IREDELL

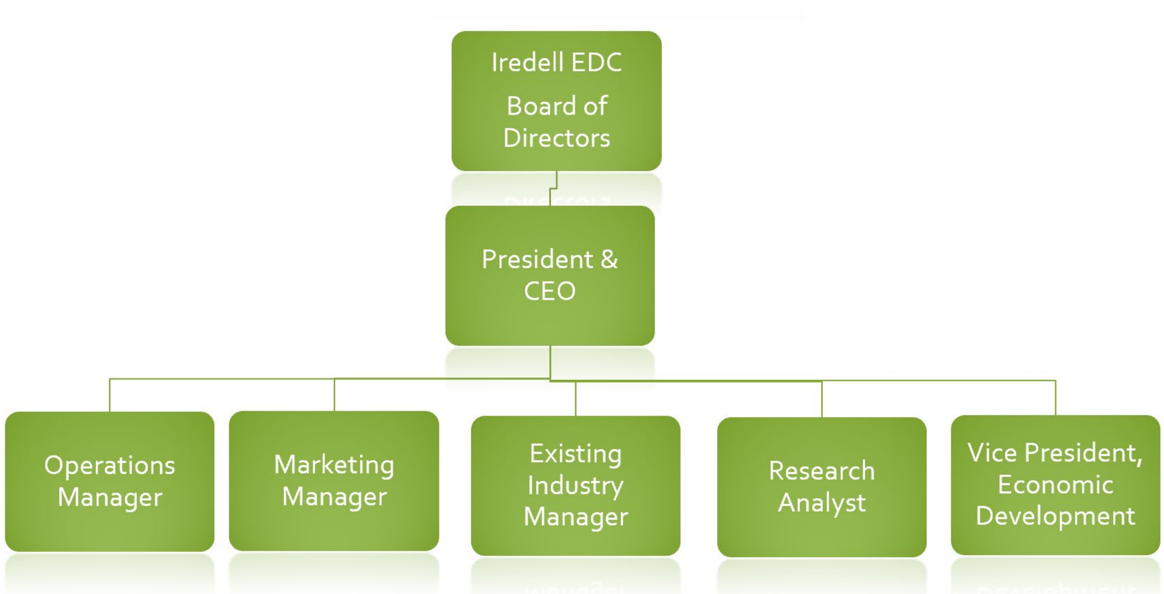
ECONOMIC DEVELOPMENT CORP

Business. Life. Location.

EMPLOYEE HANDBOOK

Approved 9/29/2019
Amended 9/22/2022

Iredell EDC Organizational Chart



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Mission
The mission for which the Iredell County Economic Development Corporation is organized, is to further the economic development of Iredell County and to promote employment creation. The Corporation will strive to enhance the overall non-residential tax base growth in the region. Economic Development will be primarily concerned with the guided growth of the local economy through new business recruitment, start-up business creation, and existing business retention and expansion. This process will reduce the burden of government in expanding the commercial and industrial tax base.

Overview
The Iredell County Economic Development Corporation ("the Corporation") Employee Handbook (the "Handbook") has been developed to provide general guidelines about the Corporation's policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including the Corporation's policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work.

Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by the Corporation at any time, without advance notice. The personnel policies of are established by the Board of Directors, which has delegated authority and responsibility for their administration to the President & CEO. Management may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the President & CEO for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the President & CEO.

The Corporation will provide each individual a copy of this Handbook upon employment. All employees are expected to sign an acknowledgment of receipt and to abide by it. The highest standards of personal and professional ethics and behavior are expected of all employees. Further, the Corporation expects each employee to display good judgment, diplomacy, and courtesy in their professional relationships with members of the Corporation's Board of Directors, committees, membership, staff and the general public.

Voluntary At-Will Employment
Unless an employee has a written employment agreement with the Corporation, which provides differently, all employment is "at-will." That means that employees may be terminated from employment with the Corporation with or without cause, and employees are free to leave the employment with or without cause. Any representation by any Corporation officer or employee contrary to this policy is not binding unless it is in writing and is signed by the President & CEO with the approval of the Board of Directors.

Equal Employment Opportunity
The Corporation shall follow the spirit and intent of all federal, state, and local employment laws and is committed to equal employment opportunity. To that end, the Board of Directors, the President & CEO, and employees of the Corporation will not discriminate against any employee or applicant in a manner that violates the law.

The Corporation is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state, or local law. Each person is evaluated on the basis of personal skill and merit. The Corporation's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.

The President & CEO shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

The Corporation will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of the Corporation may have violated the Equal Employment Opportunity Policy should report the possible violation to the President & CEO.

If the Corporation determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the Corporation will inform the employee who made the complaint of the results of the investigation.

The Corporation is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at the Corporation for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on the Corporation. Employees who believe that they may require an accommodation should discuss these needs with the President & CEO.

Policy Against Workplace Harassment

The Corporation is committed to providing a work environment for all employees that is free from sexual harassment, discriminatory harassment, and other types of harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

To reinforce this commitment, the Corporation has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

The Corporation's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. The Corporation's policy against harassment covers employees and other individuals who have a relationship with the Corporation. This enables The Corporation to have some control over the individual's conduct in places and activities that relate to the Corporation's work (e.g. directors, officers, contractors, clients, vendors, volunteers, etc.).

It is also against the Corporation's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Behavior that is inappropriate may result in disciplinary action regardless of whether it is unlawful. It is unlawful and expressly against the Corporation policy to retaliate against an employee for filing a complaint of harassment or for cooperating with an investigation of a complaint of harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of the Corporation, you should report the incident immediately to your supervisor, or to the President & CEO. Possible harassment by others with whom the Corporation has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

The Corporation will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. The Corporation's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If the Corporation determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the Corporation will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the President & CEO. In the case where the allegation of harassment is against the President & CEO, staff should report the incident to the Chairman of the Board of Directors.

Definition of Terms

Employer. The Corporation is the employer of all full-time, part-time, and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by the Corporation.

Full-Time Employee. A Full Time Employee regularly works at least 35 hours per week.

Part-Time Employee. A Part Time Employee regularly works less than 35 hours per week but no less than 17 ½ hours per week.

Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").

Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non-Exempt Employees, an accurate record of hours worked must be maintained.

The Corporation will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the *Employee Handbook*.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

Position Description and Salary Administration
Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g., working hours, travel requirements, etc. The President & CEO shall have discretion to modify the job description to meet the needs of the Corporation. Paychecks are distributed on the 15th and the last day of each month, except when either of those days falls on a Saturday, Sunday or holiday, in which case paychecks will be distributed on the preceding workday.

Trial Period
The first six (6) months you work are considered a trial period. This gives the employee an opportunity to determine if the position is good fit for the individual and for the Corporation to determine if the employee is able to perform the duties outlined in the job description and meets the standard of employment in terms of attitude, cooperation, and attendance. Trial periods can be extended at the discretion of the President & CEO.

Performance Reviews
The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance. Each employee will develop a performance evaluation with input from their supervisor. The performance review will be used as a framework for the supervisor and the employee to agree upon ideas that will deliver on the Corporation goals and metrics. In addition, the plan will provide an opportunity for constructive feedback to strengthen the employee/supervisor working relationship, measure performance, and anticipate the Corporation's needs in the coming year. The employee and the supervisor will meet two times a year to review and discuss the performance goals and benchmarks set forward. Both supervisor and employee will sign the performance review form at the beginning of the performance year, at the six-month mark, and at the end of the year. A copy will be given to the employee and kept on file as part of the employee's personnel record.

The President & CEO reviews the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the President & CEO.

Financial Benefits and Insurance
The Corporation shall provide a competitive package of benefits to all eligible full-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan document (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by the Corporation. For eligibility requirements, refer to the plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The President & CEO will determine levels of deductibility and co-payments for all insurance related benefits annually.

Health Insurance
The Corporation currently provides 100% coverage for individual health insurance benefits for eligible full-time employees. Employees may add their spouse or dependents at an additional cost to the employee. Benefits will begin for new employees after the first full month of employment. The Corporation will evaluate the insurance premium each year and may require employees to pay a portion of insurance premium in the future. Information about the Corporation's health plan(s) will be provided to the employee at the time of employment.

Dental Insurance
The Corporation currently provides 100% coverage for individual dental insurance benefits for eligible full-time employees. Employees may add their spouse or dependents at an additional cost to the employee. Benefits will begin for new employees after the first full month of employment. The Corporation will evaluate the insurance premium each year and may require employees to pay a portion of insurance premium in the future. Information about the Corporation's health plan(s) will be provided to the employee at the time of employment.

Short Term/Long Term Disability Insurance
Short term and long term disability insurance is provided by the Corporation to all full-time employees.
A leave of absence may be permitted for any employee who is unable to work for an extended period of time because of personal illness, personal injury, or work-related injury. Information about the Corporation's short term and long term disability plan(s) will be provided to the employee at the time of employment. An employee taking short term disability must use (5) days of personal leave before qualifying for disability benefits.

Life Insurance
Life insurance is provided by the Corporation to all full-time employees. Information about the Corporation's life insurance plan will be provided to the employee at the time of employment.

Social Security/Medicare/Medicaid
The Corporation participates in the provisions of the Social Security, Medicare, and Medicaid programs. Employees' contributions are deducted from each paycheck and the Corporation contributes at the applicable wage base as established by federal law.

Workers' Compensation and Unemployment Insurance
Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and the Corporation, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from the Corporation.

Retirement Plan
The Corporation's full-time employees, who are 21 years of age or older, are required to participate in the State of North Carolina's Retirement Plan. The Corporation contributes to the employee's retirement plan and provides an employer contribution set by the State of North Carolina. Eligible employees are required to contribute at the start of employment a rate of 6% of their annual salary. Employer percentage contributions to the retirement program is determined annually by the state. Information about the Corporation's retirement plan will be provided to the employee at the time of employment.

Holidays

Full-Time Employees are eligible for 12 holidays per year as follows:
New Year's Day
Martin Luther King, Jr.'s Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
The Day After Thanksgiving Day
Christmas (3 floating days assigned during the week between Christmas Eve and New Year's Day)

Full-time employees receive one (1) paid day off for each full day of holiday time. Part-time and temporary employees are ineligible for holiday 1.25 benefits. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from their supervisor and/or the President & CEO. When the designated holidays fall on a Saturday or Sunday, the President & CEO will designate a work day to replace the weekend holiday.

Vacation

Employees will start accruing vacation benefits after the first month of employment. The total number of vacation days based on years of services:

10 days – will accrue at .83 days a month at start of employment through the first year. New employees will have a waiting period of 3 months before taking accrued vacation leave.
12 days – will accrue at 1 day a month after completion of one-year full-time employment.
15 days – will accrue at 1.25 days a month after completion of five-years full-time employment.
20 days – will accrue at 1.66 days a month after completion of fifteen-years full-time employment.

The years for service is determined at the start of the calendar year (Jan 1 – Dec 31) for each year the employee has worked. While employees are eligible for the maximum number of vacation days based on years of service, vacation time is earned for every month that the employee works. Vacation leave does not accrue during an unpaid leave of absence. If an employee wishes to take more vacation days than they have earned, they can "borrow" against the vacation they expect to earn over the course of the year up to a maximum of 5 days. If employment with the company is terminated for any reason (voluntary or unvoluntary) prior to the time that the employee has earned the vacation days to fulfill the deficit, the difference in vacation days earned versus borrowed will be deducted from the employee's final paycheck. If employees have a balance in earned vacation leave, they will be paid for the vacation hours earned on the date of their final pay period with the organization. Employees are expected to use Vacation benefits in the fiscal year in which Vacation is earned. Employees may carry over 5 days of unused Vacation from one year to the next. Unused Vacation beyond 5 days must be used by December 31 for the calendar year in which it was accrued. Use of Vacation is subject to approval by the supervisor or President & CEO and must be requested in 4-hour increments, using the appropriate leave request form. Leave requests should be submitted at least two weeks in advance of leave. Staff coverage for the office, major events, and projects will be evaluated to ensure adequate staffing before leave requests will be approved.

Sick Leave
Sick leave benefits are earned on a prorated basis of one day (8 hours) per month for full-time employees beginning at first day of employment for a total of 12 days in a calendar year. Part-time and Temporary employees are not eligible for paid sick leave benefits. Use of sick leave is subject to approval by the supervisor and/or the President & CEO and must be requested in hourly increments. Unused sick leave does not carry over from year to year. No sick leave benefits are paid upon separation of employment from the Corporation for any reason. If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation will be required.

Personal Leave
The Corporation provides 16 hours of personal leave per calendar year to Full-Time employees. Personal leave can be taken in (1) hour increments. Part-Time and Temporary employees are not eligible for paid personal leave benefits. Personal leave is credited to the employee at the beginning of each calendar year, can be used at any time throughout the year, and cannot be carried into the next year. All personal leave is subject to prior approval by the supervisor and/or President & CEO. No personal leave benefits are paid upon separation from employment with the Corporation for any reason.

Maternity Leave
Employees of the Corporation provides maternity leave for mothers as a benefit of employment. To be eligible for these benefits you must have worked full time for the Corporation for a minimum of 12 months. Employees can receive a total of 8 weeks of leave with up to (4) weeks of paid leave, using a combination of sick and vacation leave, and (4) weeks of unpaid leave. Employees may qualify for short term disability benefits under our policy, but must get verification from their medical provider. Employees may also use accrued vacation and sick leave, which are paid at 100% of your salary. The Corporation will continue to cover your health insurance premiums during your leave. Prior to the start of your maternity leave, the employee and the Corporation will create a return to work plan that also includes the leave time. The employee is expected to communicate with the Corporation if the leave plan or return to work plan needs to be changed while on leave. We ask that you request leave a minimum of 30 days in advance of the start of your intended leave date, so that the Corporation can make alternative arrangements to manage the duties and responsibilities of the position during your leave.

Bereavement Leave
Employees shall be entitled to bereavement leave with pay of three (3) days in the event of a death in the employee's immediate family (spouse/life partner, child, parent, grandparent, sister or brother, father-in-law, mother-in-law, or grandchildren). If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the President & CEO immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use, with the President & CEO's approval, available paid leave for additional time off as necessary and in accordance with operating needs.

Jury Duty
If you are summoned to serve on a jury, a copy of your summons must be submitted immediately to your supervisor. You are required to report to work as soon as you are released from jury duty, as well as during periods when you are not required to be present for jury responsibility. You will receive full pay while attending to jury duty.

Leave of Absence
Depending upon all circumstances, business needs, unpaid leaves of absence for limited periods may be granted at the discretion of the Corporation's Board of Directors. If you desire a leave of absence, you must present a written request to the Chairman. If granted a leave of absence, it does not assure you the right to return to work for the Corporation in the same position from which the leave was requested or, for that matter, any position. Employees who fail to accept an offer of reinstatement to a position selected by the Corporation at the end of their leave of absence will be deemed to have voluntarily resigned. In no event will a leave of absence be granted so that a person can try out employment outside the Corporation.

Inclement Weather Conditions
It is the policy of the Corporation to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the Corporation reserves the right to close the facility. If the Corporation is open on an inclement day, it is each employee's decision to determine if they can safely arrive at work under the conditions. If an employee elects not to work on a given day, the Corporation requires the employee notify the Operations Manager and President & CEO as to your status for the day, prior to the beginning of the work day. In cases of inclement weather, employees may request permission to arrive at a delayed time or work remotely during that time. When requesting to work remotely, employees should notify their supervisor or the President & CEO of the items they plan to complete while working remote and coordinate with staff and clients to meet deadlines. On days when weather conditions worsen, the Corporation may decide to close the office and will notify employees.

Education/Conference Leave
Staff may be given limited time off by the President & CEO with pay to participate in educational opportunities related to the staff members current or anticipated work with the Corporation. An employee serving as an official representative of the Corporation at a conference or meeting is considered on official business and not on leave. Employees attending educational opportunities will still be expected to be accessible via email and respond to business requests while traveling. All educational opportunities/meetings requiring travel outside of the County will need to be submitted to the President & CEO in advance of registration for approval.

Hours of Work
The normal work hours are from 8:30 a.m. - 5:00 p.m., Monday through Friday, including one hour for lunch. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to the Corporation work assignments and President & CEO approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the Corporation. Due to the nature of work of the Corporation, work hours may include evenings and occasional weekends. If work hours are excessive, the President & CEO may approve flextime for the employee.

Attendance and Punctuality
Attendance is a key factor in your job performance. Punctuality and regular attendance for the work day at the office and for scheduled meetings are expected of all employees. Excessive absences (whether

excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor, the Operations Manager and President & CEO as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences, you must notify your supervisor, the Operations Manager or the President & CEO prior to the start of the workday. When reporting an absence, you should indicate the nature of the problem causing your absence, the leave you are requesting to take, and your expected return-to work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to the supervisor, Operations Manager and the President & CEO will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with the Corporation. Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination.

Appearance and Dress Code

Individual appearances are an important aspect of the Corporation's overall image. Your appearance directly affects the opinion of those with whom you come in contact. Professional dress is standard dress code for the Corporation.

Housekeeping

Good housekeeping is necessary in the efficient operation of your job and you are expected to maintain good housekeeping habits. Every employee is responsible for maintaining the cleanliness and neatness of his/her work area as well as the general appearance of the office.

Safety

It is your responsibility to be safety-conscious and to observe every safety rule for your own safety and for your fellow employee's benefit. We are concerned about the health and safety of all employees.

No Smoking

The Corporation operates in a smoke-free environment. Employees are prohibited from smoking in Corporate facilities.

Cell Phone Policy

The Corporation will provide a mobile phone benefit for eligible employees based on business needs as a productivity tool. Employees may choose to participate in the Corporation's wireless plan or opt for a $50 stipend to be used toward their personal plan/device. If the employee chooses the $50 stipend, then the employee will be responsible for all expenses associated with their device, plan and accessories. If the employee chooses to use the Corporation's wireless plan and mobile phone, then general rate plans and equipment fees will be absorbed by the Corporation. When using a Corporate phone, a phone and phone number will be assigned. The phone, phone number, and all data stored on the phone are considered property of the company and will be turned over to the company upon termination of employment, unless otherwise agreed to in writing by the company and the employee. Employees may be held responsible for covering the cost of repair or replacement if the Corporate phone assigned to an employee is lost, stolen or damaged and is not eligible for upgrade. Additional accessories are at the personal expense of the employee and will not be reimbursed by the company. The Corporation will provide an unlimited talk and text plan for domestic calls within the United States. Employees are always required to be professional and conscientious when using Corporation phones.

The Corporation's policy that representatives of our Corporation who are issued a cellular phone understand the phones are issued for business use. Cellular phone bills are reviewed when they arrive~~,~~

The Corporation employees whose job responsibilities include regular or occasional driving and who are issued a phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in unfamiliar area. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Computer Information & Security

This section sets forth some important rules relating to the use of the Corporation's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and the Corporation's phone, voice mail and electronic mail systems.

The Corporation has provided these systems to support its mission. Although limited personal use of the Corporation's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, the Corporation's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in the Corporation's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of the Corporation. The Corporation may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in the Corporation's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to the Corporation. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

The Corporation's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, the Corporation's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside Corporations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the Corporation's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

• Attempts should not be made to bypass, or render ineffective, security facilities provided by the Corporation.

• Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.

• Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the President & CEO.

• Additions to or modifications of the standard software configuration provided on the Corporation's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to the President & CEO.

• Individual users should never load personal software (including outside email services) to Corporation computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to the President & CEO.

• Programs should never be downloaded from bulletin board systems or copied from other computers outside the Corporation onto Corporation computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the Corporation may be performed not to present a security risk.

• The Corporation's computer facilities should not be used to attempt unauthorized access to or use of other Corporations' computer systems and data.

• Computer games should not be loaded on the Corporation's PCs.

• Unlicensed software should not be loaded or executed on the Corporation's PCs.

• Corporation software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the Corporation should not be removed from the Corporation's offices.

• Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management. There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

• Turn off your personal computer when you are leaving your work area or office for an extended period of time.

• Exercise judgment in assigning an appropriate level of security to documents stored on the Corporation's networks, based on a realistic appraisal of the need for confidentiality or privacy.

• Remove previously written information from CD, thumb drives or diskettes before copying documents on such devices for delivery outside the Corporation.
• All Corporate documents and correspondence should be saved on the employee's One Drive or the team's SharePoint folder so that these items can be backed up. Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis. Should you have any questions about any of the above policy guidelines, please contact the President & CEO.

Media Relations & Social Media
The official spokespersons of the Corporation are the President & CEO and Chairman of the Board. They are the only individuals who can, at will, communicate with any member of the public media. If any other employee wishes to make a public statement, engage in an interview, or in any way communicate with the media in any manner having to do with or referring to the Corporation – the employee must first notify the Chairman of the Board or President & CEO.

Employees should embody the values, ethics and confidentially policies employees are expected to live every day, whether you're Tweeting, talking with customers or chatting over the neighbor's fence, your responsibility to the Iredell County Economic Development Corporation doesn't end when you are off the clock. For this reason, this policy applies to both Corporation sponsored social media and personal use as it relates to the Corporation. Employees can associate themselves with the Corporation when posting but they must clearly brand their online posts as personal and purely their own. Only approved personnel may post on the Corporation's social media platforms, website or operate accounts with names pertaining or similar to Iredell County Economic Development Corporation. If reposting the Corporation content employees must follow brand guidelines. Employees should not use any corporation email address to register on social networks, blogs or other online tools utilized for personal use this includes (but not limited to): Twitter, LinkedIn, Facebook, and blogs. The Corporation should not be held liable for any repercussions the employee's content may generate.

Internet Acceptable Use Policy
The Corporation will provide access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of the Corporation, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. The Corporation may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, the Corporation may restrict access to certain sites that it deems are not necessary for business purposes.
The Corporation's connection to the Internet may not be used for any of the following activities:
• The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
• Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the President & CEO.
• Without prior approval of the President & CEO, software should not be downloaded from the Internet as the download could introduce a computer virus onto the Corporation's computer equipment. In

addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
• Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of the Corporation
• Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
• Employees should be mindful that all emails transmitted to and from government officials are submit to public records requests and could be made public.
• Employees should not download personal e-mail or Instant Messaging software to the Corporation computers.
• The Internet should not be used to send or participate in chain letters, pyramid schemes, or other illegal schemes.
• The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside Corporation's, chain messages, or other non-job related purposes.
• The Internet should not be used to endorse political candidates or campaigns.
• The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.
If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor or the President & CEO.

Contracts & Financial Commitments
The President & CEO will review all contracts to ensure compliance with all financial and programmatic provisions. The assigned employee will maintain records of all grants and contracts in a file. All purchases over $500 must be approved in advance by the President & CEO. If purchase is less than $500, persons authorized by the President & CEO for immediate purchase and delivery can make the purchase using a Corporate VISA card. When this is done, receipts should be given to the assigned employee for expense reporting purposes. Purchases over $5,000 will be required to undergo a competitive bid procedure and Board Approval. All bid requests will contain clear specifications and will not contain features which unduly restrict competition. The President & CEO will obtain at least 3 bids wherever possible unless prior approval by the Board of Directors has been obtained. Purchases over $5,000 will not be fragmented or reduced to components of less than $5,000 to avoid the bid process.

Reimbursement of Expenses
Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet are all illustrative of reasonable and necessary expenses. Employees are responsible for submitting expense reports, with receipts, by the 14th of each month for the month prior.

Conferences Travel/Expenses
All conference and business travel must be approved by the President & CEO in advance. Employees serving in an official capacity for the Corporation at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees.

An estimated travel budget must be submitted prior to registering for a conference or event and must be approved by the President & CEO. If approved, employees will be reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees may be granted leave to attend a conference or professional meeting related to their professional development, and/or the Corporation's current and anticipated work, but must request approval from the President & CEO in advance. Expenses for these purposes can be paid by the Corporation, if funds are available, and the employee obtains prior written approval of such expenses. All expenses for conference travel are required to be submitted within 2 weeks of the completed travel and accompanied by receipts.

Mileage Expenses

Employees are responsible for transportation costs between their home and the Corporation's office locations, and for travel between office locations. When business travel originates from your home, employee should subtract their "normal round-trip" commuting miles from the total miles associated with the trip. Transportation costs are paid by the Corporation for work outside normal work hours if the employee is on official business for the Corporation. Employees authorized to use their personal cars for the Corporation business are reimbursed at the U.S. Internal Revenue Service approved rate. Forms are provided to request reimbursement for actual expenses and advance payment for travel. Travel between the Corporation corporate offices are not considered reimbursed expenses. Employees are responsible for submitting expense reports, by the 14th of each month. If not turned in by the 14th of each month, a written notification will be sent to the employee. If the employee does not turn in the expense form for mileage reimbursement within 2 days of receipt of the written notification, the employee will not receive reimbursement for mileage expenses for that month.

Credit Card Expenses

The Corporation provides a Corporate credit card for authorized employees to use for business related charges. Charges over $500 need to be approved by the President & CEO before the authorization for the charge is made. All business charges must be accompanied by a receipt. Business charges not accompanied by a receipt will be the responsibility of the employee. Under NO circumstances should personal items be charged to the Corporate credit cards. Charging personal items can result in disciplinary action such as loss of privileges and up to and including discharge. All receipts should be turned in by the 14th of each month. If the employee does not turn in the credit card form with receipts by the 14th of the month, a written notification will be sent to the employee. If the employee does not turn in required information within 2 days of the written notification, the employee will lose the privilege of the use of corporate credit card and will need to use a personal credit card. If receipts can not be produced or verified, then the employee may be responsible for the charges.

Non-Disclosure of Confidential Information

Any information that an employee learns about the Corporation, clients, or its members or donors, as a result of working for the Corporation that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Corporation. The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of the Corporation. The disclosure, distribution, electronic transmission or copying of the Corporation's confidential information is prohibited. Such information includes, but is not limited to the following examples:

• Compensation data.
• Program and financial information, including information related to investors, pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential the Corporation information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information. Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information.

Conflict of Interest

Employees must never allow themselves to be placed in a position where their personal interests are in conflict (or could be in conflict) with the interests or business of the Corporation. Employees must avoid any situation or activity that compromises, or may compromise, their judgement or ability to act in the best interest of the Corporation.

Disclosure of Potential Conflicts

Employees must promptly disclose to the Corporation material information regarding any relationship, ownership or business interest (other than non-controlling investments in publicly-traded corporations), whether direct or indirect, that the employee or a member of his/her immediate family has with any person, or in any business or enterprise related to project activity or confidential negotiations.

Protective Steps

Upon disclosure of the information described above, the Corporation will take appropriate steps to protect against any actual or potential conflict of interest. Such steps may include: a) Requiring the employee to refrain from being involved in any decisions made by the Corporation regarding its dealings with such person, business, or enterprise; or b) requiring the employee to refrain from being involved in any dealings on behalf of the Corporation with such person, business or enterprise.

Harm to Corporation or Reputation

Employees must refrain from engaging in conduct that could adversely affect the Corporation's business or reputation. Such conduct includes, but is not limited to, publicly criticizing the Corporation, its management, or its employees; or engaging in criminal conduct or other unethical behavior or poor judgement that could harm the Corporation's business or reputation.

Corporation Funds and Property

Employees must be conscientious and scrupulous in their handling of funds and property belonging to the Corporation and must always avoid any form of financial impropriety. Employees must not use, or permit the use of, Corporation property or resources for anything other than approved Corporation business or activities.

Outside Employment or Business Activity
During working hours, employees are expected to devote their full time and attention to the business and the affairs of the Corporation. If an employee wishes to engage in employment or business activity outside his/her employment with the Corporation, the employee must first disclose to the Corporation the nature and extent of the proposed employment or business activity, and obtain the Corporation's written approval. Approval will only be withheld if the Corporation reasonably determines that the employee's proposed outside employment or business activity could conflict or compete with the interests of the Corporation, or could negatively affect the employee's job performance or attendance.

Political Office
No employee may be a candidate for any political office while employed by the Corporation. While acting in the capacity of the organization, employees should not participate in political campaigns or activities.

Affiliation with Other Organizations
An employee should consult with the President & CEO before accepting an office or other prominent position of engagement with an outside organization or boards. Organizations that are in direct conflict with the aims, purpose, and objectives of the Corporation will not be permitted.

Recommendations/Endorsements
The Corporation is supported by many firms which are in competition of one another. Employees should not make recommendation or endorsements of products, services, or companies. Employees should provide a directory of all investors when requested to recommend a product or service.

Participation in Fundraising Events
The Corporation's policy does not allow participation in non-corporation fundraising campaigns nor official endorsement of the many local worthy causes. The Corporation's mailing list may not be used or shared with any outside entity or for any non-Corporation fundraising activity. Any requests for the Corporation's mailing list should be presented to the President & CEO.

Solicitation
Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on the Corporation's property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by the Corporation may not solicit or distribute literature on the Corporation's premises at any time for any reason.

Employees are prohibited from distributing, circulating, or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions, or other materials at any time for any purpose without the prior approval of the President & CEO or his/her designee.

Personal Conduct
Employees of the Corporation have a high profile and represent not only the Corporation, but are the brand of Iredell County, its municipalities and representatives of the community. Since the Corporation is judged by great extent by is personnel, employees are expected to conduct themselves in a manner above reproach off duty, as well as on duty.

Economic Development Code of Ethics
Employees of the Corporation will uphold and abide by the International Economic Development Council's Professional Code of Ethics.
https://www.iedconline.org/clientuploads/Downloads/IEDC_Ethics_Code.pdf

Standards of Conduct, Disciplinary Action and Separation
Either the Corporation or the employee may initiate separation. After receiving such notice, an exit interview will be scheduled by the President & CEO or his or her designee. The President & CEO has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused vacation benefits.

Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are entitled to receive accrued, unused Vacation benefits. The President & CEO has authority to discharge an employee from employment with the Corporation. As stated above, all employment at the Corporation is "at-will." That means that employees may be terminated from employment with the Corporation with or without cause, and employees are free to leave the employment of the Corporation with or without cause.

Regulations for the acceptable conduct of employees are necessary for orderly operation of the Corporation and for the benefit, protection of rights, and safety of all employees. Employees of the Corporation are expected to comply and abide by all the rules and standards at all times. Disciplinary action and discharge may be imposed for unacceptable conduct. The level of discipline or discharge will depend on the seriousness of the employee's conduct and the circumstances under which it occurred.

A summary of the Corporation's rules and standards are listed below. These rules are not all-inclusive, any conduct that could cause a personal accident, injury to other employee, a breakdown of discipline, disruption of work, or is otherwise harmful to the Corporation will result in disciplinary action, including discharge.
Reasons for discharge may include, but are not limited to:
• Falsifying or withholding information on your employment application that did or would have affected the Corporation's decision to hire you (this conduct will result in your immediate termination);
• Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
• Performance at work below a level acceptable to the Corporation or the failure to perform assigned duties;

- Failure to complete required time records or falsification of such time records;
- Failure to use good judgement and ethical decision making that might compromise the Corporation's reputation;
- Withholding records or information important to the Corporation's ability to operate;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including the Corporation's property;
- Breach of confidentiality;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of the Corporation or its customers or vendors;
- Placing oneself in a position in which personal interests and those of the Corporation are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using the Corporation property or services for personal gain or taking, removing or disposing of the Corporation material, supplies or equipment without proper authority;
- Gambling in any form on the Corporation property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Corporation premises at any time in violation of the Corporation's policies;
- Carrying or possessing firearms or weapons on the Corporation property;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

Disciplinary Action:
The action taken by the Corporation whenever the rule of standard of conduct is not followed may include the following disciplinary methods. Employees may be disciplined up to and including discharge, without using these methods for conduct for serious violations of corporation rules.

Verbal Warning
A verbal warning will be given for any violation of Corporation rules and standards that does not warrant more severe discipline. The supervisor should record the verbal warning given by having an appropriate notation put in the employee's personnel file.

Written Warning
Written warnings will be given for repeated or cumulative violations for which a verbal warning has been issued or for those violations too serious to warrant a verbal warning. A copy of the written warning is to be signed by the supervisor as well as the employee. A copy of the written warning will be

placed in the employee's personnel file and a copy given to the employee. The supervisor will develop a performance improvement plan with the employee following a written warning.

Discharge
A serious violation of Corporation rules, repeated or cumulative violation of a lesser nature, or continued poor performance may result in discharge of the employee.

At the sole discretion of the President & CEO, the employee may be asked to leave immediately or be given a period of notice.

Return of Property
Employees are responsible for the Corporation equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Cell phone and accessories purchased by the Corporation;
- Credit cards;
- Identification badges;
- Office/building keys;
- Office/building security passes;
- Passwords associated with business subscriptions;
- Computers, computerized diskettes, electronic/voice mail codes;
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the President & CEO or his or her designee, Employees must return all the Corporation property that is in their possession or control. Where permitted by applicable law(s), the Corporation may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. The Corporation also may take any action deemed appropriate to recover or protect its property.

Review of Personnel Action
Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the President & CEO. The decision of the President & CEO is final.

Personnel Records
Personnel records are the property of the Corporation, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

Substance Abuse Policy
The use of any legal drug is prohibited when such use adversely affects the employee's job performance or behavior. This prohibition includes arriving on the Corporation's property with legal drugs in one's body such that these drugs adversely affect one's performance. The abuse of any legal drug is also strictly prohibited. In this regard, detection by the Corporation of the presence of legal drugs in the body of any employee who is unable or unwilling to produce a personalized prescription for that particular drug will subject the employee to immediate discharge.

Where physician-directed use of drugs has the potential to or does adversely affect job performance or behavior, it is an absolute requirement of continued employment that the employee inform one's immediate supervisor so those appropriate steps, determined in the sole discretion of the Corporation, can be taken. Any employee consuming alcoholic beverages on Corporation property, reporting to work or operating a Corporation vehicle with .04 or greater of alcohol in one's body, or consuming alcoholic beverages while operating a Corporation's vehicle is subject to immediate discharge.

Any employee who manufactures, distributes or dispenses any illegal drug or controlled substance at any place or location or any employee who uses, conceals, or possesses any illegal drug or controlled substance except for lawfully prescribed substances at any place or location will be subject to discharge without advance notice or other warning in accordance with the principles of employment-at-will.

It is a condition of employment for all employees to submit to searches of their persons work areas, Corporation vehicles, lockers, personal property (such as clothing, lunch boxes, handbags and luggage) and personal vehicles for the presence of illegal drugs or other controlled substances while at work or on Corporation premises, or on premises adjacent to work locations, or other premises under the Corporation's control. Searches may be conducted in the manner and under such circumstances as the Corporation may direct when the Corporation suspects, in the careful exercise of its discretion that an employee is manufacturing, distributing, dispensing, using, concealing, possessing or under the influence of any illegal drug or controlled substance.

It also is a condition of employment for all employees to submit to tests for determining the presence of illegal drugs and controlled substances under circumstances and for the reasons stated under the heading entitled "Testing of Applicants and Employees" unless otherwise prescribed by law.
Refusal to consent to or failure to cooperate in a search or test as described above and as directed by the Corporation will result in the employee being subject to discharge without advance notice or other warning in accordance with the principles of employment-at-will.

Testing of Applicants and Employees:
It is a condition of employment that employees may be required to submit to the Corporation approved drug tests under circumstances that include the following:

- As part of Corporation-mandated physical examinations.
- As part of physical examinations mandated by the United States Department of Transportation.
- Incident to investigations of accidents resulting in bodily injury or property damage.
- Where, in the Corporation's discretion, violations of safety rules or procedures are suspected.
- Where, in the Corporation's discretion, drug involvement is suspected such as:

Observed drug use; Arrest or conviction for involvement with illegal drugs or other controlled substance; Abnormal or erratic behavior or changes in the employee's work performance or attendance;

- Where there is information satisfactory to the Corporation in its discretion that an employee has caused or contributed to an accident at work where illegal drugs or controlled substances may have been consumed or otherwise were present;
- Where there is information satisfactory to the Corporation that an employee has been or is manufacturing, distributing, dispensing, using, concealing, possessing or under the influence of any illegal drug or controlled substance on property owned or controlled by the Corporation, in Corporation vehicles or while off the premises performing work for the Corporation;
- Where there is information satisfactory to the Corporation that an employee has possessed or is in present possession of any object or device generally described as "drug paraphernalia" on property owned or controlled by the Corporation, in Corporation vehicles or while off the premises performing work for the Corporation;
- Random or periodic follow-up testing for all employees, as directed by the Corporation;
- Random or periodic follow-up testing for all employees who have participated in the rehabilitation program described below.

Rehabilitation Program

Employees who use or abuse illegal drugs or controlled substances are encouraged to seek assistance on a voluntary basis.

Participation in a Corporation-approved counseling, treatment, or rehabilitation program for drug use or abuse will not be grounds for discharge <u>provided</u> the employee voluntarily enters such a program PRIOR to being identified as a drug user or abuser by means such as tests,

and BEFORE the employee becomes suspected under circumstances satisfactory to the Corporation of being a drug user or abuser.

Any employee in a rehabilitation program who is actively working will be subject to such drug tests, including random tests, as the Corporation may direct.

Any employee in a rehabilitation program who is not actively working will be required to submit to such tests including random tests as the Corporation may direct upon completion of that program.

Applicable Corporation leave of absence and insurance policies may be utilized with respect to the rehabilitation program.

In any circumstances where an employee loses any regular scheduled work time as a result of or in connection with any problem related to the use or abuse of legal or illegal drugs, including alcohol or the treatment or rehabilitation of such problems, the employee shall not be allowed to return to work unless and until released in writing to do so by a physician or other health care provider recognized by the Corporation. The release shall state that, in the professional opinion of the health care provider, the employee is capable to return to full and regular work duties without posing a risk to the safety to the employee or other individuals with whom that employee may come in contact.

Any employee who voluntarily seeks assistance under the Corporation's Rehabilitation Program may be subject to periodic random testing upon that individual's return to active duty.

Open Door Policy

The Corporation maintains an “open-door” policy. Under that policy you may bring to the attention of management at the highest level, including the Chairman of the Corporation, any concerns or complaints you may have. These include concerns or complaints that you have been subjected to any kind of discrimination or harassment.

Problem Solving Procedure
From time to time there will be occasions for differences of opinion which may result in gripes, complaints, or grievances. It is important to you and to the Corporation that these problems get out in the open and resolved as quickly as possible.

First, you are requested to take up any problems or questions about the application of Corporation rules and policies with your supervisor. Your supervisor will attempt to solve your problem or help you in straightening out any situation in such a way that it will benefit you and the Corporation. If you are unsuccessful, you are requested to take it to the President & CEO. If the situation has been taken to the Chairman and continues to go unresolved, the Chairman of the Board and Personnel Committee may be asked to resolve the issue.

Employee's Acknowledgment
I acknowledge that I have received a copy of the Iredell County Economic Development Corporation's Employee Handbook. I understand that this employee handbook replaces any and all prior verbal and written communications regarding Iredell County Economic Development Corporation's working conditions, policies, procedures, appeal processes, and benefits.

I understand that the working conditions, policies, procedures, appeal processes, and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of Iredell County Economic Development Corporation.

I have read and understood the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Iredell County Economic Development Corporation.

I also acknowledge that the handbook contains an employment-at-will provision that either Iredell County Economic Development Corporation or I can terminate my employment relationship at any time, with or without cause, and with or without notice.

Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Please read this Handbook to understand these conditions of employment before you sign this document.

____

Employee Signature   Date