

Homme's Landscape

Employee Handbook

<u>No.</u>	<u>Policy</u>	<u>Effective</u> <u>Date:</u>	<u>Revision</u> <u>Date:</u>	<u>Page</u>
INTRODUCTION				
020	Employee Welcome Message	5/9/2003	1/1/1900	
030	Organization Description	5/9/2003	1/1/1900	
040	Introductory Statement	5/9/2003	1/1/1900	
051	Employee Acknowledgement Form	5/9/2003	1/1/1900	
060	Customer Relations	5/9/2003	1/1/1900	
EMPLOYMENT				
101	Nature of Employment	5/9/2003	1/1/1900	1
103	Equal Employment Opportunity	5/9/2003	1/1/1900	2
104	Business Ethics and Conduct	5/9/2003	1/1/1900	3
107	Immigration Law Compliance	5/9/2003	1/1/1900	4
108	Conflicts of Interest	5/9/2003	1/1/1900	5
110	Outside Employment	5/9/2003	2/14/2006	6
112	Non-Disclosure	5/9/2003	1/1/1900	7
EMPLOYMENT STATUS & RECORDS				
202	Access to Personnel Files	5/9/2003	1/1/1900	8
203	Employment Reference Checks	5/9/2003	1/1/1900	9
204	Personnel Data Changes	5/9/2003	1/1/1900	10
209	Performance Evaluation	5/9/2003	1/1/1900	11
EMPLOYEE BENEFIT PROGRAMS				
306	Workers' Compensation Insurance	5/9/2003	1/1/1900	12
TIMEKEEPING/PAYROLL				
401	Timekeeping	5/9/2003	1/1/1900	13
403	Paydays	5/9/2003	1/1/1900	14
405	Employment Termination	5/9/2003	1/1/1900	15
410	Pay Deductions and Setoffs	5/9/2003	1/1/1900	16
WORK CONDITIONS & HOURS				
501	Safety	5/9/2003	1/1/1900	17
502	Work Schedules	5/9/2003	1/1/1900	18
504	Use of Phone and Mail Systems	5/9/2003	1/1/1900	19
505	Smoking	5/9/2003	1/1/1900	20
506	Rest and Meal Periods	5/9/2003	1/1/1900	21
508	Use of Equipment and Vehicles	5/9/2003	1/1/1900	22
514	Visitors in the Workplace	5/9/2003	1/1/1900	23

Homme's Landscape

Employee Handbook

522	Workplace Violence Prevention	5/9/2003	1/1/1900	24
526	Cell Phone Usage	5/9/2003	2/14/2006	26

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701	Employee Conduct and Work Rules	5/9/2003	1/1/1900	27
702	Drug and Alcohol Use	5/9/2003	1/1/1900	29
703	Sexual and Other Unlawful Harassment	5/9/2003	1/1/1900	30
704	Attendance and Punctuality	5/9/2003	1/1/1900	32
705	Personal Appearance	5/9/2003	2/14/2006	33
716	Progressive Discipline	5/9/2003	1/1/1900	35
722	Workplace Etiquette	5/9/2003	1/1/1900	37