



Reidsville Chamber of Commerce
Policies and Procedures Manual

140 S. Scales Street
P.O. Box 1020
Reidsville, NC 27323

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INTRODUCTION

Welcome to the Reidsville Chamber of Commerce. You have joined the ranks of a private, not for profit organization which has been in the businesses of serving its members since 1914.

Many years of growth have been filled with challenges and accomplishments. The future potential of this organization is unlimited – but your active participation is needed to make it a success. You are the key to this organization’s future.

To help meet our future challenges, the Reidsville Chamber of Commerce provides a working environment based on fair and equal employment practices and competitive pay.

The Chamber, we believe, is the place where many ideas are born and programs started for the betterment of our county and area. You, as an employee of the Reidsville Chamber of Commerce, are a part of this work. The successful accomplishment of such programs rests, in large measure, on how well we do our jobs. Please study this manual now, but from time to time refresh your memory on certain procedures and practices of this organization.

All policies of the Chamber’s Board of Directors are formalized and recorded in this Policies and Procedures Manual for easy reference by the Officers, Directors, Chamber President and Employees. The Board has adopted said rules and regulations as required to conduct the affairs of the organization. The government and policy naming responsibilities of the organization shall be vested in the Board of Directors, which shall control its property, be responsible for its finances and direct its affairs.

This Employee Policies and Procedures Manual provides a look at working with the Reidsville Chamber of Commerce. You will find the answers to many questions you have about rules, compensation, and Chamber policies.

This manual is not intended to be the only source of Chamber policy information. From time to time, you will receive additional information from Chamber management including policy updates and manual clarifications.

While every effort has been made to make this manual comprehensive, it is not possible to include all details and possible exceptions to general rules.

The policies and practices set forth are not intended to create, nor are they to be construed to constitute, a contract between the Reidsville Chamber of Commerce and any one or all of its employees. This manual is a guide, and not a binding legal contract, the Reidsville Chamber of Commerce reserves the right to modify, revoke, suspend, terminate, or change any or all such policies and practices, in whole or in part, at any time, with or without notice.

SECTION 1 - THE ORGANIZATION

WHAT IS THE CHAMBER OF COMMERCE?

The Reidsville Chamber of Commerce is a non-profit organization, classified as 501c (6) in the IRS code. The Chamber is governed by a Board of Directors. The Board of Directors is composed of a maximum of 18 members, with three-year terms of which six shall be elected by the membership annually. Ex-officio members may be appointed by the Board of Directors as warranted. Currently, one ex-officio member is the City Council liaison. The duly elected chairman shall begin serving at ensuing calendar year. The Chairman, Vice-President, or Treasurer may serve successive years with Board approval.

The Reidsville Chamber of Commerce is a voluntary organization of business and professional men and women who have joined for the purpose of promoting the community, civic, commercial and industrial progress of our community.

The area's economic well-being is directly related to the caliber of work that is done by the Chamber. That is why the Reidsville Chamber of Commerce has a major impact on community, business, income and future growth of the area.

There are two primary functions of a Chamber of Commerce: (1) It acts as spokesman for the business and professional community and translates into action the group thinking of its members; and (2) it renders specific services of a type that can be most effectively rendered by a community organization both to its members and to the community as a whole.

OUR MISSION

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

OUR VISION

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

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

new business that will complement and increase the climate for economic growth and success.

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

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

VALUE STATEMENT

The Reidsville Chamber of Commerce

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

HOW THE CHAMBER OPERATES

The Chamber operates through six fundamentals:

1. Membership – An active, working membership is essential to the Chamber in its formulating and participating in committee programs and projects.
2. Leadership – Leadership derived from the Board of Directors.
3. Committee System – Committees are comprised of members who have volunteered their time and abilities to serve on a committee to carry out the Program of Work. The committees are responsible to the Board of Directors and report through their respective divisional chairman appointed from the Board of Directors.
4. Annual Goals – Each year a detailed assignment is adopted through input from membership which the Board of Directors and Chamber Committees pledge to carry out. It strives to meet community needs and sets goals to realize community potentials.
5. Adequate Income – It is essential that the Chamber have the financial resources to implement the Program of Work and complete the tasks as mandated by the membership.

The Board of Directors is the policy-making body of the Reidsville Chamber of Commerce. Its members represent business and professional leadership of the community.

The Executive Board shall consist of the Chairman of the Board, Vice Chairman of Business & Industry, Vice-Chair of Government & Legislative Affairs, Vice-Chairman of Membership, Treasure, Immediate Past Chair and Chair-elect. The President shall serve as an ex officio member of the Committee. The Executive Board shall act for the Board of Directors between regular meetings of the Board of Directors or in the absence of a quorum thereof.

The following standing committees and Chairpersons shall be appointed by the Chairman or related Vice-Chairman:

Finance Committee: (Treasurer)

(Budget and Finance)

Membership: (Vice Chairman of Membership)

(Membership Visitation, Membership Recruitment, Ambassador Program, Annual Awards Banquet,)

Business & Industry: (Vice Chairman of Business & Industry)

(Seminars & training, Women in Business forum, Small Business Roundtable)

Government: (Vice Chairman of Government & Legislative Affairs)

(Candidate Forums, Government Issues, City Council liaison)

Events:

(Annual Dinner, Receptions, Business After-Hours, Fund Raisers, Golf Tournament, Staff Appreciation luncheon, Special Events)

Community Development:

(Maps, Membership Directory, Community publications, Community festivals & events)

Education:

(Junior Achievement, Teacher of the Year Donation, New Teacher Welcome Package)

Economic Development:

(Leadership Rockingham Program, Ribbon Cuttings, Grand Openings, New Business Welcome Team)

All other committees and their Chairs are at the discretion of the Chairman.

HOW THE CHAMBER IS FINANCED

The Reidsville Chamber of Commerce is financed by the investments of its members, appropriate grants, donations, and community support.

The Board of Directors assumes the responsibility of maintaining an income sufficient to execute the Program of Work. The President is responsible for the administration of fiscal policy and carrying out the directions of the Board of Directors. The staff is responsible for operating within the assigned budget guidelines.

The amount of membership may vary from the minimum of \$35.00 per year, according to the dues schedule. Annually, the Board approves a Budget which guides the finances of the Chamber from year to year.

COMMUNICATION

The Reidsville Chamber of Commerce is committed to open and honest communication with employees about all aspects of the work environment. It is a responsibility shared by both you and the Chamber. If you have a suggestion, problem or question, talk to your immediate supervisor or the Chamber President.

SERVING OUR MEMBERS

This organization is a membership organization and thus at its very core it exists to serve its members. The Chamber's success is a direct reflection of the impressions of its members. You share with the entire Chamber team the responsibility of doing everything you can to make the Chamber more successful.

Superior member relations and a good first impression are some of the most valuable assets of the organization. What you do – and the quality of service you provide – reflects on you, fellow employees, and the Reidsville Chamber of Commerce.

LINES OF RESPONSIBILITY

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

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

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

RELATIONSHIP TO OTHER ORGANIZATIONS

While the Chamber holds membership in, or works closely with, other local, state, regional and national organizations, it does not follow that it approves or rejects any or all of the projects furthered by these organizations. The Chamber is affiliated through voluntary membership or association with the following organizations:

- NC Citizens for Business & Industry (NCCBI-NC Chamber of Commerce)
- Carolina Association of Chamber of Commerce Executives
- Triad Chambers Association
- Chamber of Commerce of the United States of America

MEMBERSHIP INVESTMENT

Membership investment dues are established by the Board of Directors and should include the formula, schedule, frequency and method of payment.

MEMBERSHIP APPLICATION/PROCEDURES

All candidates for membership are required to make written application and make payment of dues in the amount set forth in the membership investment schedule. Each company shall designate one individual as its contact person. Four (4) additional representatives of companies can be added to the mailing list upon request.

COMPOSITION OF COMMITTEES

Committee chairs are appointed by the Chairman of the Board. Participation as a committee chairman or on a committee is open to any employee of a Chamber member firm. The Chamber assumes this is with the approval of the firm's principle officer. All committee appointments must be reviewed and approved by the Board of Directors.

ANTITRUST STATEMENT

Prelude

The Reidsville Chamber of Commerce (hereto referred to as the "Chamber") is a not-for-profit organization. The Chamber is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The Chamber provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and Board meetings. The Board of Directors recognizes the possibility that the Chamber and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy

statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the Chamber's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Chamber also recognizes the severity of the potential penalties that might be imposed on not only the Chamber but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the Chamber or its members be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Chamber plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

Policy

In order to ensure that the Chamber and its members comply with antitrust laws, the following principles will be observed:

- The Chamber or any committee, section, chapter, or activity of the Chamber shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Chamber meetings or other activities.
- There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.
- There will be no discussions about allocating or dividing geographic or service markets or customers.
- There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is not false, misleading, deceptive, or directly competitive with Chamber products or services.
- There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
- There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the

Chamber's bylaws.

- Certain activities of the Chamber and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.
- Speakers at committees, educational meetings, or other business meetings of the Chamber shall be informed that they must comply with the Chamber's antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the Chamber or its legal counsel.
- Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

At informal discussions at the site of any Chamber meeting all participants are expected to observe the same standards of personal conduct as are required of the chamber in its compliance.

Chamber Antitrust – Taboos

Be sure to have legal counsel brief organization leadership and staff at least annually, distributing an antitrust compliance statement and recording the action in office meeting minutes.

Orientation discussion topics should include:

- Do NOT discuss prices, fees or rates, or features that can impact (raise, lower or stabilize) prices such as discounts, costs, terms and condition of sale, warranties or profit margins. Note that price fixing may be inferred by involvement in price related discussions – whether or not an agreement was made among competitors.
- Do NOT agree with competitors to uniform terms of sale, warranties or contract provisions.
- Do NOT exchange data concerning fees, prices, production, sales, bids, costs, customers' credit, or other business practices unless the exchange is pursuant to a well-considered plan approved by legal counsel.
- Do NOT agree with competitors to divide up customers, markets or territories.
- Do NOT agree with competitors not to deal with certain suppliers or others.

- Do NOT try to prevent a supplier from selling to your competitor(s).
- Do NOT discuss your customers with your competitors.
- Do NOT agree to any membership restrictions, standard setting, certification, accreditation, or self-regulation programs without the restrictions or programs having been approved by association's legal counsel.
- DO insist that meeting agendas are circulated in advance and that minutes of all meetings properly reflect the actions taken at the meeting.
- DO leave any meeting (formal or informal) where improper discussions are held that might border on antitrust violations. Tell everyone why you are leaving.
- DO ensure that staff sends out all correspondence and that officers, directors, committee members, or other members do not hold themselves out as speaking or acting with the authority when they do not, in fact, have such authority.
- DO ensure that if questions arise about the legal aspects or your individual responsibilities under the antitrust laws, you seek advice and counsel from your own counsel or from the staff and counsel of association.

POLICY ON APPARENT AUTHORITY

Adopted by the Board of Directors
 January 25, 2006
 Rockingham County, NC

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

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

advance; if the exception is approved, a copy of the outgoing letter shall be provided to staff within 24 hours of dissemination, for permanent file retention.

SECTION 2 – MEMBERSHIP POLICIES

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

ENDORSEMENTS

The Reidsville Chamber of Commerce does not provide letters of endorsement to companies or individuals. As a matter of general practice, the Reidsville Chamber makes no endorsement by letter, through the press or otherwise, of any private product, scheme, project, company products, individual or agency, for such is obviously for the benefit of the persons requesting such endorsements rather than the benefit of the community as a whole.

USE OF CHAMBER LOGO

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

WEBSITE LINKS

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

MEMBERSHIP DATABASE

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

ISSUES AND PARTISAN POLITICS

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

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

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

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

AFFILIATIONS & BUSINESS PARTNERSHIPS

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

ELECTRONIC COMMUNICATIONS

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

Email announcements, email forwarding & Calendar events postings

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

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

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

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

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

SECTION 3 - PERSONNEL POLICIES

EMPLOYEE POSITIONS

ADVERTISEMENTS

Employee vacancies will be advertised in the appropriate area newspaper. Advertisements will appear in at least one week's edition of the newspapers.

APPLICATIONS

The Chamber accepts applications made in response to position announcements. In addition, the Chamber will keep applications as current on file up to three months.

INTERVIEWS

A prospective employee will be interviewed by the President. Tests to determine required skills will be given when satisfactory evidence of these skills is not otherwise available.

APPLICANT SELECTION

Screening of applications and interviewing of applicants will be conducted by the Chamber President and immediate supervisor for said position. Hiring is the responsibility of the Chamber President with the concurrence of the Executive Board of Directors. The Board of Directors is responsible for selection of the President.

ORIENTATION

On or close to the first day of employment, a new employee will be briefed by the Chamber President or Office Manager on the Chamber's pay procedures. New personnel will be instructed to read the Employee Policies and Procedures Manual and sign a Statement of Acknowledgement of Receipt.

PROBATIONARY PERIOD

During the first 90 days of employment an employee is in an introductory period. Retention of the Chamber's employee beyond the introductory period will be determined by the Chamber President based on the individual's progress, attendance, attitude, etc. An employee who fails to meet the Chamber's expectations at any point during or after the introductory period may be subject to termination. Satisfactory completion of the introductory period does not result in employment for any definite duration.

EMPLOYMENT STATUS

The Reidsville Chamber of Commerce employs people on a full or part-time basis. The employment application forms or resume which you completed before you began at the Reidsville Chamber of Commerce are important elements in the hiring process. They become part of your permanent personnel record. The Chamber may check some or all of the information supplied on these forms. You may be dismissed if false information is found on these forms or if it is found that you withheld pertinent information on these forms.

PERFORMANCE EVALUATIONS

YOU AND YOUR IMMEDIATE SUPERVISOR

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

PERFORMANCE DOCUMENTATION

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

PROGRESS REVIEW

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

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

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

RIGHT OF REVIEW

The Reidsville Chamber of Commerce intends for every employee to be treated fairly and with respect at all times.

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

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

The review will be conducted in a timely fashion. Use of this procedure will not be held against you.

EQUAL EMPLOYMENT OPPORTUNITY

The Reidsville Chamber of Commerce is dedicated to fair and equitable job practices. Employees are recruited, hired, trained, compensated, evaluated, disciplined, and promoted without any regard to race, color, religion, sex, age, national origin, physical or mental disability, veteran status, citizenship, marital status, or any other factor unrelated to performance or job requirements.

This policy reflects the Chamber's belief in the worth of each individual and it complies with all state and federal laws. The Chamber believes that providing equal opportunities for all employees is both a moral responsibility and good business practice.

If you feel you or someone has experienced discrimination at the Reidsville Chamber of Commerce, report the circumstances promptly to your immediate supervisor.

THE CHAMBER OFFERS YOU

- Opportunity and Equitable Treatment
- Good Working Conditions
- Competitive Pay
- Open Communication

YOU OFFER THE CHAMBER

- Ability and Knowledge
- Courtesy and Good Habits
- Honesty and Loyalty
- Quality Work

You owe it to yourself to be a success in this job. To be successful, you must learn all you can about the Chamber, its Program of Work, and its members. It's important to learn about people – what they like and dislike and why they join the Chamber. It is also important to believe in the Chamber, its programs, and above all, yourself.

MEDICAL EXAMINATIONS/DRUG TESTING/CBC

No matter what your position is at the Chamber, you should be fit and able to perform your duties at all times. As a condition of employment, or continued employment with the Chamber, you may be required to take a physical examination, drug or alcohol screen, or consent to a criminal background check post-offer of employment. The cost of such examinations will be paid for by the Chamber.

PERSONNEL RECORDS

Information recorded in personnel files is important to you, and to the Reidsville Chamber of Commerce. A separate personnel file is maintained by the Chamber President for each employee. If you move, marry, change your name, change your phone number, increase or decrease the number of dependents, etc. notify the Administrative Assistant.

Employee records are the property of the Reidsville Chamber of Commerce. Information in personnel files is confidential and may only be released to others on a need-to-know basis.

The personnel file may contain evaluations, leave accrual, letters of appreciation of work performance, letters of probation or censure, salary verifications, pay deduction authorizations, and other information relevant to employment. Placement of materials in the personnel file, by anyone other than the employee, must be approved by the Chamber President. The employee is expected to discuss placement of materials in his/her file with the Chamber President. An employee may request to review his/her personnel file at any time. Only the employee and the President may have access to personnel files.

SALARY

Salaries are based on job content and responsibility and are comparable to those paid for positions by area firms to insure that the Chamber can attract and keep capable employees. Salaries are established by the Chamber's Executive Committee. Salaries may be reviewed in December and may be adjusted January 1 of every year, as business conditions warrant, by the Chamber President with the concurrence of the Chamber's Executive Committee.

ACCIDENTS

Should an employee receive injuries during the performance of his/her duties, it must be reported immediately to the Chamber President and a First Report of Injury Form must be completed.

MATERNITY LEAVE

Maternity leave will be granted in compliance with the Pregnancy Discrimination Act of 1978.

MILITARY LEAVE

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

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

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

CIVIL LEAVE/JURY DUTY

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

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

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

FUNERAL/BEREAVEMENT LEAVE

Full or part time employees may take as many as three regularly scheduled and consecutive days to arrange and/or attend the funeral of an immediate family member.

Immediate family for the purposes of funeral leave is defined as spouse, parent, step-parent, child of employee, step-child of employee, brother, sister, parent-in-law, son-in-law, daughter-in-law, grandparent, grandchild, brother-in-law, sister-in-law, and spouse's grandparent.

Additional time off will be charged to vacation time or leave without pay, as you request, and as approved by the Chamber President.

Funeral pay will be at your regular rate of pay.

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

EMERGENCY LEAVE

The Chamber is aware that emergencies and unexpected illnesses do occur. Unexpected absences impede the work of the office as a whole. Emergency leave is considered to be leave which is not requested at least one day prior to the day the leave is used.

Employees who have used three days emergency leave will be given a written warning. This written warning will be placed in their personnel file. After five days emergency leave annually (whether consecutive or at random) by an employee, disciplinary action may be taken up to and including dismissal.

In the event of emergency leave, please make every attempt to call the Chamber office no later than 15 minutes after the work day begins to notify your Immediate Supervisor of the necessity for emergency leave.

LEAVE OF ABSENCE

A leave of absence without pay may be granted an employee by the Chamber President. Requests for such leave should be in writing to the Chamber President and state the time and circumstances involved. If the request is for personal illness or disability, the employee's written request must be accompanied by an attending physician's statement indicating the probable length of disability. Employees requesting a leave may be granted, with appropriate approval, a primary leave of absence for a period of time not to exceed 30 days. The duration of the primary leave may be extended, with appropriate approval, for an additional 60 days. The total length of the primary leave of absence, with approved extensions, shall in no event exceed 90 days. Work demands may necessitate a replacement be hired to perform the duties of an employee on primary leave

of absence. Therefore, there is no guarantee that an employee can return to their original position after a leave of absence.

When leave of absence is requested as a result of temporary disability, accrued leave may be used until depleted, followed by leave without pay for the duration of the disability. Leave of absence as a result of disability will commence on the date specified by the employee's physician. No employee shall be granted a leave of absence to accept other employment. No leave may be accrued during leave of absence without pay.

Leaves include educational, personal, and medical.

If you become disabled:

After an absence due to illness or injury, you may be required to furnish a doctor's statement authorizing you to return to work. If there are limitations on the type of work you can do, or the number of hours you can work, the Reidsville Chamber of Commerce will attempt to accommodate you, but we cannot guarantee this.

Depending on your skills, abilities, physical limitations and the availability of an appropriate position, you may be assigned to another job in the Chamber if the duties are within your physical limitations. You may be able to return to your regular position temporarily with reduced hours, if this does not cause schedule or production problems.

If the Chamber is not able to accommodate your limitations, you may be placed on leave of absence at which time your status will be reviewed. The Chamber will consider the prognosis of a medical doctor in evaluating your continued employment. The Chamber reserves the right to require physical examinations by a Chamber-appointed doctor.

EFFECT OF LEAVE OF ABSENCE ON EMPLOYEE BENEFITS

Unless otherwise stated, the following applies to all leaves of absence:

- Leave/Holidays – At the time leave begins, employees have the option to be paid for any unused vacation days they are entitled to take that year. Time spent on leaves will not be used to compute future vacation entitlements.
- Salary/Performance Reviews – An Employee's scheduled review date will be adjusted for a period equal to the time spent on leave of absence.

OVERTIME

Those employees classified as non-exempt from overtime compensation under the Fair Labor Standards Act are restricted to no more than 40 hours of work per week. All hours over 40 hours in one work week will be paid at time and one half.

TERMINATION

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

Termination Initiated by Employee:

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

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

Termination Initiated by the Chamber:

1. An immediate supervisor may terminate a member of his or her immediate staff only after obtaining concurrence from the Chamber President and Executive Committee of the Chamber's Board of Directors.
2. Only for serious offenses may an employee be dismissed without prior warning. At the Chamber some of these offenses are:
 - Stealing Chamber property or money.
 - Use of or being under the influence of intoxicating liquor or controlled mind altering type drugs substances during normal working hours.
 - Assaulting or threatening harm to other employees, supervisory personnel or membership while on duty or on or in the proximity of the Chamber's property.
 - Willful destruction of property belonging to the Chamber, membership or the general public.
 - Refusal to obey the policies of the Chamber or the instructions and directive of a supervisor.
 - Serious insubordination to an immediate supervisor, management, or Chamber President.
 - The unauthorized communication of confidential information either inside or outside of the Chamber.
 - Other serious situations, acts or omissions involving just cause.
3. There are other circumstances under which an employee may be terminated. Generally, a verbal or written warning will be given first and termination will be viewed as a last resort.

Some other areas in which repeated infractions may result in termination are:

- Inadequate performance of work after written warning and appropriate efforts by the immediate supervisor or Chamber President to assist and counsel the individual.
 - Habitual disregard for the established hours of attendance after appropriate warning.
 - Unjustified absence without leave.
 - Abuse of sick leave.
 - Failure to follow established safety procedures after appropriate warning.
 - Management may determine that other infractions or behavior are grounds for termination. Efforts will be made to warn the employee of pending action on the part of the Chamber.
4. Other reasons for termination may arise from time to time which has nothing to do with employee behavior (such as reduction in, or elimination of a position). When such an occasion arises, reasonable effort will be made to assist an employee with securing another position. If employee is subsequently rehired, he or she will receive credit for prior service for seniority and other length of service benefits.
5. Process
The President/CEO will provide separation forms and conversion or enrollment forms necessary to implement benefit conversions and/or withdrawals be made (if any are applicable).

All employees acknowledge that Chamber employment is “at will” with the Chamber retaining the right to terminate any employee at any time.

RESIGNATION

All employees shall give not less than 14 calendar day’s prior written notice of resignation. The resignation of the Chamber President shall be submitted to the Chairman of the Board. All other notices of resignation will be submitted to the Chamber President. Termination dates stipulated in resignations shall be the end of working hours on the last regular day of the week employed. At his/her discretion, Chamber President may terminate the resigning employee’s employment before the termination date specified on the notice of resignation. An employee who does not submit his/her resignation as required above, or who is absent from work for a period of three working days, without contacting their immediate supervisor, may be considered as having resigned without notice and not in good standing. Any employee giving notice of resignation will have the option of addressing comments to the Executive Committee. The Chamber President should be first notified if the employee intends to take this option. If this option is exercised all transactions will be made a part of the official personnel file of the employee.

IF YOU LEAVE THE CHAMBER

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

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

PAYROLL AND WORK SCHEDULES

GENERAL PAYROLL PROVISIONS

The President will explain to you the Chamber's pay practices and your starting wage when you are hired. This includes the policy for pay increases, promotions or changes in status. This pay practice may change from time to time, but you will be notified in advance of any change in your payment or employment status.

The following are the Chamber's pay practices under normal working conditions. These practices may be altered to reflect changes in the business environment.

All full-time employees are required to work a minimum of 35 hours per week unless on approved leave status. Employees are required to work whatever hours are necessary to satisfactorily accomplish the job; the acceptance of this requirement is a condition of employment.

Paid leave (including holiday leave) taken is not counted as hours worked for purposes of determining overtime. Only hours actually worked during that workweek are counted.

PAY PLAN

All Chamber employees are paid bi-weekly. The payroll week is Monday through Friday, 9:00 a.m. to 5:00 p.m.

OPTIONAL SALARY DEDUCTIONS

Any salary deductions which an employee request will be accommodated if possible. These should include deductions for any personal medical insurance, increased tax deductions and retirement programs.

WORK SCHEDULES

A reasonable effort will be made to accommodate schedule requests of employees. However, employees will be expected to work the hours and days needed to meet business or production requirements. Monthly breakfast meetings, annual awards banquet, business after hours, etc. are events which occur before or after the regular workday. All employees are requested to attend these events, as well as any other after

hours event such as a seminar, forum, and/or meeting, etc. conducted by the Chamber for its membership and the community.

Unexpected business conditions and/or special events may cause changes in daily or weekly work schedules. Be prepared to accept such a change if it should occur.

If you need to be off at a particular time or day, you should notify your immediate supervisor one week in advance. Vacation and personal days should be similarly scheduled.

TIME KEEPING

To properly record your time please adhere to the following guidelines:

- Please complete a weekly timesheet, to be approved by your immediate supervisor prior to your payroll check being written.
-

The approved time sheet is the basis for your pay. The Chamber believes that every employee should be paid for all work he or she does. This rule is in the employee's best interests.

LUNCH

Lunches should be coordinated to assure continuous coverage of the phones and front desk reception by the administrative assistant whenever possible.

Lunch periods are generally one hour and should be taken between the hours of 11:00 a.m. and 2:00 p.m. Your lunch period should never be less than 30 minutes. Lunch is unpaid time. If you will be taking additional time to handle Chamber related work, your lunch hour should be taken at the end of the lunch hour schedule, so as not to delay the lunch of another employee. Working through your lunch hour and leaving early has to be approved by your immediate supervisor.

OUTSIDE EMPLOYMENT

The Reidsville Chamber of Commerce does not prohibit employees from taking another job in addition to working with the Chamber. However, you might be asked to end or reduce your outside work schedule in order to continue your Chamber employment if that outside work interferes with your job performance or work schedule.

In accepting outside employment, you should consult with your immediate supervisor and avoid any situation that will:

1. Negatively affect performance on your job at the Chamber, such as being too tired to perform effectively or a conflict in work schedules.

2. Compete with the Chamber: You may not work in any capacity for any employer that offers a service competitive with those services offered by the Chamber.
3. Be or give the appearance of being a conflict of interest, such as working for a Chamber vendor when you may be in the position to influence the purchase of goods or services.

Under no circumstances will an employee be allowed to take personal, paid leave for time worked at another business. Work performed for another employer should be other than during normal Chamber business hours.

EMPLOYMENT OF RELATIVES

The Reidsville Chamber of Commerce does not permit employment of relatives within the office. "Relative" for purposes of this section means wife, husband, child or step-child, parent or step-parent, grandparent, brother, sister, in-laws, aunt, uncle, niece, nephew, or first cousin.

POLITICAL OFFICE

You are encouraged to participate in the democratic process by forming political beliefs, supporting candidates of your choice, and voting your conscience in community, state, and national elections. The Chamber does not officially endorse any political candidate.

- The Chamber respects the right of an individual to hold political office. However, due to the influential nature of the chamber itself, employees cannot hold political offices.

RELIGIOUS ACCOMMODATION

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

SPECIAL POLICIES

SEXUAL HARRASSMENT

- A. Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship or the relationship with membership and the general public. Sexual harassment does not refer to occasional compliments. It does refer to sexually related behavior which is unwelcome, which is personally offensive, which lowers morale, and therefore, interferes with work. Sexual harassment may include:

- a. Sexually-oriented verbal “kidding” or abuse, including the telling of “off-color” jokes in the presence of any employee who considers such jokes to create an intimidating, hostile or offensive working environment.
 - b. Physical contact such as petting, pinching, or constant brushing against another employee.
 - c. Subtle pressure for sexual activity or demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual’s employment status.
- B. The Chamber prohibits any and all such activities described above. The activities of sexual harassment are prohibited between fellow employees as well as those where there may be a supervisory relationship between employees. In addition, the activities of sexual harassment are prohibited between any employee of the Chamber and the membership of the Chamber and/or members of the general public during the course of an employee performing work. Any such conduct which has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment or an unfavorable relationship between the Chamber and its membership or general public will not be tolerated by the Chamber.
- C. Members of the Board of Directors are also prohibited from engaging in any activity involving sexual harassment while operating in their capacity as Directors of the Chamber.
- D. Any employee who feels that he or she has been subjected to any activity considered as sexual harassment by his or her supervisor, by a fellow employee, or by a member of the Chamber or any other person calling on the Chamber, should report the incident immediately to his or her immediate supervisor, with no fear of reprisal from the supervisor. If the immediate supervisor is the subject of the complaint, the employee should report the incident to the Chamber President, or Board of Directors.

The supervisor will have one week to review the claim of harassment and report back to the employee. If the employee is not informed within one week of the result of the preliminary investigation, or if he or she believes that nothing is being done, the complaint may be immediately reported to the Chamber President/CEO.

If harassment continues after a report to the supervisor, the supervisor will be expected to take all necessary action to stop the unwelcome activity. If the activity is not stopped immediately by the supervisor, the employee may report the incident(s) immediately to the President/CEO.

- E. In the event of a report by a member of the Chamber or the general public of any type of alleged sexual harassment, the Chamber will undertake a thorough investigation to determine the facts and if the complaint is legitimate.

- F. Any employee violating this policy will be subject to disciplinary action ranging from a written warning to discharge, depending upon the severity of the violation in each case.
- G. All immediate supervisors, management, or other supervisory personnel are responsible for ensuring that within their areas of responsibility the Chamber maintains a work environment which is free from sexual harassment.
- H. The Management, Chamber Administration is responsible for assuring consistency in the application of this policy and reporting any deviation or noncompliance to the appropriate manager and to the Chamber President/CEO.
- I. The President/CEO shall be responsible for enforcement of this policy and shall recommend to the Board or its committee any changes deemed necessary.

DRUG, ALCOHOL AND SUBSTANCE ABUSE

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

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

SECTION 4 – EMPLOYEE BENEFITS

HOLIDAYS

The Chamber will be closed and employees paid for the following holidays:

New Years Day (January)
Martin Luther King Jr. Day (January)
Good Friday (March/April)
Memorial Day (May)
Independence Day (July 4th)
Labor Day (September)
Veterans Day (November)
Thanksgiving Day and the day after (November)
Christmas Day and the day before or after (December)

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

LEAVE/PAID TIME OFF

Employees are given five (5) days per year paid sick days.

One (1) week of paid vacation is given after one year of continuous service and up to three years continuous service. Two (2) weeks of paid vacation is given after three years continuous service and up to ten years service. Three (3) weeks of paid vacation is given after ten years continuous service.

Leave in excess of one day should be requested at least one month before the desired beginning of the leave. Leave will be approved for less than ½ day in the case of a medical or dental appointment. Leave should be taken for employee's illness or to take care of someone who is sick. Chamber management should be notified on a daily basis if you are using leave for sick purposes that preclude you from reporting to work (see emergency leave).

Full Time Employees: A regular full time employee is one who is hired or promoted into a full-time position. Regular full-time employees typically work 40 hours a week.

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

SOCIAL SECURITY AND MEDICARE

You and the Chamber pay equal taxes based on your earnings to help finance Social Security and Medicare benefits. Social Security and Medicare benefits are available to

you and your family when you retire or become disabled. If you should die, benefits will be paid to your family.

Your government Social Security field office can answer your questions about Social Security and Medicare benefits.

UNEMPLOYMENT COMPENSATION

All employees are eligible for Unemployment Compensation.

WORKER'S COMPENSATION

A legally required benefit provided for all employees is Worker's Compensation. This insurance, completely paid for by the Reidsville Chamber of Commerce, covers employees all the time they are at work. Should an employee be involved in an accident which results in his/her inability to work, the employee will be paid weekly benefits for a period provided by law. In addition, medical and hospital expenses incurred as a result of such an accident are paid through Worker's Compensation. Any Worker's Compensation settlements are worked out strictly between the employee, the insurance company and the State Worker's Compensation Board. The employer is not directly involved. This benefit assures the sound protection of all employees and it is provided to each employee at a considerable annual cost to the Chamber.

Important: immediately report an on the job injury to your immediate supervisor or the Chamber President/CEO if necessary.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

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

ATTENDANCE AT SEMINARS AND CONFERENCES

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

EDUCATION PROGRAM

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

SECTION 5 – ADMINISTRATIVE POLICIES

STANDARDS OF CONDUCT

The activities of the Chamber are vitally important to the well being of all residents, thus any employee whose demeanor and dress are not in keeping with the standards generally expected by professional persons in the business community, or who demonstrates disloyalty to the Chamber or its constituents may be placed on probation. Further incidences will result in the termination of employment with the Chamber. All such cases will be reported by the Chamber President to the Executive Committee for approval or disapproval.

We believe that all Reidsville Chamber of Commerce employees should be committed to the Chamber's values, office standards, and standards of conduct. The Chamber's values and standards are based on respect for the dignity of all individuals. Chamber business decisions are guided by these standards.

While the Chamber prefers to keep rules and regulations to a minimum, there are some standards of conduct which are necessary for the orderly and efficient operation of the Chamber. Most of these are discussed at length in this manual. For your convenience, they are summarized here.

You could face disciplinary action, up to and including dismissal on the first offense, if you engage in any of the activities listed below while on duty, while in attendance at a Chamber event or activity, or while on Chamber property.

If dismissed for one of these reasons, you will not be eligible for rehire:

- Giving false information on your employment application forms, or during your employment interview, or withholding pertinent information.
- Withholding pertinent information or providing false statements to management, verbally or in writing, during the course of employment.
- Unauthorized removal of Chamber property from Chamber premises.
- Falsifying Chamber documents and records such as time records, cash receipts, accounting reports, expense reports, accident reports, personnel data, or other Chamber documents and records.
- Incorrectly reporting or recording Chamber inventory ordered, purchased, received or sold.
- Engaging in acts of carelessness or negligence, such as horseplay, which endanger life or property.
- Refusing to follow specific directions of your immediate supervisor or the Chamber President when the instructions are proper and in keeping with Chamber policy.
- Disclosing confidential information.
- Accepting unauthorized gifts or any items of value (over \$50 retail value) from members or contractors with which the Chamber does business.

- Discourteous behavior to any member, volunteer or visitor to the Chamber.
- Excessive absence from work or excessive tardiness.
- Disruptive behavior or creating a disturbance while on duty, while in attendance at a Chamber event or activity or while on Chamber property.
- Sexual harassment.
- Distributing, possessing or using (in any detectable amounts) illegal drugs, alcohol or any other intoxicant.
- Carrying, possessing or using (in any detectable amounts) illegal drugs, alcohol or any other intoxicant.
- Carrying, possessing or storing illegal lethal weapons, firearms, etc.
- Unauthorized use of or diversion of Chamber property, equipment. Violation of state, federal or local laws and regulations which govern the way we do business including:
 - Wage/Hour, such as working off the clock
 - Equal Opportunity Employment (EEO)
 - OSHA (work safety) such as unsafe work practices

These examples are not all-inclusive of offenses which can occur. Additionally, termination may be initiated by the employee or the Chamber at any time, with or without cause, reason or notice.

Because the Chamber takes these Standards of Conduct seriously, the Chamber wants to make sure you understand them completely. When you have read and understood the Standards of Conduct, we ask you to sign the form on the last page of this manual. This will let us know that you understand what is expected of you as a Chamber employee. This sheet will become part of your personnel file.

DISCIPLINARY PROCEDURE

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

- A. Disciplinary action is taken not to punish, but rather to assist the employee in better understanding the tasks to be performed and /or the standards of the organization. Some of the causes for which disciplinary action can be taken are:
1. Inability to competently perform the work or task assigned.
 2. Violation of work or safety rules.

3. Refusal to obey the policies of the Chamber or the instructions and directives of a supervisor.
4. Dishonesty or falsification of Chamber records and reports.
5. Disclosure of confidential information either inside or outside the organization.
6. Theft of Chamber property.
7. Waste of damage to property owned or leased by the Chamber, its membership, or the general public.
8. Use of or being under the influence of intoxicating liquor or controlled drug type substances during working hours.
9. Excessive absences or tardiness which may or may not involve abuse of sick leave.
10. Assaulting or threatening harm to other employees, supervisory personnel or members while on duty or on or in the proximity of the Chamber's property.
11. Other situations, acts or omissions involving just cause.

B. Disciplinary Action

When disciplinary action is warranted, any one or more of the following actions may be taken:

1. Verbal Warning.
2. Written Warning.
3. Final Written Warning.
4. Termination.

Management's failure to invoke the strictest discipline for rule infraction or to apply different degrees of discipline among employees guilty of the same offense, shall not affect the Chamber's right to invoke stricter discipline for a later infraction of such rule. Management's failure to exercise any function or right involving employee discipline shall not be considered a waiver of such established rights.

C. Procedures

1. Copies of records of verbal or written warnings will be placed in the employee's file.

2. Any other records or related reports concerning other more severe discipline will be included in the employee's personnel file.
3. Copies of letters of formal reprimand will be furnished to the affected employee.
4. Formal letters of reprimand which are more than one year old shall not be considered for purposes of discipline.

D. The President/CEO has the responsibility and authority to ensure that procedures are developed to implement this policy.

PERSONAL APPEARANCE AND HYGIENE STANDARDS

The Reidsville Chamber of Commerce standards for grooming and appearance reflect the Chamber's conservative tradition. It is essential for our employees to present a professional, well-groomed appearance. All employees are required to follow the dress and grooming standards established by The Reidsville Chamber of Commerce. It is important that you project a polished, well groomed image in your overall appearance.

ATTENDANCE AND PUNCTUALITY

You were hired as a responsible individual to do a job – every job is important to the Chamber, your fellow employees and our members. Regular and prompt attendance is essential if you are to perform properly in your assigned job and meet your responsibilities to the Chamber.

Excessive tardiness or absence, regardless of how good the reason, disrupts work schedules and prevents the Chamber from providing our members and visitors the service to which they are entitled. It also places an undue burden on other employees. It can result in your dismissal.

If you are going to be late or absent, let your immediate supervisor or the Chamber President know as soon as possible. Keep your immediate supervisor informed daily if your absence should continue for several days (see emergency leave). If absent for several days in a row for the same reason, it will be treated as a single absence. Any absence will be regarded as an occurrence, regardless of the reason.

If you miss one or more day's work because of illness or injury which occurred on or off the job, you may be required to get a doctor's note releasing you to return to regular duty. Your immediate supervisor will tell you if this is required. The Chamber reserves the right to send the employee to a doctor chosen by the Chamber.

Report in at your scheduled time unless you are told to do otherwise by your immediate supervisor. Clocking in early or clocking out late without the prior approval of your immediate supervisor will not be considered paid time. Upon arrival, you should be

ready to immediately go to work at your assigned duties. Good attendance and punctuality are very important aspects of your job. Please be sure you understand this policy and follow it every working day.

WHAT THE REIDSVILLE CHAMBER OF COMMERCE EXPECTS FROM YOU

The Chamber offers you pay, benefits, an excellent and challenging work environment, and opportunities. In return, the Chamber expects you to do a good job in your assigned work. Personal initiative, thinking for yourself, and use of good judgment help you to meet this responsibility.

Doing a good job also means that you come to work on time, work your scheduled hours, help out other employees, follow safe work practices, have a good attitude on the job, and be honest and loyal to the Chamber and our members.

In order to succeed in your job, you must learn about the Chamber and about your assigned area and understand how it serves our members. The Chamber President is there to help you, as well as your immediate supervisor if other than the Chamber President, but your initiative is necessary, too.

CONFIDENTIAL INFORMATION

Often employees work with information about members, computer software, and personnel data which the Chamber considers confidential. Any employee with access to this kind of information must ensure that it is available to authorized requestors inside the Chamber only on a need-to-know basis.

Chamber employees may not use this information to further their personal interests. This information is not available to people outside the Chamber without prior approval of the Chamber President. Violation of this rule is serious and may result in dismissal.

NON-PERSONAL MATTERS

All matters of a confidential nature shall be treated in a business-like manner employing discretion and good judgment. Information gathered as a result of surveys and general research shall not be distributed in any form such as to make individuals or establishments identifiable, but released in totals only or in such a manner as to make it impossible to identify direct sources. Real estate, development and other matters of economic confidentiality shall not be distributed without consent of the effected parties or until such information is of a public nature.

COOPERATION OF THE EMPLOYEE

All employees, while assigned to specific responsibilities, are expected to assist whenever the need arises or help another employee. This refers particularly to general

mailings, etc. Any employee should check with their immediate supervisor, however, before doing work not regularly assigned. Request for additional help should be made to the Chamber President

PURCHASES

The Chamber will buy its supplies, equipment and services from its members, insofar as possible and practical and when they are available. All business will be divided as equally as possible; price and quality considered. The Chamber President can approve any office purchase that does not exceed \$500. All other purchases must be approved by the Chamber's Executive Committee. Purchases will be made by the Office Manager with the concurrence of Chamber President.

EXPENDITURES

The Chamber is closely budgeted. Much can be saved by carefully watching our use of supplies. This is particularly true of copy work.

OFFICE EQUIPMENT

All office equipment is for the exclusive use of the Chamber or offices located in the Chamber building.

MEDIA

All reporters and media inquiries are to be referred to the Chamber President or Board Chairman, in that order. Employees are not permitted to comment on any subject to reporters unless instructed in advance by the Chamber President. On all controversial issues, a News Release will be prepared by the Chairman.

ORGANIZATION AFFILIATIONS

We do not object to any employee being a member of any organization which is not in direct conflict with aims and objectives of the Chamber. However, an employee should consult with the Chamber President before accepting an office or other prominent place in such organization. Even when acting purely as an individual, the public utterances and opinion of any Chamber of Commerce employee are apt to be misinterpreted as official Chamber policy.

EMPLOYEE MEETINGS

All employees will participate in Staff Meetings and other such employee meetings scheduled by the Chamber President. The purpose of these meetings is to permit employees to recommend improvements, discuss problem areas, exchange ideas and make a short report of current projects. Employees may request a called Staff Meeting if the need arises.

SECTION 6 – OFFICE PROCEDURES

GENERAL OFFICE PROCEDURES

When names of businesses are requested by individuals contacting the Chamber of Commerce, complete lists of firms will be supplied so that the inquirer may negotiate with any or all of these businesses with out specific recommendations from the staff. References are not furnished on the character or financial standing of any individual or firm.

HOUSEKEEPING

The responsibility for housekeeping of your own work area belongs to you. Keeping your area neat reduces chances of accidents or injury, and increases your ability to give quality performance in your work.

SMOKING

Because of health and safety requirements, the Chamber is designated as a non-smoking building. It is important that your work duties not be neglected nor your post left unattended during “smoking breaks”. Smoking breaks are to take place during your break period and/or during the lunch break.

VISITORS

We are pleased to have our employees show their friends and family through our Chamber facilities at appropriate times. However, visitors must be accompanied at all times by an employee while in a non-public area. Visits should not interfere with the ability of other employees to perform their duties as assigned.

Someone has said, "Working at the Chamber of Commerce is like living in a goldfish bowl -- you are always on public display." While this is not quite true, we always try to practice good public relations to preserve the favorable attitude of our members and the public at large toward the Chamber and its programs. This requires above average appreciation of the whim of the public which we serve. It may be difficult to "hold your temper" while someone makes a complaint which is not justified, but the position of the Chamber employee must be one of unquestionable courtesy at all times.

When a visitor enters the Chamber building, he is obviously seeking something. Our job is to provide that something as quickly and courteously as possible. The staff must be alert to each newcomer as he enters the building. If you are busy with another person or on the telephone, indicate that you will be with the new visitor shortly.

TELEPHONE CALLS & INTERNET USAGE

Telephone calls are to be answered immediately with every courtesy shown to the caller. Questions should be answered fully and if no answer is available, an offer to find the answer should be made. Only long distance business calls are permitted, not long distance personal calls.

Personal calls interrupt work and make it harder for members to call the Chamber office. You should make all outgoing calls on your break period when possible. Personal calls on Chamber phones should be limited. Abuse of this privilege can result in termination of employment.

The telephones are provided to conduct business. Personal calls should be kept to a minimum and brief. Internet access is provided for professional business communications and information access. Access to obscene, profane, or other offensive material that may reside on the internet is prohibited. If any such offensive site is accessed, whether intentionally or unintentionally, the user must disconnect from the site immediately. Internet access exists for business purposes. Incidental personal use is permissible if the use (a) does not consume more than a de minimis amount of resources that could otherwise be used for business purposes, (b) does not interfere with productivity, and (c) does not preempt any business activity. Solicitation of non-Chamber of Commerce business or any use of the Internet for personal gain is prohibited. Finally, the Internet is not a private or confidential environment, and employees should not feel that their use in any way reflects this.

SOLICITATION

To provide freedom from pressures, embarrassment and work interruptions for employees, the Chamber does not permit solicitations during working time and in working areas. Specifically, the following activity is not allowed:

- The solicitation of any funds or monies for whatever purpose and in any form, unless the solicitation is Chamber-sponsored and has the approval of the Chamber President.

Working time is defined as the time the employee spends in the performance of his or her duties and does not include lunch periods.

Employees approached by salesmen regarding new equipment, supplies, etc. shall be referred to the Office Manager who handles purchasing of supplies and equipment. The Chamber President has final approval on all equipment purchases in keeping with the budget approved by the Chamber's Board of Directors.

CHAMBER MEMBERSHIP BENEFITS

Employees are not eligible to participate in entering contests, drawings or raffles, winning door prizes, bidding on silent auction items, etc. that are held for the benefit of the membership. If the employee has questions, please ask your immediate supervisor prior to making the purchase.

TRAVEL REMBURSEMENT

With prior approval of your immediate supervisor, travel expenses will be reimbursed for travel to meetings, to purchase Chamber supplies, etc if travel is out of the County.

KEYS

Keys to the building are issued to full-time staff members only. Duplication or loaning keys is strictly prohibited unless arranged with the President.

LEAVING THE OFFICE

Employee members are expected to keep the Chamber President or their Immediate Supervisor aware of their movements outside the Chamber office during official hours and to provide the Office Manager with information needed to respond to telephone calls or visitors during the absence of an employee.

EFFICIENCY

Minutes count, particularly in a Chamber of Commerce office which deals with many little tasks as well as large ones. Therefore, employees should organize their desks and adjust themselves psychologically so as to be able to interrupt themselves frequently to take care of phone calls, visitors, requests from other employees and rush items of various sorts, yet go quickly back to regular work without delay.

"A place for everything and everything in its place," is to be the rule of this office. Strict observance of it in returning files, reference books and other records of general use to their proper places immediately after using them will enable all employees to use all the Chamber's records without the necessity of making time-killing inquiries or searches.

FILING

A filing system is maintained in the Chamber and supervised by the Office Manager. It is his/her responsibility to see that daily correspondence and miscellaneous filing materials are currently filed. All materials for the files should be appropriately marked so that it will be filed under the appropriate heading.

MAIL

The Chamber Post Office box should be checked daily by the staff. All Chamber related outgoing mail should be taken to the post office on a daily basis. Mail should be distributed to those concerned. A post office key should be distributed to management.

CORRESPONDENCE

Copies of all correspondence will be kept in a central correspondence file. It is seldom necessary to make more than one copy of a letter.

All out going correspondence should be on Chamber stationery, personalized, and typed with no errors.

Letters should be given to the appropriate employee for signatures (or permission to sign Chamber President or Chairman's name should be approved for each individual correspondence that goes out).

Form letters will only be used with the approval of the Chamber President. It is preferred to personalize letters (using mail merge).

MEETING MINUTES

It is required that adequate minutes be kept of all official meetings of the Chamber's committees, subcommittees, task forces, Board of Directors, etc. Minutes are recorded by the Office Manager unless otherwise designated.

WASTEFULNESS

Stationery and supplies are to be used only as needed to perform the duties assigned. Stationery and envelopes will not be given to the membership without prior approval of the Chamber President.

Time is valuable and the Chamber pays each employee for his/her time during office hours. The organization reasonably expects that this time be spent effectively on organization business.

SIGNATURES

Much correspondence of the Chamber is sent in the name of the Chairman or a Committee Chairman. No fixed rule can be established to determine whose name should be signed. In organization work, it should be remembered that development of leadership outside the paid employee is important. In some cases, use of a Chairman's name on a letter is a means of tying him/her into the program. Clearance with the individual should always be made before using his name. In cases where a matter relates to the policies and general program of the Chamber, communications should be signed by the Chairman. Routing letters to known individuals or organizations should be signed by the volunteer member writing the letter or the Chamber President.

READING

Newspaper and magazine reading during office hours does not look well to members and to the general public, and is not in accordance with good business practice. Reading during office hours should, therefore, be avoided except by those who are assigned the newspaper clipping work and that which is necessary for the effective performance of work.

OPENING & CLOSING OF OFFICE

The first person in the office every morning should turn on lights, adjust heat/air, check answering machine, write down messages and process.

The last person to leave the office every day should make sure the lights are out, air/heat are off or turned down appropriately, security system is armed, and all doors are locked.

PREPARATION FOR BOARD OF DIRECTORS MEETING

The Board of Directors meets on a monthly basis. The Office Manager is responsible for the following tasks:

One week prior to meeting send out email announcement to all Board Directors along with Minutes of prior meeting and Agenda.

Two days prior to a meeting call or email each Board Member and get a head count for lunch meetings.

- Determine lunch menu
- Make lunch arrangements
- Obtain beverages, napkins, and lunch supplies, if needed.
- Prepare board packets with minutes, agenda, financial reports, and any other info needed by board members during meeting

BILLING PROCESS

- Members are sent renewal notice invoices **30 days in advance** of their anniversary month. The invoices are typically mailed on the 15th of the month.
- If the member has not paid by the first day of the anniversary month, a second bill is sent with a letter, signed by the President.
- If an account becomes **30 days overdue**, the member will be contacted by telephone by the Office Manager.
- If an account becomes **60 days overdue**, the “60 day letter” is sent by the President.
 - The 60-day letter includes an exit interview and/or request for payment
- If an account is still overdue after **90 days**, the member will be dropped with board approval. A notification letter signed by the President will be sent.

SECTION 7 – FUNDS POLICY

All funds collected by employees in support of the Reidsville Chamber of Commerce program must be maintained and audited in accordance with these guidelines.

- General Guidelines
- Management Guidelines
- Staff Responsibilities
- Federal Policy Guidelines

GENERAL GUIDELINES

1. All funds managed by Chamber personal or used for Chamber program purposes are required to be secured in federally insured bank accounts (checking, savings or certificated of deposit). Funds may be maintained in other investment accounts with the knowledge and approval of the Board of Directors.
2. The numbers of checking accounts used by the Office should be limited.
3. All disbursements must be made through a Chamber of Commerce checking account. Funds withdrawn from savings or other investment accounts must be deposited into a Chamber of Commerce checking account before it can be disbursed.
4. Checks written by the Chamber of Commerce office must have two signatures. At least one of the two signatures must be from an employee of the Chamber and the second from the Chamber of Commerce Treasurer, Chairman, or immediate past-chairman.
5. The Chamber of Commerce Office must record and monitor its financial transactions using a standard computer accounting program.
6. The Chamber of Commerce accounts should be examined annually by a certified public accountant or the City/County auditing department. The audit should include an evaluation of the internal controls for cash receipts and expenditures. The review, at a minimum, must ensure that all of the county office's checking and investment accounts have been independently reconciled and reported to the Board of Directors. The auditor/ reviewer must not be a relative of any chamber employee.

CASH RECEIPT AND DEPOSIT PROCEDURES

1. Establish a Verifiable Record of all Cash and Checks Received: All collections must be recorded on a multi-copy (at least two) pre numbered cash receipt form.
 - A copy of the form should be available to the customer as evidence of payment. These copies should be stamped with the Chamber of Commerce name and address.
 - Office should use pre-numbered multi-copy cash receipt forms that have the second file copy securely bound in a book to better control and account for the documents.

- The receipt should record the following information:
 - (A). Date of Payment
 - (B). Payee
 - (C). Dollar Amount
 - (D). Method of payment
 - (E). Program for which funds were received
 - (F). Name of the staff member preparing the receipt.
 - Checks should immediately be endorsed “For Deposit Only”. Endorsements should include the bank account number.
2. Adequately secure and safeguard un-deposited Cash Receipts: Un-deposited cash and checks should be transferred to a designated custodian. The designated custodian can also receive funds directly from the public and process cash receipts by mail.
- All transfers of money to the designated custodian should be documented by having the custodian initial the file copy of the cash receipt form once the funds come into his/her possession.
 - The designated custodian is required to secure the funds in a protected location. No other staff member should have access to funds once the receipts are transferred to the designated custodian.
 - A designated substitute custodian can be appointed to cover extended periods of leave; however, the substitute is required to document the transfer and properly secure funds for which he/she is responsible.

Employees are not allowed to cash personal checks from un-deposited funds.

3. Verification to ensure that all funds are deposited: Deposits shall be made at least weekly. More frequent deposits should be considered if un-deposited amounts exceed \$1000. in checks or \$200 in cash.
- The designated cash receipt custodian is responsible for preparing deposits.
 - All deposits must have sufficient documentation noting which checks and /or cash receipt forms were included in deposit balances. This documentation can consist of notations in a bound cash receipt book, or a listing of each cash receipt form that was included in the deposit.
 - The Chamber President and Treasurer must periodically verify that all funds turned over or collected by the designated custodian have been deposited. This verification should include an examination of validated deposit slips and the aforementioned documentation noting which checks and/or cash receipt forms were included in deposit balances.

DISBURSEMENT PROCEDURES

1. All expenditures must be approved by the Chamber President.
 - To document the approval, a voucher must be prepared that records:
 - (A). the date
 - (B). check number
 - (C). payee
 - (D). amount
 - (E). the reason for the payment
 - The original invoice or receipt should be attached to the voucher form.
 - The voucher form must be approved by the chamber President even if the check was issued and approved by another authorized staff member.
2. All disbursement of funds must be made through a Chamber of Commerce checking account. Funds withdrawn from savings or other investment accounts must be deposited into a Chamber of Commerce checking account before it can be disbursed.
3. Chamber of Commerce program or office accounts should not be used to pay reimbursable registration/ travel for anyone (i.e. paying the registration fee to go to a meeting, with employee expected to repay the fee when reimbursed). It is the employee's responsibility to pay up front and then be reimbursed through the appropriate channels.
4. Checks written by the Chamber of Commerce office must have two signatures. At least one of the two signatures must be from an employee of the Chamber of Commerce and the second from the Chamber of Commerce Treasurer or Chairman or immediate past-chairman.
5. Checks must never be pre-signed.
6. No checks can be made payable to "Cash".
7. Budget Line Items:
 - Funds can not be transferred from one budget line item to another budget line item. Transfer of funds from one budget line item to another must be approved in advance by the Board of Directors with a budget amendment.
 - The total budgeted funds for each budget line item can not be exceeded. If circumstances arise that warrants expenditures in exceeded of total line item amount, approval budget amendment must be secured in advance from the Board of Directors.

ACCOUNTABILITY AND RECONCILIATION PROCEDURES

1. The Chamber of Commerce Office must record and monitor its financial transactions using a standard computer accounting program.
2. The Chamber of Commerce must print a full report when reconciling the checking account(s) monthly. This full reconciliation will include all checks and deposits which have cleared or are outstanding for the month. The report

should then be filed with the bank statement(s) and supporting documentation for the month.

3. The Chamber President is responsible for all fiscal accounts in the office and must review bank statements and checkbook balance against computer printout on a monthly basis.
 - When reviewing the reconciliation, computer reports, bank statements, and checkbook balance, the Chamber President should also ensure that an approval has been obtained for each materials expenditure.
 - When reviewing computer reports, the Chamber President should question any cases of missing or unrecorded check numbers or cash receipts forms.

STAFF RESPONSIBILITIES

1. It is the responsibility of every staff member to report the suspected misuse of funds to the Board of Directors Chairman.
2. All funds collected must be handled in a manner that will maintain the public trust in our program. The handling and maintenance of these funds should pass the “Sunshine Test” which states...”If all our fund records were published in the local paper, the public consensus would be that they were will managed”.
3. Failure to implement or carry out these procedures can result in disciplinary action including possible termination. Any loss of funds due to fraud or misappropriation can result in similar disciplinary action including possible criminal prosecution.

INVENTORY AND SALES PROCEDURES

1. There should be adequate documentation of items sold to the public.
 - At the beginning of each year (or season) the number of items purchased or held on consignment should be recorded. At the end of the year (or season) the Chamber President should reconcile beginning year totals to sales and year end (or season) inventories.
 - For sales, the chamber President should compare the cost of the items to the proceeds in order to evaluate financial controls and assess funds raising efforts.
 - The Chamber President should take steps to control access to inventory items.

POLICY GUIDELINES

1. The IRS requires a tax return (IRS Form 990) from any non-profit organization with gross receipts in excess of \$25,000. The Federal Income Tax Group Exemption number which goes on the Form 990 when filing is 56-0735425.
2. Federal tax exempt status does not exempt the Chamber of Commerce from paying sales tax.
3. Contributions to an official Chamber of Commerce by individuals, organizations and corporations are not deductible as a contribution for Federal income tax purposes under Section 170 of the Internal Revenue Code. Payment of dues and sponsorships constitutes a business expense.

**SECTION 8 – POLICY AMENDMENT AND STATEMENT OF
ACKNOWLEDGEMENT**

**PROCEDURES FOR AMENDING EMPLOYEE POLICIES AND PROCEDURES
MANUAL**

Any employee who wishes to make changes in the Employee Policies and Procedures Manual shall submit changes in writing to the Chamber President, or his designated alternate. Suggested changes will be considered in an annual review of policies and procedures.

ACKNOWLEDGEMENT

Welcome to the Reidsville Chamber of Commerce! We are pleased to have you on our team.

Now that you have read the manual, we would like you to sign the form on the next page so we may include it in your personnel file. We encourage you to keep a copy of this statement of acknowledgement. This manual is yours to keep. Again, please feel free at any time to ask questions about anything you do not understand. The Chamber wants you to use this knowledge to help improve job performance.

Thanks and good luck.

Sincerely,

Diane Sawyer, President

Reidsville Chamber of Commerce

Revised November, 2014

**REIDSVILLE CHAMBER OF COMMERCE
STATEMENT OF ACKNOWLEDGEMENT OF RECEIPT**

I, _____, acknowledge that I have received a Reidsville Chamber of Commerce Employee Policies and Procedures Manual.

I understand that this manual and/or any other booklets or manuals used by the Reidsville Chamber of Commerce are guidelines and are not intended to nor do they create an employment contract for any specified length of time, or any other type of obligation binding on the Chamber.

Further, I understand that the Chamber must have the flexibility to increase or decrease the work force to accommodate business conditions. For that reason, I understand that I cannot be guaranteed the specific hours of the day that I may work, nor can I be guaranteed any specific number of hours or work within a week.

Regardless of the guidelines contained in this or any other manual or book used by the Reidsville Chamber of Commerce, I understand that I may be terminated or I may terminate employment at any time, for any reason.

I ACKNOWLEDGE THAT I HAVE READ THE REIDSVILLE CHAMBER OF
COMMERCE'S EMPLOYEE POLICIES AND PROCEDURES MANUAL IN ITS
ENTIRETY. I UNDERSTAND THAT IF I VIOLATE CHAMBER POLICIES,
GUIDELINES, STANDARDS OF CONDUCT, RULES OR REGULATIONS, I
COULD FACE DISCIPLINARY ACTION UP TO AND INCLUDING
TERMINATION.

(Employee's Signature)

(Supervisor's Signature)

(Employee's Social Security Number)

(Date)