay, to the extent such a job exists and is available.

Employees who qualify for the State's Paid Family and Medical Leave Program and who have a qualifying reason for leave are encouraged to utilize that benefit starting January 1, 2020. An unpaid, personal leave of absence will generally not be granted in addition to the time off taken under that program.

14. PAID FAMILY & MEDICAL LEAVE

Employees may qualify for leave that is partially paid by insurance benefits under the State's Paid Family and Medical Leave program (PFML). Eligible employees are those who have worked at least eight-hundred and twenty (820) hours in the qualifying period, which is generally the first four (4) of the last five (5) completed calendar quarters. The hours worked do not all need to have been for the Port.

Beginning on January 1, 2020, claims can be filed for parental leave, leave related to employees' own serious health conditions, leave related to employees' family members' serious health conditions, and leave related to a family member's pre- and post-deployment activities, as well as time for childcare issues related to the deployment. Beginning January 1, 2019, employee contributions have been optionally paid by the Port on employees' behalves and sent to the Employment Security Department (ESD). Employees who wish to utilize this leave benefit should file a claim directly with the ESD.

When the need for this type of leave is foreseeable, employees should provide the Port with thirty (30) days' notice. The length of paid leave benefits is generally limited to twelve (12) weeks off, with exceptions which may extend benefits to up to eighteen (18) weeks. Medical certification or documentation of a military exigency may be required. Employees will be returned to the same job or a similar job of at least the same pay, to the extent such a job exists and is available.

There is no requirement for employees to utilize all available paid time off from the Port either prior to qualifying for or during this leave of absence.

15. BEREAVEMENT LEAVE

Up to five (5) days of paid leave will be allowed for each occurrence of death of any the following family members: spouse, mother, father, daughter, son, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, spouse of a son or daughter, grandparent, grandchild, aunt, uncle, niece or nephew, an unborn child, or any household member.

If additional days are needed in unusual circumstances (travel, etc.), an employee may apply to the Executive Director/Commission for any additional time needed.

16. OTHER LEAVES OF ABSENCE

Domestic Violence Leave: Employees who are victims or those whose family members are victims of domestic violence, sexual assault, or stalking will be permitted to take reasonable leave from work (Chapter 49.76 RCW). Reasons for leave include taking care of legal or law enforcement needs and obtaining health care or other services related to the domestic violence, sexual assault, or stalking. Unpaid leave will be granted unless available paid time is requested.

Employees are to provide the Port with as much notice of their intent to take leave under this policy as possible. The office may require verification, which can be satisfied by a police report, court order, or other documentation, such as that from a health care provider.

Military Leave: The Port recognizes all provisions of the Uniformed Services Employment and Re-Employment Rights Act ("USERRA") as well as Washington laws protecting members of the uniformed services and will grant military leave to all eligible full-time and part-time regular employees and introductory employees. In accordance with Washington law, the Port will provide employees with up to twenty-one (21) calendar days of paid military leave per year. Any military leave exceeding twenty-one (21) calendar days per year will be unpaid. Any enlisted employee or employee ordered for active military service will be entitled to military leave which generally shall not exceed five (5) years.

Employees must provide advance notice to the office of their intent to take military leave, unless giving such notice is impossible or unreasonable. Documentation of military service may be required.

Military Spousal Leave: Employees who are the spouse of a military member who is deployed or called to active duty may be eligible for up to fifteen (15) days of unpaid leave per deployment. To be eligible, an employee must work an average of twenty (20) hours per week. The leave may only be used prior to or during the deployment (Chapter 49.77 RCW). This leave may be eligible for pay under the PFML program, as described in Section 15.

Civic Duty: It is the civic obligation of each Port employee to serve on a jury when called. While serving on jury duty, an employee will receive full pay from the Port, but the Port shall deduct an amount equal to the jury fees actually received by an employee. Employees appearing as legally required witnesses will also receive full pay.

17. MERIT SYSTEM

Employees will be hired, retained, and promoted on the basis of their job performance. When new job openings occur, the Port may endeavor to fill those positions with current employees on the basis of relative knowledge, skills, and abilities required for the position after fair and open competition which assures that all receive equal opportunity. Seniority will be considered if two (2) or more employees with the same knowledge, skills, and abilities are available. Seniority will be based on the latest date of hiring, except that previous work with the Port may be considered in determining salary.

If a reduction in force is necessary, layoff decisions will be based on employees' abilities to perform remaining work. Seniority will be considered if two (2) or more employees have the same ability to perform remaining work.

18. CORRECTIVE ACTION

Policy: Although the employment relationship is terminable, at any time and at the will of either the employee or the Port, without the need to indicate a specific reason or cause, the Port has identified certain conduct which is grounds for corrective action up to and including termination. The Port has also developed certain procedures the Executive Director/Commission will generally follow when exercising the Port's right to discipline or discharge employees. These procedures do not form an employment contract, and the Port reserves the right to take action, as it sees fit, depending on the nature of the offence or poor performance.

Serious Misconduct: The following is a non-inclusive list of examples of serious misconduct, which may result in immediate termination:

- Bringing or consuming drugs or alcohol on Port property or reporting to work under the influence of drugs or alcohol.
- Operating a Port vehicle or any equipment while consuming alcohol or under the influence of drugs or alcohol.
- Refusal to perform work properly assigned by the Executive Director or the employee's supervisor.
- Theft, misappropriation, or willful destruction of Port property; and,

- Any act which might interfere with or endanger the safety of others.

Procedure: The following are procedures which the Port may follow in imposing employee discipline. The Port reserves the right to take action up to and including termination, without following these procedures.

Step 1: Upon learning of possible misconduct or performance deficit, the Executive Director may conduct or direct that an investigation be conducted. Following completion of the investigation, if there is evidence of misconduct, the employee will be notified of the grounds for possible corrective action and given the opportunity to respond, either orally or in writing.

Step 2: When warranted, the Executive Director will take action as deemed appropriate by the Port. In making this decision, the Executive Director will be guided by the following considerations:

- Adverse action should be taken only when there is evidence of misconduct;
- There should be uniform and consistent enforcement of Port policy; and,
- When appropriate, corrective action will be progressive. With the exception of serious offenses, before terminating an employee, the employee should be given the opportunity to correct the behavior by oral counseling, written reprimand, and suspension.

Step 3: In the case of suspension of more than seven (7) days or termination, the employee may appeal to the Port Commission. The appeal must be made in writing within thirty (30) days of the imposition of action under Step II above. The Commission shall hear the appeal within thirty (30) days of receipt of the request and shall render a written decision within fifteen (15) days thereafter.

19. EQUAL EMPLOYMENT OPPORTUNITY & ANTI-HARASSMENT POLICY

It is the policy of the Port to make all employment decisions without regard to race, color, sex, sexual orientation, age, national origin, religious beliefs, disability, marital status, genetic information, veterans' status, or any other protected class status. To deny one's contribution to our efforts because that individual is a member of a protected category is an injustice, not only to the individual, but to the Port and the nation as well. It is the intent and desire of the Port that equal employment opportunity will be provided in employment, promotions, wages, benefits, and all other privileges, terms, and conditions of employment.

The Port will not tolerate conduct by any employee that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. The Port of Woodland is committed to maintaining a working environment

free from harassment based upon race, color, religion, national origin, age, sex, sexual orientation, marital status, veteran status, disability, genetic information, or any other legally protected characteristic or status.

Sexual Harassment - While all forms of harassment are prohibited, it is our policy to emphasize that sexual harassment is *specifically prohibited*. Actions are considered to be sexual harassment under the following conditions:

- If submission to the conduct is in any way deemed to be a term or condition of employment;
- If submission to, or rejection of, the conduct is used as the basis for any employment-related decisions; and,
- If the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes or innuendo; nude, profane, or obscene cartoons, drawings or photographs; whistling, staring, inappropriate touching, hugging, or kissing is strictly prohibited and are not tolerated at the Port. The following types of behavior may constitute sexual harassment and are not permitted at the Port. Note that this list is not intended to cover all types of prohibited harassment, but simply to give you an idea of the kinds of conduct that would qualify as unlawful and prohibited under this policy:

- **Verbal harassment** - Epithets, derogatory comments, sexually offensive remarks, or slurs. Examples: Name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee's anatomy and/or dress, sexually-oriented remarks, use of patronizing terms or remarks, verbal abuse, graphic verbal commentaries about the body.
- **Physical harassment** - Assault, impeding or blocking movement, or any physical interference with normal work or movement. Examples: Touching, pinching, patting, grabbing, brushing against or poking another employee's body; hazing or initiation that involves a sexual component; requiring an employee to wear sexually suggestive clothing.
- **Visual harassment** - Derogatory posters, cartoons, or drawings. Examples: Displaying sexual pictures, writings, or objects; displaying, permitting, or sending the display of sexually explicit materials on the Internet; obscene letters or invitations; staring at an employee's anatomy; leering; sexually-oriented gestures; unwanted love letters or notes.

- **Sexual favors** - Unwanted sexual advances, which condition an employment benefit upon an exchange of sexual favors. Examples: Continued requests for dates; promises of advancement or additional wages; any threat of demotion, termination, etc., if requested sexual favors are not given; making or threatening reprisals after a negative response to sexual advances; propositioning an individual.

Every employee has a responsibility to maintain the workplace free of any form of sexual harassment. No manager/supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other term or condition of employment or career development. Sexually harassing conduct in the workplace, whether committed by managers/supervisors, coworkers, or outside individuals (vendors, customers, etc.) is strictly prohibited.

This policy covers conduct in the workplace, at social functions sponsored by the Port (such as holiday dinners, picnics, sporting events, etc.), and business functions (such as conventions, trade shows, etc.).

Other Types of Harassment/Discrimination - Sexual harassment is not the only kind of harassment prohibited by law and by this policy. Harassment on the basis of any other protected characteristic is also strictly prohibited at the Port. Harassment of this kind is verbal or physical conduct that denigrates or shows hostility toward an individual or because of race, color, religion, creed, sex, age, national origin, disability, sexual orientation, marital status, genetic information, veteran status, or any other characteristic protected by law. The harassment may also be based on the protected characteristics of relatives, friends, or associates. Such behavior is prohibited if it:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or,
- otherwise adversely affects an individual's employment opportunities.

Harassing conduct of this nature includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that shows hostility or aversion toward an individual or group (including through e-mail). If you have any questions about what constitutes harassing behavior or discrimination, please ask your supervisor or the Executive Director.

Any messages or communications sent or received through our electronic communication systems are subject to this policy. The use of Port information systems (including e-mail,

Intranet, text, social media sources, or the Internet) for the display or transmission of sexually explicit images, messages, jokes, or anything that may be construed as harassment, is prohibited.

Reporting Harassment

As an employee of the Port, you have the responsibility to immediately report any actions or words by a supervisor, co-worker, vendor, Commissioner, or other individual that you believe to be unwelcome harassment. You should report the incident immediately to the Executive Director or the Chair of the Commission. As this is a serious responsibility, we ask that you take this reporting obligation seriously and avoid baseless allegations.

All complaints of harassment will be investigated promptly and impartially. Confidentiality will be maintained to the extent possible while still allowing for a thorough and fair investigation.

Any employee or manager who is found to have engaged in unlawful harassment will be subject to discipline, up to and including termination. A Commissioner who is found to have engaged in unlawful harassment can be held personally liable for this behavior and will be asked to resign.

No Retaliation

The Port will not retaliate against you, in any of the terms or conditions of your employment, for filing a complaint, reporting an action you believe is harassment, or cooperating in an investigation of harassment. Retaliation by any individual employee, manager, or Commissioner will also not be tolerated or permitted. If you believe you have been or are experiencing retaliation for any of these actions you must immediately report the retaliation using the procedures set out above for reporting harassment.

Any employee or manager who is found to have retaliated against an employee for either reporting harassment or participating in an investigation will be subject to discipline, up to and including termination. A Commissioner found to have retaliated against an employee can be held personally liable for this behavior and will be asked to resign the office.

20. CONFIDENTIALITY

At the Port, employees may receive or have access to the Port's confidential information. "Confidential information" means all information related to the Port and its customers or vendors that is received or accessed by the employee, including but not limited to information about our products, business models, client and supply lists, price lists, financial and technical information, trade secrets, know-how, ideas, specifications, techniques, programs, systems, processes, social media passwords and login handles, and computer software.

Employees must not use confidential information for any purpose without the Port's specific prior written authorization, except as reasonably necessary to perform job duties on behalf of the Port. Employees also must not disclose confidential information to any person without the Port's specific prior written authorization, except that employees may disclose confidential information to a representative of the Port on a need-to-know basis. A representative of the Port means a director, officer, manager, employee, or other authorized representative of the Port.

Employees must promptly notify the Port of any unauthorized use or disclosure of confidential information, and must assist the Port, in every reasonable way, to retrieve confidential information that was used or disclosed by the employee without prior authorization.

Employees must not remove confidential information from our premises without specific prior written authorization, except as reasonably necessary to perform job duties on behalf of the Port. All confidential information that you have in your possession must be returned to the Port upon termination of employment.

Employees who violate this policy will be subject to corrective action, up to and including termination.

Nothing in this policy is intended to prevent employees from discussing the terms and conditions of employment with one another or with any Port representative.

21. VEHICLE USE POLICY

It is the policy of the Port of Woodland to provide vehicles for business use, to allow employees to drive on official maintenance business, and to reimburse employees for the business use of personal vehicles according to the guidelines below.

The term "vehicle" as used in these guidelines includes, but is not limited to, cars, trucks, backhoes, front end loaders, graders, and any motorized watercraft.

- Employees may not drive any vehicles for Port of Woodland business without prior approval of their supervisor. Annually, a verification of an employee's current and valid driver's license will be conducted, and a copy of the employee's current driving record will be requested. It is the responsibility of employees to inform the Port of Woodland of issues regarding their driving records, such as suspension or loss of license, within twenty-four (24) hours of issuance. Any employee, who has either had a license suspended or lost and who does not report such an issue, and who is found to be using a Port vehicle is subject to termination.

- Employees approved to drive on Port of Woodland business are required to inform their supervisor, as soon as practical, of any changes that may affect either their legal or physical ability to drive or their continued insurability. Employees are not permitted, under any circumstances, to operate a Port vehicle or a personal vehicle for Port business when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication.
- Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards. For all other jobs, driving is considered only a non-essential function of the position.
- Employees who drive a vehicle on Port of Woodland business must, in addition to meeting approval requirements, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are responsible for any driving infractions or fines as a result of their driving.
- Employees may use Port vehicles for non-business purposes only with the approval of their supervisor.
- Non-employee and non-business passengers are prohibited from riding in Port of Woodland vehicles without prior approval.
- When no Port of Woodland vehicles are available, employees may use their own vehicles for business purposes, with prior approval of supervisor. Insurance industry practices dictate that auto liability coverage follows the automobile. Therefore, the employee's personal auto insurance would be considered primary and Enduris' coverage excess. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Therefore, employees who operate personal vehicles for Port of Woodland business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for Business Use, when necessary, as determined by the representing personal insurance agent.
- Employees must verbally report any accident, theft, or malicious damage involving a Port vehicle to their supervisor, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible, but no later than forty-eight (48) hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

- Employees shall not operate any Port of Woodland vehicle, at any time, or operate any personal vehicle while on Port of Woodland business while using, consuming, or under the influence of alcohol, illegal drugs, prescription medications, or over the counter medications that may affect their ability to drive. The Port of Woodland has a zero-tolerance policy prohibiting operators of vehicles from drinking alcohol, consuming illegal drugs, and taking prescription medications that affect ability to drive (refer to drug and alcohol policy).
- Employees are not allowed to be under the influence of or to use of alcohol or illegal drugs, including marijuana, while using Port vehicles. If an employee is found to be under the influence of or using alcohol or illegal drugs while using the vehicle, the employee is subject to termination.
- Employees are required, in the case of any accident, to be subjected to drug and alcohol testing and will immediately be tested. If an employee refuses to be tested, such an employee is subject to termination.
- Employees must complete an accident report in the case of any minor or major accident, notify their immediate supervisor, as soon as possible, and document any and all damage via pictures, interviews, names, and locations of an accident. Employees are required to report to the proper authorities in the case of non-Port property damage. Employees may be investigated by the Port's insurance carrier and must comply with any and all information and demands from the insurance carrier.
- It is prohibited to use cell phones in Port vehicles.

22. USE OF PORT EQUIPMENT & COMPUTER SYSTEMS

The Port provides certain items, equipment, and systems that are necessary for you to perform your job. Employees, managers, and Commissioners are expected to exercise care in the use of Port equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Port property should be reported at once. Negligence in the care and use of Port property may result in such property being confiscated and will be considered grounds for corrective action, up to and including termination.

The Port's equipment, such as telephones, computers, and postage, and copy machines is intended to be used for business purposes. Personal usage of the Port's email system should be kept to a minimum and restricted to non-working hours. Personal usage of any Port equipment that results in a charge to the Port should be reported immediately to your supervisor or accounting so that a reimbursement can be arranged. Employees are prohibited from using the Port's equipment to engage in harassment or to violate any other Port policy.

The Port reserves the right to monitor employees' use of any Port equipment or systems (which may include e-mails, internet usage, voicemail, and computer systems) to ensure compliance with Port policies. An employee's consent to such monitoring is a condition of employment with the Port.

23. CELL PHONES, LAPTOPS, OR TABLETS

Employees may, at the Executive Director's discretion, be issued Port of Woodland cell phones, tablets, or laptops. Any such cellphones, laptops, or tablets may be used solely for Port of Woodland business and not for personal use.

24. CREDIT CARDS & EXPENSE REIMBURSEMENTS

Credit Card Policy: Employees or Commissioners who are required to travel or incur expenses for business purposes will be issued a Port of Woodland credit card. Whenever possible, employees must use the Port's card for all applicable travel expenditures. Credit cards supplied by the Port are intended for Port of Woodland related expenses only; personal use of a Port of Woodland credit card is not allowed. Accidental use of the Port credit card for personal expenses will require an employee to repay the Port immediately or else face corrective action. In the event a credit card is lost, the Auditor needs to be notified immediately. There are non-allowable expenses that include:

- 1) Fines, penalties and or/forfeitures
- 2) Tobacco
- 3) Alcoholic Beverages
- 4) Personal telephone calls
- 5) Meals or lodging in lieu of other meals and/or lodging, the expense of which is included in the conference or other registration.

Expense Reports: Itemized expense reports for all charges, whether on the credit card or paid in another fashion, must be submitted monthly, with payroll, to the Port Auditor. Names of the job and/or business purpose of each expense must be listed on the report. Each receipt must indicate to whom, why, and where the charge was submitted. It is an employee's responsibility to complete the form, attaching all receipts or a lost receipt form, if applicable, and to submit it to the Auditor. Any charges to the Port's credit card that are not documented either by a receipt or a lost receipt form will be deducted from the employee's paycheck.

Employees who used cash or a personal credit card must also attach an explanation of why this occurred. Documented expenses that were paid by cash or personal credit will be reimbursed with petty cash or by check.

25. SOCIAL MEDIA

The Port realizes that many employees maintain web pages or blogs, such as Facebook and LinkedIn. The absence or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

While the Port does not prohibit maintaining such web pages or blogs, the Port does prohibit employees from engaging in social media or networking activity during work hours and using Port equipment. Information that an employee posts on any blog or web page using Port equipment is not confidential or private. The Port has the right to review, intercept, audit, access, and search its business systems and monitor data and messages within them. The Port expects that employees will adhere to the following guidelines when engaging in social media or networking. Questions should be addressed to the Port supervisor.

- Be thoughtful in posts. The lines between public and private, personal, and professional are blurred in online social networks. By virtue of an employee's identification with the Port or of general knowledge of being an employee of the Port in online social networks, the employee is connected to colleagues, managers, and even to Port customers. Employees should ensure that the content associated with online posts is consistent with work at the Port.
- Use a disclaimer. Be clear and write in the first person. Make it clear in personal writing that you are speaking for yourself, and not for the Port. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and does not represent the views of the Port.
- Protect confidential information. Information published on any blog, forum, or social networking site should comply with the Port's confidentiality policy. Employees must make sure they do not disclose or use the Port's confidential information or that of any other person in any online social platform. Employees must not comment on confidential Port future business performance, business plans, or prospectus. However, an employee may discuss terms and conditions of employment, including wages, with coworkers on social media.
- Don't forget your day job. Social media activities should not interfere with Port work or commitments to customers.
- Use common sense regarding content. Do not mention the Port's name on a website that contains sexual or violent content.
- Adhere to the Port's anti-harassment/anti-discrimination policy. Refrain from statements that violate the Port's anti-harassment and discrimination policy.

Violation of this policy may result in corrective action, up to and including termination. Nothing in this policy is intended to restrict employees' rights under the National Labor Relations Act to have open and honest discussions with other employees and/or managers about the terms and conditions of your employment at the Port.

26. WORKPLACE MONITORING

At times, the Port of Woodland may need access to materials in your desk or working area or review data stored on the Port's computer system. Please remember that working areas are not private and that the confidentiality of materials or activities is not guaranteed. Similarly, our communications systems (voice mail, electronic mail, telephone system, Internet) are Port property and may be monitored to ensure compliance with Port policies. Consequently, any materials you wish to keep private should not be brought onto our premises or transmitted over our systems. The Port reserves the right to search any property brought or placed onto Port premises or any information received, entered into, or sent through our systems at any time.

27. NON-VIOLENCE

The Port is committed to preventing workplace violence. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from Port premises, including parking lots. All suspicious individuals or activities should also be reported as soon as possible to a supervisor.

Conduct that threatens, intimidates, or coerces another employee, a customer, vendor, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of unlawful harassment.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible. The Port will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.

Any employee determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action, up to and including termination of employment.

28. SMOKE-FREE WORKPLACE

Smoking is prohibited in Port facilities, including restrooms. Smoking is allowed twenty-five (25) feet or more outside a building entrance/exit, windows, or air intake vents, and in designated areas on your breaks and lunchtime. Extra break time is not allowed for smoking.

29. DRUG & ALCOHOL POLICY

Policy: The Port has a responsibility to its employees, those who use or come into contact with the services provided by the Port, and the general public to ensure safe working conditions for its employees and others using our facilities. To satisfy these requirements, the Port has established a work environment where its employees are free from the effects of drugs, alcohol, or other job-impairing substances. As an employee, it is up to you to assist us in maintaining this environment.

Drug and Alcohol Prohibited: Reporting to work under the influence of intoxicating liquor or controlled substances (including marijuana), the use or possession by an employee on Port premises, property, or during work time of an intoxicating liquor, controlled substance, a drug not medically authorized, or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees, or the sale of any such item is strictly prohibited and will result in immediate disciplinary action, including termination. For the purposes of this policy “work time” shall include lunch and rest periods. At present, federal law states that the use or possession of marijuana is a crime. When state and federal law conflict, federal law is controlling. Thus, the recreational and medically prescribed use of marijuana, while lawful under Washington law, violates federal law. Until such time as the federal law is modified, the Port will continue to treat marijuana and cannabinoids as controlled substances.

Prescription Drugs: Each employee must report the use of medically authorized drugs or other substances that can impair job performance to an immediate supervisor and provide proper written medical authorization to work while using such drugs. It is your responsibility to determine from a medical provider whether or not the prescribed drug will impair job performance or safety. Any failure to report the use of such drugs or other substances, or failure to provide proper evidence of medical authorization, can result in disciplinary action.

Drug Testing:

Reasonable Suspicion: Where the Port has reasonable suspicion that an employee has violated this Drug and Alcohol policy, the employee in question will be asked to submit to testing including urinalysis and/or a blood screen to identify any involvement with alcohol or drugs. The Port reserves the right to determine when reasonable suspicion exists, but some examples include observable behavior indicating impairment or

involvement in a work-related accident or vehicular accident on work time or in a Port vehicle.

Testing Procedures: All testing will be performed in NIDA or CAP-FUDT certified laboratories or laboratories certified under applicable state licensing provisions and shall be performed in compliance with NIDA guidelines, including the utilization of appropriate chain-of-custody procedures and confirmatory testing. Test results will be released only to the Port Executive Director/Commission, who will be responsible for protecting the confidentiality of the results and ensuring that the results are protected from further disclosure except on a need-to-know basis, or in accordance with WAC 356-46-125.

Discipline: Subject to Section 19, an employee who is found to be impaired on the job due to the use of alcohol or controlled substances covered by this policy (other than authorized drugs prescribed by a medical provider and used according to the prescription) is subject to disciplinary action, including suspension or termination. An employee who refuses to submit to discovery testing for alcohol and drugs will be subject to immediate suspension or discharge.

Employee Assistance:

Voluntary Treatment Program: The Port recognizes its commitment and responsibility to employees seeking assistance to deal with drug and alcohol-related problems. Any employee who voluntarily requests assistance in dealing with a substance abuse problem before the employee's job performance has suffered or the employee has violated this Drug and Alcohol Policy may do so without jeopardizing employment with the Port. The Port will inform the employee of available assistance and facilitate the employee's enrollment in an approved drug or alcohol treatment program. The Port will further assist the employee in determining the extent to which such treatment is covered by the Port's group medical insurance. The discontinuation of any involvement with alcohol or drugs is an essential requisite for participation in any treatment program.

Mandatory Treatment Program: In the event an employee is found to have violated this policy, the Port will inform the employee of available assistance. Additionally, as a result of corrective action arising from a violation of this policy, an employee may be required to participate in a drug or alcohol treatment program. An employee who is so required will first be evaluated for drug and alcohol use by an accredited professional. An employee may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct which led to the employee's mandated participation in a treatment program, the employee may be required to submit to random blood and/or urine screenings for alcohol and/or drugs for a specified period of time and to meet various performance standards, which are imposed as a condition of continued employment.

Port Discretion: The Port reserves the right to determine, in its sole discretion, whether or not reasonable suspicion exists to suggest that an employee has violated this policy, the level of discipline to be applied, and whether or not an employee should be given the opportunity to participate in a drug or alcohol treatment program, provided, however, that its determination shall not be arbitrary or capricious. All Port employees will receive training on the criteria to establish reasonable suspicion, however, to assist the Port in making such determinations.

Definitions: For the purposes of this policy, the following definitions of terms are provided.

Reasonable Suspicion may include specific observations concerning such circumstances as work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), attendance, behavior or speech of the employee, appearing to stumble or not walk in a usual manner, or being involved in an accident on Port premises which results in physical injury or property damage.

Under the influence is defined as any detectable level of alcohol or drugs in an employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled substances are defined as all forms of narcotics, depressants, stimulants, hallucinogens, marijuana, cannabinoids, or other drugs whose sale, purchase, transfer, use, or possession is prohibited or restricted by law.

Prescription drugs are defined as those drugs, which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed medical practitioner/physician or dentist.

NIDA refers to laboratories certified by the National Institute of Drug Abuse.

CAP-FUDT refers to laboratories certified for forensic urine drug testing by the College of American Pathologists.

30. SEPARATION FROM EMPLOYMENT

Exit Interview: An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about the Port and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

Return of Port Property: Employees must return all Port of Woodland property immediately upon separation from employment, including but not limited to all phones, laptops, keys, credit cards, documents, or data, whether in hard copy or electronic form to the Port of Woodland. Should employee fail to immediately return Port of Woodland property, an employee will not be eligible to receive any payout of any accrued paid time off.

31. ACCIDENT PREVENTION PLAN

Safety Orientation.

Each employee will be given a safety orientation by the Executive Director when first hired. The orientation will cover the following items:

- A description of the accident prevention program.
- We have a formal written accident prevention program as described in WISHA regulations (WAC 296-800-140).
- It consists of this safety orientation and a safety committee that is described below.

We also have basic safety rules that all employees must follow. They are:

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

How and when to report injuries. Where first aid facilities are located.

- If you are injured or become ill on the job, report this to Executive Director.
- There is a first aid kit located in the storage room in the maintenance area.
- We require all supervisors to have first-aid/CPR training.
- We have also posted emergency phone numbers next to first aid kit.

How to report unsafe conditions and practices.

If you see something that is unsafe or someone working unsafely, immediately report it to the Executive Director.

Fire Emergency

- You will be trained on how to use a fire extinguisher as part of this orientation.
- If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.

Earthquake Emergency

During an earthquake:

If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Supervisors must account for each employee in their work group as quickly as possible.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows. All supervisors are trained in the gas shut off procedure.

Supervisors and first aid employees must not re-enter the building once evacuation is complete.

- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.
- If you are outside: Stand away from buildings, trees, telephone and electric lines.
- If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

Identification of hazardous chemicals used at this location.

Safe use and emergency actions to take following an accidental exposure.

We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

Use and care of required personal protective equipment (PPE).

Some tasks in our company require an employee to wear PPE to protect against injury.

- You will be instructed by the Maintenance Supervisor using the manufacturer's instructions that are attached to this program how to use and care for these PPE.
- On-the-job training about what you need to know to (the Port maintenance supervisor or other maintenance personnel) perform the job safely.
- Before you are first assigned a task, will show you what to do along with safety instructions and required PPE.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

Employee Safety Meetings and Training.

Employee Safety Meetings are held at least annually with all Port staff. Monthly, maintenance staff will address issues and concerns, new equipment and protocols and projects and safety requirements for the projects. The annual meetings are held in December. All employees are required to attend. Agendas will be developed by the Maintenance Supervisor and Executive Director. Notes will be filed with the Executive Director

ACKNOWLEDGMENT

I have received and read the Port of Woodland’s Employee Manual December 2019. I understand that the Manual contains important information about the organization’s policies and work rules. I also understand that the Manual outlines my responsibilities as an employee of the Port. I understand that I have the responsibility to read and understand the information in the Manual and to ask my supervisor for clarification on any information I do not understand.

I understand that neither the Manual nor any other communication by the Port is intended to create a contract of employment.

Employee Signature

Date

Printed Employee Name