WELCOME!

As a member of the Cog Hill Golf & Country Club staff, you are part of the reason we are known as a first class, service-oriented golf facility. By offering our guests exceptional service, you are an integral part of Cog Hill’s success. Your smile and caring attitude can win us the loyal clientele that has separated us from the others. Just as Cog Hill is an exceptionally great place for golf, dinner, lessons, or shopping, we’ve become what we are because of our employees.....YOU!

THE COG HILL STORY

There is a family name Coghill! Three Coghill brothers, John, Martin, and Bert, lived in Monticello, Indiana, and were hired by Western Union to string wire from their hometown to Chicago in the early part of the century. None of them played golf until they participated in a union golf outing at Oak Hills CC and they fell in love with the game. In 1927, the Coghill brothers bought the McLaughlin farm on Parker Road and hired Dave McIntosh from Oak Hills to build them a golf course. The streetcar between Argo and Joliet gave them a stellar location. A second course, Course 2, was added in 1929.

During these years, young Joe Jemsek was growing up in Argo. He started caddying at age 6; became a golf professional at 17. He went to work at Cog Hill and did every job possible --desk, kitchen, caddy, car hiker, teacher, caddy master, and superintendent. From there he moved to St. Andrews Golf & Country Club and in 1939 was able to buy that clubhouse and its two golf courses.

By 1951 John and Bert Coghill had died, so the remaining Cog Hill brother, Marty, offered to sell Cog Hill to Joe. In 1963, Joe hired golf course architect Dick Wilson to build a third golf course. Upon completion of what would become Course 3, Mr. Wilson designed a fourth golf course. In 1964, the fourth course, Dubsdread, opened. At the time, Joe became the first to offer the public golfer the same quality in course design and maintenance, food, beverage, and other amenities as the private club member.

Cog Hill has been the site for the BMW Championship (formerly The Western Open) since 1991, the first public course to do so. It has been recipient of Golf Digest’s Junior Development Award – voted one of the Top 50 Range Facilities in America – site of the 1997 US Amateur, as well as both Men’s and Women’s USGA Public Links Championships – selected as a five-star “Place to Play in America” – voted one of the Top 100 Golf Courses.

And with the help of a superb staff, the Cog Hill success story continues....
INTRODUCTION

This Handbook is intended to provide employees with a general understanding of the Company’s personnel policies, work rules and benefits and is not intended to be an employment contract, promise or guarantee of any kind or to contain all information employees need to know. Consult your Supervisor for further information. The Company reserves the right to change or revoke any of its benefits, conditions or privileges of employment, policies, practices, procedures or guidelines contained in this or any other manual, at any time with or without notice or for any reason and without a written revision of the Handbook. This Handbook replaces and supersedes any prior handbook, policy, procedure, statement or understanding that an employee may have regarding the employment relations. Whether or not the Acknowledgment of Receipt of the Employee Handbook is signed, an employee’s continued employment is consideration enough for and evidence of the employee’s agreement to all the terms and conditions of employment established by the Company herein or otherwise and in the future.

Employment at Cog Hill is “at-will” and is for no definite or specified period, regardless of the time and manner of payment of wages or salary. Any employee may choose to leave and the Company may terminate any employee at any time without notice and for any reason not prohibited by law. No representative of the Company other than the President has authority to enter into any agreement contrary to the foregoing and any such agreement must be in writing and signed by the President to be effective.

EQUAL OPPORTUNITY

The Company is committed to providing all employees and job applicants equal consideration without regard to race, color, religion, sex, sexual orientation, pregnancy, age, genetic information, disability, citizenship status, national origin, ancestry, marital status or any other prohibited basis. The Company complies with applicable regulations established by Federal, State and local agencies and its obligation to provide reasonable accommodation to qualified individuals with disabilities.

Complaints from employees or applicants alleging violations of this policy are given immediate attention and review. If an investigation reveals the complaint has merit, the matter will be resolved and appropriate action taken.

PRODUCTIVE WORK ENVIRONMENT

Sexual Harassment Policy
The Company intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance.

Sexual harassment adversely impacts the morale and productivity of an employer’s most valuable asset, its employees. State and federal law protects employees, visitors, contractors, vendors and all those who enter the workplace from sexual harassment. The Company will not tolerate sexual harassment in the workplace. This policy shall apply to all employees, vendors, volunteers and elected officials. Further, an employee who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. The Company will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

The Company accepts no liability for harassment of one employee by another employee if such a complaint is made, processed or filed outside of the framework of the Company. However, the Company may take appropriate measures to respond to such a complaint if that situation interrupts or impacts the workplace.
**Definition of Sexual Harassment**- Sexual harassment is generally defined as conduct which shows disrespect, hostility or aversion to an employee, visitor or contractor through the use of sex-based comments or actions of a sexual nature. Sexual harassment may involve verbal, visual or physical conduct which results in an employee or employees (or others present in the workplace) being subjected to an environment that is uncomfortable and unnecessary.

There are two forms of sexual harassment: *hostile work environment and quid pro quo harassment.*

**Hostile Work Environment**- This form of sexual harassment involves sex-based conduct by a co-worker or a supervisor that creates a hostile or offensive work environment and which adversely interferes with an employee’s ability to perform his/her work. Examples of a hostile work environment include (but are not limited to):

- Asking questions or making statements about an employee’s sexual conduct or preferences;
- Exposing oneself or revealing private body parts;
- Engaging in unwelcome physical contact such as pinching, kissing or inappropriately touching another employee;
- Disseminating or displaying pornographic materials or sexually explicit photographs;
- Making obscene, sexual gestures.

**Quid Pro Quo**- This type of sexual harassment involves a supervisor who uses his/her authority to either threaten or require a subordinate employee to submit to sexual activity as a requirement for either: continued employment, favorable performance evaluations, or securing advancement in the Company.

Although the Company does not condone any inappropriate action or comment, it is important to review the manner and circumstances in which the actions in question occurred. In determining whether alleged conduct constitutes sexual harassment, the Company will look at the record as a whole and at the totality of the circumstances.

Proven violations of this policy will result in disciplinary action up to and including termination based on the severity of the infraction and the past history. The level of discipline applied will be made on a case-by-case basis.

**Reporting Procedure**- Any employee who reasonably believes that he/she has either witnessed or been subjected to sexual harassment shall immediately report the discriminatory conduct to their supervisor, the General Manager or Katherine Jemsek, President.

All complaints will be documented in writing. The complaint shall remain confidential to the extent possible, subject to the need to conduct an investigation of the allegations.

**Investigation and Resolution of Complaint**- All reports of sexual harassment shall be investigated in a confidential and expedient manner. However, since it is crucial that an investigation be conducted, complete confidentiality cannot be guaranteed. The Company will not tolerate any retaliation against an employee who makes a good faith report of sexual harassment. If the investigation reveals that the report has merit, corrective action, up to and including termination will be taken to remedy the situation.

Upon completion of an investigation, the victim will be afforded the right to know what disciplinary action was taken.
**False Claims of Sexual Harassment**- As an employer, the Company takes its responsibility to stop sexual harassment very seriously. An employee who falsely accuses another employee of sexual harassment can create unnecessary anguish, emotional distress and harm to an innocent employee as well as waste the Company’s time and resources. Consequently, the Company reserves the right to discipline any employee who intentionally makes a false report of sexual harassment.

**Harassment (Of a Non-Sexual Nature)**

The Company encourages all of its employees to create a workplace that is harmonious and conducive to providing services to the public and to fellow employees.

**PROBLEM RESOLUTION PROCEDURE**

Should a problem (such as sexual harassment), dispute, or complaint, arise concerning working conditions, policies and practices, or decisions made by Company representatives that affect an employee’s job, the following Problem Resolution Procedure has been established. Employees who use this policy need not fear any reprisal or recrimination.

**Step #1** – An employee with a problem should bring it to the attention of their Supervisor, either orally or in writing. After review of the fact, the Supervisor will meet with the employee to discuss the problem and to provide a solution.

**Step #2** – If the employee is not satisfied with the proposed solution at Step #1, he/she may present the problem in writing to Katherine Jemsek, President, who will investigate the problem, consider the employee’s position and the relevant information obtained in Step #1 and other information, and make the final determination.

**EMPLOYEE ACCESS TO PERSONNEL RECORDS**

All personnel records are the property of the Company and are considered confidential. Personnel records and files will therefore be made available or disclosed only to those people who are authorized by the Company to have access to them on a need-to-know basis, or such other persons who have legal rights to review parts or all of an employee's personnel record.

Each employee is responsible for updating personnel records as the following or other data change: name, address, telephone number, dependent status, insurance information, emergency notification data, etc.

Current employees may have access to their personnel records upon written request at least twice per year. The documents covered include those that have been, or are intended to be used in determining the employee’s qualifications for employment, promotion, transfer, additional compensation, performance evaluation or disciplinary/discharge action. The review should be on the premises during working hours, in the presence of a company representative, and copies can be furnished at cost. If the employee disagrees with any information contained in the file, removal or correction may be agreed upon by the Supervisor and employee. If not, the employee may submit a written statement explaining the employee’s position.

Items that do not have to be made available for the employee’s inspection include medical records, test documents, information pertaining to the Company’s planning, business plans, expansion, closing or operational goals or information of a personal nature about another person.
DRUG-FREE WORKPLACE

By subscribing to the principle of the The Drug-Free Workplace Act of 1988, the Company hereby reaffirms its long standing policy of NO TOLERANCE for, among other things, the possession, use, and/or distribution of controlled substances or alcohol in the workplace. It is our goal to provide a safe and drug-free working environment and employees are expected to avoid any condition that will adversely affect conduct or performance. Employees violating this drug-free workplace policy will be subject to, among other things, a strong recommendation of rehabilitation or discipline up to and including discharge.

MANDATED BENEFITS

The Company provides and pays for certain benefits that are legally required by either Federal or State laws including Social Security, Worker’s Compensation and Unemployment Insurance.

BEREAVEMENT LEAVE

If employees want to arrange for and/or attend the funeral of an immediate family member, permission will be granted to be absent, without pay, for up to three days. The immediate family consists of the employee's spouse, child, parent, sister, brother and grandparent.

MILITARY LEAVE

Employees who are members of the National Guard, Reserve Corps of any branch of the Armed Forces of the United States or the Naval Militia will be granted a leave of absence of up to 15 calendar days each calendar year for purposes of training, encampment, exercise, etc. During such absence, the Company will pay the difference between the employee's regular straight time pay (eight hours) and his/her military pay. Employees who are called to active duty are guaranteed the same or comparable job, provided they are honorably discharged and apply for reinstatement within 90 days of discharge.

The Company encourages and supports employees who choose to serve our nation in the armed forces. In certain cases where an employee is called to military service, either for active duty or annual training, that employee may be entitled to reinstatement/reemployment and other rights under the Uniform Services Employment and Reemployment Rights Act of 1994 (“USERRA”) and subsequent amendments.

The Act provides a series of rights to employees serving in the U.S. Armed Forces:

Reemployment Rights- An employee has the right to be reemployed within ninety (90) days in his/her civilian job if leave is taken to perform service in the uniformed service and:

• Advanced written or verbal notice of that service was given;
• The employee had five years or less of cumulative service in the uniformed services while with that particular employer;
• The employee returns to work or applies for reemployment in a timely manner after conclusion of service; and
• The employee was discharged for honorable reasons/conditions.

In meeting the aforementioned conditions, an employee must be restored to the job (or a comparable job) and benefits the employee would have attained if he/she had not been absent due to military service.
Right To Be Free From Discrimination And Retaliation- An employee who is a past or present member of the uniformed service; has applied for membership in the uniformed service; or is obligated to serve in the uniformed service; may not be denied:

- Initial employment;
- Reemployment;
- Retention in employment;
- Promotion; or
- Any benefit of employment because of his/her status.

In addition, retaliation may not occur against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection- An employee who leaves his/her job to perform military service, has the right to elect to continue existing employer-based health plan coverage for the employee and that employee’s dependents for up to (twenty-four) 24 months while in the military. In the event that the employee does not elect to continue coverage during military service, the employee has the right to be reinstated in the employer's health plan when he/she is reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

If the employee accepts other employment during any period of military leave, he/she will be deemed to have voluntarily resigned. If the employee remains on active duty in the military for a period greater than four years, the Company is no longer obligated to return him/her to employment.

PERSONAL UNPAID LEAVE OF ABSENCE

An employee with more than one year of service may request an unpaid leave of absence of up to three months. These requests must be in writing and 30 days in advance of the requested leave date. Requests are evaluated individually, and their approval or disapproval depends on length of service, job performance, value to the Company and business conditions. No leave will be granted during the months of May through September.

FAMILY AND MEDICAL LEAVE

The Company recognizes that employees may need time off to care for the medical needs of themselves, their children, their spouses and their parents. In order to comply with the Family and Medical Leave Act (“FMLA”), the Company has developed this policy to provide eligible employees the necessary flexibility to manage their careers and family needs. To the extent that the FMLA provides greater family or medical leave rights to employees than are provided under existing policies, the requirements of the FMLA will prevail and will supersede existing policies. Leave time taken under other policies, which would qualify as leave under the FMLA, will be taken into account when computing the FMLA leave.

Eligibility- To be eligible for the FMLA, an employee must have been employed for at least twelve (12) months and must have worked at least 1,250 hours during the previous twelve (12) month period. The FMLA entitles eligible employees to take up to twelve (12) weeks unpaid leave of absence during a twelve (12) month rolling period. Leave may be taken on either a “block” basis (from the start date continuously until the employee returns or leave is exhausted) or on an intermittent basis. In the event that the leave is intermittent, leave will be granted in ½ (one-half) day increments.
**Reasons for Leave**- Employees may be granted leave for any of the following reasons:

- To care for a newborn child, newly adopted or newly placed foster child. The employee’s right to leave for this reason ends twelve (12) months after the birth, adoption or placement of the child with employee.
- To care for a family member such as a spouse, child or parent who has a serious health condition (under the care of a health care provider) and prevents that individual from performing their regular activities for three or more days.
- For a serious health condition (under the care of a health care provider) which debilitates the employee and prevents that individual from being able to perform his/her duties at work for three or more days.
- Exigency Leave- Any qualifying exigency (arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty) in the Armed Forces in support of a contingency operation.
- Service Member Family Leave- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 (twenty-six) workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period. During the single 12-month period described above, an eligible employee shall be entitled to a combined total of 26 (twenty-six) workweeks of leave.

**Written Notification**- All notification of leave under the FMLA, including extensions, will be provided to Company employees in writing in accordance with federal regulations. In turn, the employee will also make all requests for such leave in writing. In those situations where, due to an emergency, notification cannot readily be provided in writing, the employee will be requested to provide such notice as soon as possible using all federally approved forms. Employees have a responsibility to notify their employer as soon as possible once they are aware that a leave that may qualify under FMLA may be needed. Employees seeking leave should please contact Human Resources.

**Computing Leave Time**- The twelve (12) month period for taking leave will be measured on a rolling basis measured from the start date of the last leave (or it can be measured on a calendar January-December basis).

**Extension of Leave**- FMLA leave may not be extended beyond twelve (12) weeks to any employee without the written approval. Such extensions will be granted on a case-by-case basis considering the probability for return by the employee and the needs of the Company.

**Special Limitations**- The Act includes a special provision in the event of a birth, adoption or placement of a foster child, and where both parents are employed by the Company. In those cases, a total of 12 weeks of leave is available to the parents and may be taken in any combination of leave providing the total taken by both individuals does not exceed 12 weeks.

**Health Insurance Coverage While On Leave**- Group health and/or dental insurance coverage for employees while on leave will be continued on the same basis as coverage would have been provided had the employee been continuously employed during the leave period. Any share of health and/or dental insurance premiums which had been paid by the employee prior to the leave, must continue to be paid by the employee during the leave period. If paid leave is substituted as discussed above, the employee’s portion of the premium will be paid by payroll deduction. If all or part of the leave is unpaid, the employee must make arrangements with Human Resources for a mutually agreeable schedule for paying the employee’s portion of the premium. The employee’s failure to make the necessary contributions will lead to the cancellation of group health and/or dental insurance coverage.
**Failure to Return from FMLA Leave** - If the employee does not return to work following leave (depending on the reason for the employee’s failure to return to work), the Company reserves the right to recover all group health and/or dental insurance premiums paid by the Company during the leave period. The reimbursement will be based on the cost of COBRA coverage.

**Status Report and Medical Certification Prior to Returning from Leave** - An employee on FMLA leave may be asked to provide the Company with periodic updates during leave on his/her status (including if leave is taken for a family member), as to whether the employee intends to return to work and the date which they will return to work, if known.

Employees who take FMLA leave due to their own serious health condition must provide a fitness-for-duty medical certification from their treating health care provider prior to being permitted to return to work. Under no circumstances will an employee who fails to provide certification be permitted to return to work. Fitness-for-duty is not required if leave is taken to care for a family member.

**Job and Benefit Protection** - Employees returning from FMLA leave will be given the same job they had when they left on leave or an equivalent job with equivalent pay, benefits and other employment terms, including no loss in years of service. Employees, who fail to return to work at the end of leave, lose their rights to be returned to their former jobs or equivalent positions.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of leave. However, employees will not accrue any type of leave benefit while they are on non-pay status.

**Changes in Regulation** - The Family and Medical Leave Act is subject to updates, changes and amendments by Congress and the U.S. Department of Labor, Wage and Hour Division. In the event that such change conflicts with this handbook or other Company policy, the current federal law or regulation shall apply.

**Definitions** - The following definitions will be used:

- A “child” refers to a biological, adopted, foster, or “step” child, a legal ward, or a person less than eighteen (18) years of age, for whom the employee has the responsibility to provide care and support. Additionally, a “child” is considered a person eighteen (18) years or older who is incapable of self-care due to a physical or mental disability. A “parent” refers to an individual’s natural parent or a parent who has/had legal custody of a child as described above. The aforementioned age definition shall not apply to leave taken for the care of a service member or due to an exigency leave.

- Health care provider includes:
  - Doctors of medicine or osteopathy authorized to practice medicine
  - Podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-midwives, clinical social workers (each performing within their scope of practice)
  - Christian Science practitioners listed with the First Church of Christ, Scientist of Boston, or
  - Any health care provider recognized by the Company’s group health plan.
MEDICAL UNPAID LEAVE OF ABSENCE

When it is necessary to be away from work due to medical reasons, most employees will be eligible for payment of salary or wages under the appropriate benefits or Workers’ Compensation. For employees who are absent for a medical reason and who do not qualify for payment under any of the above programs, or under the Family and Medical Leave Act, the policy under the Personal Unpaid Leave of Absence will govern.

To qualify for reinstatement from a Medical Leave of Absence, the employee must return to work providing a release from their doctor. The Company reserves the right to request a second opinion by an independent physician to ensure ability to return to work. If the employee fails to return upon completing the leave or if the employee performs other paid work during the leave he/she will be considered to have voluntarily resigned as of that date. The Company is not necessarily obligated to hold a job open during this leave so the employee should not assume that his/her former position will be available upon return.

FAMILY MILITARY ACT

Please refer to the “Military Leave” section of the handbook. Please inquire with Human Resources for a full text of the law.

VICTIM’S ECONOMIC SECURITY AND SAFETY ACT LEAVE

In compliance with the Illinois Victims’ Economic Security and Safety Act of 2003 (known as “VESSA”), an employee who is a victim of domestic violence or who has a family or household member who is a victim of domestic violence, may request an unpaid leave for up to twelve (12) weeks per any (12) month period to address issues arising from domestic or sexual violence. Restrictions and requirements apply, including 48 house advance notice and certification regarding the purpose of the leave. Employees should contact Human Resources for details.

PARENT/TEACHER CONFERENCES

Parents/Guardians may have time off without pay to attend essential conferences at the school their child attends. Requests must be made as far in advance as practical and a reasonable limit on the time off granted for each request can be set by the Supervisor.

REST AND MEAL PERIODS

Hourly employees will be given a 30-minute unpaid lunch period, available 4.5 hours after the beginning of your shift.

OVERTIME - HOURLY EMPLOYEES

Under normal circumstances, work will be performed during regular working hours. However, employees may be required to work before and/or beyond their normally scheduled workday.
When this is necessary, Supervisors will attempt to give advanced notice.

1. Overtime is paid for actual hours worked and does not include any hours away from work such as commuting time, unless such travel was performed on behalf of and at the request of the Company.
2. All overtime must be approved in advance by the employee's Supervisor.
3. Overtime will be paid and is calculated at one and one-half the normal rate of pay for all hours worked in excess of 40 hours per week.

Exempt employees are not subject to this policy by-law.

**EMPLOYMENT-AT-WILL**

While the Company practices a policy of “employment-at-will” in which neither the employee nor the Company is bound to one another, the Company strives to establish an atmosphere of trust and stability that provides a positive working environment. Our work and the efforts of all employees on behalf of the Company are essential to the Company’s continued success.

**AMERICANS WITH DISABILITIES ACT (ADA)**

Company complies with the Americans with Disabilities Act (ADA) of 1990 (ADA) which makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in the workplace. In support of the ADA, the Company offers the following summary of rights under the Act:

**ADA Protection** - An employee with a disability and qualified to do a job is protected by the ADA from job discrimination on the basis of that disability. Under the ADA, a disability includes a physical or mental impairment that substantially limits a major life activity. To be protected under the ADA, an employee must have, or be regarded as having, a substantial (as opposed to a minor) impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, and performing manual tasks, caring for oneself, learning or working.

An employee must also be qualified to perform the essential functions or duties of a job, with or without reasonable accommodation, in order to be protected from job discrimination by the ADA. The employee must satisfy the employer's requirements for the job, such as education, employment experience, skills or licenses. Essential functions are the fundamental job duties that an employee must be able to perform on his/her own or with the help of a reasonable accommodation. An employer cannot refuse to hire an employee because his/her disability prevents them from performing duties that are not essential to the job.

**Definition of Reasonable Accommodation** - Any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include:

- Providing or modifying equipment or devices, job restructuring, modified work schedules, reassignment to a vacant position, adjusting or modifying examinations, training materials, or policies, providing readers and interpreters, and making the workplace readily accessible to and usable by people with disabilities.
An employer is required to provide a reasonable accommodation to a qualified applicant or employee with a disability unless the employer can show that the accommodation would be an undue hardship – an accommodation that would require significant difficulty or expense.

**Covered Employment Practices** - The ADA makes it unlawful to discriminate in all employment practices such as:

- Recruitment, firing, hiring, training, job assignments, promotions, pay, benefits, lay off, leave, and all other employment related activities.

It is also unlawful for an employer to retaliate against an employee for asserting his/her rights under the ADA. The Act also protects an employee if he/she is a victim of discrimination because of family, business, social, or other relationship or association with an individual with a disability.

**Medical Examinations and Inquiries Regarding a Disability** - When applying for a job, an employer cannot ask a candidate for hire if they are disabled or ask about the nature or severity of a disability. An employer can ask if the candidate can perform the duties of the job with or without reasonable accommodation. An employer can also ask a candidate to describe or to demonstrate how, with or without reasonable accommodation, he/she will perform the duties of the job.

An employer cannot require a candidate to take a medical examination before a job is offered. Following a job offer, an employer can condition the offer on the candidate passing a required medical examination, but only if all entering employees for that job category have to take the examination.

However, an employer cannot reject a candidate because of information about the disability revealed by the medical examination unless the reasons for rejection are job-related and necessary for the conduct of the employer’s business. The employer cannot refuse to hire an individual because of a disability if that candidate can perform the essential functions of the job with an accommodation.

Once hired and started work, an employer cannot require that an employee take a medical examination or ask questions about a disability unless they are related to the job and necessary for the conduct of business. An employer may conduct voluntary medical examinations that are part of an employee health program and may provide medical information required by State workers’ compensation laws to the agencies that administer such laws.

The results of all medical examinations must be kept confidential and maintained in separate medical files.

**Drug Abuse and the ADA** - Anyone who is currently using drugs illegally is not protected by the ADA and may be denied employment or fired on the basis of such use. The ADA does not prevent employers from testing applicants or employees for current illegal drug use.

**SAFETY POLICY**

The health and safety of employees and other on the Company property are of the utmost concern. Therefore, it is the Company’s policy to strive constantly for the highest possible level of safety in all activities and operation, and to be committed to compliance with all health and safety laws applicable to our business. The Company requests that all employees help to ensure that both public and work areas of the Company are kept free of hazardous conditions.
The Company will make every effort to provide working conditions that are as healthy and safe as feasible. Employees are expected to be equally conscientious about workplace safety including proper work methods, reporting potential hazards and abating known hazards. Unsafe work conditions in any work area that might result in an accident should be reported immediately to a Supervisor.

Employees expressing concern, or making comment, suggestions or complaints about safety-related matters will be protected from reprisals or other job discrimination.

SAFETY EQUIPMENT

Employees who are exposed to hazardous working conditions are required, as a condition of employment, to wear the provided personal protective equipment while working. This may include steel toed shoes, safety glasses and hard hats. The Company also provides other safety-related tools and equipment. Bypassing or negating the purpose of safety equipment will not be tolerated. These devices are provided to protect each employee from known hazards. Employees should utilize the equipment provided.

INJURIES

Any injury on the job or on company property, no matter how minor, must be reported to a Supervisor immediately. If medical attention is needed, the employee will be sent or taken to a doctor for treatment. After treatment, a doctor’s report must be submitted to the Supervisor. Supervisors must complete the required accident reports and provide it to the person the Company has designated to gather and process employee injury and Worker’s Compensation.

SAFETY RULES

The Company follows applicable State and Federal laws regarding workplace safety. Established and enforced safety rules are intended to promote a safe, injury-free work environment. The violation or disregard of safety rules may be cause for disciplinary action up to and including termination.

The following are general safety rules that apply to all Company work areas. A work unit may prepare specific safety rules which apply to their specific tasks or hazards as long as the specific rules do not conflict with these general rules:

1. If an employee believes their equipment or machinery is not working properly or is in need of repair, the matter should immediately be reported to their Supervisor.

2. Safety equipment appropriate to the job should be used, such as safety glasses and steel toed safety shoes, etc.

3. Every injury, no matter how minor, must be reported to a Supervisor.

4. An employee should not remove or neglect to use prescribed safety devices, such as machine guards, etc.

5. An employee should not operate any equipment or machinery unless they have been instructed by their Supervisor and have authorization to do so.

6. Strict attention must be paid to work. Practical joking and horseplay will not be tolerated.
7. Obstruction of access to fire extinguishers, first aid facilities, exits, aisle or passageways must not occur.

8. An employee must walk, not run, on Company property.

9. Smoking will be permitted only in designated areas.

10. Danger and warning signs must be obeyed.

11. All scrap and refuse must be deposited in trash cans provided for disposal.

12. Lifting any excessively heavy objects without assistance must not occur.

13. Good housekeeping conditions must be maintained in all work areas.

14. Long hair must be tied back so that it cannot become caught in machinery.

15. Loose clothing or jewelry must not be worn while working around machinery.

16. Operators and passengers in business-use vehicles equipped with safety belts must wear them when the vehicle is in operation. Employees who operate Company vehicles must observe all traffic laws.

17. All OSHA programs must be in compliance.

EMERGENCY SITUATIONS

Should a serious emergency situation occur, such as a tornado, etc., employees should leave their work areas in order to find a place of safety. Evacuation routes are posted by each time clock. If the situation requires leaving the building, all employees should meet in the main parking lot once normal conditions have resumed.

TERMINATION NOTICE

When an employee intends to terminate his/her employment, he/she should give the Company at least two weeks’ notice.

TERMINATION – COMPANY PROPERTY

When an employee is separated, all Company files, record, keys and other materials belonging to the Company shall be returned.

SECURITY

All employees are responsible for the security and safeguarding of their personal property. The Company does not assume responsibility for the loss, theft or damage to personal belonging of employees while on Company property or in use on Company business. In order to deter theft, drug usage, etc., an employee’s personal property including, but not limited to, lockers, tool or lunch boxes, package, desk, purses, briefcases, computers and vehicle may be inspected.
BULLETIN BOARDS

Bulletin boards are maintained as a means of official communication. They are to be used only in this capacity. The notices posted on the Bulletin boards concern every employee in the organization. It is, therefore, important that notices be read as soon as possible. All notices must be approved and posted by the Company.

BUILDING SECURITY

All persons issued keys to the office will be responsible for their safekeeping. It is the responsibility of the last person who leaves the office at the end of the day to be certain that all windows and doors are securely locked and that all appliance and lights are turned off except for those lights normally left on for security purposes.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

Since it may become necessary to contact employees after regular hours, the Company must be notified of any changes in residential addresses, telephone numbers and emergency contact information.

SUPPLIES – EXPENDITURES – OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of the Company and no employee shall incur any expenses on behalf of the Company or bind the Company by any promise or representation without prior approval.

TELEPHONE USE

The Company’s telephone lines must be kept open for customer calls. Personal calls in the office must be kept to a minimum and outgoing calls should be placed on lines less frequently used. The general policy of the Company is to refuse to accept collect calls from anyone. Billing calls to the Company from home is prohibited. Any unauthorized long distance calls will be charged to the person who placed the call at the discretion of management. The Company is judged by how their employees act. Courteous telephone habits are a way of letting people know the Company is interested in serving them. Good telephone manners should always be practiced.

TIMECARDS

A plastic swipe time badge or a Personal Identification Number (PIN) is utilized to record work time. It is the responsibility of each employee to swipe their card or key enter their PIN upon arriving and leaving for the day. No other person should use this badge or enter one’s PIN. Violations of this will result in disciplinary action up to and including termination. Missing punches or changes can be authorized by a Supervisor. Charges may be assessed for lost or damaged badges.

COMPUTERS AND ELECTRONIC EQUIPMENT

In accordance with workplace privacy laws, computer hardware, software, information obtained there from or inputted thereon are Company property. The same is true for voicemail, email, or other electronics or other electronic technology. Accordingly, the company retains the right to access, review, delete or retain any material placed on these devices by employees or others and monitor the use thereof. Such technology should be used for business purposes only and specifically may not be used to solicit for personal business ventures or for personal, political or religious causes. Sending offensive or improper messages or other non-business related material is prohibited.
While at work please refrain from viewing any social media avenues on Cog Hill property (computers, internet, etc.). This policy applies to multi-media, social networking websites, blogs and wikis for both professional and personal use.

When using social media, please respect your audience and your co-workers. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.), but also topics that may be considered offensive or inflammatory. Cog Hill reserves the right to request that certain subjects are avoided, withdraw certain posts, and remove inappropriate comments.

**What you should do:**

If you have a Company email address, this is provided for responsible use on Cog Hill business and should not be used in any other way.

Never identify yourself as an employee of Cog Hill unless specifically authorized to do so. Cog Hill’s logo or images that may be directly connected to the Company should never be used without authorization.

Protect yourself. Be careful about what personal information you share online. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. Exercise sound judgment and common sense, and, if there is any doubt, DO NOT POST IT. Remember that once information is posted online, it is essentially part of a permanent record, even if you “remove/delete” it later or attempt to make it anonymous. Act responsibly and ethically. Cog Hill will not tolerate any form of discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, marital status, or any other legally recognized protected basis).

**What you should never disclose:**

The numbers: Non-public financial or operational information. This includes strategies, forecasts, and items of a similar nature.

Personal Information: Never share personal information regarding other employees or customers. Internet postings should not disclose any information that is confidential or proprietary to the company or to any third party that has disclosed information to the company. Never disclose information about an employee’s address, phone number, health or personal data.

Internet postings must respect copyright, privacy, fair use, and other applicable laws. If an employee ignores the above guidelines, depending on the severity of the act, he/she may suffer penalties ranging from being written up to termination.

**VISITORS IN THE WORKPLACE**

Because of safety, security and insurance concerns, only authorized and escorted visitors are allowed on the premises. Employees must not have friends, relatives or guests interfering with their work. Once punched out, employees should leave the premises.
DISCIPLINARY ACTION GUIDELINES

All employees are expected to conduct themselves in a lawful and productive manner which is consistent with the highest ethical and moral standards prevailing in the community in which we operate and in accordance with Company requirement. Also, employees are expected to reflect and uphold the Company’s integrity by performing their duties in a professional manner. It is the responsibility of every Supervisor to fairly evaluate employees conduct and to administer discipline when necessary. Violations of Company policies or rules, unproductive or incompetent performance, or other actions that are detrimental to the Company cannot be condoned.

The following rules are not intended to include all rules of conduct and the Company shall, when it deems appropriate, change them, establish additional rule or eliminate some with or without notice.

INAPPROPRIATE CONDUCT

Neglect of job responsibilities; (e.g., sleeping, horseplay, long lunches, leaving the area, unsatisfactory performance, violating rules).

Theft, fighting, gambling, immoral conduct, violation of criminal laws, indecency, use of profane language on Company premises, or causing damage to property of the Company or others.

Use or possession of firearms or illegal weapons on Company property.

Possession, distribution, advertisement, use of illegal drugs (controlled, counterfeit or look-alike substances) or unauthorized alcohol, abuse of alcohol or legal or illegal drugs or the misuse of substances to attain a similar effect while on Company premises or while conducting Company business.

Being at work under the influence of alcohol, drugs (legal or illegal) or other misused substance in a condition adversely affecting conduct or job performance or for any other reason in a physical or mental condition unfit to perform work.

Insubordinate conduct or refusal to follow a Supervisor’s directive to perform work. Restricting or interfering with others in the performance of their job, adversely distracting or disrupting the well-being or safety of others.

Excessive or unexcused absences or lateness.

Posting notices, signs or other material. Abusing, misusing, damaging, destroying, sabotaging or stealing Company property, machines, tools or equipment, or the property of employees, customers, suppliers or visitors.

Punching another’s timecard or completing another’s time report.

Engaging in unsafe practices.

Falsifying or destroying applications, time sheets, expense reports or other records.

Personal use of Company property.

Failure to dress in an acceptable business-like manner.

Harassing or otherwise interfering with the exercise of the civil rights of other employees.
Not exercising reasonable care to maintain and protect Company property and equipment, trade secrets and proprietary information, confidential information, computer information and general Corporate records.

Smoking in unauthorized areas.

Non-employees are prohibited from distributing literature on Company premises. Employees may not distribute literature on behalf of any organization or cause at any time in any working area. Distribution of literature is permitted only during non-working time, in not-working areas as long as the activity is conducted in a quiet and orderly manner and does not interfere with customers, the operation of the Company’s business or the work of any employee. Solicitation and distribution which is detrimental to maintaining the premises in a clean and attractive condition is forbidden.

Non-employees are prohibited from soliciting employees on the Company premises. Employees will not solicit other employees or engage in any non-work related activities while they or the person solicited are working. Employees may solicit other employees and engage in non-work related activities on the Company premises during non-work times. For example, lunch periods, relief breaks, etc., so long as they do not interfere with customers, employees who are still doing their job and so long as the solicitation or activity does not cause litter. Meeting and speeches are permitted only if conducted on non-work time, in non-work related areas and are not disruptive of others.

Violation of other Company or local policies, practices or procedures.

**ATTENDANCE**

Attendance and punctuality are important to the efficient operation of the Company’s business and are essential components of solid employee performance.

The employee and no one else is personally responsible for properly and promptly informing their Supervisor of an absence according to the requirement established in their area of work including the reason for the absence and an expected return to work date. This procedure must be followed each work day until the employee has returned to work, or has been instructed that there is no need to call, or a leave of absence has been granted. A doctor’s verification of and release from an absence due to illness may be required. Excessive attendance problems may lead to discipline up to and including discharge.

All employees are expected to be at their work area ready to work at their schedules starting time.

Late arrivals are considered to be tardy and, if excessive, may lead to discipline up to and including discharge.

If an employee is absent for three or more consecutive days without proper notification, he/she will be considered to have abandoned their job and voluntarily resigned unless a reasonable excuse is offered and accepted by the Company.

**PERSONAL APPEARANCE OF EMPLOYEES**

It is important that an employee’s dress and grooming be appropriate to the work situation. Radical departures from conventional dress or personal grooming standards are not permitted, regardless of the nature of the job performed.
Employees often have contact with the public and therefore represent the Company in their appearance as well as by their actions. The properly attired employee helps to create a favorable image for the Company. Accordingly, the personal appearance of workers is to be governed by the following standards.

Employees are expected to dress in a manner that is normally acceptable in business. The wearing of suggestive attire or casual attire is not permitted as they do not present a business-like appearance. Clothes should be clean and without tears or holes.

Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches and beards should be neatly trimmed. Eccentric styles of hair will not be permitted.

If an employee reports for work improperly dressed or groomed, the Supervisor should instruct the employee to return home to change clothes or to take other appropriate corrective action. The employee will not be compensated during such time away from work, and repeated violations of this policy will be cause for disciplinary action up to and including termination.

CORRECTIVE ACTION PROCEDURES

The purpose of discipline is to stop misconduct and prevent its reoccurrence. Some forms of misconduct are normally considered as improper as to reasonably justify immediate discharge; for example, theft. Other forms of misconduct or performance problems are serious offenses that need to be corrected through progressively more severe discipline. Accordingly, the following guidelines have been developed.

Part of a Supervisor’s day-to-day responsibility is to coach their team and individual employees to improve performance including understanding of and adherence to rules and procedures. A verbal warning regarding a problem is considered coaching and not discipline and therefore is not put in writing or added to the person’s personnel file.

THE THREE STEPS OF CORRECTIVE DISCIPLINE

STEP#1 – WRITTEN WARNING

For minor offenses, employees will generally be give a written notice called a Corrective Action that indicates that further or similar conduct will receive more severe discipline.

STEP #2 – SUSPENSION

The next step in the Progressive Discipline process is time off without pay, called a suspension. It is intended to point out to the employee the seriousness of the offense.

STEP #3 – DISCHARGE

The ultimate actions taken against any employee, for a major offense or a continuation of other problem, is termination.
Accordingly, misconduct that involves a violation of Company policy, procedure, programs, rules, instruction, past practice, etc., or that is detrimental to the Company, customers or employees, or performance that does not meet standards should be documented on a Corrective Action Form. Appropriate corrective action generally follows the progression outlined below in the diagram. Variances from the three step program may be implemented as the matter warrants.

STEP #1

STEP #2

STEP #3
WELCOME!

As a member of the Cog Hill Golf & Country Club staff, you are part of the reason we are known as a first class, service-oriented golf facility. By offering our guests exceptional service, you are an integral part of Cog Hill’s success. Your smile and caring attitude can win us the loyal clientele that has separated us from the others. Just as Cog Hill is an exceptionally great place for golf, dinner, lessons, or shopping, we’ve become what we are because of our employees.....YOU!

THE COG HILL STORY

There is a family name Coghill! Three Coghill brothers, John, Martin, and Bert, lived in Monticello, Indiana, and were hired by Western Union to string wire from their hometown to Chicago in the early part of the century. None of them played golf until they participated in a union golf outing at Oak Hills CC and they fell in love with the game. In 1927, the Coghill brothers bought the McLaughlin farm on Parker Road and hired Dave McIntosh from Oak Hills to build them a golf course. The streetcar between Argo and Joliet gave them a stellar location. A second course, Course 2, was added in 1929.

During these years, young Joe Jemsek was growing up in Argo. He started caddying at age 6; became a golf professional at 17. He went to work at Cog Hill and did every job possible --desk, kitchen, caddy, car hiker, teacher, caddy master, and superintendent. From there he moved to St. Andrews Golf & Country Club and in 1939 was able to buy that clubhouse and its two golf courses.

By 1951 John and Bert Coghill had died, so the remaining Cog Hill brother, Marty, offered to sell Cog Hill to Joe. In 1963, Joe hired golf course architect Dick Wilson to build a third golf course. Upon completion of what would become Course 3, Mr. Wilson designed a fourth golf course. In 1964, the fourth course, Dubsdread, opened. At the time, Joe became the first to offer the public golfer the same quality in course design and maintenance, food, beverage, and other amenities as the private club member.

Cog Hill has been the site for the BMW Championship (formerly The Western Open) since 1991, the first public course to do so. It has been recipient of Golf Digest’s Junior Development Award – voted one of the Top 50 Range Facilities in America – site of the 1997 US Amateur, as well as both Men’s and Women’s USGA Public Links Championships– selected as a five-star “Place to Play in America” – voted one of the Top 100 Golf Courses.

And with the help of a superb staff, the Cog Hill success story continues....
INTRODUCTION

This Handbook is intended to provide employees with a general understanding of the Company’s personnel policies, work rules and benefits and is not intended to be an employment contract, promise or guarantee of any kind or to contain all information employees need to know. Consult your Supervisor for further information. The Company reserves the right to change or revoke any of its benefits, conditions or privileges of employment, policies, practices, procedures or guidelines contained in this or any other manual, at any time with or without notice or for any reason and without a written revision of the Handbook. This Handbook replaces and supersedes any prior handbook, policy, procedure, statement or understanding that an employee may have regarding the employment relations. Whether or not the Acknowledgment of Receipt of the Employee Handbook is signed, an employee’s continued employment is consideration enough for and evidence of the employee’s agreement to all the terms and conditions of employment established by the Company herein or otherwise and in the future.

Employment at Cog Hill is “at-will” and is for no definite or specified period, regardless of the time and manner of payment of wages or salary. Any employee may choose to leave and the Company may terminate any employee at any time without notice and for any reason not prohibited by law. No representative of the Company other than the President has authority to enter into any agreement contrary to the foregoing and any such agreement must be in writing and signed by the President to be effective.

EQUAL OPPORTUNITY

The Company is committed to providing all employees and job applicants equal consideration without regard to race, color, religion, sex, sexual orientation, pregnancy, age, genetic information, disability, citizenship status, national origin, ancestry, marital status or any other prohibited basis. The Company complies with applicable regulations established by Federal, State and local agencies and its obligation to provide reasonable accommodation to qualified individuals with disabilities.

Complaints from employees or applicants alleging violations of this policy are given immediate attention and review. If an investigation reveals the complaint has merit, the matter will be resolved and appropriate action taken.

PRODUCTIVE WORK ENVIRONMENT

Sexual Harassment Policy
The Company intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance.

Sexual harassment adversely impacts the morale and productivity of an employer’s most valuable asset, its employees. State and federal law protects employees, visitors, contractors, vendors and all those who enter the workplace from sexual harassment. The Company will not tolerate sexual harassment in the workplace. This policy shall apply to all employees, vendors, volunteers and elected officials. Further, an employee who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. The Company will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

The Company accepts no liability for harassment of one employee by another employee if such a complaint is made, processed or filed outside of the framework of the Company. However, the Company may take appropriate measures to respond to such a complaint if that situation interrupts or impacts the workplace.
Definition of Sexual Harassment- Sexual harassment is generally defined as conduct which shows disrespect, hostility or aversion to an employee, visitor or contractor through the use of sex-based comments or actions of a sexual nature. Sexual harassment may involve verbal, visual or physical conduct which results in an employee or employees (or others present in the workplace) being subjected to an environment that is uncomfortable and unnecessary.

There are two forms of sexual harassment: hostile work environment and quid pro quo harassment.

Hostile Work Environment- This form of sexual harassment involves sex-based conduct by a co-worker or a supervisor that creates a hostile or offensive work environment and which adversely interferes with an employee’s ability to perform his/her work. Examples of a hostile work environment include (but are not limited to):

- Asking questions or making statements about an employee’s sexual conduct or preferences;
- Exposing oneself or revealing private body parts;
- Engaging in unwelcome physical contact such as pinching, kissing or inappropriately touching another employee;
- Disseminating or displaying pornographic materials or sexually explicit photographs;
- Making obscene, sexual gestures.

Quid Pro Quo- This type of sexual harassment involves a supervisor who uses his/her authority to either threaten or require a subordinate employee to submit to sexual activity as a requirement for either: continued employment, favorable performance evaluations, or securing advancement in the Company.

Although the Company does not condone any inappropriate action or comment, it is important to review the manner and circumstances in which the actions in question occurred. In determining whether alleged conduct constitutes sexual harassment, the Company will look at the record as a whole and at the totality of the circumstances.

Proven violations of this policy will result in disciplinary action up to and including termination based on the severity of the infraction and the past history. The level of discipline applied will be made on a case-by-case basis.

Reporting Procedure- Any employee who reasonably believes that he/she has either witnessed or been subjected to sexual harassment shall immediately report the discriminatory conduct to their supervisor, the General Manager or Katherine Jemsek, President.

All complaints will be documented in writing. The complaint shall remain confidential to the extent possible, subject to the need to conduct an investigation of the allegations.

Investigation and Resolution of Complaint- All reports of sexual harassment shall be investigated in a confidential and expedient manner. However, since it is crucial that an investigation be conducted, complete confidentiality cannot be guaranteed. The Company will not tolerate any retaliation against an employee who makes a good faith report of sexual harassment. If the investigation reveals that the report has merit, corrective action, up to and including termination will be taken to remedy the situation.

Upon completion of an investigation, the victim will be afforded the right to know what disciplinary action was taken.
**False Claims of Sexual Harassment** - As an employer, the Company takes its responsibility to stop sexual harassment very seriously. An employee who falsely accuses another employee of sexual harassment can create unnecessary anguish, emotional distress and harm to an innocent employee as well as waste the Company’s time and resources. Consequently, the Company reserves the right to discipline any employee who intentionally makes a false report of sexual harassment.

**Harassment (Of a Non-Sexual Nature)**
The Company encourages all of its employees to create a workplace that is harmonious and conducive to providing services to the public and to fellow employees.

**PROBLEM RESOLUTION PROCEDURE**

Should a problem (such as sexual harassment), dispute, or complaint, arise concerning working conditions, policies and practices, or decisions made by Company representatives that affect an employee’s job, the following Problem Resolution Procedure has been established. Employees who use this policy need not fear any reprisal or recrimination.

**Step #1** – An employee with a problem should bring it to the attention of their direct Supervisor and / or the Human Resources Department, either orally or in writing. After review of the fact, the Supervisor will meet with the employee to discuss the problem and to provide a solution.

**Step #2** – If the employee is not satisfied with the proposed solution at Step #1, he/she may present the problem either orally or in writing to Katherine Jemsek, President, who will investigate the problem, consider the employee’s position and the relevant information obtained in Step #1 and other information, and make the final determination.

**EMPLOYEE ACCESS TO PERSONNEL RECORDS**

All personnel records are the property of the Company and are considered confidential. Personnel records and files will therefore be made available or disclosed only to those people who are authorized by the Company to have access to them on a need-to-know basis, or such other persons who have legal rights to review parts or all of an employee’s personnel record.

Each employee is responsible for updating personnel records as the following or other data change: name, address, telephone number, dependent status, insurance information, emergency notification data, etc.

Current employees may have access to their personnel records upon written request at least twice per year. The documents covered include those that have been, or are intended to be used in determining the employee's qualifications for employment, promotion, transfer, additional compensation, performance evaluation or disciplinary/discharge action. The review should be on the premises during working hours, in the presence of a company representative, and copies can be furnished at cost. If the employee disagrees with any information contained in the file, removal or correction may be agreed upon by the Supervisor and employee. If not, the employee may submit a written statement explaining the employee's position.

Items that do not have to be made available for the employee's inspection include medical records, test documents, information pertaining to the Company's planning, business plans, expansion, closing or operational goals or information of a personal nature about another person.
DRUG-FREE WORKPLACE

By subscribing to the principle of the Drug-Free Workplace Act of 1988, the Company hereby reaffirms its long standing policy of NO TOLERANCE for, among other things, the possession, use, and/or distribution of controlled substances or alcohol in the workplace. It is our goal to provide a safe and drug-free working environment and employees are expected to avoid any condition that will adversely affect conduct or performance. Employees violating this drug-free workplace policy will be subject to, among other things, a strong recommendation of rehabilitation or discipline up to and including discharge.

MANDATED BENEFITS

The Company provides and pays for certain benefits that are legally required by either Federal or State laws including Social Security, Worker’s Compensation and Unemployment Insurance.

BEREAVEMENT LEAVE

If employees want to arrange for and/or attend the funeral of an immediate family member, permission will be granted to be absent, without pay, for up to three days. The immediate family consists of the employee’s spouse, child, parent, sister, brother and grandparent.

MILITARY LEAVE

Employees who are members of the National Guard, Reserve Corps of any branch of the Armed Forces of the United States or the Naval Militia will be granted a leave of absence of up to 15 calendar days each calendar year for purposes of training, encampment, exercise, etc. During such absence, the Company will pay the difference between the employee’s regular straight time pay (eight hours) and his/her military pay. Employees who are called to active duty are guaranteed the same or comparable job, provided they are honorably discharged and apply for reinstatement within 90 days of discharge.

The Company encourages and supports employees who choose to serve our nation in the armed forces. In certain cases where an employee is called to military service, either for active duty or annual training, that employee may be entitled to reinstatement/reemployment and other rights under the Uniform Services Employment and Reemployment Rights Act of 1994 (“USERRA”) and subsequent amendments.

The Act provides a series of rights to employees serving in the U.S. Armed Forces:

Reemployment Rights- An employee has the right to be reemployed within ninety (90) days in his/her civilian job if leave is taken to perform service in the uniformed service and:

- Advanced written or verbal notice of that service was given;
- The employee had five years or less of cumulative service in the uniformed services while with that particular employer;
- The employee returns to work or applies for reemployment in a timely manner after conclusion of service; and
- The employee was discharged for honorable reasons/conditions.

In meeting the aforementioned conditions, an employee must be restored to the job (or a comparable job) and benefits the employee would have attained if he/she had not been absent due to military service.
Right To Be Free From Discrimination And Retaliation- An employee who is a past or present member of the uniformed service; has applied for membership in the uniformed service; or is obligated to serve in the uniformed service; may not be denied:

- Initial employment;
- Reemployment;
- Retention in employment;
- Promotion; or
- Any benefit of employment because of his/her status.

In addition, retaliation may not occur against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection- An employee who leaves his/her job to perform military service, has the right to elect to continue existing employer-based health plan coverage for the employee and that employee’s dependents for up to (twenty-four) 24 months while in the military. In the event that the employee does not elect to continue coverage during military service, the employee has the right to be reinstated in the employer’s health plan when he/she is reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

If the employee accepts other employment during any period of military leave, he/she will be deemed to have voluntarily resigned. If the employee remains on active duty in the military for a period greater than four years, the Company is no longer obligated to return him/her to employment.

PERSONAL UNPAID LEAVE OF ABSENCE

An employee with more than one year of service may request an unpaid leave of absence of up to three months. These requests must be in writing and 30 days in advance of the requested leave date. Requests are evaluated individually, and their approval or disapproval depends on length of service, job performance, value to the Company and business conditions. No leave will be granted during the months of May through September.

FAMILY AND MEDICAL LEAVE

The Company recognizes that employees may need time off to care for the medical needs of themselves, their children, their spouses and their parents. In order to comply with the Family and Medical Leave Act (“FMLA”), the Company has developed this policy to provide eligible employees the necessary flexibility to manage their careers and family needs. To the extent that the FMLA provides greater family or medical leave rights to employees than are provided under existing policies, the requirements of the FMLA will prevail and will supersede existing policies. Leave time taken under other policies, which would qualify as leave under the FMLA, will be taken into account when computing the FMLA leave.

Eligibility- To be eligible for the FMLA, an employee must have been employed for at least twelve (12) months and must have worked at least 1,250 hours during the previous twelve (12) month period. The FMLA entitles eligible employees to take up to twelve (12) weeks unpaid leave of absence during a twelve (12) month rolling period. Leave may be taken on either a “block” basis (from the start date continuously until the employee returns or leave is exhausted) or on an intermittent basis. In the event that the leave is intermittent, leave will be granted in ½ (one-half) day increments.
**Reasons for Leave**- Employees may be granted leave for any of the following reasons:

- To care for a newborn child, newly adopted or newly placed foster child. The employee’s right to leave for this reason ends twelve (12) months after the birth, adoption or placement of the child with employee.

- To care for a family member such as a spouse, child or parent who has a serious health condition (under the care of a health care provider) and prevents that individual from performing their regular activities for three or more days.

- For a serious health condition (under the care of a health care provider) which debilitates the employee and prevents that individual from being able to perform his/her duties at work for three or more days.

- Exigency Leave- Any qualifying exigency (arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty) in the Armed Forces in support of a contingency operation.

- Service Member Family Leave- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 (twenty-six) workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period. During the single 12-month period described above, an eligible employee shall be entitled to a combined total of 26 (twenty-six) workweeks of leave.

**Written Notification**- All notification of leave under the FMLA, including extensions, will be provided to Company employees in writing in accordance with federal regulations. In turn, the employee will also make all requests for such leave in writing. In those situations where, due to an emergency, notification cannot readily be provided in writing, the employee will be requested to provide such notice as soon as possible using all federally approved forms. Employees have a responsibility to notify their employer as soon as possible once they are aware that a leave that may qualify under FMLA may be needed. Employees seeking leave should please contact Human Resources.

**Computing Leave Time**- The twelve (12) month period for taking leave will be measured on a rolling basis measured from the start date of the last leave (or it can be measured on a calendar January-December basis).

**Extension of Leave**- FMLA leave may not be extended beyond twelve (12) weeks to any employee without the written approval. Such extensions will be granted on a case-by-case basis considering the probability for return by the employee and the needs of the Company.

**Special Limitations**- The Act includes a special provision in the event of a birth, adoption or placement of a foster child, and where both parents are employed by the Company. In those cases, a total of 12 weeks of leave is available to the parents and may be taken in any combination of leave providing the total taken by both individuals does not exceed 12 weeks.

**Health Insurance Coverage While On Leave**- Group health and/or dental insurance coverage for employees while on leave will be continued on the same basis as coverage would have been provided had the employee been continuously employed during the leave period. Any share of health and/or dental insurance premiums which had been paid by the employee prior to the leave, must continue to be paid by the employee during the leave period. If paid leave is substituted as discussed above, the employee’s portion of the premium will be paid by payroll deduction. If all or part of the leave is unpaid, the employee must make arrangements with Human Resources for a mutually agreeable schedule for paying the employee’s portion of the premium. The employee’s failure to make the necessary contributions will lead to the cancellation of group health and/or dental insurance coverage.
**Failure to Return from FMLA Leave** - If the employee does not return to work following leave (depending on the reason for the employee’s failure to return to work), the Company reserves the right to recover all group health and/or dental insurance premiums paid by the Company during the leave period. The reimbursement will be based on the cost of COBRA coverage.

**Status Report and Medical Certification Prior to Returning from Leave** - An employee on FMLA leave may be asked to provide the Company with periodic updates during leave on his/her status (including if leave is taken for a family member), as to whether the employee intends to return to work and the date which they will return to work, if known.

Employees who take FMLA leave due to their own serious health condition must provide a fitness-for-duty medical certification from their treating health care provider prior to being permitted to return to work. Under no circumstances will an employee who fails to provide certification be permitted to return to work. Fitness-for-duty is not required if leave is taken to care for a family member.

**Job and Benefit Protection** - Employees returning from FMLA leave will be given the same job they had when they left on leave or an equivalent job with equivalent pay, benefits and other employment terms, including no loss in years of service. Employees, who fail to return to work at the end of leave, lose their rights to be returned to their former jobs or equivalent positions.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of leave. However, employees will not accrue any type of leave benefit while they are on non-pay status.

**Changes in Regulation** - The Family and Medical Leave Act is subject to updates, changes and amendments by Congress and the U.S. Department of Labor, Wage and Hour Division. In the event that such change conflicts with this handbook or other Company policy, the current federal law or regulation shall apply.

**Definitions** - The following definitions will be used:

- A “child” refers to a biological, adopted, foster, or “step” child, a legal ward, or a person less than eighteen (18) years of age, for whom the employee has the responsibility to provide care and support. Additionally, a “child” is considered a person eighteen (18) years or older who is incapable of self-care due to a physical or mental disability. A “parent” refers to an individual’s natural parent or a parent who has/had legal custody of a child as described above. The Aforementioned age definition shall not apply to leave taken for the care of a service member or due to an exigency leave.

- Health care provider includes:
  - Doctors of medicine or osteopathy authorized to practice medicine
  - Podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-midwives, clinical social workers (each performing within their scope of practice)
  - Christian Science practitioners listed with the First Church of Christ, Scientist of Boston, or
  - Any health care provider recognized by the Company’s group health plan.
MEDICAL UNPAID LEAVE OF ABSENCE

When it is necessary to be away from work due to medical reasons, most employees will be eligible for payment of salary or wages under the appropriate benefits or Workers' Compensation. For employees who are absent for a medical reason and who do not qualify for payment under any of the above programs, or under the Family and Medical Leave Act, the policy under the Personal Unpaid Leave of Absence will govern.

To qualify for reinstatement from a Medical Leave of Absence, the employee must return to work providing a release from their doctor. The Company reserves the right to request a second opinion by an independent physician to ensure ability to return to work. If the employee fails to return upon completing the leave or if the employee performs other paid work during the leave he/she will be considered to have voluntarily resigned as of that date. The Company is not necessarily obligated to hold a job open during this leave so the employee should not assume that his/her former position will be available upon return.

FAMILY MILITARY ACT

Please refer to the “Military Leave” section of the handbook. Please inquire with Human Resources for a full text of the law.

VICTIM’S ECONOMIC SECURITY AND SAFETY ACT LEAVE

In compliance with the Illinois Victims’ Economic Security and Safety Act of 2003 (known as “VESSA”), an employee who is a victim of domestic violence or who has a family or household member who is a victim of domestic violence, may request an unpaid leave for up to twelve (12) weeks per any (12) month period to address issues arising from domestic or sexual violence. Restrictions and requirements apply, including 48 house advance notice and certification regarding the purpose of the leave. Employees should contact Human Resources for details.

PARENT/TEACHER CONFERENCES

Parents/Guardians may have time off without pay to attend essential conferences at the school their child attends. Requests must be made as far in advance as practical and a reasonable limit on the time off granted for each request can be set by the Supervisor.

REST AND MEAL PERIODS

Hourly employees will be given a 30-minute unpaid lunch period, available 4.5 hours after the beginning of your shift.

OVERTIME - HOURLY EMPLOYEES

Under normal circumstances, work will be performed during regular working hours. However, employees may be required to work before and/or beyond their normally scheduled workday.
When this is necessary, Supervisors will attempt to give advanced notice.

1. Overtime is paid for actual hours worked and does not include any hours away from work such as commuting time, unless such travel was performed on behalf of and at the request of the Company.
2. All overtime must be approved in advance by the employee's Supervisor.
3. Overtime will be paid and is calculated at one and one-half the normal rate of pay for all hours worked in excess of 40 hours per week.

Exempt employees are not subject to this policy by-law.

**EMPLOYMENT-AT-WILL**

While the Company practices a policy of “employment-at-will” in which neither the employee nor the Company is bound to one another, the Company strives to establish an atmosphere of trust and stability that provides a positive working environment. Our work and the efforts of all employees on behalf of the Company are essential to the Company’s continued success.

**AMERICANS WITH DISABILITIES ACT (ADA)**

Company complies with the Americans with Disabilities Act (ADA) of 1990 (ADA) which makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in the workplace. In support of the ADA, the Company offers the following summary of rights under the Act:

**ADA Protection** - An employee with a disability and qualified to do a job is protected by the ADA from job discrimination on the basis of that disability. Under the ADA, a disability includes a physical or mental impairment that substantially limits a major life activity. To be protected under the ADA, an employee must have, or be regarded as having, a substantial (as opposed to a minor) impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, and performing manual tasks, caring for oneself, learning or working.

An employee must also be qualified to perform the essential functions or duties of a job, with or without reasonable accommodation, in order to be protected from job discrimination by the ADA. The employee must satisfy the employer's requirements for the job, such as education, employment experience, skills or licenses. Essential functions are the fundamental job duties that an employee must be able to perform on his/her own or with the help of a reasonable accommodation. An employer cannot refuse to hire an employee because his/her disability prevents them from performing duties that are not essential to the job.

**Definition of Reasonable Accommodation** - Any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include:

- Providing or modifying equipment or devices, job restructuring, modified work schedules, reassignment to a vacant position, adjusting or modifying examinations, training materials, or policies, providing readers and interpreters, and making the workplace readily accessible to and usable by people with disabilities.
An employer is required to provide a reasonable accommodation to a qualified applicant or employee with a disability unless the employer can show that the accommodation would be an undue hardship – an accommodation that would require significant difficulty or expense.

**Covered Employment Practices** - The ADA makes it unlawful to discriminate in all employment practices such as:

- Recruitment, firing, hiring, training, job assignments, promotions, pay, benefits, lay off, leave, and all other employment related activities.

It is also unlawful for an employer to retaliate against an employee for asserting his/her rights under the ADA. The Act also protects an employee if he/she is a victim of discrimination because of family, business, social, or other relationship or association with an individual with a disability.

**Medical Examinations and Inquiries Regarding a Disability** - When applying for a job, an employer cannot ask a candidate for hire if they are disabled or ask about the nature or severity of a disability. An employer can ask if the candidate can perform the duties of the job with or without reasonable accommodation. An employer can also ask a candidate to describe or to demonstrate how, with or without reasonable accommodation, he/she will perform the duties of the job.

An employer cannot require a candidate to take a medical examination before a job is offered. Following a job offer, an employer can condition the offer on the candidate passing a required medical examination, but only if all entering employees for that job category have to take the examination.

However, an employer cannot reject a candidate because of information about the disability revealed by the medical examination unless the reasons for rejection are job-related and necessary for the conduct of the employer’s business. The employer cannot refuse to hire an individual because of a disability if that candidate can perform the essential functions of the job with an accommodation.

Once hired and started work, an employer cannot require that an employee take a medical examination or ask questions about a disability unless they are related to the job and necessary for the conduct of business. An employer may conduct voluntary medical examinations that are part of an employee health program and may provide medical information required by State workers’ compensation laws to the agencies that administer such laws.

The results of all medical examinations must be kept confidential and maintained in separate medical files.

**Drug Abuse and the ADA** - Anyone who is currently using drugs illegally is not protected by the ADA and may be denied employment or fired on the basis of such use. The ADA does not prevent employers from testing applicants or employees for current illegal drug use.

**SAFETY POLICY**

The health and safety of employees and other on the Company property are of the utmost concern. Therefore, it is the Company’s policy to strive constantly for the highest possible level of safety in all activities and operation, and to be committed to compliance with all health and safety laws applicable to our business. The Company requests that all employees help to ensure that both public and work areas of the Company are kept free of hazardous conditions.
The Company will make every effort to provide working conditions that are as healthy and safe as feasible. Employees are expected to be equally conscientious about workplace safety including proper work methods, reporting potential hazards and abating known hazards. Unsafe work conditions in any work area that might result in an accident should be reported immediately to a Supervisor.

Employees expressing concern, or making comment, suggestions or complaints about safety-related matters will be protected from reprimands or other job discrimination.

SAFETY EQUIPMENT

Employees who are exposed to hazardous working conditions are required, as a condition of employment, to wear the provided personal protective equipment while working. This may include steel toed shoes, safety glasses and hard hats. The Company also provides other safety-related tools and equipment. Bypassing or negating the purpose of safety equipment will not be tolerated. These devices are provided to protect each employee from known hazards. Employees should utilize the equipment provided.

INJURIES

Any injury on the job or on company property, no matter how minor, must be reported to a Supervisor immediately. If medical attention is needed, the employee will be sent or taken to a doctor for treatment. After treatment, a doctor’s report must be submitted to the Supervisor. Supervisors must complete the required accident reports and provide it to the person the Company has designated to gather and process employee injury and Worker’s Compensation.

SAFETY RULES

The Company follows applicable State and Federal laws regarding workplace safety. Established and enforced safety rules are intended to promote a safe, injury-free work environment. The violation or disregard of safety rules may be cause for disciplinary action up to and including termination.

The following are general safety rules that apply to all Company work areas. A work unit may prepare specific safety rules which apply to their specific tasks or hazards as long as the specific rules do not conflict with these general rules:

1. If an employee believes their equipment or machinery is not working properly or is in need of repair, the matter should immediately be reported to their Supervisor.

2. Safety equipment appropriate to the job should be used, such as safety glasses and steel toed safety shoes, etc.

3. Every injury, no matter how minor, must be reported to a Supervisor.

4. An employee should not remove or neglect to use prescribed safety devices, such as machine guards, etc.

5. An employee should not operate any equipment or machinery unless they have been instructed by their Supervisor and have authorization to do so.

6. Strict attention must be paid to work. Practical joking and horseplay will not be tolerated.
7. Obstruction of access to fire extinguishers, first aid facilities, exits, aisle or passageways must not occur.

8. An employee must walk, not run, on Company property.

9. Smoking will be permitted only in designated areas.

10. Danger and warning signs must be obeyed.

11. All scrap and refuse must be deposited in trash cans provided for disposal.

12. Lifting any excessively heavy objects without assistance must not occur.

13. Good housekeeping conditions must be maintained in all work areas.

14. Long hair must be tied back so that it cannot become caught in machinery.

15. Loose clothing or jewelry must not be worn while working around machinery.

16. Operators and passengers in business-use vehicles equipped with safety belts must wear them when the vehicle is in operation. Employees who operate Company vehicles must observe all traffic laws.

17. All OSHA programs must be in compliance.

**EMERGENCY SITUATIONS**

Should a serious emergency situation occur, such as a tornado, etc., employees should leave their work areas in order to find a place of safety. Evacuation routes are posted by each time clock. If the situation requires leaving the building, all employees should meet in the main parking lot once normal conditions have resumed.

**TERMINATION NOTICE**

When an employee intends to terminate his/her employment, he/she should give the Company at least two weeks’ notice.

**TERMINATION – COMPANY PROPERTY**

When an employee is separated, all Company files, record, keys and other materials belonging to the Company shall be returned.

**SECURITY**

All employees are responsible for the security and safeguarding of their personal property. The Company does not assume responsibility for the loss, theft or damage to personal belonging of employees while on Company property or in use on Company business. In order to deter theft, drug usage, etc., an employee’s personal property including, but not limited to, lockers, tool or lunch boxes, package, desk, purses, briefcases, computers and vehicle may be inspected.
BULLETIN BOARDS

Bulletin boards are maintained as a means of official communication. They are to be used only in this capacity. The notices posted on the Bulletin boards concern every employee in the organization. It is, therefore, important that notices be read as soon as possible. All notices must be approved and posted by the Company.

BUILDING SECURITY

All persons issued keys to the office will be responsible for their safekeeping. It is the responsibility of the last person who leaves the office at the end of the day to be certain that all windows and doors are securely locked and that all appliance and lights are turned off except for those lights normally left on for security purposes.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

Since it may become necessary to contact employees after regular hours, the Company must be notified of any changes in residential addresses, telephone numbers and emergency contact information.

SUPPLIES – EXPENDITURES – OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of the Company and no employee shall incur any expenses on behalf of the Company or bind the Company by any promise or representation without prior approval.

TELEPHONE USE

The Company’s telephone lines must be kept open for customer calls. Personal calls in the office must be kept to a minimum and outgoing calls should be placed on lines less frequently used. The general policy of the Company is to refuse to accept collect calls from anyone. Billing calls to the Company from home is prohibited. Any unauthorized long distance calls will be charged to the person who placed the call at the discretion of management. The Company is judged by how their employees act. Courteous telephone habits are a way of letting people know the Company is interested in serving them. Good telephone manners should always be practiced.

TIMECARDS

A plastic swipe time badge or a Personal Identification Number (PIN) is utilized to record work time. It is the responsibility of each employee to swipe their card or key enter their PIN upon arriving and leaving for the day. No other person should use this badge or enter one’s PIN. Violations of this will result in disciplinary action up to and including termination. Missing punches or changes can be authorized by a Supervisor. Charges may be assessed for lost or damaged badges.

COMPUTERS AND ELECTRONIC EQUIPMENT

In accordance with workplace privacy laws, computer hardware, software, information obtained there from or inputted thereon are Company property. The same is true for voicemail, email, or other electronics or other electronic technology. Accordingly, the company retains the right to access, review, delete or retain any material placed on these devices by employees or others and monitor the use thereof. Such technology should be used for business purposes only and specifically may not be used to solicit for personal business ventures or for personal, political or religious causes. Sending offensive or improper messages or other non-business related material is prohibited.
While at work please refrain from viewing any social media avenues on Cog Hill property (computers, internet, etc.). This policy applies to multi-media, social networking websites, blogs and wikis for both professional and personal use.

When using social media, please respect your audience and your co-workers. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.), but also topics that may be considered offensive or inflammatory. Cog Hill reserves the right to request that certain subjects are avoided, withdraw certain posts, and remove inappropriate comments.

What you should do:
If you have a Company email address, this is provided for responsible use on Cog Hill business and should not be used in any other way.

Never identify yourself as an employee of Cog Hill unless specifically authorized to do so. Cog Hill’s logo or images that may be directly connected to the Company should never be used without authorization.

Protect yourself. Be careful about what personal information you share online. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. Exercise sound judgment and common sense, and, if there is any doubt, DO NOT POST IT. Remember that once information is posted online, it is essentially part of a permanent record, even if you “remove/delete” it later or attempt to make it anonymous. Act responsibly and ethically. Cog Hill will not tolerate any form of discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, marital status, or any other legally recognized protected basis).

What you should never disclose:
The numbers: Non-public financial or operational information. This includes strategies, forecasts, and items of a similar nature.

Personal Information: Never share personal information regarding other employees or customers. Internet postings should not disclose any information that is confidential or proprietary to the company or to any third party that has disclosed information to the company. Never disclose information about an employee’s address, phone number, health or personal data.

Internet postings must respect copyright, privacy, fair use, and other applicable laws. If an employee ignores the above guidelines, depending on the severity of the act, he/she may suffer penalties ranging from being written up to termination.

VISITORS IN THE WORKPLACE

Because of safety, security and insurance concerns, only authorized and escorted visitors are allowed on the premises. Employees must not have friends, relatives or guests interfering with their work. Once punched out, employees should leave the premises.
DISCIPLINARY ACTION GUIDELINES

All employees are expected to conduct themselves in a lawful and productive manner which is consistent with the highest ethical and moral standards prevailing in the community in which we operate and in accordance with Company requirement. Also, employees are expected to reflect and uphold the Company’s integrity by performing their duties in a professional manner. It is the responsibility of every Supervisor to fairly evaluate employees conduct and to administer discipline when necessary. Violations of Company policies or rules, unproductive or incompetent performance, or other actions that are detrimental to the Company cannot be condoned.

The following rules are not intended to include all rules of conduct and the Company shall, when it deems appropriate, change them, establish additional rule or eliminate some with or without notice.

INAPPROPRIATE CONDUCT

Neglect of job responsibilities; (e.g., sleeping, horseplay, long lunches, leaving the area, unsatisfactory performance, violating rules).

Theft, fighting, gambling, immoral conduct, violation of criminal laws, indecency, use of profane language on Company premises, or causing damage to property of the Company or others.

Use or possession of firearms or illegal weapons on Company property.

Possession, distribution, advertisement, use of illegal drugs (controlled, counterfeit or look-alike substances) or unauthorized alcohol, abuse of alcohol or legal or illegal drugs or the misuse of substances to attain a similar effect while on Company premises or while conducting Company business.

Being at work under the influence of alcohol, drugs (legal or illegal) or other misused substance in a condition adversely affecting conduct or job performance or for any other reason in a physical or mental condition unfit to perform work.

Insubordinate conduct or refusal to follow a Supervisor’s directive to perform work. Restricting or interfering with others in the performance of their job, adversely distracting or disrupting the well-being or safety of others.

Excessive or unexcused absences or lateness.

Posting notices, signs or other material.
Abusing, misusing, damaging, destroying, sabotaging or stealing Company property, machines, tools or equipment, or the property of employees, customers, suppliers or visitors.

Punching another’s timecard or completing another’s time report.

Engaging in unsafe practices

Falsifying or destroying applications, time sheets, expense reports or other records.

Personal use of Company property.

Failure to dress in an acceptable business-like manner.

Harassing or otherwise interfering with the exercise of the civil rights of other employees.
Not exercising reasonable care to maintain and protect Company property and equipment, trade secrets and proprietary information, confidential information, computer information and general Corporate records.

Smoking in unauthorized areas.

Non-employees are prohibited from distributing literature on Company premises. Employees may not distribute literature on behalf of any organization or cause at any time in any working area. Distribution of literature is permitted only during non-working time, in non-working areas as long as the activity is conducted in a quiet and orderly manner and does not interfere with customers, the operation of the Company’s business or the work of any employee. Solicitation and distribution which is detrimental to maintaining the premises in a clean and attractive condition is forbidden.

Non-employees are prohibited from soliciting employees on the Company premises. Employees will not solicit other employees or engage in any non-work related activities while they or the person solicited are working. Employees may solicit other employees and engage in non-work related activities on the Company premises during non-work times. For example, lunch periods, relief breaks, etc., so long as they do not interfere with customers, employees who are still doing their job and so long as the solicitation or activity does not cause litter. Meeting and speeches are permitted only if conducted on non-work time, in non-work related areas and are not disruptive of others.

Violation of other Company or local policies, practices or procedures.

**ATTENDANCE**

Attendance and punctuality are important to the efficient operation of the Company’s business and are essential components of solid employee performance.

The employee and no one else is personally responsible for properly and promptly informing their Supervisor of an absence according to the requirement established in their area of work including the reason for the absence and an expected return to work date. This procedure must be followed each work day until the employee has returned to work, or has been instructed that there is no need to call, or a leave of absence has been granted. A doctor’s verification of and release from an absence due to illness may be required. Excessive attendance problems may lead to discipline up to and including discharge.

All employees are expected to be at their work area ready to work at their schedules starting time.

Late arrivals are considered to be tardy and, if excessive, may lead to discipline up to and including discharge.

If an employee is absent for three or more consecutive days without proper notification, he/she will be considered to have abandoned their job and voluntarily resigned unless a reasonable excuse is offered and accepted by the Company.

**PERSONAL APPEARANCE OF EMPLOYEES**

It is important that an employee’s dress and grooming be appropriate to the work situation. Radical departures from conventional dress or personal grooming standards are not permitted, regardless of the nature of the job performed.
Employees often have contact with the public and therefore represent the Company in their appearance as well as by their actions. The properly attired employee helps to create a favorable image for the Company. Accordingly, the personal appearance of workers is to be governed by the following standards.

Employees are expected to dress in a manner that is normally acceptable in business. The wearing of suggestive attire or casual attire is not permitted as they do not present a business like appearance. Clothes should be clean and without tears or holes.

Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches and beards should be neatly trimmed. Eccentric styles of hair will not be permitted.

If an employee reports for work improperly dressed or groomed, the Supervisor should instruct the employee to return home to change clothes or to take other appropriate corrective action. The employee will not be compensated during such time away from work, and repeated violations of this policy will be cause for disciplinary action up to and including termination.

**CORRECTIVE ACTION PROCEDURES**

The purpose of discipline is to stop misconduct and prevent its reoccurrence. Some forms of misconduct are normally considered as improper as to reasonably justify immediate discharge; for example, theft. Other forms of misconduct or performance problems are serious offenses that need to be corrected through progressively more severe discipline. Accordingly, the following guidelines have been developed.

Part of a Supervisor’s day-to-day responsibility is to coach their team and individual employees to improve performance including understanding of and adherence to rules and procedures. A verbal warning regarding a problem is considered coaching and not discipline and therefore is not put in writing or added to the person’s personnel file.

**THE THREE STEPS OF CORRECTIVE DISCIPLINE**

**STEP#1 – WRITTEN WARNING**

For minor offenses, employees will generally be given a written notice called a Corrective Action that indicates that further or similar conduct will receive more severe discipline.

**STEP #2 – SUSPENSION**

The next step in the Progressive Discipline process is time off without pay, called a suspension. It is intended to point out to the employee the seriousness of the offense.

**STEP #3 – DISCHARGE**

The ultimate actions taken against any employee, for a major offense or a continuation of other problem, is termination.
Accordingly, misconduct that involves a violation of Company policy, procedure, programs, rules, instruction, past practice, etc., or that is detrimental to the Company, customers or employees, or performance that does not meet standards should be documented on a Corrective Action Form. Appropriate corrective action generally follows the progression outlined below in the diagram. Variances from the three step program may be implemented as the matter warrants.

STEP #1

STEP #2

STEP #3
Acknowledgement of Receipt of Employee Handbook

With my signature below, I acknowledge that a copy of the Cog Hill Golf & Country Club Employee Handbook has been made available to me / and/or have been made aware of the same document on an accessible computer/, and understand that it contains important information on the general personal policies and on my privileges and obligations as an employee. I understand that I am governed by the contents of this manual and other Company practices, policies and guidelines and I am expected to adhere to them. My continued employment acknowledges my acceptance of this Handbook and any new policies contained therein and are consideration enough for and evidence of my agreement to all the terms and conditions of employment established by the Company herein or otherwise and in the future. Also, I understand that the Company reserves the right to change or revoke any benefits, conditions or privileges of employment, policies, practices, procedures or guidelines at any time, with or without notice, for any reason and without revision of the Handbook.

I also know that employment at Cog Hill Golf & Country Club is "at-will" and is for no definite or specific period, regardless of the time and manner of payment of wages and salary. Any employee may choose to leave and the Company may terminate any employee at any time without notice and for any reason not prohibited by law. No representative of the Company other than the President has authority to enter into any agreement contrary to the foregoing.

I acknowledge that Cog Hill’s harassment policy is included in this document. I understand that sexual harassment, or any harassment will not be tolerated.

____________________________________________________
Employee’s Name (typed or printed)

____________________________________________________
Employee’s Signature

____________________________________________________
Date