



Employee Handbook

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I INTRODUCTION

I.1 Welcome

We held our first Oregon Country Fair (OCF) in 1969 as a benefit for a local community school. That year, and the more than 50 that followed, were only possible because of the incredible talent of those who have worked on our event. Over that time our festival has grown, we have hired an amazing staff, and we delight over 50,000 guests every year. OCF strives to be a place where you are empowered to put your best work into the hands of our community, with very little in your way.

If you are new to OCF, welcome. Although the guidance in this book is really important, it's your ideas, talent, and energy that will keep us successful in the years ahead. Thanks for being here – let's make magic together!

This employee handbook is intended to familiarize you with our guiding policies. It gives you an opportunity to understand our expectations as well as what we can provide to you. While we have tried to be comprehensive, this handbook does not include a policy for every situation that may occur, and it is not intended as a formal or complete statement of an employee's rights and responsibilities. Employees must comply with all of OCF's policies, procedures, and guidelines whether or not they are covered in this handbook. This handbook is not a contract of employment. It supersedes and replaces all previous employee policies, practices, and guidelines. In addition, because our organization is growing and changing, OCF reserves full discretion to add to, modify, or delete the procedures, practices, policies, and benefits described in this handbook from time to time. We will try to inform you of any changes as they occur. In turn, we ask you to use good judgment in every decision you make.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your manager. Apart from the "at will" employment policy, OCF reserves the right to amend and/or rescind policies described in this employee handbook at any time. Throughout this guide, "OCF," "our," "Fair," and "we" refer to the Oregon Country Fair. "You" and "your" refer to you as an employee of OCF.

None of the policies in this handbook should be interpreted or applied to interfere with an employee's rights under the National Labor Relations Act (NLRA), including but not limited to discussions between employees regarding wages, job performance, workload, or other terms and conditions of employment.

I.2 Oregon Country Fair Values

We take the business of delighting and educating Fair participants and the public very seriously. So that we align ourselves on what makes us the best at what we do, we have developed a set of values that we live by daily. Now that you've joined us on this journey, we hope that you agree with us that these are the most important core ideas that we can embrace as a team.

Collaboration

COLLABORATION is especially important to delivering the best results. A team is greater than the sum of its parts when all are working together toward a shared objective. OCF sees each employee as a resource of expertise, creativity, and innovation. Two-way open communication is essential, and we treat all involved as a part of our team and with honesty and respect. Our communication with each other creates a supportive environment as we strive to make a great event.

Execution

Great EXECUTION allows us to achieve our goals. To execute well we must plan well, meet our commitments, and follow through to completion. We are more successful when we deliver high quality results the first time. All of us take our commitment to great execution seriously and continuously work to improve. We learn from our mistakes and realize professional growth with every experience we have.

Craft

Excellence in our CRAFT is our passion. Craft refers to the medium and the work product that each of us creates. It is the knowledge, skills, and experience in these tools that enable us to bring out the best from our efforts. We study our craft and continuously hone our skills to become ever more proficient at what we do. We focus on quality in our work and take great pride in results that showcase excellence. We encourage employees to take risks, learn, and share learnings across our organization.

Vision

A strong VISION is core to our event. We excel in delivering creative solutions to challenging problems. Everything we create must start with a clear understanding of what the end product can be and what is most important to our guests. Vision includes not only the end product but how to get there—the path to success—and a good vision expects iteration and improvement along the way. Each member of the team should understand how their accomplishments help the team to realize the vision and create something magical.

Innovation

Innovation keeps our content fresh and our event relevant for our guests. We explore ideas and take the time to understand other events and trends. We seek to create an infectious sense of fun and excitement in our approach to educating the public and our membership (in our event) constantly innovating along the way to turn our membership, volunteers, and public into dedicated fans. We take our jobs as delighting and educating our guests very seriously and we never forget that, after all, we make magic for a living and make learning fun!

2 EMPLOYMENT RELATIONSHIP

2.1 At-Will Employment

All employment with OCF is on an at-will basis consistent with applicable state law. That is, your employment may be terminated with or without cause and with or without notice at any time by you or OCF, for any reason, or for no reason at all. Nothing in this employee handbook limits either our or your right to terminate the employment at-will. No employee of OCF has any authority to enter into any agreement for employment other than at-will employment

By signing your application for employment with OCF and/or the handbook receipt you acknowledge and attest to your status as an at-will employee.

2.2 Open Door Policy

It is our philosophy to maintain open lines of communication with all employees. Employees have the right and responsibility to bring to management's attention complaints or dissatisfaction regarding their employment. If employees have a complaint, question, or suggestion, they should first discuss it with their immediate manager. If the problem is not resolved, they may present it to the Executive Director (ED). If it is still not resolved, or their concern involves the ED, they may present it to the Board President. We value employees' observations and they should feel free to raise issues of concern, in good faith, without the fear of retaliation.

2.3 Confidentiality

It is the policy of OCF that employees, Board of Directors (BOD) members, and related committee members will use prudent discretion in matters where confidentiality is appropriate. This includes, but is not limited to, personnel, real estate transactions, grievances, legal issues, and other matters where breach of confidentiality may influence the outcome of sensitive issues.

2.4 Immigration Law Compliance

OCF is committed to complying with federal immigration law, which requires it to employ only individuals who are authorized to work in the United States. We do not unlawfully discriminate based on national origin, ancestry, or citizenship, or any other reason protected by applicable law.

In compliance with the Immigration Reform and Control Act of 1986, as amended, 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. Should the original employment eligibility documentation expire, employees are responsible for providing updated documentation establishing employment eligibility. Former employees who are rehired must also complete a Form I-9 if they have not completed an I-9 with OCF within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their immediate manager. Employees may raise questions or good faith complaints about immigration law compliance without fear of reprisal.

2.5 Conflicts of Interest

You are expected to refrain from situations involving an actual, potential, or appearance of a conflict of interest.

The following types of outside activities are strictly prohibited:

- Additional activity, work, or employment that creates an actual or apparent conflict of interest or is incompatible with your position with OCF;
- Additional activity, work, or employment that conflicts with your work schedule, duties, and responsibilities for OCF;
- Additional work or employment, or excessive material activities using OCF facilities, time, and/or equipment to conduct outside or personal activities.

Prohibited conflicts of interest encompass both the actuality and appearance of being influenced by outside individuals or organizations. Employees must notify their manager of potential conflicts of interest. As such, employees may not accept gifts, entertainment, or favors from a customer, potential customer, supplier, or potential supplier of goods, services or property to OCF, unless what is given is of nominal value (\$100 or less) To the extent possible, depending upon the nature of the item, recipients are to share the gifts or gratuities with other employees of the Fair who typically do not receive such items from outside customers or suppliers.

2.6 Employee Classifications

There are multiple different classifications of employees at OCF. Each classification is entitled to different benefits. The classifications are as follows:

- Regular Full-Time Employees: Employees hired to work 20 hours or more in each workweek on a regular basis. Such employees may be exempt or non-exempt as defined by current wage and hour laws. These employees are eligible for benefits and Paid Time Off (PTO).
- Regular Part-Time Employees: Employees hired to work fewer than 20 hours per week on a regular basis. Such employees may be exempt or non-exempt as defined by current wage and hour laws. These employees are eligible for PTO but no other benefits.
- Temporary Employees or Interns: Employees engaged to work either full-time or part-time for a specified period or for a specific assignment that are directly employed by OCF. These employees may be eligible for some benefits to be communicated at the time of hire.

Exempt/Non-Exempt Status

All employees are classified as exempt or non-exempt based on the requirements outlined in the federal Fair Labor Standards Act (“FLSA”) and applicable state wage and hour laws. An exempt employee is not subject to the laws regarding overtime, meal periods, rest periods, and timekeeping requirements. Non-exempt employees are paid for time worked and are subject to FLSA and applicable state law

requirements concerning overtime, meal periods, rest periods, and timekeeping requirements. For more information, please visit <https://www.dol.gov/whd/flsa/> and/or <https://www.oregon.gov/boli/WHD/Pages/Frequently-Asked-Questions.aspx>.

2.7 Job Duties

The Fair may, at any time, with or without notice, alter or change job responsibilities, reassign, or transfer job positions, assign additional job responsibilities, or change working hours. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your team. We appreciate our team members' skills and might require your skills to complete a project.

2.8 Employment Verifications

OCF will only respond to third party employment verification inquiries that have the employee's express written authorization and release of information. Responses to such inquiries will only confirm dates of employment and position(s) held. Please have the company verifying your employment provide us with your signed release with their request.

2.9 Performance Evaluations

Managers and employees are strongly encouraged to discuss job performance, goals, and accomplishments on an informal, day-to-day basis through regularly scheduled one-on-ones and ad hoc meetings. In addition, formal performance evaluations may be conducted to provide both managers and employees the opportunity to:

- Discuss job tasks
- Celebrate successes
- Identify and correct weaknesses
- Encourage and recognize strengths
- Promote career development, and
- Discuss positive, purposeful approaches for meeting those goals

Performance evaluations are generally scheduled annually. As part of that process, peer reviews are included in order to give each other useful feedback on how we work collaboratively. Employees are also measured on how well they work with our Fair participants.

Individual performance helps guide us in our compensation practices.

2.10 Performance Development Process

When annual performance evaluations and regularly scheduled one-on-ones aren't successful in helping to guide you, your manager will utilize the Performance Development Process (PDP). These policies and procedures are designed to help employees improve and prevent any recurrence of undesirable behavior

and performance issues. They have been designed to be consistent with the Fair's values and compliant with all applicable employment laws.

This process is intended to promote honest and ethical conduct. It is the policy of the OCF to address conduct and performance issues in a consistent manner. This policy is designed to ensure fair and consistent treatment and to clarify each person's responsibilities. In general, any performance deficiency, any act or the consequence of any act which might result in harm to OCF or its employees, the clear violation of OCF policy, and any unacceptable conduct or behavior that interferes or tends to interfere with the rights or property of the Fair, its employees or members, may subject the offender to disciplinary action, up to and including termination. The disciplinary action, ranging from a verbal warning to immediate termination, depends upon the circumstances of each case. Repeated violations of a policy may result in termination even where separate offenses might be considered minor. To comply with this policy, management may provide guidance in the form of coaching, work rules, PDPs, and Corrective Actions (CAs). OCF believes that each employee should be treated as an individual and that any situation that might warrant disciplinary action should be individually evaluated. For that reason, at the sole discretion of OCF, it may start the process at whatever step is appropriate or delete any step. OCF is not required to go through any specific number of steps or in any particular order, and nothing about this process alters employees' at-will employment relationship.

Outlined below are the steps we normally take during the process. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

Coaching and Counseling

Formal and informal coaching will be provided by an employee's immediate manager. An email or other written documentation capturing the conversation(s) with the employee will be supplied to the employee and a copy placed in the employee's file for future reference.

Verbal Warning

A verbal warning creates an opportunity for the immediate manager to schedule a meeting with an employee to bring to their attention any performance, behavior, or conduct that needs to be addressed. The manager should discuss with the employee the nature of the problem and/or the violation of OCF policies and/or procedures. The manager is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem. Verbal warnings will be followed up with written documentation for the employee and their file.

Written Warning

Although OCF hopes that an employee will promptly correct any performance, conduct, or other issue(s) that were identified in coaching, counseling, and/or a verbal warning, we recognize that this may not always occur. A written warning involves more formal documentation of the performance, conduct, or attendance issues and consequences. This may be in the form of a note to the employee's records, a Letter of Expectations, a CA notice/letter and/or a PDP.

If a PDP is required, the employee's immediate and sustained improvement must occur. Furthermore, the performance development process does not constitute a contract of employment. Unless performance improvement is sustained, further disciplinary action may be taken at any time during the PDP, up to and including termination of employment. A PDP may be concluded at management's discretion if immediate improvement is not demonstrated. A copy of the PDP will be included in the employee's records.

Suspension

There may be performance, conduct, or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate manager may suspend the employee pending the results of an investigation. If immediate and sustained corrective action is not demonstrated by the employee, the employee may be subject to additional discipline up to and including termination. Suspensions may be paid or unpaid, as determined by the ED or the Board.

Termination

OCF reserves the right to terminate employees without prior notice or disciplinary action. In the case of an involuntary termination, the ED will meet with the employee to explain why the employee is being separated from the organization.

Employee Feedback

Employees will have the opportunity to present information to management that may challenge information that has been used to issue a disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

Documentation

The employee will be provided copies of all documentation, including all PDPs. The employee will be asked to sign relevant copies of documentation attesting to their receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's records.

2.11 Investigations and Anti-Retaliation

Investigations

OCF reserves the right to search all Fair property including desks, computers, electronic files, and electronic mail and to request permission to inspect personal property on OCF premises including bags, purses, backpacks, briefcases, other containers or objects, and personal vehicles parked on OCF property, for the purpose of investigating violations of any Fair policy, including the drug and alcohol policy, workplace violence and harassment policy, or for the purpose of investigating thefts of OCF, customer, or employee property. Entering onto OCF premises is deemed to be consent to all searches. Searches may also include the use of electronic surveillance equipment or any other lawful means available to OCF.

Each employee is expected to abide by OCF policies and to cooperate fully in any investigation that the Fair may undertake.

OCF will cooperate with law enforcement agencies in their efforts to investigate violations of applicable state and federal laws. If the Fair suspects an employee of violating applicable state or federal law, OCF may ask a law enforcement agency to investigate the matter.

Anti-Retaliation

OCF prohibits retaliation even if the concerns raised are not confirmed following an investigation. Any OCF employee who retaliates against another employee in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

OCF depends on its employees to raise questions or concerns so that the organization can take appropriate action. All employees are encouraged to report any suspicion of improper or wrongful activity.

Employees who believe they have either witnessed retaliation or been personally retaliated against or any other violation of this policy has occurred, or who have questions concerning this policy, may notify the ED, and/or contact the appropriate governmental authorities. OCF takes all claims of retaliation very seriously and reports will be reviewed promptly and investigated where appropriate.

2.12 Employment of Relatives

Due to the size of our organization, we don't employ relatives of other regular full-time OCF employees in regular full-time positions if doing so would place an employee or applicant in a position of exercising supervisory, appointment or grievance adjustment authority over a member of the individual's family or in a position of being subject to such authority which a member of the individual's family exercises.

2.13 Personnel Records

Employees can access their personal information through a request to their immediate manager or the ED. At an employee's request, OCF will make reasonable efforts to provide copies of personnel records within five (5) business days of receipt of the inquiry, but under no circumstances will records be provided later than 45 days after receipt of an employee's request per Oregon law.

2.14 Voluntary Resignation

As a courtesy, in all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their manager(s) at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

An employee who has given notice of their resignation from OCF may not take paid time off during their notice period. An employee who fails to report to work during their notice period, other than for reasons

clearly beyond their control, may have their termination date accelerated at the discretion of OCF, and may not be considered to have resigned in good standing.

2.15 Exit Interviews

Exit interviews may be conducted upon termination of employment. The exit interview allows the employee to communicate views on the employment, job requirements, operations, training needs, or any other information the employee feels is relevant. It also provides the employee with an opportunity to discuss issues concerning benefits and insurance.

3 EQUAL EMPLOYMENT OPPORTUNITY

The Fair is an equal opportunity employer and makes employment decisions based on merit. OCF prohibits unlawful discrimination based on race, color, creed, sex, pregnancy, pregnancy-related condition, sexual orientation, gender identity, religion, marital status, age, national origin or ancestry, physical or mental disability, genetic information, veteran and military service, family leave status, the use of a trained service animal by a person with a disability, or any characteristic protected by applicable federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. The Fair prohibits unlawful discrimination by any employee of OCF, including officers, managers, and coworkers. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy.

3.1 Commitment to Diversity

The Fair is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in OCF policy and the way we do what we do and is an important principle of sound business management.

All employees are required to participate in Diversity, Equity, and Inclusion training as determined and approved by the ED.

3.2 Equal Pay Policy

OCF provides equal pay and career advancement opportunities to employees in similar jobs, regardless of protected characteristics, and in compliance with Oregon's Equal Pay Act.

OCF evaluates and categorizes internal positions to determine which jobs require substantially similar knowledge, skill, effort, responsibility, and working conditions to ensure work of comparable character receives equal pay except where bona fide factors justify differences based on: (i) seniority; (ii) merit; (iii)

quantity or quality of production, including piece-rate work; (iv) workplace locations; (v) travel, if travel is necessary and regular; (vi) education; (vii) training; (viii) experience; or (ix) any combination of the foregoing factors, if the combination of factors accounts for the entire compensation differential.

Employees are free to discuss their wages and career advancement opportunities with other employees as well as managers at OCF, and no employee will be retaliated or discriminated against for doing so, or for taking any other action on behalf of oneself or a co-worker under the Equal Pay Act or filing a complaint under the Equal Pay Act.

3.3 Disability Accommodation

It is OCF's policy to comply with all federal and state laws regarding the need to reasonably accommodate applicants and employees, including but not limited to those with known disabilities and limitations related to pregnancy, childbirth, and related medical conditions. If an applicant or employee believes that they require workplace accommodations due to a physical or mental impairment, or because of limitations related to pregnancy, childbirth, or related medical conditions, the applicant or employee should contact a Human Resources representative to request an appropriate accommodation.

3.4 Lactation Accommodation

Upon reasonable notice, OCF will provide a location and a reasonable rest period during the workday for lactating employees to express milk for children 18 months or younger. If feasible, employees are expected to combine this break with a regularly scheduled meal or rest period. When the lactation break is combined with a required break, the employee will be paid for that portion of the lactation break that the employee would normally take. The remainder of the break will be unpaid time. At OCF's discretion, the employee may make up the unpaid portion of the break period. If the unpaid portion of the break period is not made up, OCF is not required to compensate the employee for that time. Lactation breaks occurring during meal periods are always unpaid.

4 WORKPLACE CONDUCT, SAFETY, AND GUIDELINES

To ensure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct that will protect the interests and safety of all employees and the organization while at work, and in some cases while away from work. Any actions you take, at work or during off work hours, that adversely affect the Fair and the work environment we are striving to create may result in disciplinary action, up to and including termination.

4.1 Employee Conduct and Work Rules

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, and in some cases outside the work environment. The following are only examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Working under the influence of alcohol or any drugs that limit or impair your abilities;

- Possession, distribution, sale, transfer, or use of illegal drugs in the workplace, while on duty, or while operating Fair-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Displaying aggressive behavior to people or OCF property;
- Sexual or other unlawful or unwelcome harassment or discrimination;
- Unauthorized possession of dangerous materials, such as explosives, firearms, or anything else deemed a “weapon” in the workplace.

4.2 Background Check Policy and Procedure

If an employee is rehired within 12 months of their termination date, OCF will not re-run their background check.

4.3 Safety

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their immediate manager or another member of management. It is important to report an injury so that management can initiate the proper next steps as well as to ensure compliance and initiate insurance and workers' compensation benefits procedures. If you need to obtain medical care for your injury or illness, management can refer you to the facilities closest to you. When you return to work, you may be required to provide management with a medical release from the treating physician.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate medical emergency services.

4.4 Workplace Violence Prevention

The Fair is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee or toward any property will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at Fair-sponsored functions.

All employees, including temporary employees and contractors, are expected to work in a cooperative manner with those that they come into contact with in the course of their work. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of

the Fair unless otherwise specified by federal, state, or local law. Conduct by employees or others that threatens, intimidates, or coerces others will not be tolerated. All threats of—or actual—violence, both direct and indirect, should be reported as soon as possible to your immediate manager or any other member of management.

OCF will investigate all reports of threats of, or actual violence, and of suspicious individuals or activities.

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

OCF encourages employees to bring their disputes or differences with other employees to the attention of their managers or other appropriate resource before the situation escalates into potential violence. OCF is eager to assist in the resolution of employee disputes.

4.5 Unlawful Harassment and Discrimination

OCF is committed to providing a work environment that is free of discrimination, including harassment. Discrimination and harassment based on an individual's race, religion, color, age, sex (including pregnancy), national origin, veteran status, disability, marital status, genetic information, sexual orientation, gender identity, pregnancy-related condition, or any other classification protected by applicable federal, state or local laws is prohibited and will not be tolerated. In addition, the Fair expressly prohibits and will not tolerate any (i.e., zero-tolerance) harassment of any type whatsoever, even if not specifically directed at a protected class of persons as defined by federal and state law.

Harassment can include, but is not limited to, off-color language; offensive jokes; derogatory comments, epithets or slurs about gender, race, religion, disability, national origin and other protected categories; unwanted sexual advances; leering; remarks about anatomy; or inappropriate touching. Harassment may also be nonverbal or physical, and can include distribution of written or graphically offensive materials, magazines, or posters, displays of nude or offensive pictures, invading personal privacy, and threats. Inappropriate or offensive behavior that has connotations related to race, gender, religion, disability, national origin, sexual orientation, and other protected classifications, but that may not meet the standard of "harassment" under this policy, may nevertheless constitute "conduct unbecoming an employee" and will also be subject to corrective action or termination. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as business meetings, business trips, and business-related social events. No employee, contractor, or supplier of the Fair is exempt from this policy.

If you believe you have been harassed or discriminated against by any person in connection with your employment, or if you have witnessed harassment or discrimination by or against others, report the harassment immediately. The report should be to your supervisor, another manager, or any other member of management that you are comfortable approaching.

OCF will document and investigate complaints of discrimination, harassment, sexual assault and retaliation. Employees are also advised to document inappropriate behavior. OCF will attempt to maintain confidentiality consistent with its need to conduct an adequate investigation and to take prompt corrective action in response to any harassment or retaliation.

OCF will not tolerate retaliation of any kind against individuals who express concerns about discrimination or harassment in the workplace, or who participate in an investigation. No employee will be punished or suffer any adverse employment action for bringing a good faith harassment complaint to the Fair's attention. Employees should keep in mind, however, that allegations of harassment, discrimination, and retaliation are potentially profoundly serious, and while such allegations should be reported whenever warranted, they should be made with accuracy and veracity.

An employee has a period of five years in which to assert a right of action alleging unlawful discrimination, harassment, sexual assault and retaliation under ORS 659A.030, ORS 659A.082 or ORS 659A.112. If an employee reports or is aggrieved by such conduct, OCF may not require or coerce the employee to enter into a confidentiality, non-disparagement, or other form of agreement that has the purpose or effect of preventing the employee from disclosing or discussing that conduct. However, the employee may request to enter into such an agreement. If an employee enters into such an agreement, the employee will have seven days after signing that agreement to revoke it.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment. Any non-employee who violates this policy will be subject to actions up to and including being barred from Fair property.

Notwithstanding the above, employees accepting employment with OCF understand that they will see the partially clothed or unclothed human form as a normal occurrence of their work for the Fair. If a prospective employee feels this will impact their ability to work or feel comfortable at the Fair's places of business, they should not accept employment with the Fair.

Dating and physical relationships between two regular full-time employees is prohibited. Dating and physical relationships between an employee and an individual who represents a conflict of interest, can have an impact on the workplace. If such a personal relationship between an employee and an individual who represents a conflict of interest develops, it is the responsibility and obligation of the employee involved to disclose the existence of the relationship to the ED. Non disclosure could result in disciplinary action.

Keep in mind, too, that unwanted sexual advances and requests for sexual favors that are a condition of employment are prohibited under the Fair's anti-harassment policy.

4.6 Usage of OCF Resources

All Fair resources, including but not limited to computers, desks, cabinets, lockers and any other furniture, space or equipment, are OCF property. The Fair may from time to time access such property including

computers, furniture, or equipment for business related purposes and/or to ensure compliance with Fair policies. Additionally, OCF has the right to access, review and retain all packages and other mail delivered to its premises. Consequently, employees should not use OCF assets to receive, create or keep material or information that they want to keep private.

4.7 Employees' Property

We do not accept liability for any loss of, or damage to, property that you bring onto the premises.

4.8 Use of Vehicles

Employees must hold a valid driver's license and be on OCF's authorized driver list to operate an OCF-owned or leased vehicle.

Employees who use personal vehicles for OCF business are required to maintain a valid driver's license and insurance. Any employee who is expected to use their personal vehicle for OCF business must immediately report any restriction to the employee's ability to drive, such as a license suspension, DUI, or medical issue, as soon as it is known to them.

OCF may accept liability for damage to private vehicles if they were being used in the course of work.

Employees will comply with all local, state, and federal laws related to operating a vehicle.

4.9 Press Requests

All requests from the media for comments and interviews must be directed to the ED. Under no circumstance should an employee speak with a reporter about anything relating to Fair business without first obtaining approval from the ED. If an employee is selected to be interviewed, either about OCF in general or about the three-day event, they must let the ED know before the interview so media approaches and talking points can be discussed.

4.10 Smoking

In keeping with the Fair's intent to provide a safe and healthy work environment, smoking and vaping is prohibited throughout any Fair owned building and where prohibited by law. This policy applies equally to all employees, Fair participants, and the public. All employees should comply with Fair guidelines as well as all state, local, or federal laws related to smoking outside of a building.

4.11 Drugs and Alcohol Policy

The purpose of this policy is to establish clear guidelines for a safe, healthy, and secure work environment that is free of drugs and alcohol and to discourage drug and alcohol abuse by the Fair's employees.

OCF strictly prohibits our employees from engaging in any of the following acts while on Fair premises or while conducting Fair business regardless of location:

- Being under the influence of alcohol, drugs or any type of substance to the point of impairment or interfering with your role while conducting OCF business; or

- Working while impaired using a legal drug, including but not limited to prescription medication, whenever such impairment interferes with your ability to perform your job, endangers the employee or others, or poses a risk of significant damage to OCF property; or
- The possession, purchase, sale, or distribution of any legal prescription drug in a manner inconsistent with the law, or the abuse of any legal drug.

Employees of OCF who are concerned that they may have alcohol or drug problems, are encouraged to voluntarily seek diagnosis and follow through with treatment as prescribed by qualified professionals. Disclosures made by employees to the ED concerning their use of drugs will be treated confidentially to the maximum extent possible. In addition, employees who are concerned that others in OCF's employment may have alcohol or drug problems are encouraged to inform the ED.

The range of consequences for an individual whom OCF determines to be in violation of this policy may be subject to discipline, up to and including, a reprimand, demotion, suspension without pay, and/or immediate termination of employment.

The only exceptions to this policy are certain Fair-sponsored events, approved by the ED prior to the function and a management employee must be present at the function. Questions or concerns regarding this policy may be directed to the ED.

5 TECHNOLOGY USE AND PRIVACY POLICY

OCF provides various technology resources to authorized employees to assist them in performing their job duties for the Fair. Each employee has a responsibility to use the Fair's technology resources in a manner that increases productivity, enhances OCF's public image, and is respectful of other employees. Failure to follow OCF policies regarding its technology resources may lead to disciplinary measures, up to and including termination of employment.

5.1 Technology Resources

Technology resources consist of all electronic devices, software, and means of electronic communication, including but not limited to: personal computers and workstations; laptop computers; computer hardware such as disk drives; peripheral equipment such as printers, fax machines, and copiers; computer software applications and associated files and data including software that grants access to external services, such as the Internet; email; telephones; cellular phones; pagers; and voicemail systems.

5.2 Authorization

Access to the Fair's technology resources is within the sole discretion of OCF. Generally, employees are given access to the Fair's various technologies based on their job functions. OCF reserves the right to limit such access by any means available to it, including revoking access altogether.

5.3 Use of Technology Resources

The Fair's technology resources are to be used by employees for conducting OCF business. Employees may, however, use the Fair's technology resources for personal uses so long as such use does not interfere with the employee's duties, does not conflict with the Fair's business, does not result in excess usage of network resources, and does not violate any OCF policy.

OCF assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the Fair's technology resources. The Fair accepts no responsibility or liability for the loss or non-delivery of any personal email or voicemail communications or any personal data stored on any OCF property.

Hardware resources such as computers, tablets, mobile devices, and peripherals are provided by OCF for use by employees only. These resources shall not be destroyed, modified, or abused in any way and shall be returned to the Fair in the event of separation. No attempts to alter or remove asset tags on Fair hardware or OCF-installed software such as virus protection or device management shall be made.

5.4 Prohibited Use

Prohibition Against Harassing, Discriminatory and Defamatory Use

OCF is aware that employees' use email for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in the Fair's Unlawful Harassment and Discrimination policy section in this handbook, OCF does not tolerate discrimination or harassment on any basis or characteristic protected by federal, state, or local law, ordinance, or regulation. Under no circumstances may employees use OCF's technology resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, or in any way unlawful (e.g., sexually explicit or racial messages, jokes, cartoons).

Prohibition Against Violating Copyright Laws

Employees may not use the Fair's technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

Other Prohibited Uses

Employees may not use any of the Fair's technology resources for any illegal purpose, in violation of any OCF policy, in a manner contrary to the best interests of the Fair, in any way that discloses confidential or proprietary information of the Fair or third parties, or for personal or pecuniary gain.

5.5 OCF Access to Technology Resources

All messages sent and received, including personal messages, and all data and information stored on OCF's email system, voicemail system, and/or computer systems are Fair property regardless of the content. As such, OCF reserves the right to access all its technology resources including its computers, voicemail, and electronic mail systems, at any time, at its sole discretion.

5.6 Privacy

Although the Fair does not wish to examine personal information of its employees, on occasion OCF Management may need to access its technology resources including without limitation computer files, email messages, text messages, social media messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on the Fair's technology resources, including personal information or messages. OCF Management may, at its discretion, inspect all files or messages on its technology resources at any time for any reason. OCF Management may also monitor its technology resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose. The best way to guarantee the privacy of personal information is not to store or transmit it on the Fair's technology resources.

5.7 Passwords

Certain of the Fair's technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of OCF. Thus, even though employees may maintain passwords for accessing technology resources, employees must not expect that any information maintained on technology resources, including without limitation electronic-mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

6 PAYROLL

6.1 Payroll Dates

The work week consists of 40 hours and extends from 12:00 a.m. Sunday through 11:59 p.m. Saturday. Payroll is paid based on monthly payroll periods which occur on the last day of the month. If a pay date falls on a weekend day or federally recognized holiday, payroll will be disbursed on the prior business day. If the pay date falls on an OCF published holiday that is not federally recognized, OCF will process the checks payable on the scheduled pay date. This applies to both direct deposit and live checks.

6.2 Advances

Employees may request an advance on pay from the ED. Advances may not exceed monthly net pay. The full balance of the advance will be deducted from the next earned paycheck, which deduction must be authorized in writing by the employee and recorded in OCF's books.

6.3 Discrepancies in Pay Amounts

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their immediate manager or the ED so that corrections can be made. Any

corrections will be processed within the next two regularly scheduled payrolls following the discovery of the error to allow time for calculation and preparation for entry.

6.4 Timekeeping Requirements

Accurately recording time worked is the responsibility of every hourly, non-exempt employee. Time worked is all the time actually spent on the job performing assigned duties. By the end of each work month prior to payroll processing, hourly employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Recording time on another employee's timesheet, making false or fraudulent timesheet entries, allowing another employee to record time for you on your timesheet, or altering a timesheet, is not permissible and anyone doing so may be subject to disciplinary action, up to and including termination.

While Exempt employees are not required to record hours worked, it is expected that they will maintain work logs as requested by the ED and or Board. Work logs assist OCF in understanding workloads and aid in project management.

6.5 Rest and Meal Breaks for Employees

Meals

Employees who will work more than six (6) consecutive hours are entitled to a 30-minute meal break, not less than two hours nor more than five hours from the beginning of their shifts. This time will be paid if the employee is on duty or is required to be at a site for the Fair's benefit. Otherwise, the break will be unpaid.

Employees who work three or more hours longer than their regular workday are entitled to an additional 30-minute break, before or during their overtime.

Rest Breaks

In addition to meal breaks, Oregon employees are entitled to paid rest breaks. Employees must be allowed a paid ten-minute rest break for each four-hour work period, scheduled as near to the midpoint of the work period as possible. Employees cannot be required to work more than three hours without a rest break.

Scheduled rest breaks are not required if the nature of the work allows employees to take intermittent rest breaks equivalent to the required standard.

If applicable state law provides more favorable employee meal and rest breaks, such state law will control.

All Non-Exempt Employees

Managers/direct managers should ensure that non-exempt employees take a meal break and are encouraged to assign work schedules and schedule rest periods.

Employees are expected to observe their assigned working hours and the time allowed for meal and rest periods. Non-exempt employees must accurately record their time worked and all meal breaks. Employees may not work through their meal or rest periods to compensate for absence or tardiness or for any other reason.

6.6 Attendance Policy

Attendance and punctuality are quite important parts of the employee job performance. Absenteeism places a burden on other employees who must perform the absent employee's duties. Absenteeism can cause scheduling problems for the team and can adversely affect our ability to complete our obligations. For these reasons, excessive absenteeism will not be tolerated.

If you will be more than 30 minutes late for work or have an unscheduled absence from work due to illness or circumstances beyond your control, you must notify your immediate manager. You are responsible for texting, emailing, or calling your manager within one hour of your starting time. You should try to give some indication of your expected return date and notify them as soon as possible if this date changes. Keep your manager informed as to when you expect to return to work. In the event an employee is absent due to a medical emergency, the manager should be contacted within 24 hours. If you are not able to contact your manager, have an immediate family member do so. If you are absent for three or more consecutive days due to an illness, you may be required to present a doctor's release to return to work. You must also provide the company with a physician's statement within three business days. Excessive unplanned absences could result in disciplinary action, up to and including termination.

It is a violation of OCF policy not to notify your manager when you will be absent or late to work. Disciplinary action may result for employees who are repeatedly absent and/or late to work. If you do not call your manager or report to work for three consecutive days (no call/no show), it is considered job abandonment and will be treated as an immediate voluntary resignation of employment except where prohibited by state or local law.

The absence notification process also applies when an employee needs to be off work for any portion of their normally scheduled workday. If an employee needs to leave early or be absent during the day for an appointment, they should always inform their manager with as much notice as possible. Employees who leave work without notifying their manager may be subject to disciplinary action, up to and including termination.

6.7 Overtime

Exempt employees are exempt from the overtime provisions of federal and state law. Please also reference the section of this OCF Employee Handbook "[Employee Classifications - Exempt/Non-Exempt Status](#)".

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour regulations. As required by law, overtime is based on actual hours worked during each work week. For overtime purposes, each work week is a seven (7) day period beginning and ending at midnight on Saturday. Time off for paid time off or any leave of absence will not be considered hours worked for purposes of calculating overtime. OCF does not give compensatory time off in lieu of overtime pay.

In Oregon, non-exempt employees are paid overtime at the rate of one and a half times their normal hourly rate of pay for all hours worked over forty (40) in a regular workweek.

OCF, at its sole discretion, may permit non-exempt employees to make up work time that is or would be lost as a result of personal obligations.

A manager must authorize, in advance, all overtime for non-exempt employees. Employees may be required to work overtime as necessary and every effort will be made to assign this fairly. OCF pays for all overtime hours worked by non-exempt employees in accordance with state and federal law.

6.8 “Off-the-Clock” Work Prohibited

All employees acknowledge and agree that OCF strictly prohibits non-exempt employees from working “off-the-clock” (without pay or without accurately recording actual time worked). All employees acknowledge and agree that it is a violation of OCF policy to:

- Perform work without permission or compensation;
- Allow non-exempt employees to work off-the-clock;
- Falsify any time records, including inaccurately altering time records and preparing, submitting, or approving inaccurate time records;
- Clock in or out for another non-exempt employee.

Violation of the policy prohibiting off-the-clock work may lead to disciplinary action, up to and including termination of employment.

Employees should promptly report any suspected violation of the prohibition on off-the-clock work to their immediate manager. OCF will not retaliate against any employee who in good faith reports a violation suspected violation of Fair policy, including the policy prohibiting off-the-clock work.

7 LEAVES OF ABSENCE

For any leave request, please contact your immediate manager or the ED so that they may evaluate the request to ensure compliance and eligibility.

7.1 Personal Leaves of Absence

OCF may, in its sole and exclusive discretion, grant an unpaid personal leave of absence to employees for medical, emergency, or other extraordinary circumstances. The decision to grant a personal leave will be based on a variety of factors such as the needs of the organization and any appropriate individual factors such as job performance.

The length of an approved personal leave may vary depending on the employee’s personal circumstances as well as business needs, but generally may be granted for a period of up to thirty (30) calendar days, but

will typically not be longer than ninety (90) days. OCF may, in its sole discretion, determine whether to approve a request for an extension of personal leave.

During an unpaid personal leave of absence, the employee may be responsible for paying 100% of the total premiums for their group health and dental coverage and that of the employee's dependents.

When an unpaid personal leave ends, reasonable efforts will be made to return the employee to the same or a similar position for which the employee is qualified. However, employees should understand that, except where otherwise required by applicable law, their job is not legally protected while on a personal leave of absence and OCF cannot guarantee reinstatement in all cases.

You must request any leave in writing as far in advance as possible, keep in touch with your manager during your leave, and give prompt notice of any change in your anticipated return date. If your leave expires and you fail to promptly return to work without contacting your manager, you will be treated as having voluntarily resigned your employment. All available paid time off must be used before the start of an unpaid personal leave of absence.

7.2 Military Leave

OCF allows leaves of absence for military service and complies with [USERRA](#). The guidelines below cover all employees of OCF within the domestic U.S. who serve in the uniformed services, which includes Army, Navy, Air Force, Marines, Coast Guard, Public Health Service commissioned corps, the reserve components of these services, the National Guard, or any other category of persons designated by the President of the United States in a time of war or emergency.

Employees are eligible for military leave of absence on their first day of employment. The employee must provide notice to management that they are leaving their employment for service in the uniformed services if there is an opportunity to do so. This can be provided in written or verbal form. Emergency situations will be addressed on a case-by-case basis. Notification of service/military orders must be forwarded to their immediate manager or ED as soon as possible.

7.3 Crime Victim and Domestic Violence Leave

Unless it creates a hardship for the Fair, a reasonable amount of unpaid leave is available to eligible employees who are victims of a "person felony" (as defined by state law), or who have an immediate family member (spouse, domestic partner, father, mother, sibling, child stepchild or grandparent) who is a victim of a person felony. Leave is available to enable the employee to attend a criminal proceeding related to that crime, and other proceedings in which crime victims may be present. To be eligible for crime victim leave, the employee must have worked at least 25 hours per week for at least 180 days immediately before the leave begins. OCF will not discriminate against any eligible employee who utilizes this leave.

In addition to the above leave, upon the date of hire unpaid leave is also available to eligible employees who have been victims or are parents or guardians of a minor child who is a victim of domestic violence,

sexual assault, stalking or criminal harassment. Leave is available for one or more of the following purposes:

- Seeking legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent;
- Seeking medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or stalking or criminal harassment of the eligible employee or the employee's minor child or dependent;
- Obtaining or assisting a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault, stalking, or criminal harassment;
- Obtaining services from a victim services provider for the eligible employee or the employee's minor child or dependent; or
- Relocating or taking steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

All leave under this policy is unpaid unless the employee elects to use accrued PTO and use of this leave may impact the employee's benefits. When the employee requests leave, he or she must provide reasonable advance notice, if possible. Upon request, the employee must produce sufficient certification confirming the purpose of the leave.

All records regarding any leave requested or awarded pursuant to this policy are confidential and may not be released without the express permission of the employee, unless otherwise required by law.

8 BENEFITS AND PAID TIME OFF

8.1 Health Insurance

OCF currently provides health insurance for its employees. Contract, regular full-time, and part-time employees who are scheduled to work 20 hours or more per week are eligible to enroll in benefits effective on the first day of the next month after 60 days of employment.

Employees 65 Years of Age and Older

As our benefit policy allows, at such time as an employee becomes eligible and signs up for Medicare, the employee will use Medicare coverage in lieu of the OCF health insurance plan. If the employee opts for full coverage under Medicare, the employee will qualify for an increase in their monthly pay that will be equal to the sum of the Medicare premium and employee taxes on that amount. Maximum dollar amount of this benefit cannot exceed pre-age 65 monthly health insurance premium.

The employee will continue to qualify for any additional coverage provided by the OCF such as dental insurance.

Temporary and Probationary Employees

Temporary and probationary employees are not entitled to any benefits including paid vacation, sick leave, or other form of paid leave or personal time except if required by law or as designated by the BOD.

8.2 Retirement Benefits

After ninety (90) days, regular employees are eligible for TSA 403 (b) contributions. OCF contributes 10% of the gross amount of pay to each eligible employee's retirement account on a monthly basis. Employees set up their account at the fiduciary of their choice. OCF has an inactive retirement plan that allows employee deferrals and employees can choose to use that plan as well. There is no vesting requirement for the benefit. Temporary employees are not entitled to any retirement contributions except as required by law.

8.3 Continuing Education

OCF supports continuing education opportunities for employees to expand their knowledge for their current position. Employees should work with their direct manager to request reimbursement for classes, seminars, conferences, or certification programs that relate to their career development within their current job. Any requests must be approved in advance by the employee's direct manager, and/or the ED in order to be eligible for reimbursement.

8.4 Jury Duty and Court Appearance

Employees who have court-related matters for their own personal reasons may be required to use Paid Time Off (PTO) or take unpaid time off if they do not have any available PTO. Employees needing time off for court-related matters arising from domestic violence or as victims of other types of crimes may have an unpaid leave entitlement pursuant to applicable state laws.

OCF is a responsible community member and, as such, compensates employees at their current rate of pay (differential included) for regularly scheduled work hours missed to serve on state/government mandated jury duty up to a maximum of five days. For extended jury duty assignments, management may evaluate the leave based on current business needs.

- The employee must provide management with notification and/or a copy of the summons to appear upon receipt of the summons but no later than one week before they are to appear for jury duty. In addition, the employee may be required to provide sufficient evidence to support participation in jury duty.
- Employees timesheet/time and attendance system should be appropriately logged noting jury duty in the time and attendance system.
- Employees whose normal work hours fall outside of standard business hours (8am-5pm) will not be required to report for work on the same days they serve on jury duty.
- Abuse of the jury duty policy may be subject to disciplinary action.

8.5 Paid Time Off

All Regular employees are eligible for Personal Time Off (PTO).

- PTO starts to accrue after 90 days from the hire date, and is accrued at the rate of one-eighth hour (.125) per hour worked.
- PTO does not accrue for overtime work, or while using PTO.
- Up to a total of 120 hours of PTO may be carried over from one PTO accrual year to the next.
- An accrual year is March 1st to the last day in February of the next year.
- PTO may be used for any purpose.
- Consistent with Oregon's sick leave law, the first 40 hours of PTO taken in any accrual year will be considered protected leave under the provisions of that law, regardless of the actual purpose of such leave.
- All PTO use needs to be approved by the employee's supervisor and should be scheduled with the supervisor in advance whenever possible.
- PTO accrual and use will be documented and such records will be kept current by the ED.

PTO sharing/donating is allowed, provided the following process and rules are applied:

- All PTO is donated confidentially.
- The employee that needs the donated PTO will fill out the Request to Receive Donated PTO form. The ED will email the rest of the staff as BCC so that they only reply to the ED. The ED will then provide their information about donated PTO directly to the payroll company so that no other employee is aware of what anyone else has donated.
- The person donating cannot deplete their personal PTO below 80 hours.
- Hours will be used hour-for-hour (one hour of donated PTO will equal one hour to the receiving employee)
- If your employment is terminated without cause, or if you terminate your employment and give a minimum of two weeks' notice, you will be paid for all earned and unused PTO. In all other cases any accrued but unused PTO will be forfeited.

9 EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

The OCF employee handbook describes general information about the Fair and I understand that I am advised to read through the handbook carefully to familiarize myself with the Fair's policies and expectations. If I have any questions, I will consult my immediate manager or the ED regarding anything not addressed in the handbook. I have entered my employment relationship with OCF voluntarily and acknowledge that there is no guarantee of employment for any specified length of time. Accordingly, both the Fair and I can terminate the relationship at will, with or without cause, at any time, with or without notice, for any reason or no reason at all. I further understand that no modification to the at-will nature of

my employment can be made unless it is in a written agreement expressly modifying the at-will nature of my employment and signed both by a senior executive of the Fair and myself.

Since the information, policies, and benefits described in the handbook are necessarily subject to change, I acknowledge that OCF reserves the right to revise, modify, delete, or add to all policies, procedures, work rules, or benefits stated in this employee handbook or in any other document at any time, except for the policy of at-will employment.

Furthermore, I understand and agree that this employee handbook is not a contract of employment and should not be construed to create terms of an express or implied contract of employment or any type of promise or guarantee of specific treatment in specific situations. However, I agree that during and after my employment with OCF, I will preserve as confidential and not disclose or use any information or property that is considered confidential or proprietary under applicable law or the Fair's policies. By signing below, I acknowledge that I have received the employment handbook and I understand that it is my responsibility to read, understand, and comply with the policies contained in this book and any revisions made to it.

I acknowledge that none of the policies in this handbook shall be interpreted or applied to interfere with an employee's rights under the National Labor Relations Act (NLRA), including but not limited to discussions between employees regarding wages, job performance, workload, or other terms and conditions of employment.

Date

Employee Name

Employee Signature