

AGENDA – February 18, 10:00 am
FloridaWest Economic Development Alliance – Board of Director’s Meeting
Greater Pensacola Chamber, 117 W Garden Street – Boardroom

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|--|---------------|
| 1. Call to Order | Jim Waite |
| 2. Public Comment | Jim Waite |
| 3. Action Items: | |
| ○ Approval of the January 19 Minutes | Jim Waite |
| ○ Approval of Economic Development Contract | Jim Waite |
| 4. Other Business | Jim Waite |
| ○ Technology RFPs due February 18 – Update | Libby Brown |
| ○ Upcoming Events with FloridaWest | Sena Maddison |
| 5. Adjourn | Jim Waite |

FY 2015 FloridaWest Meeting Calendar:

- **NEXT MEETING: March 1 at 10:00 AM**
 - **IT RFP Evaluation for FloridaWest- Make Recommendations**

**Community Economic
Development Association of
Pensacola and Escambia
County, Inc. (“CEDA”).**

**Supplement to Landrum Professional
Employee Handbook**

(Revised 10/20/2014)

TAX STATUS: For the purpose of state and local taxation, Florida West Economic Development Alliance, referred to in this document by its legal name, the Community Economic Development Association of Pensacola and Escambia County, Inc. (“CEDA”) is designated as a non-profit 501(c) 6 organization.

FISCAL YEAR: The organization’s fiscal year is October 1st through September 30th.

SUBJECT: Accounting Method

POLICY: Community Economic Development Association of Pensacola and Escambia County, Inc. (“CEDA”) will use cash-basis accounting. The cash-basis accounting method recognizes revenues when the cash is received and expenses when payment has been made.

SUBJECT: Bank Reconciliations

POLICY: Monthly bank statements are reconciled within fourteen days of receiving the statement through the mail. It is the responsibility of the Director of Finance to reconcile all bank statements. The individual that reconciles the statements cannot be a check signer. Once the statements are reconciled, the bank reconciliation summary spreadsheet is prepared and attached to the actual bank statements with copies of the general ledger cash or money market account detail. This package is given to the Chief Executive Officer (CEO) for review and sign-off. If the CEO has any questions, the Director of Finance or Chief Financial Officer (CFO) will be responsible to answer.

SUBJECT: Bid Requirements

POLICY: All professional service contracts, regardless of duration, are subject to an annual review for quality, compliance, and competitive pricing. In the event any or all of the above benchmarks are determined to be inadequate, other competitive bids will be sought.

The following expenditures require a minimum of two bids:

- Capital Purchases – bids required for all capital expenditures exceeding \$5,000
- Purchases – single purchases exceeding \$5,000
- Professional Services – professional services, including but not limited to: banking institutions, advertising agencies, and insurance providers

The decision to approve vendor bidding on various businesses with the CEDA will be made jointly by the CEO, Board Treasurer, and the designated CFO.

SUBJECT: Bonding of Employees

POLICY: It is the policy of the CEDA to bond all employees involved in the financial functions of the CEDA.

SUBJECT: Budget

POLICY: An operating budget will be produced by the assigned CFO with input from appropriate staff responsible for expense line items. This budget will be approved during or prior to the September meeting of the Board of Directors for the next fiscal year. This approval will authorize the CEO to approve all expenses reflected in the budget with the exception of CEO's travel and reimbursement requests. It will be used to track expenditures monthly to the Board of Directors for approval.

SUBJECT: Capitalization Limit

POLICY: Capitalization limit is the dollar figure under which an item is expensed in the period purchased and/or capitalized and depreciated within the period set by IRS guidelines. It is the policy of the CEDA to expense assets in the period purchased if these assets cost \$1,000 or less individually. Assets costing in excess of \$1,000 individually will be capitalized and depreciated in accordance with IRS guidelines.

SUBJECT: Chart of Accounts

POLICY: The CEDA maintains a chart of accounts. All employees involved with accounting coding responsibilities and budgetary responsibilities will be issued a chart of accounts. This chart is updated by the Finance Department. The current charts of accounts for the CEDA and each of its subsidiaries are included as an addendum to this document.

SUBJECT: Contract Signing Authority

POLICY: It is the policy of the CEDA to grant authority to sign contracts to the CEO or his designee as long as the financial implications of the contract are included in the CEDA's budget. If the budget does not reflect the financial obligations of the contract, Board of Directors approval is required before authority to sign the contract granted.

SUBJECT: Check Signing Authority

POLICY: To adhere to internal control and segregation of duties, the rules followed by the CEDA for signature of checks are:

- Persons that prepare checks cannot be check signers.
- Persons that reconcile bank statements are not the check signers.

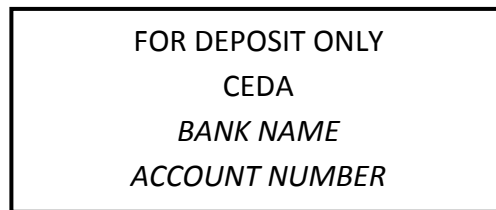
It is the policy of the CEDA to give check signing authority to the following persons:

- CEO
- President
- Vice President
- Treasurer

Checks that are under \$5,000 require one signature, usually the CEO. Checks that are over \$5,000 require two signatures and one of those must be the President, Vice President, or the Treasurer.

SUBJECT: Cash and Check Receipts

POLICY: Incoming checks made out to the CEDA are to be stamped with the restricted endorsement as follows:



Checks are endorsed in the Finance Department and deposited within 48 hours of receiving in the Finance Department.

SUBJECT: Audited Financial Statements Distribution

POLICY: It is a requirement that the CEDA have a financial audit performed by an independent accounting firm once a year. The distribution policy of the audited financial statements is for the CEO to distribute to the Board of Directors and to other organizations entitled to receive a copy by contractual agreement. The decision to publish the statements or otherwise make them available to the membership will be made by the Board of Directors.

The distribution of the audited statements to individuals or organizations not entitled by contractual agreement is left to the discretion of the CEO.

SUBJECT: Contracting CPA Firms

POLICY: It is the policy of the CEDA to contract with the CPA firm selected to audit the CEDA for a period not to exceed three years.

At the end of the three year term, the CEDA's treasurer, with the assistance of the staff, will write a request for proposal to CPA firms specializing in auditing non-profit organizations. Once the proposals are reviewed, a recommendation to the Board of Directors should be made for final selection.

SUBJECT: Loans to Employees

POLICY: It is the policy of the CEDA to prohibit loans to employees under all circumstances. Also disallowed are payroll advances, including paid time off –based pay.

SUBJECT: Postage Log

POLICY: It is the policy of the CEDA to maintain a postage log and charge the appropriate department function for actual postage used. Employees are prohibited from using the CEDA's postage meter for personal use unless prior approval by a supervisor under the condition that they reimburse the CEDA for the expense.

SUBJECT: Purchase Orders

POLICY: CURRENT POLICY STATES:

It is the policy of the CEDA to use a purchase order system. Authorized purchase orders are required for all obligations of goods and services. CEDA uses a non-numbered spreadsheet template for purchase orders. They are filled out by the receiving individual, approved by the department head, and given to the Finance Department.

The staff person requesting a purchase must complete a purchase order form and have it authorized by department staff and CEO.

Single purchases of over \$5,000 must have accompanying bids and be approved by the CEO. In his absence, the President or the Treasurer may approve the purchase.

Blanket purchases are not allowed.

Volunteers are not allowed to obligate the CEDA for any purchases or services.

SUBJECT: Records Retention & Destruction

POLICY: It is the policy of the CEDA to retain records as required by law and to destroy them when appropriate. It is the responsibility of the Finance Department to maintain a detailed retention schedule and at the end of each fiscal year, destroy the records that can be destroyed according to IRS and Florida Statutes Chapter 119 guidelines.

The following are permanent files that must be stored:

- General Ledger Journals
- Chart of Accounts
- CPA Audited Financial Statements
- Employee Personnel Records
- Meeting Minutes
- Legal Correspondence

SUBJECT: Restricted Funds

POLICY: The CEDA will record and account for all restricted money separate from operational funds. Such restrictions can occur externally, by the CEDA accepting funds with specific restrictions, or internally through Board of Directors-approved restrictions placed on identifiable funds. These accounts shall include all funds designated regardless of amount. These funds will be used in accordance with those restrictions and guidelines.

SUBJECT: Revenues

POLICY: All revenues received are verified against accounts receivable and recorded to the appropriate line item. Excess revenues received are investigated and allocated to the correct line item, or returned.

SUBJECT: Public Records Requests

POLICY: The CEDA will comply with the Florida Statutes Chapter 119, as it pertains to public records requests, to the extent applicable to the CEDA's activities. It is the policy of the CEDA to charge \$.15 cents per page for any requested copies of documents that qualify as a public record. If research is required to obtain the information requested, a fee of \$15 per hour will be assessed. The CEDA will provide the requestor an estimate amount, subject to adjustment based upon actual research time and number of pages copied. The CEDA may also require payment in full prior to the surrender of any documents to a requestor.

If the CEDA determines that Chapter 119 is not applicable to make the requested records a public record, it will still consider providing the records unless such provision would include providing confidential, proprietary, or other private business or other records. However, the decision about whether to provide requested records that would not be subject to Chapter 119 will be made on a case-by-case basis. If the CEDA elects to provide records that would not otherwise be required to be provided under Chapter 119, the same charges set forth in the preceding paragraph would apply to the research and duplication for such records as well.

The adoption of this policy is not intended to make the CEDA or the CEDA's records subject to Chapter 119 on a global basis, but simply to acknowledge that the CEDA will comply with the law, and to establish charges for those requesting records on that basis.

The person requesting the information may make arrangements to view the information at the CEDA by scheduling through the Finance Department. An hourly fee for supervised viewing may be assessed at a rate of \$15 per hour.

SUBJECT: Investments

POLICY: The investment policy applies to most investment activities of the CEDA. Exceptions are its employees' 401K funds, which are managed by an outside source. This policy is applicable to the CEDA Operating and Foundation Funds. Funds will remain in corporate interest-bearing checking accounts.

The objectives for the CEDA's cash reserves are to ensure the safety of investment principal, provide for liquidity, maximize investment income, and to segregate public funds from non-public funds to ensure that funds are utilized according to contractual agreements that may exist.

The CFO and the President/CEO will be responsible for researching investment opportunities and proposing recommendations. The decision to invest cash in authorized investments will be presented to the Executive Committee.

The following is a current list of authorized securities for investment. Cash balances that exceed FDIC insurance are secured by bank-pledged assets. Revisions to the list may be made by the CFO and/or President/CEO with the approval of Executive Committee. All securities are to be held until maturity. Maturity dates shall not exceed one year. The CEDA's intent is to purchase securities and hold them until maturity.

- Treasury Bills, Notes, and Bonds
- FDIC-insured or fully collateralized Certificates of Deposit.
- Full faith or general faith, and credit obligations of United States Government Agency Securities
- Repurchase agreements collateralized by U.S. Treasury or Agency Securities.
- Money Market funds placed with qualified local financial institutions that are members of the CEDA

Competitive rates, level of CEDA support, services offered, and convenience will be factors considered by the CEDA in making their depository and investment decisions, which will be reviewed annually by the Executive Committee.

SUBJECT: Year-End Closing Procedures

POLICY: As part of the year-end book closing process, the following procedures will be adhered to. All accruals and deferrals needed to bring the financial statements in compliance with Generally Accepted Accounting Principles in the U.S. will be made. All subsidiary ledgers will be balanced and reconciled to the general ledger. Allowance for doubtful accounts and pledges will be reviewed and adjusted. All in-kind donations will be recorded and inter-company transactions will be reconciled.

SUBJECT: Grants

POLICY: The CEDA receives different grants from various entities. The recording, invoicing, and reporting for all grants will be centralized in the Finance Department, and will be the overall responsibility of the CFO.

SUBJECT: Travel Expense Policy for Elected Officials

POLICY: The CEDA undertakes various travel engagements as it pursues economic development opportunities for the greater Pensacola area and in the course of conducting its general business activities. Occasionally, CEDA members and other individuals accompany CEDA personnel during travel engagements to assist the CEDA in carrying out its purposes at the CEDA's expense. In order to avoid even the appearance of either conflict of interest or any improper political influence, however, it is the CEDA's policy to not reimburse or otherwise pay for the travel expenses of elected officials.

SUBJECT: Employee Expense and Travel Policy

POLICY:

I. General Policy

- a. All City and County public dollars received by CEDA are to be used responsibly and effectively, public dollars must be used for direct economic development business expenses and **cannot** be used for any business meals or entertainment expense.
- b. The CEDA **believes** that you should live comfortably when away from home on business; however, charges should be reasonable and supported with sufficient detail. Employees should experience neither financial gain nor loss associated with business expenses. The CEDA will reimburse staff members for adequately supported and approved expenses directly connected with performance of their duties. Reimbursements and allowances should relate to the necessary business expenses actually incurred by employees and should not be considered additional compensation. All travel requiring an overnight stay should be planned sufficiently in advance and should be approved by the CEO. The President, Vice-President or Treasurer will approve the CEO's out-of-town travel.
- c. In general, the quality of travel, accommodations, entertainment and related expenses should be governed by what is necessary, reasonable, and appropriate to the business purpose involved. The CEDA does not require sacrifice on the part of its personnel where comfort and convenience are concerned nor does it permit superfluous spending. In this regard, exercise careful judgment in weighing the type of expenses and the costs incurred.
- d. The CEDA respects the personal integrity of each employee and conducts expense account affairs accordingly. The approving supervisor as well as the spending employee is responsible for compliance with this Employee Business Expense and Travel Policy as well as the accurate representation and documentation of expenses on employee expense reports.
- e. The travel authorization form should be completed, providing documentation of the estimated costs, business purpose and itinerary. In general, any single entertainment expense expected to exceed \$200 should be pre-approved by the CEO. The President, Vice-President or Treasurer will pre-approve the CEO's anticipated entertainment expenses in excess of \$200.
- f. CEDA employees are expected to:
 - i. Exercise good judgment with respect to expenses.
 - ii. Spend CEDA money as carefully and judiciously as they would their own.
 - iii. Check the accuracy of bills and other documents before paying or accepting them.
 - iv. Report all expenses and advances promptly and accurately with the required documentation.
 - v. Within thirty days of completion of a business trip, claim reimbursement of necessary and reasonable expenses only.
- g. Expenses that must be reported on an expense report include:
 - i. Travel, meals and lodging
 - ii. Automobile expenses
 - iii. Entertainment
 - iv. CEDA related meetings
 - v. Conference, seminar and educational activities

- vi. Any expenditure using CEDA credit card
- vii. Miscellaneous employee business expenses
- viii. Other anticipated expenses not specifically mentioned above must be approved in advance.

II. Reporting and Documentation

- a. All employee business expenses must be reported within thirty days after the expense is incurred or the trip is completed. Expense reports will be processed on a weekly basis as submitted. Expense items older than thirty days will require the CEO's approval for reimbursement. Expenses older than ninety days will ***not*** be paid. Expense reports should be prepared electronically. The expense report should include sufficient detail (business purpose, charge code, dates, number of days at each location, individual involved, etc.)
- b. All out of town travel should be planned sufficiently in advance to take advantage of lower airfares. The Travel Form should be completed, providing documentation of the estimated cost, business purpose and itinerary. In addition, any entertainment expenses expected to exceed \$200 should be pre-approved. The Travel Authorization Form must be approved by her/his designated representative before committing to travel. Upon completion of travel, an expense report is to be completed with receipts and a copy of the original Travel Authorization form attached. The expense report must be approved by her/his designated representative. If a major portion of reimbursed expenses is charged to and recovered from grants, it is particularly important that the CEDA be able to furnish its grantors with detailed statements of expenses. Adequate explanations and documented support for charges are required.
- c. All reimbursable expenses must be fully described and supported on the expense report. This means that each entry must contain clear description of both the business reason for the expenditure and the names of any other persons involved. Receipts are expected for all expenses and must be accompanied by appropriate original receipts (airline ticket stubs, hotel bills, customer copy of credit card charge slips, restaurant receipts, etc.). Receipts must be attached for expenditures of \$25 or more. When practical, receipts for expenditures of less than \$25 should be attached. If the expense will be charged to a Chamber contract, all receipts must be present regardless of expenditure amount. Expenditures for lodging should be supported by detailed receipts from the hotel.
- d. Direct Payment: When requested by employees, checks will be issued directly to vendors upon presentation of properly completed and approved expense reports purchase orders and supporting invoices. The CEDA will not reimburse employees for finance charges due to late submission of expenses.
- e. Expenses that are not properly described and/or supported will be disallowed from expense reports. Properly reimbursable expenses will have to be resubmitted with the appropriate description and/or support.

III. Payment and Reimbursement

- a. CEDA Credit Cards
 - i. CEDA-owned credit cards will be issued to CEDA employees on an "as needed" basis and are usually limited to selected employees as approved by the CEO. For those employees holding such cards, the use of CEDA-owned credit cards is encouraged as a method of payment.

- ii. Personal charges made on CEDA-owned credit cards are not allowed.
 - iii. No cash advances or ATM transactions are to be made with CEDA-owned credit cards.
 - iv. Employees are responsible for submitting expense reports to cover their CEDA credit card bills promptly. Interest and late charges will be charged to the employee if incurred by the actions of the employee. Employees who violate the above items are subject to the retraction of their card and possible disciplinary actions.
- b. Cash Advances
- i. The CEDA recognizes that some employees may require monetary advances rather than rely on reimbursement for business expenses on rare occasions. An adequate cash travel advance can be obtained for travel and sustenance expenses if you have not been issued a CEDA credit card. If you have a CEDA credit card, an advance will only be issued if you can document the need for substantial cash outlays, or are traveling to areas where credit card transactions may be difficult (some overseas destinations, for example). To request an advance, complete a purchase order and have the appropriate approval by the CEO or her/his designated representative. Submit this approval request along with a copy of your Travel Expense Authorization Form.

IV. Expense Guidelines

a. Transportation

The actual cost of transportation on airlines and other public carriers, with reasonable gratuities and incidental expenses while traveling, will be allowed. The original passenger receipts for transportation are to be attached as evidence to support the amounts included on expense reports as transportation expenses.

i. Airlines

1. Airline travel may be utilized for travel outside of a 300 mile radius of Pensacola.
2. Employees should travel economy class (or economy comfort on international trips). The board President must approve any exceptions.
3. All airline reservations should be made at the lowest available fare. "Lowest available fare" is the least expensive ticket available at the time of the reservation. This fare applies to all carriers within a one-hour span of the requested departure or arrival time.
4. Reservations should be made as far in advance as possible in order to take advantage of discounted fares.
5. Ticket refunds must be reported on expense reports.
6. All airline tickets should be charged to your personal, or a CEDA credit card, or directly billed to the CEDA.
7. Expense reports should clearly indicate the date and the point of departure for each leg of an out-of-town trip, the city visited and the number of days away from home spent on business. Detail on expense reports will assist in verifying the documentation.

- ii. Taxicab: Taxis should be used sparingly and limited generally to trips between terminals and hotels or when required when distance, time, baggage, weather, or personal safety warrants.
- b. Automobiles
 - i. Rented automobiles should be used only when other means of transportation are more expensive or are not conveniently available. Their use should be approved in advance. If it is necessary to rent an automobile for business use, staff members should try to rent from car rental agencies where the CEDA has discount agreements. Make certain that the CEDA's discount is granted from the rental agent when traveling on CEDA business.
 - ii. Request an intermediate size model or smaller. The President or CEO, in advance of the rental agreement must approve any exception. Automobiles rented for CEDA business purposes must include optional insurance coverage.
 - iii. If the auto is rented for personal use and the CEDA's discount is obtained, use of the optional coverage is at the staff member's discretion. The CEDA will not reimburse staff for losses to autos rented for personal use.
 - iv. The use of personal automobile on overnight assignments must be approved by the CEO or her/his designated representative and should be permitted only when its use contributes to economy and efficiency in carrying out the work. The CEDA should be notified immediately of any accident which occurs in connection with the use of a rental or personal automobile for business transportation, on out-of-town assignments or under other circumstances where there is a possibility the CEDA might be named as a party in any legal action. As a follow-up to this initial call, a written description of events is to be supplied to the CEO or President.
 - v. The CEDA will reimburse employees for the use of their personal automobile for business purposes. The reimbursement is based on actual mileage more than the employee's normal round trip commuting distance to and from work plus tolls and parking fees. The mileage reimbursement is calculated based on the current IRS mileage rate. Expense reports should clearly indicate destinations and the mileage and tolls involved. The names of staff members sharing in the use of an automobile should be listed in the expense report.
 - vi. Automobile Allowances: In the event an employee receives an automobile allowance, mileage expense at the current IRS mileage rate may be claimed when traveling to a destination outside of the two county Pensacola MSA.
- c. Non-reimbursable Transportation costs.
 - i. It is CEDA policy not to reimburse staff members for transportation costs relating to:
 - 1. Normal commuting from home to work.
 - 2. Expenses for automobile repairs, traffic and parking tickets, theft or damage in an accident.
 - 3. Charges for car rental when personal or public transportation can be used.
 - 4. Charges for first class air fare when economy class is available, or charge for air travel when less expensive transportation is used.
 - 5. Air travel insurance, unless prior approval is given.

d. Parking

- i. The CEDA will reimburse employees for reasonable parking charges for business purposes whether traveling or local (excluding charges relating to downtown parking for the office).
- ii. An employee who receives a monthly automobile allowance is not entitled to parking reimbursement locally, except for economy parking at the Pensacola International Airport while on official CEDA business.

e. Lodging

- i. Reimbursements for lodging expenses must be supported by a receipt. Submission of a credit slip or credit card statement alone is **NOT** sufficient. Receipts should contain the name of the facility, location, date and separate amounts for charges such as meals, room, telephone and valet services.
 1. Lodging costs include vehicle valet/parking fees when relevant.
 2. Charges to the room for the costs of late night snacks and cocktails, room service (other than for reimbursable meals as necessary), television, movies, personal toiletry needs, newspapers and other incidentals **are not** reimbursable unless approved by the CEO.
 3. Costs incurred while staying at a distant location over a weekend because of work commitments or because it is cheaper than flying home for the weekend are reimbursable. Excess lodging and other costs incurred over a weekend where the staff member chooses to remain at a distant location, and returning home would be less expensive, are not reimbursable.
 4. Charges for hotel accommodations when staying at a residence of friend, family, etc. is not reimbursable.

f. Meals (including related tips)

- i. Meals include business-related luncheons, dinners and breakfasts while out-of-town and in-town. Specific guidelines with respect to meals are as follows:
 1. While on out-of-town assignment, staff is reimbursed for actual reasonable costs of meals. Expenses should be reasonable, customary and prudent based on the area that the employee is traveling in.
 2. When a staff member works overtime or on weekends in Pensacola, meal expenses are not reimbursable.
 3. The cost of departmental, staff or group luncheons, parties, meetings or other entertainment may be absorbed by CEDA but only with advance approval from the President or within approved budgeted amounts.
 4. Staff recruitment lunches hosted by the CEO or President with prospective professional staff are reimbursable.

g. Professional Development (training and conferences)

- i. Expenses chargeable to professional development include the cost of registration fees for meetings of business and professional groups. These are usually reimbursable. However, it may be necessary at times for the CEDA to limit participation in

professional development activities. Staff members should therefore consult their CEO/President before planning to attend a conference or training session.

- ii. With respect to registration fees and other costs of attending conferences, the following guidelines apply:
 - 1. All such attendance must be approved in advance by the CEO/President. Requests to attend a conference should be made on the basis of benefits to the CEDA, such as an increased prospect contact, increased knowledge for the participant, professional society contact, etc.
 - 2. Requests to serve as a speaker or discussion leader of conferences, while beneficial and to be encouraged, should be carefully evaluated and selectively accepted.
- h. Telephone
 - i. The CEDA will not reimburse full time employees for personal cell phone expenses. All full time employees will have the option of receiving a CEDA paid cell phone.
- i. Club Memberships
 - i. Country and Social Clubs: CEDA paid country club and social club memberships must be approved in advance by the CEDA Board. These memberships will be limited to employees who demonstrate a business need.
 - 1. Employees must pay all charges in advance and request monthly reimbursement. (An exception will be made for unusually large amounts that are approved in advance by the CEDA Board).
 - 2. Extra dues or fees for athletic facilities, locker rental, golf membership, meals, tennis, etc. are not reimbursable.
 - 3. Employees will be reimbursed for club/social dues and related business entertainment expenses upon receipt of a properly completed and approved expense report.
 - 4. The amount of annual dues that relate to personal club usage will be included in the employee's W-2 form as additional income at year-end as required by IRS guidelines. Federal and social security taxes will be withheld from the employee's pay on a monthly basis based on estimated amounts of personal usage. This amount will be adjusted to reflect actual personal usage at the end of each year.
 - ii. Business Clubs, Rotary, etc.: Business clubs, Rotary, etc. memberships must be approved by the CEDA Board or by the CEO if within budget. When requested by employees, checks will be issued directly to vendors upon presentation of properly completed and approved expense reports and supporting invoices.
- j. Entertainment
 - i. As a general rule, all anticipated entertainment expenses exceeding \$200 should be pre-approved by the CEO or appropriate President, Vice President or Treasurer, using the Travel and Entertainment Authorization Form. All City and County public dollars received by CEDA cannot be used for any entertainment expenses. When submitting an expense report for entertainment expenses (prospect or non-prospect), it is extremely

important that all of the required information is documented on the expense report. Incomplete expense reports will be returned to the employee for proper completion.

1. Prospects

- a. Generally, a prospect is an individual or representative of an entity currently looking at Pensacola for business relocation or convention or tourism business, or someone with whom we wish to do this type of business. The definition may also include certain individuals or representatives or organizations from which we can derive a business related benefit.
- b. CEDA policy requires that business meals and entertainment be directly related to the conducting of the CEDA's business. In general, a business meal is "directly related" if four conditions are met:
 - i. If you have more than a general expectation of deriving income, or a specific business benefit, from the meal or entertainment. You are not required to show, however, that income or specific business benefit actually resulted.
 - ii. If you did in fact engage in business discussions during the meal or entertainment.
 - iii. The principal nature of the expense was the conduct of the CEDA's business.
 - iv. The meal or entertainment expense was for you or your business guests.
- c. Expenses should be reasonable in all cases. Lavish or expensive entertainment could have a negative impact on the prospect and will not be reimbursed.

2. Non-Prospects/ Investors/Economic Development Allies

- a. Business meetings – the CEDA will reimburse employees for reasonable expenses incurred during a business meeting if there is a specific business discussion.

3. Special Situations

- a. Charges for entertaining spouses and/or friends attending conferences are normally non-reimbursable, although there may be some exceptions to this rule. Prior approval by the CEO/President must be obtained.
- b. Golf, tennis or other athletic club charges for entertaining prospects are a reimbursable expense. Prior approval by the CEO/President must be obtained.
- c. Subscriptions to or purchases of various professional publications, technical volumes, technical services, etc. must be approved in advance by the appropriate Vice President or President.
- d. Costs of candy, flowers or other gratuities for other staff members are normally not reimbursable. These gratuities are personal expressions rather than CEDA expenses. They are approved in case of a serious

illness, birth of a child, death of an immediate family member, milestone employment anniversaries, etc.

- e. Other than CEDA credit cards, annual credit card fees are not reimbursable.
 - f. Membership fees in travel clubs or in airline sponsored lounge (i.e., Admirals Club, Ambassadors Club, Red Carpet Club, etc.) and frequent flyer clubs are not reimbursable.
 - g. Rental of tuxedos to attend CEDA sponsored or endorsed black tie dinners are reimbursable upon CEO/President approval.
 - h. Baby-sitters, kennel fees and house sitters at any time are not reimbursable.
 - i. Clothing damaged at work is not reimbursable.
 - j. Weather-related items (umbrellas, overshoes, overcoats, etc.) are not reimbursable.
 - k. Stolen or misplaced personal property is not reimbursable.
- k. Professional Fees and Expenses
- i. As a rule, the CEDA will reimburse a management level staff member for memberships in professional societies, provided this request has been approved by the CEO and is included in the budget.
- l. Employee Guest Accompaniment
- i. When an employee represents the CEDA at an after hour function or must travel away from home for a period to conduct company business, it may or may not be appropriate for a guest to go along. Accordingly, the CEDA provides for the following:
 - 1. When a business invitation expressly includes a guest, the CEDA will assume all reasonable costs for the employee and guest, should the second person actually accompany the employee.
 - 2. The CEDA will normally provide for transportation, lodging and meals for an employee who attends an after-hours business function or one that takes the employee away from home for an extended period. Should a guest accompany an employee in an unauthorized capacity, the CEDA will not assume transportation or meal expenses for that individual. Since most lodging arrangements accommodate a guest, the CEDA realizes the guest could share in the company paid lodging.
 - 3. Except for special circumstances, such as dining with prospects and their guests, most business functions will demand an employee's full attention, and may, in fact, be "inhospitable" to guests. Employees are advised to explore this possibility with their guest before making plans for accompaniment.

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INTRODUCTION

CEDA Purpose:

The purpose of CEDA is to promote industry and commerce, enhance the business climate and stimulate economic prosperity, support workforce development, promote community development, and encourage political action. CEDA will strive to accomplish the greatest good for the greatest number of people in Pensacola, Escambia County, and Northwest Florida. CEDA shall observe all local, state and federal laws that apply to non-profit organizations as defined in Section 501(c)(6) of the Internal Revenue Code. The duration of the corporation is perpetual unless dissolved according to law.

CEDA is not organized for the pecuniary gain or profit of, and neither the net earnings nor any part of the net earnings is distributable to, its members, directors, officers, or other private persons except as specifically permitted under the provisions of the Florida Not for Profit Corporation Act.

It is intended that the corporation have the status of a corporation that is exempt from federal income taxation under Section 501(a) of the Internal Revenue Code of 1986, as amended (the "Code") and an organization described in Section 501(c)(6) of the Code. These Articles must be construed accordingly, and all powers and activities of the corporation are limited accordingly.

Policy Statement:

This handbook has been prepared to serve as a guide for the effective and efficient operation of the Community Economic Development Association of Pensacola and Escambia County, Inc. The Community Economic Development Association of Pensacola and Escambia County, Inc. may be referred to as: the CEDA, the company, or the organization. Any of these titles include the Community Economic Development Association of Pensacola and Escambia County, Inc. for purposes of this employee handbook.

Knowledge of our organization is essential to good performance of your regularly and specially assigned tasks. Study this handbook now, but from time to time, refresh your memory on certain procedures and practices of the organization.

Any deviation from the established pattern of operation will be permitted only on the authority of the President. Furthermore, the policies and procedures set forth in this manual are to be advisory only and are not to be interpreted as a contract for employment or any benefit provided therein.

The company possesses the sole right to operate and manage the affairs of the organization. The company reserves the right to amend/update this personnel policy handbook at any time. Employees will be notified of any changes through written announcements, training classes, or departmental meetings.

This personnel policy handbook does not cover all possible situations that may arise during the course of employment, and the organization reserves the right to take required management actions appropriate for the situation; including complying with local, state, and/or federal law.

Should any of the provisions of these Employment Policies and Procedures be determined to be contrary to federal, state, or local law, the remaining provisions of these Employee Policies and Procedures will remain in full force and effect.

To the extent that any law provides additional or different benefits or rights to employees, the provisions of these Employee Policies and Procedures will be deemed to include those statements of law.

EMPLOYMENT INFORMATION

Employment Status

A full-time employee is defined as working a minimum of 30 hours per week on a continuous basis. A part-time employee is defined as working fewer than 30 hours per week on a continuous basis. All employees, unless operating under a written employment contract, are considered to be at-will employees. This means that either the employee or the employer can discontinue the employment arrangement at any time for any reason not prohibited by law. All new hires will work under a 90-day probationary period, after which a determination of continued employment will be made.

Performance Appraisals

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Typically, each employee's immediate supervisor will conduct a formal written performance evaluation annually. This evaluation will be conducted in person with each of the supervisor's subordinates. Each appraisal should focus on feedback on job performance, areas of success, and areas where improvement is needed. Reaching individual, departmental, as well as organizational goals will be a part of the performance review. Employees will be allowed to provide a written comment during the appraisal process with their feedback. Refusal to sign a performance appraisal will not keep the appraisal from being filed.

Incentives for reaching established performance measurements may be awarded from time to time, based on budgetary consideration and Board approval. Salary determinations are separate from the appraisals and rely heavily on job descriptions, specific responsibilities, and available funds.

Merit Pay Adjustments

The CEDA award merit-based pay adjustments in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by a formal performance evaluation process and available funds.

Work Hours

Normal lobby hours are Monday through Thursday from 9:00 a.m. to 5:00 p.m. and Friday from 9:00 a.m. to 12:00 p.m. The typical work week for all full-time employees is forty (40) hours per week.

The organization reserves the right to adjust and change hours of work, days of work and schedules to fulfill its responsibility to members and partners. In an emergency, previously scheduled hours of work, days of work and work arrangements may be altered at the discretion of management. Changes in work schedules will be announced as far in advance as practical.

Occasionally, it may be necessary for non-exempt and hourly employees to work overtime hours or hours outside of the typical work day. Any hours worked outside of the typical workday should be coordinated with that employee's supervisor. It is at the discretion of the supervisor whether, or not, an employee's schedule will be modified in order to avoid overtime hours or whether to allow the employee to work overtime. If an employee anticipates working more than forty (40) hours in a given work week, he or she must obtain prior approval from their supervisor.

If a non-exempt employee works more than 40 hours in an established work week, then the employee will be paid one and one-half times (1½) his/her hourly rate for any hours over 40. In computing hours for overtime purposes, the employee must physically work more than 40 hours to be eligible for overtime calculations. Leave of any nature is NOT considered in overtime calculations in accordance with the Fair Labor Standards Act.

Breaks

Minimal breaks are allowed and should not be excessive or lengthy. Lunch breaks, if taken, should be taken in the middle of the day.

A kitchen area is maintained for the convenience of the employees, including use of the refrigerator. Employees are responsible for cleaning up after themselves and their guests.

Office Access

There is a small parking lot for employees located behind the CEDA building with spaces designated specifically for the Chamber. It is accessible from Spring Street and via the Hancock Bank lot. Additional parking is available in the vacant lot across Spring Street, and on the Spring Street access road to those with appropriate parking passes.

Keys to appropriate building doors and access codes to the building's alarm system will be provided to all approved employees.

Dress Code

General Guidelines

Employees are expected to dress professionally and use moderation and good judgment in choosing dress, hairstyles and accessories. Clothing and accessories should be clean, pressed and in good repair. Hair should be a natural color and be neat and professional in appearance and style. Earrings are the only visible piercing permitted (unless it is considered a religious or cultural symbol).

No gauge earrings are allowed. Visible body art/tattoos larger than two (2) inches in size must be covered while at work or at work-related events. The following specific guidelines will apply:

- Professional business attire is preferred, especially on event days or for meetings.
- Dresses and skirts must be business length.
- Tight-fitting, sheer, or revealing clothing is never permitted.
- Footwear must be professional in appearance.
- Clothing made of denim is not permitted except on Business-Casual Fridays.

Business-Casual Friday Guidelines

Business-casual day is each Friday. Participation in casual day is voluntary for all staff; however, if you have a meeting or event, please refer to the regular dress code guidelines (above). The following specific guidelines will apply:

- CEDA logo shirts or similar style shirts are permitted.
- Khaki-style slacks, skirts and jeans are permitted.
- Shorts are **not** permitted.

EMPLOYEE BENEFITS

Insurance Coverage

Landrum Professional’s experienced benefits specialists and independent agents can assist you in obtaining cost-effective coverage. The CEDA may participate in the cost of providing such coverage as an additional benefit of employment, although certain restrictions may apply. Detailed benefit information will be provided upon hiring. Changes to benefits will be made at the employer’s discretion and will be communicated appropriately.

401(K) Retirement Plan

The CEDA offers a 401(K) retirement plan for all employees who have been employed by the CEDA for at least ninety (90) days and meet other eligibility requirements. The CEDA may participate with employer matching as an additional benefit of employment, although certain restrictions may apply.

Technology Assets

For certain positions, assets, such as smart phones, tablets, laptops, etc. may be issued. Employees who receive these assets must sign the appropriate agreement/inventory forms and adhere to the corresponding policies. Company assets are for business purposes only and not for personal benefit; therefore, use of assets for personal use is prohibited. All assets are to be returned upon separation of employment.

Holidays

Paid holidays for CEDA employees are as follows:

New Year’s Eve	Independence Day	Christmas Eve
New Year's Day	Labor Day	Christmas Day
Martin Luther King, Jr. Day	Veterans Day	“Floating” Holiday
Memorial Day	Thanksgiving Day and the day after	

As a general matter, if a holiday falls on a Saturday, it will be observed on the preceding Friday; if the holiday falls on a Sunday, it will be observed the following Monday.

Personal Time Off (PTO)

Policy

The organization has designated a combination vacation and sick-leave policy known as the Personal Time Off (PTO) Plan. This plan is applicable to all full-time employees. Part-time employees will earn proportionate leave based upon the hours they normally work.

PTO hours accrue according to the following table for full-time employees:

Years of Service*	Hours per Pay Period	Hours per Year
0 to less than 5	6.77	176 (22 days)
5 to less than 10	8.31	216 (27 days)
10 or more years	9.85	256 (32 days)

**Employment anniversary date will be used to determine accrual schedule.*

PTO may be used at the employee's option, after supervisor approval, for vacation, personal or family illness, appointments, or extra holiday time.

Employees must use PTO for all absences, including partial-day absences. Unpaid leave may not be utilized when an employee has available PTO hours, except the minimal provision for extended leave.

Employees may accrue, but may not use, PTO during their probationary period.

Except in emergencies, use of PTO should be coordinated with and approved by department supervisors to ensure that department operations and coworkers are not adversely affected.

Leave may not be taken in increments longer than ten (10) days at a time, except in extraordinary circumstances with authorization from the President.

PTO will not be taken in excess of the amount of time accrued; in other words, an employee's PTO account cannot ever have a negative balance. If an employee has an adequate amount of PTO on file at the time a request is made but no longer has an adequate amount of PTO on file at the time PTO is to be taken, the employee may not take the time off work, except with approval from the President. This PTO policy does not affect any right an employee may have under any law.

Carryover of PTO

Carryover of PTO (from calendar year to calendar year) will be based on a carryover date of January 1st and will be limited to 320 hours.

Upon discontinuation of employment, employees who have been employed for at least one year may be paid for any unused PTO, up to the maximum hours indicated in the table below. Any employee with a negative PTO balance (which may only occur as a result of President's approval) will have the negative balance deducted from their final paycheck.

Years of Service*	Maximum PTO Payout
0 to less than 5	80 hours

5 to less than 10	120 hours
10 or more years	160 hours

**Employment anniversary date will be used to determine maximum PTO payout.*

Bereavement Leave

Employees will be allowed reasonable time off (up to five days) with pay in cases of death in the immediate family. Immediate family is understood to include: spouses, parents, step-parents, grandparents, siblings, step-siblings, half-siblings, children, step-children, grandchildren, fathers- and mothers-in-law, brothers- and sisters-in-law, and sons- and daughters-in-law. For bereavement leave that does not fall under one of these family member categories, paid vacation time may be taken; otherwise it will be considered an unpaid absence.

Volunteer Time Off

In an effort to encourage our employees to give back to the community in which we live and serve, the CEDA is pleased to provide paid time off for our employees who volunteer their time and service to an approved local non-profit 501(c)(3) organization. Organizations will be approved based on their mission and how it directly relates to the betterment of the Greater Pensacola area. Volunteer time off will be approved based on the nature of involvement with the approved organization and the amount of time needed, i.e., serving on the Board of Directors of an approved organization or volunteering for a one-time approved event.

To be eligible for volunteer time off, employees must be full-time, actively at work, and must receive advance approval from the President. Approval for paid volunteer time will be granted on a case-by-case basis by the President. Volunteer service must be non-paid by the non-profit organization; volunteer hours specifically supporting partisan political groups are not eligible; and the event or service must directly benefit the Greater Pensacola community.

Volunteer time is not accrued, has no cash value and will not be paid upon termination of employment. Volunteer time, like other paid time off, is not work time and will not count towards overtime. Volunteer time for this purpose will only be considered when it coincides with the regular work schedule; employees who volunteer their time in any capacity after work hours are encouraged to do so, but are not subject to approval under this policy.

Leaves of Absence

Civil and Military Responsibilities

Please refer to the Landrum Employee Handbook for policy information, which follows the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).

Extended Leaves of Absence

Extended Leaves of Absence are provided to reasonably accommodate employees in times of prolonged illness, sudden injury, or following the birth or adoption of a child. For this type of leave, employees will

be allowed up to eight (8) weeks of time off, comprised of PTO (when available) and unpaid time off, for employees who have completed at least one (1) year of service. Employees in good standing with less than one (1) year of service may be granted an Extended Leave of Absence at their supervisor's discretion. Leaves of absence longer than eight (8) weeks may be granted on a case-by-case basis with supervisor approval.

During an approved Extended Leave of Absence, accrued PTO hours should be used first, before allowing the use of unpaid time. Exception may be granted by the CEO with the approval of the board. An employee using extended leave may elect to save up to five (5) days of PTO for any future emergencies, at his or her discretion. Accruals will continue during the time that PTO is used; once the employee enters into unpaid time, accruals will cease.

In the event that an employee does not return to work after an Extended Leave of Absence, PTO accrued during the leave will not be paid out.

To ensure projects are completed timely, employees on extended leave may work up to ten (10) hours per week, at their discretion, with both doctor's approval and supervisor's approval. Salaried individuals may elect to receive compensation in the form of equal PTO.

Health Insurance Coverage During Leaves of Absence

Any employee who has previously been participating in an organization-sponsored health insurance plan upon taking an Extended Leave of Absence will become temporarily ineligible for the sponsored plan and will thus become eligible for COBRA Continuation Coverage. If those employees elect COBRA coverage, and that coverage remains in place until they return to work on a full-time basis, their sponsored insurance plan may be reinstated the first day of the month following their return. If the employee returns to work on a part-time basis, they may continue COBRA coverage until such time as the COBRA period is exhausted or they become eligible for reinstatement of the sponsored plan. If they do not elect COBRA coverage and thus have a break in coverage during their Leave of Absence, they must re-qualify for benefits as if they were newly hired employees upon their return. Receipt of PTO wages while on leave does not preclude an employee from being eligible for COBRA coverage.

The organization will reimburse up to two months of individual COBRA premiums paid by an employee during an Extended Leave of Absence when the following conditions have been met:

- The employee has returned to work on a full-time basis for a minimum of 90 days following his or her leave.
- The employee submits proof of COBRA expenses paid.

Jury Duty

Employees will be granted leave with pay for witness or jury duty. Employees are also permitted to retain the allowance for services from the court for such service. To qualify for jury or witness duty leave, employees must submit to their supervisor a copy of the summons or other relevant court-related paperwork as early as possible upon receipt thereof. In addition, proof of service must be submitted to their supervisor when the employee's period of jury or witness duty is completed.

Inclement Weather

In exceptional circumstances beyond the employee's control, such as weather-causing hazardous conditions, the employee is required to contact his or her supervisor for instructions regarding job assignments for that particular work day. However, if the conditions are too hazardous for him/her to get to work safely, he or she will immediately contact their supervisor. Regardless of the situation, an employee is expected to give management proper notice if he or she is unable to report for work. Typically, the organization will follow the Escambia and Santa Rosa County school system inclement weather closure policy.

EMPLOYMENT POLICIES

Payroll

Employees are paid by check or direct deposit bi-weekly. All employees must submit an online timecard through the Landrum Professional *XactTime* Portal in a timely manner.

Staff Meetings

Management staff meetings, full-staff meetings, and department meetings will be scheduled as necessary. Attendance at such meetings is mandatory unless otherwise approved by your supervisor.

Safety Rules and Procedures

Accidents

All accidents involving personal injury, however minor they may be, which occur on the job or while involved in job-related activities, should be reported immediately to the employee's supervisor. To help ensure the safety and well-being of staff and visitors, the following safety rules and procedures are to be followed as a guideline:

Safety Awareness

- Report all accidents or incidents to your supervisor as soon as possible.
- Take personal responsibility for safety in your area.
- Protect your back when lifting, pushing, pulling or carrying. Get help when necessary.
- Use protective clothing, gear and practices as appropriate.
- Prevent slips, trips and falls to the extent possible.
- Report any unsafe conditions immediately and vacate the area as deemed necessary.
- Do not attempt to repair equipment that is not working properly; i.e. elevator, air or heating systems, or any electrical system or malfunction.

- If it is necessary for you to work late, it is our preference that you not work alone or after daylight hours.
- When you know you will be working late, move your car under a light and closer to the door. If you are concerned about leaving unescorted, please call the Pensacola Police at (850) 595-1214.
- Vehicle Safety. When on official travel, using your own vehicle or a rental vehicle, ensure you comply with all traffic laws and regulations of the states in which you will travel, including carrying a current driver's license and fastening seat belts. If a call or text message must be made or answered while driving on job-related business, the use of "hands-free" cell phone equipment is required. The employee is responsible for immediately notifying his or her supervisor of any accidents while driving a vehicle on organization business.

Refer to the Crisis Management Plan for information on procedures for external threats and natural disasters. For Worker's Compensation issues, please refer to Landrum's employee handbook.

Drug and Alcohol Testing

Please refer to Landrum's Drug and Alcohol Testing policy.

Employee Business Code of Conduct

Organizational Funds and Other Assets

Employees must follow the prescribed procedures for recording, handling and protecting money as detailed in the financial policies and procedures. Strict standards are imposed to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor.

When an employee spends organizational funds or incurs any reimbursable personal expenses, that individual must use good judgment on the organization's behalf to ensure that good value is received for all expenditures. Please refer to the "Expense & Travel Policy" in the financial policy documents for specific guidelines and restrictions.

CEDA funds and all other assets of either are for business purposes only and not to be used for personal benefit.

Records and Communications

Accurate and reliable records of many kinds are necessary to meet the organizations' legal and financial obligations and to manage the affairs of the organization.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False or misleading expense, attendance, production, financial, or similar reports and statements
- False or misleading advertising, deceptive marketing practices, or other misleading representations

External Communications

All employees must make every effort to achieve complete, accurate, and timely communications—responding promptly and courteously to all proper requests for information and to all complaints. Any and all mass communications in any form (e.g., news media interviews, directional/advertising signage, bulk mailing, radio/TV ads, billboards, mass emails, posting to social media sites on behalf of the CEDA or your role at the CEDA, etc.), including those intended to be sent to the organization’s members, prospective members, investors or stakeholders, must be approved by the organization President.

Public and Personal Contact Guidelines

Telephone

Personal conversations should be kept brief and to a minimum.

CEDA Partner Email Addresses

Email addresses of CEDA partners (members) should never be given out, in accordance with anti-SPAM legislation. Certain mailing address listings are available as part of partnership benefits.

Guidelines for Appropriate Conduct

An employee of the organization is expected to accept certain responsibilities, adhere to acceptable principles in matters of personal conduct and exhibit a high degree of personal integrity at all times. This not only involves a sincere respect for the rights and feelings of others, but also demands that both while at work and in their personal lives, employees refrain from behavior that might be harmful to the employees, co-workers, the citizens and/or the organization.

Whether an employee is on-duty or off-duty, his or her conduct reflects on the organization. An employee should observe the highest standards of professionalism at all times.

Types of behavior and conduct that the organization considers inappropriate include, but are not limited to, the following:

1. Violating any company nondiscrimination and/or harassment policy
2. Soliciting or accepting gratuities
3. Excessive absenteeism or tardiness
4. Excessive, unnecessary or unauthorized use or abuse of company property or the property of other employees
5. Reporting to work intoxicated or under the influence of non-prescribed drugs or participating in the illegal manufacturing, possession, use, sale, distribution or transportation of drugs
6. Buying or using alcoholic beverages while on company property or using alcoholic beverages while engaged in company business, except when authorized
7. Fighting or using obscene, abusive, or threatening language or gestures
8. Theft of property from co-workers, citizens, or the company
9. Disregarding safety or security regulations
10. Neglect or carelessness resulting in damage to company property or equipment

11. Dishonesty or falsification of records, including reimbursements, expenditures, CEDA purchases, travel and entertainment expenses, and applications for employment
12. Insubordination or refusal to carry out reasonable directives of vice presidents or supervisor
13. Improper disclosure of confidential organizational information

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory and in violation of either of the above-referenced items or any other company policies, rules or regulations, an employee will be subject to disciplinary action up to and including dismissal.

Disciplinary Protocol

It is policy to take a progressive approach to disciplinary action when an employee engages in any practice that is unlawful or inconsistent with policies or acts that reflect adversely on the organization. This progressive approach allows the employee the opportunity to improve his or her behavior in order to meet the expectations of the organization. The organization retains the right to take disciplinary action, up to and including termination of employment, with or without prior caution or warning.

Ongoing and/or serious performance issues may be considered a discipline matter and are managed separately from the regular performance appraisal protocol. Examples of actions that warrant disciplinary action are listed above in the *Guidelines for Appropriate Conduct* Section.

Harassment, Discrimination, and Dispute Resolution

Please refer to Landrum's Employee Handbook for policy information.

Conflict of Interest

Employees should not affiliate with any organization that may create a conflict of interest (real or perceived) with the organization.

Business Referrals

Because there are many firms that are in competition with each other that support the CEDA, our policy is not to make specific recommendations regarding products or services. The best policy is to give the names of several partners of the particular line in question.

It should be made clear to the inquirer that our provision of names does in no way constitute a recommendation. Recommendations are not furnished regarding the moral or financial standing of individuals or firms. It is not considered the function of the organization to serve as an employment agency, nor does it assume responsibility for securing sales or other representation for either local or out-of-town concerns.

Exceptions may apply when authorized, such as in the case of the CEDA's Affinity Program.

Gifts, Entertainment, and Favors

It is policy to prohibit employees from accepting entertainment, gifts, or personal favors with a value greater than \$50 without approval of the President or CEO. Employees are prohibited from accepting kickbacks or secret commissions of any kind.

Anti-Nepotism

Family members of existing employees are not eligible for employment. For purposes of the anti-nepotism policy, the term "family members" includes the following: spouses, parents, step-parents, grandparents, siblings, step-siblings, half-siblings, children, step-children, grandchildren, fathers- and mothers-in-law, brothers- and sisters-in-law, and sons- and daughters-in-law.

Smoking

It is policy to maintain a smoke-free environment within the building. Employees are required to use discretion when taking smoke breaks during work hours (avoiding entranceways, etc.). All employees must refrain from smoking while in attendance at organization-sponsored events.

Change of Address

If an employee changes his or her home address or telephone number, the employee must notify management of this change (within 10 days of the change) so that personnel files may be kept current. This is important in case the organization must contact an employee in an emergency situation or to mail the employee any information the employee will need. Also, if there is any change in the employee's marital status or numbers of dependents, the employee should ensure their insurance coverage and tax withholding is accurate.

Expense and Travel

Please refer to the Finance Policies.

Intellectual Property

The organization owns the rights to any intellectual property that has been made, designed, discovered, or created by members of staff, temporary/contract employees, interns, etc., in the course of their employment and which required significant use of the organization's resources (including its facilities, equipment, and non-salary funding) in connection with the development.

The organization may retain ownership of the intellectual property but give sole license to the developer(s) upon request. This arrangement must be furnished in written format, acknowledged by all parties involved, and approved.

Alternately, should the organization wish to release all ownership rights of intellectual property, it may transfer ownership to the developer, with Board approval. This arrangement must be furnished in written format and acknowledged by all parties involved. In this case, the organization retains the right

to a non-exclusive, non-transferrable, irrevocable, royalty-free, worldwide license on the intellectual property for research and educational purposes.

Electronic Communications

To remain competitive, better serve our customers, and give our talented workforce the best tools to do their jobs, the CEDA continue to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including computers, e-mail, phones, voicemail, fax machines, external electronic bulletin boards, wire services, on-line services, and the Internet.

Employees are encouraged in the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the company are company property and their purpose is to facilitate and support company business.

This policy cannot lay down rules to cover every possible situation. Instead, it is designed to express the organization's philosophy and set forth general principles employees should apply when using electronic media and services. The following procedures apply to all electronic media and services that are:

- Accessed on or from company premises
- Accessed using company computer equipment or via company-purchased access methods and assets
- Used in a manner that identifies the individual with the company

Access to Employee Communications

Employees should not have any expectation of privacy with respect to messages or files sent, received, or stored on the CEDA's e-mail system. E-mail messages and files, like other types of correspondence and documents, can be accessed and read by authorized employees or individuals outside the company. Authorized access to employee e-mail by other employees or outside individuals includes, but is not limited to, the following:

- Access by the systems administration staff during the course of system maintenance or administration
- Access approved by the employee, the employee's supervisor, or the President when there is a business reason to access the employee's mailbox - for example, if an employee is absent from the office and the supervisor has reason to believe that information relevant to the day's business is located in the employee's mailbox
- Access approved by the employee's supervisor, Landrum or the President when there is reason to believe the employee is using e-mail in violation of policies
- Access in response to the organization's receipt of a public records request, court order or request from law enforcement officials for disclosure of an employee's e-mail messages

E-mail should not be used to communicate sensitive or confidential information. Employees should anticipate that an e-mail message might be disclosed to or read by individuals other than the intended recipients(s), as messages can be easily forwarded to other individuals. In addition, while the organization endeavors to maintain the reliability of its e-mail system, employees should be aware that a variety of human and system errors have the potential to cause inadvertent or accidental disclosures or loss of e-mail messages, including those in draft form.

Passwords

Each user accesses the computer system by means of a login name and password.

- Passwords are intended to keep unauthorized individuals from accessing messages stored on the system. From a systems perspective and from the perspective of an e-mail recipient, passwords also establish the identity of the person sending an e-mail message. The failure to keep sufficient passwords confidential can allow unauthorized individuals to read, modify, or delete e-mail messages; circulate e-mail forgeries; and download or manipulate files on other systems.
- The practice of using passwords should not lead employees to expect privacy with respect to messages sent or received.
- Employees are prohibited from disclosing their login name or password, or those of any other employee, to anyone who is not an employee of the organization. Employees also should not disclose their login or password to other employees, except when necessary. Employees should change their password as soon as possible after the need has been resolved.

Personal Use

The organization allows incidental personal use of its e-mail system subject to the following conditions and restrictions:

- Personal use must be infrequent and must not

- Involve any prohibited activity
- Interfere with the productivity of the employee or his or her co-workers
- Consume system resources or storage capacity on an ongoing basis (for example: audio or visual download files that use bandwidth)
- Involve large file transfers or otherwise deplete system resources available for business purposes

- Using e-mail to participate in any news group, mailing list, bulletin board, or other type of discussion forum that is not job-related is not incidental personal use and is strictly prohibited.

- Employees should not have any expectations of privacy with respect to personal e-mail sent or received on the organization's e-mail system. Because e-mail is not private, employees should avoid sending personal messages that are sensitive or confidential.

Prohibited Activities

Employees are strictly prohibited from sending communications or otherwise using the system concerning any of the following activities:

- Engage in illegal, fraudulent, or malicious activities
- Engage in activities on behalf of organizations with no professional or business affiliation with the CEDA
- Send or store offensive, obscene, or defamatory material
- Annoy or harass other individuals
- Send uninvited e-mail of a personal nature
- Use another individual's account or identity without explicit authorization
- Attempt to test, circumvent, or defeat security or auditing systems, without prior authorization
- Permit any unauthorized individual to access the organization's e-mail system
- Distribute or store chain letters, jokes, solicitations or offers to buy or sell goods, or other non-business material of a trivial or frivolous nature

Confidential Information

All employees are expected and required to protect trade secrets and other confidential information. Trade secrets or confidential information should never be transmitted or forwarded to outside individuals or companies not authorized to receive the information. Employees must exercise greater care when transmitting trade secrets using e-mail than with other communication means because e-mail makes it easier to redistribute or misdirect trade secrets to unauthorized individuals.

Employees are also required to use e-mail in a way that respects the confidential and proprietary information of others. Employees are prohibited from copying or distributing copyrighted material - for example, software, database files, documentation, or articles - using the e-mail system.

E-mail is an inappropriate method of communicating certain types of confidential information. Employees should consult their supervisor and the IT service provider before e-mailing highly sensitive or confidential information.

Encryption

Encrypting e-mail messages or attached files sent, stored, or received on the e-mail system is prohibited except where explicitly authorized. Employees are prohibited from using or installing any encryption software without prior permission from the IT service provider. Employees with a business need to encrypt messages should submit a written request to the IT service provider with a copy sent to their supervisor.

Participation in Online Forums

Employees should remember that any messages or information sent on organizational provided facilities to one or more individuals via an electronic network (such as Internet mailing lists, bulletin boards, and on-line services) are statements identifiable and attributable to the organization.

The organization recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area. Employees should include the following disclaimer in all of their postings to public forums:

"The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the CEDA."

Employees should note that, even with a disclaimer, a connection with the organization exists and a statement could be imputed legally to the organization. Therefore, employees should not rely on disclaimers as a way of insulating the organization from the comments and opinions they contribute to forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while using the organization's systems or an organizational provided account. **(Refer to the prior section on External Communications.)**

Updates

Employees are responsible for updating their systems when the system prompts them with an automatic update. If there are problems, contact the organization's designated IT service provider. For routine system-wide updates, the IT service provider will carry out/install/perform.

Technical Support

If employees require technical support for their computer system, they should call one of the designated IT service provider liaison employees. The designated employee will then make a determination as to whether to contact the IT service provider with a formal request for service.

Communication Violations

Employees violating the communication policy are subject to discipline, up to and including termination. Employees using the e-mail system for defamatory, illegal, or fraudulent purposes and employees who break into unauthorized areas of the computer system are subject to civil liability and criminal prosecution.

Personal Devices

Subject to the following terms and conditions, the organization will permit Personal Devices to access the Organization Network:

- By receiving access to the Company Network with a Personal Device, the employee agrees to be subject to and comply with all applicable company rules, regulations, and policies; including the security and other usage guidelines set forth in the Electronic Communications section.
- The company reserves the right to modify all such rules, regulations and policies from time to time in its sole discretion. In addition, as a condition to receiving access to the Company Network, the employee will consent to these the terms by signing the Employee Handbook Agreement.

- By receiving access to the Company Network, the employee grants to the company the right to access the Device with or without notice to investigate, review, delete, remote wipe Company data, and/or remote kill and disable the Device at any time for any reason. The company will not be liable for the loss of any Personal data arising from such actions by the company.
- The employee will immediately notify the company should they believe that his or her Device has been lost, stolen or otherwise compromised so that company may take appropriate actions to safeguard company data and the Company Network.
- If the company suspects a security breach related to a Personal Device, it may, with or without notice, take any and all actions deemed appropriate to secure company data and the Company Network, including, but not limited to, disconnecting the Device from the network and remote wiping company data and/or remote killing or disabling the Device.

**Community Economic Development
Association of Pensacola and Escambia
County, Inc. (“CEDA”).**

**Supplement to Landrum Professional
Employee Handbook
AGREEMENT**

I, _____, agree to comply with the supplement to Landrum Professional Employee Handbook, and I fully understand that violation of the rules outlined in this manual could result in disciplinary action or termination of employment.

Signature _____

Date _____