

**Reidsville Chamber of Commerce
Board of Directors Regular Meeting
Chamber of Commerce Upstairs Conference Room
140 S. Scales St
Reidsville, NC**

May 24, 2017

Welcome

Invocation

Consent Agenda

Guest Presentation: South End Elementary PTA

City of Reidsville Report

- Jeff Garstka RDC/ED Report
- Tom Balsley – Council liaison report

Exec Committee Report: Kevin Barker

- Committees Assignments
 - Employee Handbook
- Committee Reports

Committee reports:

- Events & FUN Committees –VP Chris Reid/Staff:
 - Past Event Report:
 - Staff Appreciation April 26, 2017
 - Visitor Center Art Show April 24th – May 6th
 - Upcoming Events:
 - Grasshoppers Night June 16th
- Finance – Amy Brown: A/R Report, Budget Report

President's Report

- Diane Sawyer
- Chamber & Visitor's Center Report (Stats)
 - Events (Calendar)

Upcoming Events:

Thursday June 1, 2017 8am First National Bank Chamber Coffee

Tuesday June 6, 2017 12pm Topics @ Twelve Midtown Salon and Spa, A Healing Touch

Friday June 9, 2017 6pm CRUISE IN

Friday June 16, 2017 7pm Reidsville Night at the Grasshoppers

Wednesday June 21, 2017 12pm Executive Board Meeting

Wednesday June 28, 2017 12pm Board Meeting

Reidsville Chamber of Commerce
Consent Agenda
May 24, 2017

- Minutes of April Board Meeting
- MOM Nomination
- New Members/DROP Report

**Reidsville Chamber of Commerce
Board of Directors Regular Meeting
140 S. Scales Street, Reidsville, NC
April 19, 2017
Noon**

Present: Kevin Barker, Amy Brown, Chris Reid, Rajiv Dinakaran, Patience Fairman-Evans, Dale Parks, Robin Pegram, Kalynn Roland, Roy Sawyers, Chris Shelton, Diane Sawyer, Kayla Bullins

Absent: Robbie Citty, Cindy Smith, Andy Strand, Anne Barham, Shaun Clark, Flavel Collins, Richard Miller, Jessie Meador, Tyler Walker

Guests: Hugh Sandoe, Tom Balsley, Jeff Law, Steve Scott

Meeting Started at 12:09PM

*****Kevin reminded Board Members that we record our meetings. If anyone has any objection, let us know.***

Invocation: Amy Brown

Consent Agenda: The Consent Agenda consists of previous month's minutes, MOM nomination, and Membership report.

- 1st – Amy Brown
 - 2nd – Rajiv Dinakaran
- Motion Carries.

City of Reidsville Report

- Hugh Sandoe – RDC/ED Report (filling in for Jeff Garstka)
 - Completed schedule of summer concerts
 - A few properties in downtown for rent/sale
 - They are actively seeking tenants (especially 111 S. Market Street)
 - Former Carolina Kicks building being auctioned off
 - Fall Jubilee underway – if you or someone you know would like to be a vendor, please let Hugh know
- Special Guest – Steve Scott (Tri-State Steel, serving as Chairman of Reidsville Industrial Alliance)
 - Diane attended Town Hall Day with Steve Scott and others
 - He has a vision for Reidsville
 - He passed out post-it's and pens
 - Asked on a scale from 1 to 10, how did you come in today?
 - Wrote it on the post-it note
 - Then he asked us to ball it up and physically go throw it away
 - During the day you take on many roles. You may fail at any of those roles but it doesn't mean you're a "10".
 - The goal is to be a "10" every day. Even if you fall in "that" moment, you are still a "10".
 - The City of Reidsville, Chamber, Industry, etc. has decades of "head trash".
 - We need to get rid of it.

- We have victories left and right that we don't celebrate.
 - We are always in defense mode.
- This Chamber will fail time to time, but do you remember where the Chamber was five years ago?
- Reidsville Industrial Alliance
 - 30-40 business leaders meeting once a quarter since last Fall
 - Keystone did safety presentation for all industries
 - This is for tax paying businesses in Reidsville
 - Next outing is April 27th at Pennrose Park Country Club (lunch and golf)
 - Spoke about bringing in Industry sponsored Junior Achievement
 - Many are volunteering or have volunteered including Diane, Hugh, etc.
 - This is going to make out-of-town businesses want to be a part of Reidsville
- Tom Balsley – Council Liaison Report
 - Friday, April 21st – RCARE (Reidsville Center of Active Retirement Enterprises) Grand Opening on Washington Avenue at 11am.
 - You will be very impressed with this facility. We have a lot to be proud of.
 - Been open for several weeks.
 - Senator Richard Burr will be there amongst others.

Committee Reports: Kevin Barker

- HVAC repaired yesterday
- **Handbook**
 - Did a quick review of the Handbook
 - Now being sent for legal review
 - Then it will come to Board for a vote

Events: Chris Reid

- Past Events
 - Casino Night 2017
 - Chris thanked everyone for donating and helping
 - Raised about \$6K to be split with the RDC
 - Couple of hiccups
 - Internet problem – not strong enough
 - Play money/chips/bills – had problems with lines and people “cashing out”.
 - People had to wait and the auction started late
 - All in all – a great event!
 - We were able to do a WWWW before the event and it helped solve a lot of problems from last year
 - Robin added that this was the first time she had attended it and she had a great time
 - Lots of people asking for us to have it more than one time a year
 - First Cruise-In of the season
 - More than 100 people to came out
 - Actually ran out of Bojangles tea and had to get more!
- Upcoming Events
 - Cruise-in's (April – September)(2nd Friday night of the month)
 - Always lots of people in Chamber

- We serve Bojangles tea (Thanks to Rajiv!)
- Rajiv offered to start having tea delivered to Chamber to make it easier on us...thank you!!!
- Staff Appreciation – April 26th, 2017
 - A Hollywood themed event “You Set the Stage for Success”
 - Red carpets, photo area, etc.
 - Fun event with games, shopping, pampering, etc.
 - Need volunteers Tuesday and Wednesday
 - need Board volunteers to dress “Hollywoodish”
- Visitor Center Art Show – April 24th – May 6th
 - Need volunteers
 - Need people to come and vote
 - Ceremony is May 9th at 9am.

Resource Development

Membership: (in Consent Agenda)

- Member of the Month – Reidsville Event Center
- New Members: PLS Farm Ministry, B & G Glass, Reidsville Luckies Batting Academy, Verizon Wireless
- Membership Drop Report – Liberty Treasure Chest, US Netcom, One Source Staffing Solutions

Finance: Amy Brown

- Everything is going well!
- Chamber Champions Program – up and over last year
 - Diane gave amounts
 - Goal was \$48,500
 - We have exceeded that and still going
- A/R Report
 - Staff doing a good job of collecting
 - Being aggressive
- Chris asked about Par 2 – Tyrell Houghton
 - Diane said he is planning on joining with it
 - Still doing some renovations to it

President’s Report/Chamber Update in Consent Agenda

- Town Hall Day
 - Diane and Chris Reid went
 - Had a great time and met with Senator Berger, Representatives Kyle Hall and Bert Jones
 - 2 victories came out of this
 - When city started looking for City Manager, Diane was included in the interviews. The only one she missed was Preston’s (Robbie was in it). Preston is a celebrity! Everyone knows him. Diane said she felt like she was in Preston’s entourage.
 - The City is working hard to make things happen in Reidsville.
- Office Space
 - Suites 201-204 are all rented now. We are now meeting budget.
 - We still have open spaces.
- Beer Garden
 - Jeff Garstka presented Beer Garden to Diane again and he asked what was holding us back?

- Diane explained the cost of the insurance
- City is willing to split cost of insurance with us this year.
- We would just be responsible to setting up, serving, and tearing down.
- It would be awesome to have the Chamber represented at these events!
- We have liability – then we are getting a liquor liability, so, we are covered.
- We can cut off people at any time!
- We check I.D.'s.
- You can't take alcohol outside of the Beer Garden.
- Beer license covers wine.
- This comes as a recommendation of approval from the Executive Board
 - Chris Reid makes a motion to run the Beer Gardens for the Market Square Concert Series
 - Chris Shelton seconds
 - Motion carries with no opposition.
- Kevin attended the City Council Meeting
 - Lots of things being discussed for Reidsville
 - Waste Water treatment plant being upgraded as well as water lines
 - Putting in new pump station in Greensboro
 - This will keep the water rates from going up
 - This is funded by grant from the State and City of Greensboro
 - Our cost in \$150

Other Announcements

1:11PM: Motion to dismiss.

1st – Chris Shelton

2nd – Patience Fairman-Evans

Motion carried.

Upcoming Events:

Friday, April 21st, 2017, 9AM VERIZON Ribbon Cutting

Friday, April 21st, 2017, 11AM RCARE Ribbon Cutting

Monday, April 24th, 2017 – Friday May 5th, Visitor Center Art Show

Wednesday, April 26th, 2017 Staff Appreciation Celebration – 11AM – 2PM

Friday, May 12th, 2017 – Cruise - In

Saturday, May 5th, 2017 Visitor Center Art Show Awards Ceremony – 9AM

Respectfully Submitted,

Kayla Bullins

Member of Month

The purpose is to identify businesses that have gone the extra mile for the Chamber and/or the community. This is a form of highlighting our Chamber members to show our support of the deserving business. It's an added value benefit of being a Chamber Member. When a business does something exceptional they are recognized for it. They will be recognized in the News & Record Chamber page, the last Sunday of the month & are given two signs to put up one inside and one outside of their establishment. It's also a way to help engage members and build their business.

History of MOM

This award originated from the Yadkin Valley Chamber of Commerce, where Denise saw signage in a business in Mt. Airy, and thought it was something the Reidsville Chamber should begin. Below are some examples of the criteria that we use to recognize our Chamber member businesses.

Criteria Guidelines

- Hiring in the community
- Expanding your business
- Charitable contributions to the community
- Special participation with the Chamber
(This includes volunteering, donating times/products/services/goods, and financial contributions – i.e. special fundraisers/programs like Leader in Me, Reidsville Business Showcase, etc.)

Nominee:

June 2017 Member of the Month – Joe Wright CPA, PLLC. They have been Chamber Members since October 2012 and have been Diamond Level Chamber Champs since 2016. Joe Wright provides the Chamber with our Quarterly Reports as the Chambers official CPA. They take care of our Payroll, Liabilities, and Tax Papers including W-2's, 1099's. Joe and his team have held informative training seminars "Topics at Twelve" regarding HR Changes for businesses, as well as the Affordable Care Act. We feel that he is deserving of this honor as MOM.

May 2017 - Membership Report

Drop Members

Company	Joined	Membership Dues	Last Payment Received	Reason
Mattco Metal Works	2/11/2013	\$175.00	10/19/2016	Per Customer Request
Colonial Inn & Suites	12/1/2003	\$240.00	12/2/2015	Business Closed
A Healing Touch Wellness & Massage Therapy	4/7/2016	\$175.00	4/7/2016	Business Closed
White on White Accessories	3/1/2006	\$20.00	4/1/2016	Business Closed
Carmella Phillips	2/12/2016	\$85.00	2/12/2016	Per Customer Request
US Health Advisors	11/6/2015	\$175.00	10/19/2016	Non-Payment
Favorite Finds	9/4/2014	\$175.00	12/11/2015	Business Closed
Total		\$1,045.00		
YTD Total		\$3,380.00		

New Members

Company	Joined	Membership Dues		
Tan-A-Sea Island	4/24/2017	\$175.00		
Tina's Silk Flowers	4/24/2017	\$20.00		
Gill's Inn & Suites	4/24/2017	\$175.00		
Betty Shirley	4/25/2017	\$175.00		
Reidsville Par 2	5/10/2017	\$20.00		
Total		\$565.00		
YTD Total		\$2,380.00		

President's Report May 2017

Building Updates:

- **Tenant Update:** As of June 1, we will have 6 tenants renting space, Suites 201-205 are filled. We only have the basement left to fill. Current total rent collected per month will be \$1900. The budget is for \$1020 per month. This will be a nice overage for 6 months of the budget and will us cover the costs of the HVAC expenses that we have incurred.

RDC/City of Reidsville

- **Reidsville Industrial Alliance:** On Thursday 4/26/2017 the RIA was hosted at PPCC for a lunch and social golf outing. The movement forward of this group is being driven by the City of Reidsville, Industry, and the Chamber. It was a great day of networking and learning about how the Country Club's history is driving their plans for the future. Industry is starting to come together and see outside of their everyday issues and working together across the community. I look forward to reporting on the growth of this group.

Art Show 2017: The 2017 Reidsville Art Show began on Monday April 17th and lasted through Saturday May 6th. We had 23 students with 24 pieces of art entered from RCHS, and 15 students with 24 pieces of art entered from RHS. Over 50 people visited the Art Show during the 2 weeks and many casted their ballot for the "People's Choice Award" while they were here. Over 45 people attended the awards ceremony, including 17 artists. A three person panel of judges awarded 16 awards, in addition to the "People's Choice Award". Judges gave 1st, 2nd, & 3rd in the following categories: Painting, Drawing, Mixed Media, Sculpture, and Photography, in addition to "Best in Show". We are very pleased with the Art Show and feel like it will continue to be a wonderful addition to the Visitor Center.

Staff Appreciation 2017: On April 26th, we hosted our Annual Staff Appreciation Celebration. We had 16 vendors and booths. 186 people attended. This year's theme was Hollywood: "You Set the Stage for Success". PPCC did a wonderful job with the food and the event was well received by everyone. Thanks to everyone who volunteered and all of our sponsors.

Chamber Champions 2017:

I am pleased to announce that Chamber Champions is finalized. It was unveiled at Staff Appreciation at the end of April. The final numbers for this year were CASH \$53,250 and TRADE \$39,250 for a total of \$92,500. For comparison numbers, last year's numbers were CASH \$45,250 and TRADE \$31,000 for a total of \$76,250. Our budget number for CASH this year was \$48,500. We exceeded our budget by \$4,750.

NC Service Year: The Chamber was asked to attend a meeting on Thursday 4/20 about becoming a Service Year NC Community with the Institute for Emerging Issues at NC State University. This program was discovered by the Reidsville Area Foundation. Out of this meeting, a leadership team was formed and led by the three Chambers of Commerce. On Monday 5/1/2017, we applied to participate in the statewide Service Year Accelerator Program which provides support via training, support and guidance from the Institute. RAF has provided the needed letter of support and is considering funding the project. The project would mean that by Fall 2018 there would be at least 5 positions created for the NC Service Year Program. This program is much like other service year programs such as AmeriCorps, Teach for America, Peace Corps, etc. The positions would be full time, paid positions for Americans looking to improve people's lives and to making a lasting impact in communities across the country. The benefit for us is that people would be paid to be serving our community, and improving it. There will be training in June and

July and I will have more information as we move forward. This is a very exciting opportunity for the Chamber to be involved in this project!

Chamber Planning & Training: We took 2 days on Monday & Tuesday 5/15 and 5/16 to work on office and membership procedures, develop our checklist/fires/ and WWWWWH tool for our events. This was a very successful time for our staff, in which we could continue to develop much needed ideas and continue to offer improved support and services for our membership and the community. We will continue to create these planning opportunities for the staff as we move forward.

Business Showcase Career Fair Meeting:

Our next meeting is June 14th at 10AM at the Chamber of Commerce. Please plan to attend if you can make it and especially if you are on the SHOWCASE FUN COMMITTEE.

Upcoming Events:

Thursday June 1, 2017 8am First National Bank Chamber Coffee

Tuesday June 6, 2017 12pm Topics @ Twelve Midtown Salon and Spa, A Healing Touch

Friday June 9, 2017 6pm CRUISE IN

Friday June 16, 2017 7pm Reidsville Night at the Grasshoppers

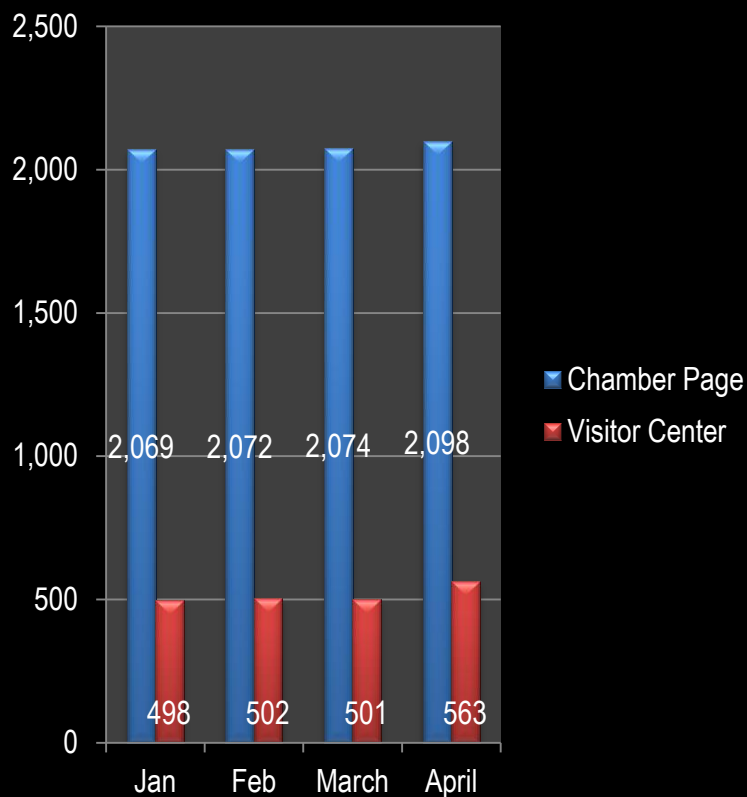
Wednesday June 21, 2017 12pm Executive Board Meeting

Wednesday June 28, 2017 12pm Board Meeting

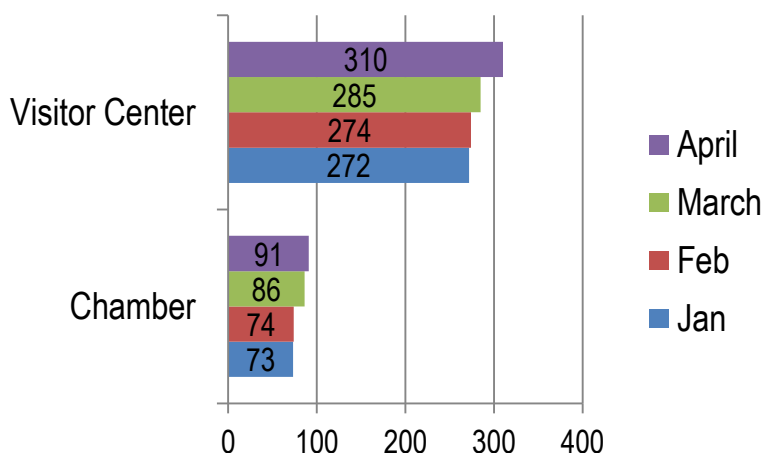
April 2017

Chamber & Visitor Center Report

Facebook Page Likes



Texting Service



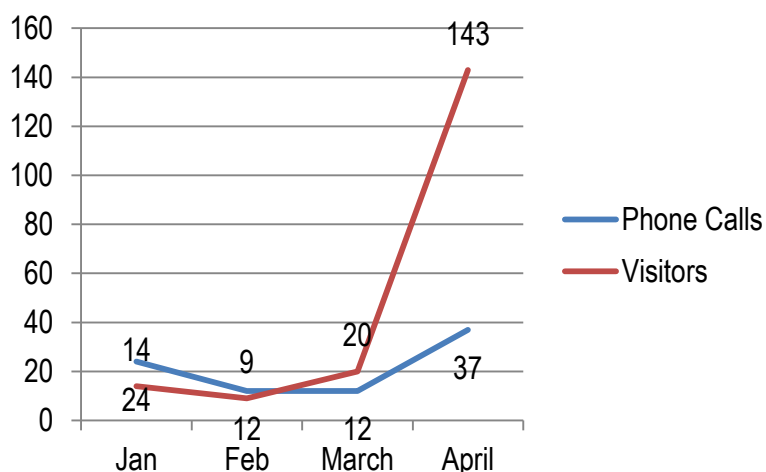
16 Vendors
186 Participants

38 Students
48 Pieces of Art
50+ people voted



45+ people attended show

2017 Visitor Center Totals



1:55 PM

05/22/17

Cash Basis

Reidsville Chamber of Commerce
Profit & Loss Budget vs. Actual
 January through April 2017

	Jan - Apr 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Revenues			
4030 · Rental Income	4,338.64	4,080.00	258.64
4010 · Membership Investments	32,098.64	24,000.00	8,098.64
4020 · New Member Investment	2,018.18	2,133.34	-115.16
Total Revenues	38,455.46	30,213.34	8,242.12
4180 · Visitor Center			
4181 · Visitor Center Expenses	-6,891.33		
4180 · Visitor Center - Other	22,000.00	22,000.00	0.00
Total 4180 · Visitor Center	15,108.67	22,000.00	-6,891.33
7000 · Division Income			
7015 · RDC Fundraising Income			
7015815 · RDC Fundraising Expenses	-6,479.20		
7015 · RDC Fundraising Income - Other	9,298.00		
Total 7015 · RDC Fundraising Income	2,818.80		
7100 · Affinity Program Income	171.43		
4170 · Chamber Champion	28,417.78	16,166.72	12,251.06
4500 · Community Support	40.00	0.00	40.00
7010 · Promotional Adv. Sponsorships	1,110.42		
7020 · Staff Appreciation Luncheon			
7020820 · Staff Appreciation Expenses	-177.83	0.00	-177.83
7020 · Staff Appreciation Luncheon - Other	575.00	0.00	575.00
Total 7020 · Staff Appreciation Luncheon	397.17	0.00	397.17
7041 · Fundraising-Building fund			
7041841 · Fundraising Expenses-Bldg Fd	-1,846.54		
Total 7041 · Fundraising-Building fund	-1,846.54		
7042 · Leader in Me income			
7042842 · Leader in Me Expenses	-269.70	0.00	-269.70
7042 · Leader in Me income - Other	250.00	0.00	250.00
Total 7042 · Leader in Me income	-19.70	0.00	-19.70
7043 · Golf Tournament			
7043843 · Golf Tournament Expenses	-590.33	0.00	-590.33
7043 · Golf Tournament - Other	550.00	0.00	550.00
Total 7043 · Golf Tournament	-40.33	0.00	-40.33

1:55 PM

05/22/17

Cash Basis

Reidsville Chamber of Commerce
Profit & Loss Budget vs. Actual
 January through April 2017

	Jan - Apr 17	Budget	\$ Over Budget
7045 · Seminar			
7045845 · Seminar Expenses	-12.17	-200.00	187.83
Total 7045 · Seminar	-12.17	-200.00	187.83
7046 · Business Showcase	1,111.00	0.00	1,111.00
7047 · Unity Breakfast			
7047847 · Unity Breakfast Expenses	-510.00		
7047 · Unity Breakfast - Other	490.00		
Total 7047 · Unity Breakfast	-20.00		
7094 · Annual Meeting			
7094894 · Annual Meeting Expenses	-2,884.64	-3,500.00	615.36
7094 · Annual Meeting - Other	2,887.50	3,500.00	-612.50
Total 7094 · Annual Meeting	2.86	0.00	2.86
7095 · Copier & Printing services	66.22		
7000 · Division Income - Other	98.33		
Total 7000 · Division Income	32,295.27	15,966.72	16,328.55
Total Income	85,859.40	68,180.06	17,679.34
Gross Profit	85,859.40	68,180.06	17,679.34
Expense			
Insurance Expense (D&O)	0.00	450.00	-450.00
Service Charge	-6.50		
5000 · Salaries and Benefits			
5110 · Salaries			
5115 · Temporary/Part-time	3,581.50		
5110 · Salaries - Other	37,268.00	41,220.00	-3,952.00
Total 5110 · Salaries	40,849.50	41,220.00	-370.50
5117 · Reimbursed Expenses	2,938.42	3,100.00	-161.58
5120 · Payroll Tax Expense	3,838.62	3,788.45	50.17
5139 · Staff development & Training	199.00		
5140 · Retirement Plan	666.65	666.64	0.01
5160 · Staff Expenses	968.15		
5170 · Travel	0.00	200.00	-200.00
5171 · Meals	154.11	164.00	-9.89
5175 · Sales Commission	4,999.33	2,666.68	2,332.65
5180 · Worker's Compensation Insurance	301.00	700.00	-399.00
5190 · Payroll Expenses	34.16	500.00	-465.84
Total 5000 · Salaries and Benefits	54,948.94	53,005.77	1,943.17

1:55 PM

05/22/17

Cash Basis

Reidsville Chamber of Commerce
Profit & Loss Budget vs. Actual
January through April 2017

	Jan - Apr 17	Budget	\$ Over Budget
5200 · Occupancy Expenses			
5245 · Utilities	2,810.06	2,900.00	-89.94
5210 · Rent	2,088.00	2,100.00	-12.00
5240 · Telephone	905.15	933.32	-28.17
5250 · Liability Insurance	1,709.00	1,650.00	59.00
5270 · Property Taxes	0.00	1,200.00	-1,200.00
Total 5200 · Occupancy Expenses	7,512.21	8,783.32	-1,271.11
5300 · Office Operations			
5310 · Office Supplies	523.79	410.00	113.79
5315 · Supplies-other	159.27	200.00	-40.73
5320 · Postage	266.93	466.64	-199.71
5325 · Office support services	267.43	280.00	-12.57
5335 · Computer Expense	0.00	800.00	-800.00
5370 · Lease and Service Contracts	1,245.20	1,080.00	165.20
5220 · Maintenance agreements	761.18	520.00	241.18
5340 · Dues and Subscriptions	975.06	520.00	455.06
5380 · Bank Service Charges	817.42	820.00	-2.58
5800 · Contingencies	60.80	800.00	-739.20
5300 · Office Operations - Other	0.00	900.00	-900.00
Total 5300 · Office Operations	5,077.08	6,796.64	-1,719.56
5400 · Membership Development			
5410 · Ambassadors	190.32	350.00	-159.68
5440 · Advertising	350.00	1,110.00	-760.00
5450 · Luncheons & Meetings	506.02	820.00	-313.98
5490 · Website Expense	1,084.00	1,080.00	4.00
5400 · Membership Development - Other	584.77	960.00	-375.23
Total 5400 · Membership Development	2,715.11	4,320.00	-1,604.89
Total Expense	70,246.84	73,355.73	-3,108.89
Net Ordinary Income	15,612.56	-5,175.67	20,788.23
Net Income	15,612.56	-5,175.67	20,788.23

Reidsville Chamber of Commerce
A/R Aging Summary
As of May 22, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Ball Corporation	0.00	0.00	0.00	0.00	1,440.00	1,440.00	Not Collecting
North Star Driving School	0.00	14.59	14.58	14.58	728.33	772.08	Making Payments
Royalty Health & Wellness, P.C.	0.00	0.00	0.00	0.00	295.00	295.00	Making Payments
ACL Maintenance Group, Inc	0.00	0.00	0.00	0.00	250.00	250.00	Making Payments
AT&T Authorized Retailer	0.00	0.00	0.00	0.00	250.00	250.00	Kayla - Payment Promised
Colonial Inn & Suites	0.00	0.00	0.00	0.00	240.00	240.00	DROP
Art Time Studio	0.00	0.00	43.75	0.00	218.75	262.50	Kayla
Graphic Solutions	0.00	0.00	0.00	0.00	195.00	195.00	Kayla
Mpressed Mobile Dry Cleaners	0.00	0.00	250.00	0.00	175.00	425.00	Kayla
Rockingham County Theater Group	0.00	175.00	0.00	0.00	175.00	350.00	Diane
Advanced Home Care	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
Carolina Cafe	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
Favorite Finds	0.00	0.00	0.00	0.00	175.00	175.00	DROP - Last Yr Payment Promised
Furniture Showroom	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
Hale Automotive, LLC	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
Mattco Metal Works - Welding and Fabricat	0.00	0.00	0.00	0.00	175.00	175.00	DROP
MR Promotions	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
Piedmont Triad Insurance	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
Reidsville Commercial Warehouse	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
Rural Forward NC	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
Systel Business Equipment	0.00	0.00	0.00	0.00	175.00	175.00	Kayla - Payment Promised
The Massage Spot	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
Triad Driving School	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
White's Rental Company Parties & Events,	0.00	0.00	0.00	0.00	175.00	175.00	Kayla
Car Needs	0.00	125.00	0.00	0.00	125.00	250.00	Kayla
Rodan & Fields- Tara Martin	0.00	0.00	0.00	0.00	99.00	99.00	Kayla
Holley's Auto Detailing Service	0.00	0.00	0.00	43.75	87.00	130.75	Denise
Carmella Phillips	0.00	0.00	0.00	0.00	85.00	85.00	DROP
Zimmerman, T. Jay, III	0.00	0.00	0.00	0.00	85.00	85.00	Denise - Payment Promised
US Health Advisors	0.00	14.58	14.58	14.59	43.75	87.50	DROP
Downtown Dog House	0.00	0.00	0.00	0.00	30.00	30.00	
Non Member	0.00	0.00	0.00	0.00	25.00	25.00	Kayla - Mark Richardson
Roberto Ortega	0.00	85.00	0.00	0.00	24.00	109.00	Making Payments
Family Pet Cremation Center	0.00	0.00	0.00	0.00	20.00	20.00	Diane
Southeastern Data Comm, Inc.	0.00	0.00	0.00	0.00	20.00	20.00	Diane
UMAR, La' Vigne Arts	0.00	0.00	0.00	0.00	20.00	20.00	Kayla
White on White Accessories	0.00	0.00	0.00	0.00	20.00	20.00	DROP
BB&T	0.00	0.00	0.00	800.00	0.00	800.00	
Shapiro Eye Care, P.A.	0.00	0.00	0.00	295.00	0.00	295.00	
A Healing Touch Wellness & Massage Therap	0.00	0.00	0.00	175.00	0.00	175.00	DROP
Dr. Nimish C. Gosrani	0.00	0.00	0.00	175.00	0.00	175.00	
Harvest Ridge Farm	0.00	0.00	0.00	175.00	0.00	175.00	
Simply Sweet Cakes & More	0.00	0.00	0.00	175.00	0.00	175.00	
Willis & Willis Investments	0.00	0.00	0.00	175.00	0.00	175.00	
Amos Welding & Machine	0.00	135.42	135.41	125.00	0.00	395.83	
Reidsville Grocery Company, Inc	0.00	0.00	545.00	0.00	0.00	545.00	
First National Bank	0.00	585.00	500.00	0.00	0.00	1,085.00	
Avante' at Reidsville	0.00	259.16	259.17	259.17	0.00	777.50	
Debbie's Restaurant Ritz Gourmet Inc.	0.00	0.00	240.00	0.00	0.00	240.00	
Verizon Cellular Sales	0.00	0.00	240.00	0.00	0.00	240.00	
Albaad USA, Inc.	0.00	222.75	222.75	0.00	0.00	445.50	
American Services, Inc.	0.00	0.00	195.00	0.00	0.00	195.00	
Cat's Meow, The	0.00	0.00	187.50	0.00	0.00	187.50	
24 Blackbirds Cafe' & Market	0.00	0.00	175.00	0.00	0.00	175.00	
Brown Buildings	0.00	0.00	175.00	0.00	0.00	175.00	
CaterFest Inc.	0.00	0.00	175.00	0.00	0.00	175.00	
Jones-Obeng, Eunice	0.00	0.00	175.00	0.00	0.00	175.00	
La Boutique "It's All About You"	0.00	0.00	175.00	0.00	0.00	175.00	
McLaurin Funeral Home	0.00	0.00	175.00	0.00	0.00	175.00	
Quality Fence	0.00	0.00	175.00	0.00	0.00	175.00	
Shed.com of Eden	0.00	0.00	175.00	0.00	0.00	175.00	
More Than Yoga	0.00	0.00	43.75	0.00	0.00	43.75	
Cafe 99	0.00	0.00	20.00	0.00	0.00	20.00	
Oakhaven Properties, LLC	0.00	14.58	14.59	0.00	0.00	29.17	

Reidsville Chamber of Commerce
A/R Aging Summary
As of May 22, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Sweet Obsession Bakery & Coffee Shop	0.00	14.58	14.59	0.00	0.00	29.17	
Unique Sales And More	0.00	14.58	14.59	0.00	0.00	29.17	
City of Reidsville	0.00	1,162.50	0.00	0.00	0.00	1,162.50	
Penn Nursing Center	0.00	810.00	0.00	0.00	0.00	810.00	
Marco's Pizza	0.00	350.00	0.00	0.00	0.00	350.00	
Reidsville Dialysis - Davita Inc.	0.00	295.00	0.00	0.00	0.00	295.00	
Faith & Love Connection Center	0.00	264.58	0.00	0.00	0.00	264.58	
Arthur's Jewelry Inc	0.00	250.00	0.00	0.00	0.00	250.00	
Evergreen Memory Gardens, Inc.	0.00	240.00	0.00	0.00	0.00	240.00	
Beneficial Dynamics LLC	0.00	234.58	0.00	0.00	0.00	234.58	
Sagebrush Steakhouse	0.00	225.00	0.00	0.00	0.00	225.00	
Brad Fisher Landscape, Inc.	0.00	175.00	0.00	0.00	0.00	175.00	
Fine Arts Festival Association of Rocking	0.00	175.00	0.00	0.00	0.00	175.00	
Images by Autumn	0.00	175.00	0.00	0.00	0.00	175.00	
Paychex	0.00	175.00	0.00	0.00	0.00	175.00	
Physical Therapy and Hand Specialists	0.00	175.00	0.00	0.00	0.00	175.00	
Reidsville Precision Machine, LLC	0.00	175.00	0.00	0.00	0.00	175.00	
Reidsville Sporting Arms	0.00	175.00	0.00	0.00	0.00	175.00	
Rockingham County Childcare Association	0.00	175.00	0.00	0.00	0.00	175.00	
Round About Way, LLC	0.00	175.00	0.00	0.00	0.00	175.00	
Top Hat Cleaners	0.00	175.00	0.00	0.00	0.00	175.00	
TRC Staffing Services	0.00	175.00	0.00	0.00	0.00	175.00	
Triad Adult & Pediatric Medicine	0.00	175.00	0.00	0.00	0.00	175.00	
Allstate	0.00	125.00	0.00	0.00	0.00	125.00	
Atlantic Bay Mortgage Group	0.00	110.42	0.00	0.00	0.00	110.42	
Jones, Bert, Rep. NC District 65	0.00	85.00	0.00	0.00	0.00	85.00	
Page, Sam	0.00	85.00	0.00	0.00	0.00	85.00	
Powell - Barefoot Agency, Inc.	0.00	62.50	0.00	0.00	0.00	62.50	
Health Insurance Plans Plus Online	0.00	41.67	0.00	0.00	0.00	41.67	
Carolina Catfish Yachts, LLC	0.00	20.00	0.00	0.00	0.00	20.00	
Heafner Knives, LLC	0.00	20.00	0.00	0.00	0.00	20.00	
MONAT-Erica Smith	0.00	20.00	0.00	0.00	0.00	20.00	
Tina's Silk Flowers	0.00	20.00	0.00	0.00	0.00	20.00	
The Four Directions of Health	0.00	-2.42	0.00	0.00	0.00	-2.42	
Tiny Toes Consignment, LLC	0.00	0.00	43.75	-0.25	0.00	43.50	
Legal Shield Business Solutions	0.00	14.59	14.58	-15.00	0.00	14.17	
Gabriel E. Zeller, Attorney at Law	0.00	14.58	0.00	0.00	0.00	14.58	
Reidsville Orthodontics	0.00	177.07	0.00	0.00	-0.33	176.74	
Sawyer Landscaping & Lawn care	0.00	195.00	0.00	0.00	-1.00	194.00	
Wilkerson Funeral Home	0.00	0.00	0.00	0.00	-10.00	-10.00	
Reids Computer Sales and Service	0.00	41.67	111.67	0.00	-15.11	138.23	
	0.00	8,621.98	4,525.26	2,411.84	7,074.39	22,633.47	



Reidsville Chamber of Commerce Employee Handbook

Revision 01

Introduction

Letter from the President

Welcome new employee!

On behalf of your colleagues, I welcome you to the Reidsville Chamber and wish you every success here.

The Reidsville Chamber's mission is to drive regional economic prosperity. We believe that each employee contributes directly to our growth and success. We hope you will take pride in being a member of our team by helping us:

Engage the business community
Influence the business climate
Strive for distinction

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with The Reidsville Chamber of Commerce.

We hope that your experiences here will be challenging, enjoyable, and rewarding. Again Welcome!

Sincerely,



Diane Sawyer
President & CEO

This handbook is designed to acquaint you with Reidsville Chamber and provide you with general information about working conditions, benefits and policies affecting your employment.

Purpose

The information contained in this handbook applies to all employees of Reidsville Chamber. Following the policies detailed within the handbook is considered a condition of continuous employment. The contents of this manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Foreword

The Reidsville Chamber of Commerce welcomes you into the professional world of Chambers. If you are new to Reidsville or new to chamber work, this handbook was designed for you. It is intended to familiarize you with the many chamber and business-related organizations in Reidsville that work closely with local chambers throughout the state toward mutual goals.

This handbook also aims to provide you with suggestions on how to approach the several major responsibilities of your job and what you as a chamber employee need to know to help continue the work of your Chamber in your community. Hopefully, these suggestions will be useful to those who are new to chamber management and, at the same time, be a beneficial review to experienced chamber executives.

It is characteristic of chamber executives to borrow useful information from others and adapt it to their own use. Just ask any chamber executive and they will share their ideas with you. The preparation of this handbook is no exception to this propensity for borrowing. This handbook represents a great deal of reliance on the writings and ideas of others; hopefully, it is distilled and presented in such a way as to make the contents relevant and useful to the reader.

Finally, this handbook is dedicated, with a great deal of affection, to the men and women of The Reidsville Chamber of Commerce. Their work, is often times hard, frustrating, and empty of recognition, but does indeed make a difference.

The History Of The Chamber

Ever since commerce has existed, traders have banded together for common protection against enemies, to govern the conduct of trade, and later to exert influence on legislation.

The first known use of the term "chamber of commerce" occurred in Marseilles, France, where such an organization was established by the City Council toward the close of the 17th century. From this beginning, chambers of commerce spread to Germany and then throughout Europe.

European chambers have, however, little parallel with the American organization. They frequently operate as quasi-public agencies, with administrative and judicial powers with respect to trade. The oldest chamber of commerce on the American continent is that of the State of New York, chartered by King George III in 1770. The first local chamber was founded in Charleston, South Carolina in 1773. By 1870 the number of local chambers had increased to 40. The early American chambers, like their European prototypes, were associations of tradesmen, organized for the protection and promotion of commerce. The establishment of the New York State Chamber, for example, was a direct result of the obnoxious Stamp Act passed by Parliament in 1765.

In the United States, early chambers promoted the sale of goods, organized markets, made and enforced rules of trade, protected goods in transit, and even operated their own trading floors. But, their activities were limited to those directly connected with commerce.

The emergence of the chamber as a true community organization came much later, as business men and women began to realize that their own prosperity depended on the development of a prosperous community. A local chamber of commerce is the business, industry, professions, and all civic interest performing tasks that no individual can do alone - rendering a variety of services that benefit all citizens. Today's chamber of commerce, rather than being narrowly focused on one

particular industry, issue, cause, or activity, focus on a broad range of activities and support for both businesses and communities.

What Is A Chamber?

Chambers' of commerce are business and community associations, generally incorporated as a 501(c) (6) business. Chambers' of commerce are not part of local, state, or federal government, though chambers do often partner with government to accomplish the chamber mission. Chambers' of commerce are funded by membership dues as well as non-dues items such as events, sponsorships, contracts, and sales of various products and services. The vast majority of chamber memberships are small businesses - businesses with fewer than 20 to 35 employees, on average.

What Does The Chamber Do?

Every chamber of commerce is highly individualized in that its objectives and methods of operation must be tailored to meet the needs of the area it serves. At the same time, however, all chambers of commerce have much in common, especially the fact that they are the vehicles through which the businesses and professional people of a community are organized to work together voluntarily to define and solve community problems.

Chambers' of commerce provide opportunities for members to make an impact on critical business and community issues. Together with other talented leaders in business, community, and government, chamber members and professional staff work to make the community a better place to work, live, and play by:

- Building leading businesses
- Building leading communities
- What specific programs, products and services do chambers offer? It varies:
- Chambers provide business-building programs for businesses large and small, from trade shows to procurement seminars or other training, to discounts on business-related goods and services.
- Chambers may provide custom research, economic or cluster analysis, or local/regional economic forecasts.
- Chambers may offer one-stop shops for starting a business, getting elected to public office, or even finding a job.
- Chambers fight for pro-business and important community legislation and form public and private alliances.
- Chambers are the primary source for businesses and individuals seeking information on the business climate in a community.
- Some chambers are the primary economic developer in their areas, responsible for marketing their community to recruit new businesses to the area.
- Some chambers are the primary tourism bureau for their area, responsible for marketing their community to tourists as well as attracting conventions and large events.
- Chambers may run large community events, such as restaurant weeks, golf tournaments, and festivals.

But chambers not only address economic issues, they provide leadership in civic and social programming as well. Chambers address community issues health care concerns, education, transportation, workforce quality and availability, housing, and crime with innovative programs, research, coalition-building, and more.

How Many Chambers Are There?

Chambers of commerce come in all sizes, from a few hundred members to thousands of members; an average chamber has about 1,000 members. The professional staff at chambers may be a part-time executive or even unpaid volunteer, or there may be as many as 150 employees at the largest chambers in the country. There are approximately 7,800 chambers of commerce in the United States. Of those, approximately 4,500 have paid staff members who manage the organization.

How Are Chambers Organized?

Chambers are organized by several documents. This document is only part of the organization and governing of The Chamber. Each should have the following:

- ARTICLES OF INCORPORATION
- BY LAWS
- MISSION STATEMENT
- EMPLOYEE HANDBOOK
- Additional supporting document may include: Strategic Plan, Job Descriptions, Organizational Structure & Staff Responsibilities, Committees Roles & Responsibilities, Governmental Affairs Policy, Evaluation Policy, Meeting Requirements, and The History of the Organization.

Our Mission

The mission of the Reidsville Chamber of Commerce is to enhance the business environment with advocacy, mentoring, and education and to promote economic growth

Our Vision

The Reidsville Chamber of Commerce will be the Voice of Business to the Reidsville community by providing business resources and furthering the interest of our community through leadership and advocacy.

The Reidsville Chamber of Commerce, established in 1923 by business leaders in our community, has grown to an organization representing businesses on a local, state and national level. The Chamber has served as the advocate of the business community, addressing issues and concerns for the betterment of Reidsville. Our goal is to represent our members to their current and potential customers, to grow business and, to promote new business that will complement and increase the climate for economic growth and success.

The Chamber staff and volunteer leadership together using various committees, work together, to accomplish these goals. Services range from lobbying efforts to business services to economic development to tourism and visitor services and networking opportunities.

Each year the Board agrees on the Program of Work that the organization is charged with accomplishing and a Budget that guides the finances of the organization. The Board is responsible for setting policy and hiring the Chamber President/CEO of the organization. The Chamber President is charged with carrying out the policies set by the Board.

Value Statement

The Reidsville Chamber of Commerce:

- Will act with fairness and integrity.
- Will represent our membership as responsible citizens in the business communities that they serve.

- Will work as a team in our membership-based association of businesses, professional leaders and individuals.
- Will take leadership positions to promote responsible economic growth, employment opportunity, responsible government, excellence in education and quality of life.
- Will hold the business needs of our membership to be our highest priority and will deliver high-quality and timely cost effective programs, products and services that meet these needs.

DRAFT

Table of Contents

INTRODUCTION	1
LETTER FROM THE PRESIDENT	1
PURPOSE	1
FOREWORD	2
THE CHAMBER HISTORY OF THE CHAMBER	2
WHAT IS A CHAMBER?	3
WHAT DOES THE CHAMBER DO?	3
HOW MANY CHAMBERS ARE THERE?	4
HOW ARE CHAMBERS ORGANIZED?	4
OUR MISSION	4
OUR VISION	4
VALUE STATEMENT	4
TABLE OF CONTENTS	6
EMPLOYMENT	10
PERSONNEL MANAGEMENT AUTHORITY	10
EMPLOYMENT	10
<i>Full-time Defined:</i>	10
<i>Positions</i>	10
<i>Hiring</i>	10
<i>Types of Appointments</i>	10
<i>Terminations</i>	10
EQUAL EMPLOYMENT OPPORTUNITY	11
RELIGIOUS ACCOMMODATION	11
BUSINESS ETHICS AND CONDUCT	11
HIRING OF RELATIVES	11
IMMIGRATION LAW COMPLIANCE	11
CONFLICTS OF INTEREST	12
OUTSIDE EMPLOYMENT	12
NON-DISCLOSURE	12
DISABILITY ACCOMMODATION	13
POLITICAL ACTIVITY	13
EMPLOYEES & THE BOARD	14
POLICY ON APPARENT AUTHORITY	14
MEMBERSHIP POLICIES	14
ENDORSEMENTS	14
USE OF CHAMBER LOGO	15
WEBSITE LINKS	15
MEMBERSHIP DATABASE	15
ISSUES & PARTISAN POLITICS	15
AFFILIATIONS & BUSINESS PARTNERSHIPS	15
ELECTRONIC COMMUNICATIONS	16
EMAIL ANNOUNCEMENTS, EMAIL FORWARDING & CALENDAR EVENTS POSTINGS	16

EMPLOYEE BENEFITS & PROGRAMS	16
ADVERTISEMENT FOR EMPLOYMENT	16
CLASSIFICATION AND PAY	16
<i>Job Title</i>	16
<i>Job Descriptions</i>	17
<i>Salary Adjustments</i>	17
SALARY ADMINISTRATION	17
<i>Pay Frequency</i>	17
<i>Exempt Employees</i>	17
<i>Hourly Employees</i>	17
<i>Part Time Employees:</i>	17
<i>Overtime</i>	17
<i>Daily Meal Breaks</i>	18
<i>Leave Without Pay</i>	18
<i>Holiday Pay</i>	18
OFFICE HOURS AND PROCEDURES	18
<i>Office Hours</i>	18
<i>Punctuality</i>	18
EMPLOYEE ATTENDANCE	18
<i>Work Day</i>	18
<i>Flex Schedule</i>	19
ACCESS TO PERSONNEL FILES	19
EMPLOYMENT REFERENCE CHECKS	19
PERSONNEL DATA CHANGES	19
INITIAL PERIOD OF EMPLOYMENT	19
EMPLOYMENT APPLICATIONS	20
DRUG, ALCOHOL AND SUBSTANCE ABUSE	20
YOU AND YOUR IMMEDIATE SUPERVISOR	20
PERFORMANCE EVALUATION	20
PERFORMANCE DOCUMENTATION	21
PROGRESS REVIEW	21
RIGHT OF REVIEW	21
GRIEVANCES	22
TERMINATION	22
<i>Termination Initiated by Employee:</i>	22
<i>Termination Initiated by the Chamber:</i>	22
RESIGNATION	23
IF YOU LEAVE THE CHAMBER	24
BENEFITS	24
GROUP BENEFITS	ERROR! BOOKMARK NOT DEFINED.
<i>Group Health, Dental. Vision, Life, Short-term and Long-term Disability Insurance –</i>	Error! Bookmark not defined.
<i>Group Health. Dental, Vision and Life Insurance-</i>	Error! Bookmark not defined.
<i>Short-term and Long-term Disability</i>	Error! Bookmark not defined.
<i>Other Benefits</i>	Error! Bookmark not defined.
EMPLOYEE LEAVE	24
<i>Vacation Leave</i>	24
<i>Payment to Terminating Employees</i>	24
<i>Holidays</i>	24

<i>Sick Leave</i>	25
<i>Extended Medical Leave</i>	25
<i>Bereavement (Funeral) Leave</i>	26
<i>Administrative Leave</i>	26
<i>Military Leave</i>	26
<i>Civil Leave/Jury Duty</i>	26
<i>Leave Without Pay</i>	27
<i>Unexcused Absence</i>	27
<i>Leave Reporting</i>	27
<i>Memberships in Professional Organizations</i>	27
<i>Attendance at Seminars and Conferences</i>	27
<i>Educational Program</i>	27
EXPENSE ALLOWANCE	27
<i>Automobiles</i>	28
<i>Cellular phones</i>	28
<i>Other Expenses</i>	28
CLOSING OF THE CHAMBER	28
INTENT OF POLICY	28
PROCEDURE	28
SAFETY	28
USAGE OF CHAMBER EQUIPMENT & PROPERTY	29
PERSONAL USE OF CHAMBER PHONES, MAIL, EMAIL & EQUIPMENT	29
<i>Phone:</i>	29
<i>Mail:</i>	29
<i>Email:</i>	29
<i>Use of Equipment</i>	29
SMOKING	29
VISITORS IN THE WORKPLACE	29
USE OF CHAMBER MEETING ROOMS	30
WORKPLACE VIOLENCE PREVENTION	30
DISCIPLINARY ACTION	31
SEXUAL HARASSMENT	32
PERSONAL APPEARANCE	32
SOLICITATION	32
SOCIAL MEDIA/ NETWORKING POLICY	32
EMPLOYEE ACKNOWLEDGEMENT FORM	34
APPENDIX A: DISASTER & EMERGENCY PLAN	35
PURPOSE	35
OBJECTIVES	35
DECLARATION OF EMERGENCY	35
CONTINUITY OF MANAGEMENT PRESIDENT / CEO	36
BOARD OF DIRECTORS	36
MEDIA PROTOCOL	36
APPENDIX B: THE CLOSING OF THE CHAMBER OFFICE GUIDELINES	37

INCLEMENT WEATHER.....	37
LOCAL & STATE EMERGENCY	37
CLOSING PROCEDURE.....	37
APPENDIX C: PERSONAL APPEARANCE POLICIES	38
INTENT.....	38
CASUAL DRESS GUIDELINES.....	38
BUSINESS CASUAL GUIDELINES.....	38
MAKEUP, PERFUME, AND COLOGNE	38
HATS AND HEAD COVERING	38
SLACKS, PANTS, AND SUIT PANTS	39
SKIRTS, DRESSES, AND SKIRTED SUITS.....	39
SHIRTS, TOPS, BLOUSES, AND JACKETS	39
SHOES AND FOOTWEAR	39
DRESS CODE FOR TRAVEL, CLIENT INTERACTION, AND TRADE SHOWS.....	39
CONCLUSION	40
EMPLOYEE CONFIDENTIALITY AGREEMENT.....	41

Employment

Personnel Management Authority

President, through his/her authority, establishes personnel policies as Chief Executive Officer of the Reidsville Chamber. Implementation of these policies is the responsibility of the President of the Chamber staff with oversight by the Chairman of the Board, Executive Committee of the Board and the Board of Directors.

Employment

Full-time Defined:

For purposes of employee benefits, a "full-time" employee is defined as employees who work on average a minimum of 35 hours per week (including paid time off).

Positions

All positions will be established by the President within the budget approved by the Board of Directors.

Hiring

Hiring of employees into established positions will be by approval of the President. Salaries for new employees will be determined by the President using the approved job descriptions and in accordance with the budget and other policies or directions of the Executive Committee of the Board and/or the Board of Directors.

Types of Appointments

Employees may be hired as full-time, part-time, permanent or temporary. Work schedules, rate, and method of pay, and eligibility for benefits will vary based on these policies and the discretion of the President. Typically, employee benefits (for eligible employees) go into effect the 1st of the month following a 60-day initial period of employment.

Terminations

Employment may be terminated including but not limited to:

- 1) Resignations - Employees who resign should give at least two (2) weeks written notice. Failure to do so may result in a "not eligible for rehire" status for future job reference/verification purposes. See section 506 for additional information concerning resignations.
- 2) Discharge - Employees may be discharged for misconduct, job performance not commensurate to accepted professional standards, or in accordance with the State of North Carolina's Employment-At-Will law.
- 3) Reductions in force - Employees may be "laid off" due to lack of work or budgetary constraints at the discretion of the President.
- 4) Job abandonment - Employees who fail to work for two (2) consecutive days without promptly reporting the absence to his/her supervisor will be involuntarily terminated. **Two (2) or more unexcused absences will normally result in dismissal as well.** (need a time period)

(See Section 506 concerning settlement pay following resignation/termination.)

Equal Employment Opportunity

The Chamber is an Equal Employment Opportunity employer. All personnel actions will be taken without regard to race, color, age, sex, national origin, religion, disability, veteran status, gender, sexual orientation or any other non-merit factor as required by law.

Religious Accommodation

The Reidsville Chamber of Commerce respects the religious preferences and practices of its employees. As such, management will make every reasonable attempt to accommodate your religious practices.

Business Ethics and Conduct

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

The continued success of the Chamber is dependent upon our members' trust and we are dedicated to preserving that trust. Employees owe a duty to the Chamber, its members, and board of directors to act in a way that will merit the continued trust and confidence of the public.

The Chamber will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the President for advice and consultation.

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

Hiring of Relatives

No relatives of persons currently employed by the Chamber will be hired. For the purposes of this policy, a relative is defined as spouses, parents, children or other blood relation. The employment of relatives in the same organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality treatment at work, personal conflicts from outside of the work environment can be carried into day-to-day working relationships.

Immigration Law Compliance

The Chamber is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not lawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired

must also complete the form if they have not completed an I-9 with the Chamber within the past three years, or if their previous I-9 is no longer valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Chamber wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the President for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision or has inside knowledge that may result in a personal gain for that employee or for a relative as a result of Chamber business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have an influence on transactions involving purchases, contracts, leases, etc. it is imperative that they disclose to the President of the Chamber as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Chamber does business, but also when an employee receives any kickback, bribe, substantial gift, or special consideration as a result of any transactions or business dealings involving the Chamber.

Outside Employment

Outside employment that constitutes a conflict of interest includes, but is not limited to, any employment where the employee could benefit from use of the Chamber database and/or confidential information, as defined in Section 108 of the Handbook. Before accepting additional employment, employees should discuss their intentions with their immediate supervisor and obtain approval from the President. Failure to obtain prior approval of outside employment may subject the employee to disciplinary action.

Second, if outside employment is approved, it may not be conducted during the Chamber's normal work hours or by using any of the Chamber's facilities, equipment (including company email), supplies or information. Any violation of this provision will be grounds for immediate termination.

Non-Disclosure

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

- Compensation Data
- Computer programs and codes
- Prospective business lists

- Customer preferences
- Marketing strategies
- Pending projects and proposals

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

Employees should notify their supervisor of any attempts by unauthorized personnel to gain confidential information about the Company or its employees.

Disability Accommodation

The Chamber is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structure, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Chamber is also committed to not discriminating against any qualified employee or applicants because they are related to or associated with a person with a disability. The Chamber will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Chamber is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

Political Activity

We do not discourage our employees, management, board members and volunteers who want to be active politically. However, The Chamber prohibits any political activity which could be construed as endorsing candidates by The Chamber.

While we limit the political activity at The Chamber offices, we do not limit your rights to demonstrate, circulate petitions, solicited votes or contributions on your personal time away from The Chamber. All employees, management, board members and volunteers must abide by the code of ethics and good practices when participating in political activity.

An employee, management or board member shall not hold a political office. Upon successfully winning an election, the candidate shall issue a letter of resignation and terminate their employment/service prior to taking office. If a letter of resignation is not received, an immediate dismissal will be provided.

Employees & The Board

The Board of Directors is the governing body of the Chamber. The Board annually elects the Chairman, Chairman-Elect, Treasurer and Secretary. The Board Chairman appoints department, council, and committee chairmen with recommendations from senior staff. The Board of Directors employs the President. The President employs the staff, is responsible for implementation of the program, and sees that policy established by the Board of Directors is carried out.

Staff members have specific responsibilities as assigned, but are not limited to those tasks. The entire staff is responsible for the smooth and professional operation of the Chamber and flexibility is required. Staff members are expected to assist one another.

Any misunderstanding or disputes, between members of the Board of Directors, and/or Officers, and/or President/CEO, must be addressed with the President/CEO directly and either party may request the presence of another Board Members. If satisfactory resolution is not obtained, then the problem is to be carried to the full Board.

Policy on Apparent Authority

As adopted this 25th day of January, 2006, this policy of apparent authority is hereby adopted by the current board of the Reidsville Chamber of Commerce. While the by-laws set out the duties of the president and other officers, this policy statement provides guidance concerning who is authorized to make public statements on behalf of or as a representative of the association and the manner in which such public statements should be handled. It also provides guidance as to the distribution of documents or other information from the association by the board.

It shall be the policy of the Reidsville Chamber of Commerce (The Chamber) any communications on behalf of The Chamber shall be official, at the direction of the chairman, board or staff. No statements shall be made, either verbal or written that conflict with the position or policy of the association. Leadership should understand that by virtue of their position, that any statements may be perceived as official and made on behalf of the organization. To control official communications, stationary and business cards shall be for the use of the elected chairman and staff only. Members of the board, committees or chapters may not use stationary. Staff will prepare letters sent on behalf of the organization with a copy remaining in the office. Exceptions may be made to the policy so long as the purpose of the letter is made known and approved by the board in advance; if the exception is approved, a copy of the outgoing letter shall be provided to staff within 24 hours of dissemination, for permanent file retention.

Membership Policies

Welcome to the Reidsville Chamber of Commerce. It is our goal to provide you and your business with support, mentoring, and advocacy to assist with your business growth. The following policies are intended to establish fair and equitable guidelines for the use of resources the Chamber has to offer.

Endorsements

The Reidsville Chamber of Commerce does not provide letters of endorsement to companies or individuals. As a matter of general practice, the Reidsville Chamber makes no endorsement by letter,

through the press or otherwise, of any private product, scheme, project, company products, individual or agency, for such is obviously for the benefit of the persons requesting such endorsements rather than the benefit of the community as a whole.

Use Of Chamber Logo

The Chamber of Commerce logo may be used by members to show their support of and membership in the Chamber of Commerce but cannot be used in any way that can be misconstrued or implied or otherwise interpreted by the general public as endorsement or support of any activity or business. We reserve all rights to the usage and written permission must be obtained.

Website Links

The Chamber of Commerce website may be linked from a member's site upon request. We reserve all rights to the usage and written permission must be obtained. Member's weblink may be displayed on your chamber listing for a fee.

Membership Database

The Chamber of Commerce membership database is not to be distributed to any outside organization. Mass emails originating from the Chamber will not display emails. Mailing address labels are available to members only for a fee.

Issues & Partisan Politics

The Chamber of Commerce, being the united voice in representing the business community, must and will endorse issues relative to the economic conditions of the community. The Chamber will lend its support to all causes the Board of Directors feels are wholesome for the community life and progressive development of the area.

The Chamber will attempt to express the feeling of the majority of the membership issues, but it realizes that 100 percent agreement is not always possible.

The Chamber of Commerce is interested in good government at all levels-local, state, and national. The Chamber is not directly concerned with partisan politics, political administrations, or personalities within the political structures. The Chamber will not endorse any candidate for public office.

The Chamber of Commerce encourages the business members to become active in the party of their choice.

Affiliations & Business Partnerships

The Chamber of Commerce Board of Directors will approve affiliations and business partnerships based on the benefit to the general membership. These special programs are not to be viewed as an endorsement by the Reidsville Chamber of Commerce, but as an added benefit to our members through discounts, better rates, or special promotions.

Electronic Communications

Chamber Newsletter inserts – Prior approval of newsletter inserts must be obtained by the Chamber president. Inserts cannot compete with a Chamber event and must adhere to the policies of the Reidsville Chamber of Commerce. (adopted Feb, 2007)

Email Announcements, Email Forwarding & Calendar Events Postings

The Reidsville Chamber of Commerce will send email notifications or post on the Events Calendar for the following:

- Chamber sponsored or related events
- Events of interest to the business community
- Announcements of business activity such as new businesses, expansion, location changes, and changes in management or position appointments

- Community events pertaining to tourism

The following items are more suitable for the Chamber web site “Hot Deals” area and will not be sent via email or posted on the Events calendar:

- Any retail advertising or promotion
- Special sales events or sales discounts offered
- Special promotions of interest to the general public

The Reidsville Chamber of Commerce has final approval of all events and advertising posted on the website or sent out via email. The postings and email must not compete with a Chamber event and must adhere to the policies of the Reidsville Chamber of Commerce. (adopted April, 2007)

Employee Benefits & Programs

Advertisement For Employment

Employee vacancies will be advertised publicly. Advertisements will appear at least for one week or until the position is filled. Source of advertisements may include, but not limited to:

- Newspapers
- Website
- News Letter
- Social Media
- Career/Job Sites

Classification and Pay

The classification of jobs and rates of pay will be determined by the President with oversight by the Board Executive Committee.

Job Title

Each position will be assigned a class title that is descriptive of its duties.

Job Descriptions

Each class title will have a written description detailing the nature of the job, examples of typical duties and desirable minimum qualifications. Job Descriptions are guidelines only, as each member will be required to assist with other duties that may not be part of their daily routine.

Salary Adjustments

Rates of pay may be adjusted for the following reasons: increases granted for superior or good performances. Decreases applied for demotion in classification, inadequate job performance, or for other disciplinary reasons.

Salary Administration

Pay Frequency

Employees will be paid each two weeks. If the regularly scheduled pay days fall on a holiday, then the pay day will be on the preceding regular workday. Direct deposit is the method of payment for all payrolls.

Exempt Employees

Some staff are considered exempt from receiving overtime in accordance with Fair Labor Standards Act (FLSA) regulations. Job descriptions will determine and specify exempt/non-exempt status. Salary will be negotiated on an individual basis, directly or indirectly, between exempt employees and the President and/or Chairman of the Board.

Annual salary will be divided by number of pay periods to determine gross pay per pay period. Generally, exempt employees are expected to work a minimum of 40.0 hours per week. Time sheets are not required.

Hourly Employees

A regular full time employee is expected to work a 40 hour work week. Work schedules are to be approved by the immediate supervisor, depending upon business operating requirements.

Part Time Employees:

A regular part time employee in a designated part-time position may work either a set schedule or flexible schedule, depending upon business operating requirements. Work schedules are to be approved by the immediate supervisor.

Overtime

Subject to budgetary constraints and with prior approval of the President, time worked over 40.0 in a work week will be paid to eligible, non-exempt employees. Failure to obtain supervisory approval to work over 40.0 hours in a work week is subject to disciplinary action. Holidays, vacation or sick days are not considered hours worked for the purpose of overtime calculations.

Occasionally the staff may be required to assist at evening events. Rarely the staff is asked to work on Weekends. But, when the need arises, all staff members are expected to comply. Work schedules will be arranged and assigned by the President.

Daily Meal Breaks

Lunch schedule will be dictated by work load, and requirements of the daily operations. Lunches are to be approved by your supervisor beforehand. Lunches should be coordinated to assure continuous coverage of the phones and front desk reception by the administrative assistant whenever possible.

To remain in compliance with current employment laws and due to frequent interruptions of lunch break, Chamber Employees shall receive a one hour paid lunch break. Lunch periods are generally one hour and should be taken between the hours of 11:00 a.m. and 2:00 p.m. Working through your lunch break will not account for additional pay. In addition, working through your lunch break does not qualify you to leave work early.

Leave Without Pay

Actual time worked amounting to less than 40.0 hours per work week (not otherwise charged to vacation, sick or other approved leave) will be deemed time off without pay unless otherwise provided by FSLA regulations.

Holiday Pay

Employees will be paid Holiday Pay for day they are typically scheduled to work.

Working on a Holiday will be paid at normal rate. In addition, employees will be paid their holiday pay in addition to their normal rate.

Office Hours and Procedures

Office Hours

The Chamber office will be open from 9:00 a.m. until 5:00 p.m., Monday through Friday, except holidays. Refer to Closing of The Chamber Office Policy if the chamber is to be closed during these times.

Punctuality

Employees are expected to be punctual in reporting to work. If unable to report to work on time, the employee, him or her personally, should promptly notify their supervisor.

Employee Attendance

Work Day

Each full-time employee is assigned to work 7 hours each day with a -paid lunch period. Each employee should establish a standard schedule with the President.

Flex Schedule

Office and telephones will be covered continuously during normal office hours. If scheduling is a problem, the President may approve exceptions provided they meet required FLSA regulations. *Refer to Closing of the Chamber Policy if the chamber is to be closed during these times.*

Access to Personnel Files

The Chamber maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, record of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Chamber and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Chamber who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the President. With reasonable advance notice, employees may review their own personnel file in the Chamber offices and in the presence of the President.

Employment Reference Checks

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

The President of the Chamber will respond to all reference checks inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held and rehire status. No other information will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the Chamber President of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate at all times. If any personnel data has changed, notify the HR Official.

Initial Period of Employment

The initial period of employment is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Chamber uses this period to evaluate employee capabilities, work habits and overall performance. Employment with the Chamber is "at will" in accordance with State law, and either the employee or the Chamber may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees will ordinarily work an initial period of employment for the first 90 days after their date of hire. A longer or shorter period may be required at management's discretion. Any significant absence will automatically extend an initial period of employment by the length of the absence.

If the Chamber determines that the designated initial period of employment does not allow sufficient time to thoroughly evaluate the employee's performance, the period may be extended for a new, specified period.

Employment Applications

The Chamber relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Chamber's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Drug, Alcohol and Substance Abuse

The Reidsville Chamber of Commerce has a continuing commitment to provide employees with a safe, healthy and productive work environment. This commitment to excellence requires all employees to work to their fullest potential – free from the influence of drugs, alcohol, and other intoxicants. In accordance with Chamber standards, the Chamber strives to maintain a workplace free from drugs and alcohol. It is a violation to Chamber policy to use, solicit, transfer, possess or be under the influence of alcohol, illegal drugs or any other intoxicants while reporting to work, or on Chamber premises. If you violate this policy it is a serious offense and could result in dismissal on the first occurrence.

Employees who voluntarily request Chamber assistance in dealing with drug, alcohol or other substance abuse problems may do so without fear of affecting their employment, providing all job requirements and standards are being met. Admission of an alcohol, drug or substance abuse problem is not, in itself, grounds for dismissal. Employees who wish to seek help should contact their supervisor or the Chamber President. A personal leave of absence without pay may be granted to an employee seeking to rehabilitate from drug, alcohol or substance abuse.

You And Your Immediate Supervisor

You will experience several different working relationships as you continue your employment with the Chamber. The most important one is with your Immediate Supervisor. That relationship is a partnership. Each contributes to the other's success. Your Immediate Supervisor is responsible for helping you do the best job you can. He or she will train you to do your job and will give you feedback on how you're doing. Your Immediate Supervisor should be your first source of Chamber information. He or she will be able to answer your questions or tell you how to get the information that you need. In addition, you are responsible for helping your Immediate Supervisor meet the needs of the members and achieve the goals of the Chamber. If you have any problem with your assignment or working environment, tell your Immediate Supervisor.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of employment. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months, coinciding generally with the Chamber's fiscal year-end.

Pay adjustments are awarded by the Chamber in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors including the information documented by the formal performance evaluation process.

Performance Documentation

If your performance is exceptional – either “consistently exceeds standards” or “below standards” – you may receive written documentation of the event. The President/CED will review this with you. You may express your views in writing, if you wish. If the documentation is for below standard work performance, you will be told what you should do to improve. You will also be told what will happen if you do not improve. To show you received the documentation, sign a copy. You may keep a copy for your records.

Written records of your work performance will remain in your personnel file indefinitely.

Progress Review

Skills development, personal growth, and learning are encouraged at the Chamber through the progress review process. This evaluation of work provides valuable information about your progress and achievements. The President/CEO and your Immediate Supervisor provides this feedback to you.

The President will give you information on when your review is to be scheduled. You can expect a review at least once a year and before any pay review.

When the President/CED evaluates your performance, he or she looks at several aspects of the job you do, such as attendance, customer relations, accuracy, productivity, etc. Each job aspect has its standards. In order to meet the job requirements, you must meet these standards. Your supervisor will tell you the standard for each part of your job when you are being trained. You should also get informal feedback about how you are progressing from time to time. If you have any questions, ask your immediate supervisor or the President/CEO.

Right Of Review

The Reidsville Chamber of Commerce intends for every employee to be treated fairly and with respect at all times. The review will be conducted in a timely fashion. Use of this procedure will not be held against you.

The Chamber has found that frank, open discussion between an employee and his or her supervisor is the best way to solve problems or misunderstandings. At times, you may feel that the solution offered by the supervisor is not satisfactory. In such instances, the Chamber encourages you to follow the steps below:

1. If you feel the situation has not been properly resolved by your Immediate Supervisor, you may take the problem to the Chamber President.
2. If the Chamber President is your immediate supervisor, or if the problem is still not resolved satisfactorily, you may present it in writing to the Chairman of the Board of Directors for review.

Grievances

It is a goal of the Chamber to ensure that all employees of the organization are content in their employment and feel that any grievance or concern they may have is dealt with in a professional and timely manner.

Should employees have concerns regarding employment, operating procedures, etc. the first line of contact should be the immediate supervisor. If the supervisor does not resolve the issue in a timely manner, the matter should be referred to a member of the Executive Committee of the Board.

Termination

The purpose of this policy is to establish and interpret a policy setting forth the conditions under which an employee may terminate or be terminated to equitably protect the interest of both the Reidsville Chamber of Commerce and the employee.

Termination Initiated by Employee:

Procedures will be developed and disseminated so that when termination is initiated by all regular employees, whether full or part time:

- a. Adequate written notice is given according to the Chambers procedures.
- b. Any Chamber property in the possession of the employee is accounted for.
- c. Any indebtedness to the Chamber is repaid.
- d. Applicable accrued benefit will be paid to the employee.

Termination Initiated by the Chamber:

1. An immediate supervisor may terminate a member of his or her immediate staff only after obtaining concurrence from the Chamber President and Executive Committee of the Chamber's Board of Directors.
2. Only for serious offenses may an employee be dismissed without prior warning. At the Chamber some of these offenses are:
 - a. Stealing Chamber property or money.
 - b. Use of or being under the influence of intoxicating liquor or controlled mind altering type drugs substances during normal working hours.
 - c. Assaulting or threatening harm to other employees, supervisory personnel or membership while on duty or on or in the proximity of the Chamber's property.
 - d. Willful destruction of property belonging to the Chamber, membership or the general public.
 - e. Refusal to obey the policies of the Chamber or the instructions and directive of a supervisor.
 - f. Serious insubordination to an immediate supervisor, management, or Chamber President.

- g. The unauthorized communication of confidential information either inside or outside of the Chamber.
 - h. Other serious situations, acts or omissions involving just cause.
3. There are other circumstances under which an employee may be terminated. Generally, a verbal or written warning will be given first and termination will be viewed as a last resort. Some other areas in which repeated infractions may result in termination are:
- a. Inadequate performance of work after written warning and appropriate efforts by the immediate supervisor or Chamber President to assist and counsel the individual.
 - b. Habitual disregard for the established hours of attendance after appropriate warning.
 - c. Unjustified absence without leave.
 - d. Abuse of sick leave.
 - e. Failure to follow established safety procedures after appropriate warning.
 - f. Management may determine that other infractions or behavior are grounds for termination. Efforts will be made to warn the employee of pending action on the part of the Chamber.
4. Other reasons for termination may arise from time to time which has nothing to do with employee behavior (such as reduction in, or elimination of a position).
- a. When such an occasion arises, reasonable effort will be made to assist an employee with securing another position.
 - b. If employee is subsequently rehired, he or she will receive credit for prior service for seniority and other length of service benefits.
5. Process
- a. The President/CEO will provide separation forms and conversion or enrollment forms necessary to implement benefit conversions and/or withdrawals be made (if any are applicable).
6. All employees acknowledge that Chamber employment is “at will” with the Chamber retaining the right to terminate any employee at any time.

Resignation

All employees shall give not less than 14 calendar day's prior written notice of resignation. The resignation of the Chamber President shall be submitted to the Chairman of the Board. All other notices of resignation will be submitted to the Chamber President. Termination dates stipulated in resignations shall be the end of working hours on the last regular day of the week employed.

At his/her discretion, Chamber President may terminate the resigning employee's employment before the termination date specified on the notice of resignation. An employee who does not submit his/her resignation as required above, or who is absent from work for a period of three working days, without contacting their immediate supervisor, may be considered as having resigned without notice and not in good standing. Any employee giving notice of resignation will have the option of addressing comments to the Executive Committee. The Chamber President should be first notified if the employee

intends to take this option. If this option is exercised all transactions will be made a part of the official personnel file of the employee.

If You Leave The Chamber

The Reidsville Chamber of Commerce does not provide letters of reference to anyone leaving the Chamber.

When leaving the Chamber, for any reason, you must turn in any Chamber property you possess, including building keys, office keys, post office box keys, etc.

Benefits

Employee Leave

Vacation Leave

After the first year of service full-time employees will accrue vacation leave as follows:

<u>Length of Service Accumulation per Month</u>	<u>Length Of Service</u>	<u>Accumulation/Year</u>
	0 year to 1 year	1 week
	1 year to 5 years	2 weeks
	Greater than 5 years	3 weeks

Payment to Terminating Employees

Any employee who resigns from the Chamber will be paid for their earned, unused vacation leave at the rate of pay at termination. Unused sick leave will be forfeited upon termination.

Holidays

The following holidays will be observed each year:

- New Years
- Good Friday & Easter Monday.
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving & Day After.
- Christmas Eve & Christmas Day.
- One personal holiday
- One Chamber floating holiday

In the event a holiday falls on a Saturday, the holiday shall be observed on the last regular working day of the preceding week. Should the holiday fall on a Sunday, the holiday will be observed on the first regular working day of the following week.

Employees who resign or whose employment is terminated will not be entitled to holiday pay beyond the last day actually worked.

Sick Leave

All full-time employees beginning the first calendar month of service or major portion thereof will accumulate sick leave at the rate of 3.5 hours per month of service to a maximum accumulation of 90 days beginning with the first day of employment.

Sick leave may be used for personal illness or injury, or that of a member of the immediate family (mother/step-mother, father/step-father, brother/step-brother, sister/step-sister, spouse, or child/legal step-child).

Sick leave utilized for more than three (3) consecutive days may require written certification by the treating physician.

Extended Medical Leave

LEAVE OF ABSENCE POLICY (adopted May 2013)

Eligibility: Full time employee who has completed a full year of employment.

If an employee is unable to work due to a personal injury, illness or disabling condition for an extended period of time (up to 12 weeks), the Chamber will work with the employee to coordinate a leave of absence period as follows:

Employees of the Chamber may request up to 12 weeks off in a rolling 12-month period as a leave of absence in the event they are not able to work due to their own medical condition which includes: personal injury, personal illness or disabling condition where a medical professional has indicated that the employee may not perform any work during that time period.

The first 5 scheduled workday absences (or 1 week) will require the employee to use available sick and/or vacation time. However, if the employee has less than 2 weeks of available paid time off (sick/vacation combination) when leave begins, then the employee will only be required to use up to 50% of the available time. When 50% of the employee's paid time off (up to 1 week maximum) has been used, then leave of absence pay will begin.

Discretionary leave is provided to allow flexibility, based on the reason for leave of absence, for the Chamber to work with the employee and his/her medical care provider to determine a return to full duty work status. Flexibility may take the form of a combination of telecommuting and/or returning to the Chamber offices to work on a part-time or a restricted full-time basis until the medical care provider releases the employee to full duty. In coordination with the above vacation, the employee will be compensated by the Chamber either with normal wages or through a disability insurance policy providing up to 60% of the base salary. This will be provided until the employee is released for full duty or up to 12 weeks, whichever comes first. Leave payout requires the employee to comply with the work schedule and restrictions assigned by his/her medical care provider and noted on the job specific

work note that is provided by the Chamber. This note is to be turned into the Chairman of the Board of Directors after each physician appointment for the coordination of this benefit.

In the event of a maternity leave of absence where the medical care provider may return the employee to full duty work status prior to the end of 12 weeks, the Chamber will work with the employee to determine a satisfactory return-to-work transition period while discretionary leave pay continues. During this time, the employee may be allowed to perform work duties through a combination of telecommuting and/or working in the Chamber offices until the 12 week leave period has been exhausted.

Bereavement (Funeral) Leave

If a death occurs in the immediate family, up to three (3) consecutive days off with pay at the regular rate of pay will be allowed without it counting against sick leave/extended medical leave, vacation leave, or any other type of paid time off. Exceptions may be granted based on extenuating circumstances. All bereavement absences must be reported to the President as soon as known.

Immediate family for purposes of Bereavement is defined as Spouse, child/step-child, father/step-father, mother/step-mother, mother-in-law, father-in-law, the employee's grandparent, brother/step-brother, sister/step-sister, or employee's grandchild.

Employees who are on vacation, personal holiday, legal holiday or are not scheduled to work, and who attend the funeral of a relative are not eligible for funeral pay from the Chamber.

Administrative Leave

Employees may be given time off with pay when participating in an official training program, conference, or other activity deemed to be of benefit of the Chamber with prior approval of the President.

Military Leave

An employee shall be allowed military leave for required participation in a military unit of the United States. Such leave is in addition to regular leave. Military leave should not exceed fifteen working days during the calendar year. During the fifteen working days, the employee may choose one of the following options:

- 1) Take military leave of absence under which the employee will receive his/her regular base pay from the Chamber for the period of absence.
- 2) Take annual leave and retain his/her pay from the military.
- 3) Take military leave of absence without pay and retain his/her pay from the military.

A request for military leave should be made, in writing, to the Chamber President at least thirty days before the desired commencement date of such leave. A letter from the employee's Commanding Officer substantiating such leave should be appended to the leave report.

Civil Leave/Jury Duty

An employee who is subpoenaed as a witness in a court of law, or who is called to serve on a jury in a court of law, may be granted paid leave for that period of time he/she is required to be absent from his/her Chamber employment. If the employee is released from jury duty, or as a witness, during official office hours, he/she should return to work.

A combination of actual hours worked and jury pay may not exceed 40 hours in one week. However, employees who are on vacation, personal holiday, legal holiday or are not scheduled to work, and are serving on jury duty are not eligible for jury duty pay. Earned pay for such paid off entitlements will not be affected. Jury duty hours are not counted in the calculation of overtime.

The amount paid an employee on civil leave by the state for his duties as a witness or juror shall not be deducted from the employee's salary.

Leave Without Pay

All other absences, beyond those described above, will be leave without pay. For long-term medically related absences, the leave policy allows for unpaid time away from your position. All holidays that occur during a leave without pay are also considered unpaid days off. Should an employee have a situation that he or she believes would require extended absence, HR Official should be contacted for more information on this option.

Unexcused Absence

All leave must be approved in advance by the appropriate , Director or President. All unapproved absences will be without pay and the employee is subject to disciplinary action.

Leave Reporting

The appropriate Director, or President is responsible for insuring that all employees in their area document leave and submit it to the Finance/Accounting Department.

Memberships in Professional Organizations

Membership in professional organizations will be taken as funds are available in the name of the Chamber. If the Chamber President determines that it is advantageous to the Chamber for a membership to be taken in the name of an employee, the Chamber will pay the cost of the membership.

Attendance at Seminars and Conferences

Employees may be permitted to attend professional seminars and conferences. Usually the expense will be based on the value to the Chamber of the knowledge and skills to be learned. The cost and funds available, as well as the work load of the employee, and the Chamber, may be expected to influence the decision of the Chamber President in each case.

Educational Program

Institute for Organization Management, a sequential four-year program sponsored by the United States Chamber of Commerce, is conducted each summer. This one-week program provides organizational skills and knowledge for today's Chamber of Commerce employee. With prior approval of the Chamber's Executive Committee, the Chamber will pay full tuition and travel expense for selected employees to attend.

Expense Allowance

It is the The Chamber's intent to be fair to each employee when reimbursing for use of their personnel vehicles, phones, etc. However, employees may not qualify for these reimbursement

depending on their employment contracts, Part-Time status, etc. The Chamber President is responsible for approval of all reimbursements and allowances.

Automobiles

Employees will be reimbursed an amount not to exceed the federally allowed rate per mile for the use of their personnel vehicle for authorized Chamber business. Rates will be determined by senior management. Such mileage must be documented on the Chamber Expense form and submitted to the President.

Cellular phones

Employees not provided a cellular phone by the Chamber will be reimbursed for all itemized, business related calls and expenses as outlined in individual employment contracts (if applicable). Expenses in excess of what is deemed appropriate usage will not be approved unless the employee has received prior approval by the President.

Other Expenses

Other business related expenses must be documented and submitted for approval on the Chamber Expense form to the President before payment may be made.

Closing of The Chamber

Intent of Policy

We at The Chamber understand there will be times when the office will need to be closed for events, holiday and other reasons not foreseen. It is our intent to keep The Chamber open during our normal working hours, but on occasion will be required to close the office.

In the event the office will need to be closed, the staff must adhere to the Closing of The Chamber Office Guidelines.

Procedure

Refer to Appendix B: The Closing Of The Chamber Office Guidelines

Safety

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must report any unsafe condition to the President. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate remedy such situations, will be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor. An incident report shall be filed within 24

hours. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Usage of Chamber Equipment & Property

Personal Use of Chamber Phones, Mail, Email & Equipment.

Phone:

Personal use of an office telephone for making long-distance calls and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the Chamber for any charges resulting from their personal use of an office telephone.

Mail:

The use of the Chamber's mail for personal mail should be kept to a minimum. Employees shall not use chamber supplies for personal usages. Accepting packages at The Chamber shall be kept to a minimum, and the employee must secure them. The Chamber takes no responsibility for personal mail, packages or delivery of personal items.

Email:

The use of the Chamber's email or internet system for personal email should be kept to a minimum and utilized only during employee break and off-times. It should be noted that office email files and Internet sites accessed are the sole property of the Chamber and can be reviewed at any time.

Use of Equipment

Equipment essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform maintenance and follow all operating instructions, safety standards, and guidelines.

Please notify the appropriate Operations staff if any equipment, machines, etc. appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Smoking

In keeping with the Chamber's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited in the Chamber's building, including the balcony, stairs, and downstairs foyer area. Smokers are not permitted to smoke around the front entrance to the Chamber. This policy applies equally to all employees, customers, and visitors.

Visitors in the Workplace

All visitors should enter the Chamber at the reception area. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Chamber premises, employees should immediately notify the Operations department or their immediate supervisor or, if necessary, direct the individual to the reception area.

Use of Chamber Meeting Rooms

The Chamber building is a gathering place for a variety of member and non-profit organizations. The appropriate room must be reserved in advance.

All attendees must return rooms to their original condition following a meeting, as well as reporting any facility needs to the Operations staff immediately.

Workplace Violence Prevention

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

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from "horseplay," or conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Chamber.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated.

This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, religion, disability, veteran status, or any characteristic protected by federal, state or local law.

All threats (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

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

The Chamber will promptly and thoroughly investigate all reports of threats (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

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

Disciplinary Action

It is the purpose of this policy to establish and interpret a policy on employee discipline in order to assist employees in performing at the highest level and to make the best use of all of the Chamber's human resources. This policy shall apply to all employees, whether full or part time.

- 1) Disciplinary action is taken not to punish, but rather to assist the employee in better understanding the tasks to be performed and /or the standards of the organization. Some of the causes for which disciplinary action can be taken are:
 - a. Inability to competently perform the work or task assigned.
 - b. Violation of work or safety rules.
 - c. Refusal to obey the policies of the Chamber or the instructions and directives of a supervisor.
 - d. Dishonesty or falsification of Chamber records and reports.
 - e. Disclosure of confidential information either inside or outside the organization.
 - f. Theft of Chamber property.
 - g. Waste of damage to property owned or leased by the Chamber, its membership, or the general public.
 - h. Use of or being under the influence of intoxicating liquor or controlled drug type substances during working hours.
 - i. Excessive absences or tardiness which may or may not involve abuse of sick leave.
 - j. Assaulting or threatening harm to other employees, supervisory personnel or members while on duty or on or in the proximity of the Chamber's property.
 - k. Other situations, acts or omissions involving just cause.
- 2) Disciplinary Action
 - a. When disciplinary action is warranted, any one or more of the following actions may be taken:
 - i. Verbal Warning.
 - ii. Written Warning.
 - iii. Final Written Warning.
 - iv. Termination.
 - b. Management's failure to invoke the strictest discipline for rule infraction or to apply different degrees of discipline among employees guilty of the same offense, shall not affect the Chamber's right to invoke stricter discipline for a later infraction of such rule. Management's failure to exercise any function or right involving employee discipline shall not be considered a waiver of such established rights.
- 3) Procedures
 - a. Copies of records of verbal or written warnings will be placed in the employee's file.
 - b. Any other records or related reports concerning other more severe discipline will be included in the employee's personnel file.
 - c. Copies of letters of formal reprimand will be furnished to the affected employee.
 - d. Formal letters of reprimand which are more than one year old shall not be considered for purposes of discipline.
- 4) The President/CEO has the responsibility and authority to ensure that procedures are developed to implement this policy.

Sexual Harassment

The Chamber unequivocally opposes the sexual harassment of its employees. Sexual harassment will not be tolerated and will be grounds for disciplinary action. In accordance with federal regulations, sexual harassment is defined as follows:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2) Submission to or rejection of such by an individual is used as the basis for employment decisions affecting that individual
- 3) Or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. "

The Chamber prohibits any retaliatory action against an employee for opposing an action which he or she believes to be sexual harassment, including the filing of an internal complaint or grievance or a charge with a state or federal civil rights enforcement agency.

Please contact the HR Official immediately if you have a concern of this nature, whether it relates to Chamber employees or Chamber members, visitors or contacts.

Personal Appearance

Refer to Appendix

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the Chamber may not solicit or distribute literature in the workplace at any time for any purpose. The Chamber recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or other periods in which employees are not on duty.)

In addition, written solicitations may only be posted in designated employee break areas and may not be copied company equipment or sent via company e-mail.

Social Media/ Networking Policy

The following is the company's social media and social networking policy. The absence of, or lack of the explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the company. Be clear and write in the first person. Make your writing clear that you are speaking for yourself and not on behalf of the company.

Information published on your blog(s) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.

- Be respectful to the company, other employees, customers, partners, and competitors.
- Social media activities should not interfere with work commitments.
- Your online presence reflects the company. Be aware that your actions captured via images, posts, or comments can reflect that of our company.
- Do not reference or site company clients, partners, or customers without their express consent.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- Company logos and trademarks may not be used without written consent.

PLEASE DIRECT ANY PERSONNEL POLICY QUESTIONS TO THE PRESIDENT.

Employee Acknowledgement Form

The employee handbook describes important information about the Reidsville Chamber and I understand that I should consult the Supervisor or Director of my area regarding any questions not answered in the handbook.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it. (A signed copy of this form must be in the employee's personnel file.)

EMPLOYEE'S NAME (printed)

EMPLOYEE'S SIGNATURE:

Appendix A: Disaster & Emergency Plan

Purpose

The purpose of this Emergency Preparedness and Business Continuity Plan is to provide a systematic approach to prepare and to follow in the event of an emergency or disaster and the process of recovery.

Emergencies, disasters, accidents and injuries can occur at any time and without warning. Being prepared physically and mentally to handle emergencies is an individual as well as an organizational responsibility.

This plan has been developed to protect staff and visitors and to restore the critical business functions of the The Chamber.

The Chamber's priorities in any emergency are:

- The safety and well being of Chamber employees and guests.
- Securing and restoration of the building and equipment.
- Recovery to quickly resume services to Chamber members and the business community at large.

To ensure that the The Chamber continues its mission after a disaster strikes, this plan integrates business continuity planning principles.

Even if the Chamber's building is unharmed by an event and all of the Chamber's employees are unhurt, a disaster can threaten the continuation of the Chamber's survival. If many of the Chamber's member businesses are severely impacted by a disaster, Chamber revenues could be lost at a time when the Chamber is experiencing increased costs to recover.

Objectives

The objective of the Emergency Preparedness and Business Continuity Plan is to minimize the critical decisions to be made in a time of crisis, and to facilitate the timely recovery of the Chamber's core business functions.

Declaration of Emergency

In the event that an emergency situation or disaster occurs, the employee first aware of the situation is responsible for contacting the Chamber President immediately.

The Chamber President is responsible for the decision to close the Chamber office and determining whether employees will report to work.

The Chamber President will arrange for a location that the Chamber can operate from if an event prevents the building from being used.

The Chamber President shall delegate responsibility for emergency decisions in the event of his/her absence.

If an emergency occurs due to fire, flood, hurricane, tornado, bomb threat, or any life-threatening emergency, any employee is authorized to evacuate the building in the Chamber President's (or delegate's) absence.

Continuity of Management President / CEO

In the event of an emergency requiring Chamber President succession, the senior staff member in consultation with the Chairman of the Board will manage the day to day operations in accordance with the The Chamber policies and procedures.

Board of Directors

During the continuation of an emergency, the Executive Committee will be authorized with all powers of the Board of Directors if there are not sufficient Board members for a quorum. In the event there is no quorum for the Executive Committee, those from the Board who remain will serve, along with remaining Executive Committee members, as an Emergency Management Committee with all the powers of the Board during the continuation of an emergency.

Media Protocol

The Chamber President will act as the Public Information Officer (PIO) and is responsible for all statements to the media. Employees are not permitted to make statements to the media on behalf of the The Chamber.

Appendix B: The Closing Of The Chamber Office Guidelines

Inclement Weather

In the event of inclement weather, the Reidsville Chamber of Commerce will follow the Rockingham County government cancellation policy. When Rockingham County government offices are closed due to inclement weather, Reidsville Chamber offices will also close and all events and meetings are cancelled that day. If Rockingham County government has a delayed opening, then all morning events and meetings at the Chamber will be cancelled and the offices will open late. If Rockingham County government orders an early closing, then all remaining Chamber events and meetings that day will be cancelled and the offices will close early. Please call (336) 349-8481 or visit <http://www.reidsvillechamber.org/> for up to date information on weather related closings and cancellations.

We at The Chamber understand that weather is unpredictable, and everyone's situations will be different during times of inclement weather. If an employee is unable to report to work, needs to arrive late or leave early due to inclement weather, the employee's supervisor must be advised as soon as possible.

Local & State Emergency

Emergencies will arrive from time to time for multiple reasons. If the city declares an emergency, Closing of The Chamber and sending all employees home may be required. However, there may be time where The Chamber may need to secure its employees in the designated safe locations. Refer to Appendix A for further information.

Closing Procedure

The hours of the Reidsville Chamber of Commerce are Monday thru Friday 9am to 5pm unless otherwise closed for a holiday. If The Chamber needs to be closed, (i.e. Strategic Planning, non-weather emergencies, etc.) the President has the authority to change the hours as needed. The information will be communicated through all proper channels as soon as it is readily available.

Appendix C: Personal Appearance Policies

Intent

The Chamber's objective in establishing a relaxed, casual, and informal dress code is to enable our employees to work comfortably in the workplace. Yet, certain standards are established so employees are not confused about the meaning of the terms: relaxed, casual, and informal dress. Our goal is for employees to be comfortable in the workplace while proving a neat, clean and professional appearance. Department managers may establish additional guidelines for appropriate dress codes specific to the department. If your department requires a uniform or additional guidelines are established please refer to the departmental dress code policy for additional information.

Casual Dress Guidelines

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional, casual appearance at work.

Clothing that reveals your back, your chest, your stomach or your underwear is not appropriate for a place of business. In our work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.

Business Casual Guidelines

Recommendations in a casual work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has The Chamber Logo is encouraged. Fashion brand names on clothing are generally acceptable if the logo is small and does not dominate the article of clothing.

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. No list can be all inclusive and both lists are subject to change as to what not acceptable as business casual attire. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources staff.

Makeup, Perfume, and Cologne

Remember that some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Slacks, Pants, and Suit Pants

Khaki and dark colored pants of cotton or synthetic material, wool pants, flannel pants, dressy capris are acceptable.

Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda or dress shorts, short shorts, exercise shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public.

Sun dresses and spaghetti-strap dresses are inappropriate for business casual unless a jacket or sweater is worn over them.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines.

Inappropriate attire for business casual includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.

Flashy athletic shoes, thongs, flip-flops and slippers, are not acceptable in the office. Closed toe and closed heel shoes are required in the manufacturing operation area and when visiting clients.

Dress Code for Travel, Client Interaction, and Trade Shows

While our office setting can be casual, exhibiting at or attending trade shows, and representing the company in the business community, requires different decisions about attire. Business casual dress is the minimum standard that must be observed when you are representing the company or interacting with customers or potential customers. If working a booth or exhibit at trade show you will be expected to wear dark or tan dress slacks and a company logo shirt. Please confirm with the tradeshow coordinator the color and type of shirt to wear.

Before visiting a customer or potential customer ascertain the accepted dress code and match it in your attire. This is especially important when you are traveling globally representing the company as customs and dress may differ from those observed in the United States.

Additionally, some community events, when you are representing the company, require formal dress. These might include Chamber of Commerce and other civic or business development meetings, luncheons, and dinners. Take your cue from other employees who have attended and be observant at

the event. Certainly, if you are a speaker at a business event, wear formal dress. Formal dress is a dark suit, conservative shirt and a tie for men or a suit or dress with jacket for women.

Finally, on the occasions when a customer or a business partner does visit the office, the employee groups with whom the visitor is interacting, should adhere to business casual standards.

Conclusion

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual attire or business casual attire for work, please ask your supervisor or your Human Resources staff.

If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

Employee Confidentiality Agreement

This Agreement is made between _____ (EMPLOYEE)
and THE REIDSVILLE CHAMBER OF COMMERCE, on _____ 20____.

EMPLOYEE will perform services for THE REIDSVILLE CHAMBER OF COMMERCE to disclose confidential and proprietary information ("Confidential Information") to EMPLOYEE. (Confidential information is any information of any kind, nature, or description concerning any matters affecting or relating to Employee's services for THE REIDSVILLE CHAMBER OF COMMERCE, the business operations of THE REIDSVILLE CHAMBER OF COMMERCE, and/or the products, drawings, plans, processes, or other data of THE REIDSVILLE CHAMBER OF COMMERCE). Accordingly, to protect THE REIDSVILLE CHAMBER OF COMMERCE Confidential Information that will be disclosed to EMPLOYEE, the EMPLOYEE agrees as follows:

- EMPLOYEE will hold the Confidential Information received from THE REIDSVILLE CHAMBER OF COMMERCE in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- EMPLOYEE will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by THE REIDSVILLE CHAMBER OF COMMERCE.
- EMPLOYEE will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for THE REIDSVILLE CHAMBER OF COMMERCE.
- EMPLOYEE will, upon the request of upon termination of his/her relationship with THE REIDSVILLE CHAMBER OF COMMERCE, deliver to THE REIDSVILLE CHAMBER OF COMMERCE any drawings, notes, documents, equipment, and materials received from THE REIDSVILLE CHAMBER OF COMMERCE or originating from its activities for THE REIDSVILLE CHAMBER OF COMMERCE.
- EMPLOYER shall have the sole right to determine the treatment of any information that is part or project specific received from EMPLOYEE, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as THE REIDSVILLE CHAMBER OF COMMERCE may deem appropriate.
- THE REIDSVILLE CHAMBER OF COMMERCE reserves the right to take disciplinary action, up to and including termination for violations of this agreement.

EMPLOYEE represents and warrants that it is not under any preexisting obligations inconsistent with the provisions of the Agreement.

Signing below signifies that the EMPLOYEE agrees to the terms and conditions of the agreement stated above. THE REIDSVILLE CHAMBER OF COMMERCE

Human Resource Signature

Date

Employee Signature

Date