



“OUR ViSiON IS to achieve excellence in
community leadership and growth.”

“OUR MiSSION IS to develop a strong
business climate and vibrant economy by serving the
community in a leadership role thereby enhancing
the quality of life.”

EMPLOYEE HANDBOOK

November 2016

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Introduction

Welcome to the staff of the Billings Chamber of Commerce. The purpose of this manual is to clarify the employee relations philosophy and the conditions under which employees are hired to work at the Billings Chamber of Commerce. It is for distribution to all employees during their orientation period. Supplements and revisions will be made as conditions and policies change to keep pace with the trend in employee-relations matters. We want you to know about our organization and to share our pride in what we do.

The Chamber is the place where many ideas are born and programs started for the betterment of our city and area. You, as an employee of the Billings 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 handbook now, but from time to time refresh your memory on certain procedures and practices of this organization.

Whether you have just joined our staff or have been at the Billings Chamber of Commerce for a while, we are confident that you will find our company a dynamic and rewarding place to work and we look forward to a productive and successful association. We consider the employees of the Billings Chamber of Commerce to be one of its most valuable resources. This Employee Handbook has been written to serve as the guide for the employer/employee relationship.

About the Billings Chamber of Commerce

The City of Billings, Montana was founded in 1882. On March 12, 1883, the Billings Board of Trade was established as the first effort on the part of business leaders of the community to work together for the advancement of their marketplace. The Billings Club was organized in 1891. Then on March 15, 1907, the Billings Chamber of Commerce was organized.

Today, the Billings Chamber represents 1200 members who employ 46,000 people. We help members grow their bottom line by connecting them to opportunities and advocating for business and our community. The Billings Chamber received the highest award that a chamber can receive from the United States Chamber of Commerce: 5-Star Accreditation. Less than 1% of the 7,000 chambers in the U.S. have this designation. In 2015, the Chamber was recognized as Chamber of the Year from the Association of Chamber of Commerce Executives. This prestigious honor is the only award recognizing the dual role chambers have in leading businesses and communities.

We are a non-profit 501(c)6 organization. The Chamber has strategic management agreements to further the regional travel industry with the Montana office of Tourism (lodging tax); Billings Tourism Business Improvement District; and Visit Southeast Montana Tourism.

Organizational Core

Our Mission: To develop a strong business climate and vibrant economy by serving the community in a leadership role thereby enhancing the quality of life.

Our Vision: To achieve excellence in community leadership and growth.

Our Team Promise to Our Members and the Community: To always look at new and better ways to serve you, to do business and to make Billings a better place to live and work. Our brand speaks loudly of change, energy and excitement. As a team we will consistently deliver the wow factor; innovative ideas, knowledge, integrity, leadership and laughter. We're proud of what we do and where we live. Let's SHOUT it out!

Core Competencies

1. Support business needs including leading local, state, and federal legislative issues impacting business and our quality of life;
2. Promote Billings as a preferred destination for visitors, business travelers and sporting events;
3. Provide opportunities for our membership relating to education, networking and value added services and keep you informed.

Important Things to Keep in Mind as You Read This Handbook

The Billings Chamber of Commerce is under contract to manage Visit Billings and Visit Southeast Montana. Regardless of your job duties, your area of focus, or the department you represent, you are an employee of the Billings Chamber of Commerce. This Employee Handbook has been written to serve as the guide for the employer/employee relationship.

1. It contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described.
2. Neither this handbook nor any other Chamber document confers any contractual right to remain in the Chamber's employ, either express or implied. Nor does it guarantee any fixed terms and conditions of your employment.
3. During your probationary period, you may be terminated at any time, with or without good cause and without prior notice by the Chamber, or you may resign for any reason. No supervisor or other representative of the Chamber, except the President/CEO, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Any such agreement with the President/CEO must be an individual agreement in writing and signed by you and the President.
4. The procedures, practices, policies, and benefits described here supersede all prior policies and procedures, and may be modified or discontinued, without advance notice. We will try to inform you of any changes as they occur.

Some of the subjects described here are covered in detail in separate benefit plan documents and other company policy documents. You should refer to these documents for specific information, since this Handbook only briefly summarizes those

benefits. Please note that the terms of the written insurance policies or retirement plan documents are controlling.

As an employee of the Billings Chamber of Commerce, you should familiarize yourself with the information in this Handbook. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor (or Human Resources Department).

Personnel Policies

Employee Relations

A pattern of sound employee relations is essential if the Chamber is to respond effectively to the needs and concerns of its members and employees. Management is committed to:

1. A workplace that encourages stability and job satisfaction.
2. Programs that provide opportunity for growth in knowledge, skill and ability.
3. Recognition of accomplishment.
4. Increasing awareness among the employees that they are an integral part of the Chamber.
5. Providing a professional and fun environment to work within, both creatively and comfortably.
6. Evaluating job applicants on the basis of their qualifications consistent with job requirements, to assure non-discriminatory selection and placement of employees.
7. Providing clean, safe and healthful working conditions and environment.
8. Developing means of obtaining full use of employees' talents through orientation, training and other developmental programs.
9. Providing compensation for employees that is commensurate with community standards including salaries, wages and supplemental benefits.
10. Encouraging communication that will involve employees in the consideration of policies and procedures affecting them, and will encourage constructive responses and suggestions affecting their work and the Chamber.
11. Maintaining reasonable working schedules compatible with member requirements.
12. Publishing and administering clearly stated personnel policies.
13. Assuring employee complaints, problems or grievances are heard, promptly acknowledged and effectively resolved.

Nondiscrimination/Anti-Harassment Policy and Complaint Procedure

We expect employees to develop and maintain business-like relationships free of bias, prejudice and harassment. In keeping with this commitment, we will not tolerate unlawful harassment or discrimination of employees by anyone, including any supervisor, manager, co-worker, vendor, client, contractor, customer or Chamber member. Employees have a responsibility to treat others with dignity and respect at all times. Any employee found to have willfully exhibited inappropriate conduct or behavior against others may be subject to disciplinary action up to and including discharge.

Equal Employment Opportunity is a fundamental principle at the Chamber, where employment is based upon personal capabilities without discrimination on the basis of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction or any other protected characteristic as established by federal, state and local laws.

This policy applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, layoff, discharge, training, and all other terms, conditions, and privileges of employment. Your questions or concerns should be referred to the Human Resource Department who have overall responsibility for this policy and maintain reporting and monitoring procedures.

Accommodation

If you require specialized accommodations for a mental or physical disability or religious belief/practice, etc., either for your current job or for jobs for which you wish to apply, contact your supervisor or the Human Resources Department. It is important that you notify us of your need for an accommodation. Once that is done, we will work with you through an interactive process to evaluate and, if possible, arrange for a reasonable accommodation. Generally, a reasonable accommodation will be attempted unless it creates an undue hardship for the company. A reasonable accommodation does not mean the elimination of an essential function of the job.

Harassment/Nondiscrimination

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status or any other characteristic protected by law. The Chamber will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

This policy applies to conduct occurring in the workplace and/or in other settings where the Chamber employees may be in connection with their work, such as business trips and business related social events.

The prohibited conduct also includes: (a) epithets, slurs, negative stereotyping, threatening, hostile, offensive or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites, etc. that shows hostility toward a person or group because of their protected status.

Sexual Harassment

Sexual harassment deserves special attention. Sexual harassment may include subtle and not so subtle behaviors, may be directed towards individuals of the same or different gender, and may include explicit sexual propositions, sexual innuendo, commentary about an individual's body, sexual prowess or sexual deficiencies, sexually oriented "kidding" or "teasing;" "practical jokes," jokes about obscene printed or visual material; staring, leering or whistling; insulting or obscene comments or gestures and

physical contact such as patting, pinching or brushing against another person's body. Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is implicitly or explicitly made a term or condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited Sexual harassment also includes:

1. Harassment directed toward a person because of gender
2. Propositions or pressure to engage in sexual activity
3. Sexual assault
4. Display of magazines, books, or pictures with a sexual connotation
5. Any harassing behavior, whether or not sexual in nature, directed toward a person because of the person's gender, including, but not limited to, hazing employees working in nontraditional work environments.

Retaliation

Neither the Billings Chamber of Commerce, nor any of its employees, will retaliate against any applicant, employee, or past employee for opposing unlawful discriminatory practices, reporting or assisting in making a harassment or discrimination complaint or cooperating in a harassment or discrimination investigation. Retaliation in any form is grounds for disciplinary action up to and including discharge.

Complaint Procedure

All employees are responsible to help ensure that the Chamber avoids all forms of harassment, discrimination or retaliation in the workplace. Whenever possible, any person who is experiencing unwelcome conduct, of the type generally described above, should inform the person engaging in the conduct that it is unwelcome and request that it stop. Employees who believe they have been subjected to discrimination or harassment or have witnessed such behavior should immediately report this information to your supervisor or the Human Resource Department.

Corrective Action

The Chamber will investigate all complaints of harassment, discrimination and retaliation thoroughly, to the fullest extent practicable. The Chamber will keep complaints and the terms of their resolution confidential; however it cannot guarantee complete confidentiality to complete a thorough investigation. If an investigation confirms that a violation of this policy has occurred, the Chamber will take appropriate, corrective action including discipline up to and including discharge from employment.

Important Notice to All Employees

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal, state, and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, The Billings Chamber of Commerce strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The Billings Chamber of Commerce will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The Billings Chamber of Commerce will investigate all complaints of harassment thoroughly and promptly. To the fullest extent practicable, the Chamber will keep complaints and the terms of its resolution confidential. If an investigation confirms that a violation of this policy has occurred, the Chamber will take appropriate corrective action, which may include discipline, up to and including immediate termination of employment.

If an employee making a complaint does not agree with its resolution, the employee may appeal to The Billings Chamber of Commerce's President/CEO. Individuals who have questions or concerns about these policies should talk with the Director of Human Resources.

Hiring

The President/CEO of the Chamber has the sole responsibility for hiring staff personnel required to conduct the business of the Chamber. Interviews and recommendations for employees may be made by the appropriate management staff and a representative from the Human Resource Department.

Probationary Period of Employment

The Probationary period is intended to give new and rehired employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets both the employee's and the employer's expectations. The Billings Chamber of Commerce uses this period to evaluate employee capabilities, work habits, and overall performance. During a probationary period of employment either the employee or the Chamber may end the employment relationship at will at any time with or without cause or advanced notice.

All new and rehired employees work on a Probationary basis during the first six (6) months of employment. If the employer does not feel it has had an adequate opportunity to review the employee's performance or the employee is out of work for a period of time, the company may extend a Probationary period. If The Billings Chamber of Commerce determines that the designated Probationary period does not

allow sufficient time to thoroughly evaluate the employee, the Probationary period may be extended for a specified period, not to exceed an additional 90 days.

During the Probationary period, new and rehired employees are eligible for the benefits required by law, such as workers' compensation insurance and Social Security. Employees may be eligible for other company provided benefits, subject to the terms and conditions of each benefit program. Employees shall be informed of the details of specific benefits programs, as the employees become eligible.

Personnel Information and Privacy

Personnel files are maintained for each employee. Personnel files are the property of the Company and may not leave the company premises. Please make an appointment with your Supervisor, in advance, if you wish to view your personnel file. Personnel files are to be reviewed in the Human Resource Department. Personnel files may not be taken outside of the department.

Personnel files are maintained by the Human Resources Director and are considered confidential. Managers and supervisors other than the Human Resources Director may only have access to personnel file information on a need-to-know basis. A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file.

For accurate administration of your wages and benefits, and for compliance with federal and state regulations, it is necessary that current and accurate personnel records be maintained for each employee. This information is also necessary in the event you must be reached in an emergency or for available work. If there are changes, or if you observe or are aware of any errors in your personnel records, please notify your Supervisor immediately. Falsification of any personal information is cause for disciplinary action, up to and including discharge.

Hours of Work/Meal Periods

Regular office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday. The workweek begins at midnight on Sunday and ends at 11:59pm on the following Saturday

An unpaid meal break of 60 minutes is provided to each employee who works more than a seven hour shift. Employees are encouraged to take their fully allotted time. If the employee is requested to return from a scheduled meal break or is not completely relieved of all duties during the meal break, the employee will be compensated according to wage and hour law.

Salaried employees are expected to work the hours required to perform the duties of that position. The President/CEO or direct supervisor may grant discretionary leave to salaried employees. Such leave is not granted on an hour for hour basis, but is allocated in recognition for work that exceeds normal expectations and is at the discretion of the President/CEO.

Employee Classifications

Each employee of the Chamber is classified as either exempt or non-exempt from overtime pay requirements, depending on their job duties. An employee's exempt or

non-exempt classification may be changed only upon written notification by Chamber management.

Exempt employees are classified as such if their job duties are exempt from overtime pay and/or minimum wage requirements as determined by Federal and State Wage and Hour Law definitions. Executive, administrative and professional employees are exempt from overtime pay and other provisions of the Fair Labor Standards Act. Employees in exempt positions will be informed of their status at the time of their employment or when a change from non-exempt status occurs.

Non-Exempt employees are subject to minimum wage and overtime pay requirements for hours worked over 40 in a workweek, in accordance with Federal and State Wage and Hour Laws. Hourly employees, if required to work beyond the 40 hours per week are paid time and a half for the time worked over forty hours per week. Vacation, sick and holiday hours are not included in the calculation of the 40 hours. Prior authorization to work overtime must be obtained from the direct supervisor or President/CEO.

For exempt employees a 40 hour work week is not the threshold when looking at extra time worked. Professional employees are hired with the understanding that they are to work until the work is done, meaning this is generally beyond 40 hours for Professionals.

For overtime-exempt employees, unused compensatory time will not be compensated in cash under any circumstances, including termination, or used to extend an employee's termination date beyond the last day actually worked.

Professional employees will be required to gain written permission to utilize comp time. This request needs to be submitted in written form to their supervisor with justification of time accrued and needs to be approved prior to any time taken.

Based on the terms of employment, employees of the Billings Chamber fall into the following categories: full-time, part-time, and temporary employees.

Full-Time

A full-time employee is one who works an average of 40 or more hours per week on a regular basis.

Part-Time

A part-time employee is one who works an average of less than 40 hours per week on a regular basis.

Temporary Employees

A temporary employee is one who is employed full-time or part-time for a specific job assignment or limited duration, or during certain periods of time depending upon the demand of work as determined by the Chamber. A temporary employee is not eligible for any company provided benefits.

Attendance

Employees are expected to be at work on all scheduled workdays, during all scheduled work hours, and to report to work on time. "On time" is defined as being properly dressed and prepared to begin work at the start of your scheduled work period. If an employee is unable to report to work or is going to be late, the employee must notify his/her supervisor as soon as possible so the employee's work assignments can be covered. Messages left with co-workers or other employees are not acceptable.

An unexcused absence is one in which the employee calls the day he/she will be out and gives a reason the company considers unacceptable.

An unreported absence is one in which the employee does not contact the company the day he/she is out. In the event of an unreported absence for a period of three consecutive workdays, The Billings Chamber of Commerce shall consider the employee to have voluntarily terminated his/her employment. The Billings Area Chamber of Commerce reserves its right to request a doctor's certification regarding an absence or for fitness to return to work.

Irregular attendance, unexcused absences, tardiness, and unreported absences are disruptive to the business, will not be tolerated, and may be cause for disciplinary action, up to and including termination. Non-exempt employees who have unexcused or unreported absences or tardiness will have their pay reduced for the time not worked.

Compensation

Salaries and wages are based on job content and responsibility, are locally competitive, and are comparable to those paid for similar work by area and similarly sized Chambers of Commerce. After the first six months of continuous employment, a salary review may be conducted. Salary reviews and evaluations will be on a yearly basis, with wage increases calculated on an annual basis beginning on September 1st. Salaries are determined by the President/CEO, based on performance, the budget and organizational performance.

Pay Periods and Payroll Deductions

Salary and wages are paid on the 15th and the last day of each month. When a payday falls on a holiday or weekend, checks will be distributed on the previous working day. Hourly employees are required to complete a time card and have it signed by his or her supervisor.

Various payroll deductions are made from employees' wages and reflected on their pay stubs. Federal law requires deductions from pay for income tax, Social Security, and Medicare. Other deductions may include state and local taxes, child support withholding and wage garnishments. Some deductions are optional and are made if the employee has authorized their deduction, such as a deductions for the employee portion of any insurance premium or other employee benefits.

Final Pay

In compliance with Montana Law, when you voluntarily terminate your employment or are involuntarily terminated prior to payday, your final pay will be issued on the next

regular scheduled payday, or fifteen (15) days from the date of the actual separation, whichever occurs first.

Resignation/Separation from Employment

Should an employee decide to resign their position, the Billings Chamber of Commerce requests the following:

1. Non-management employees give a minimum of two weeks' notice
2. Management employees give a minimum of four weeks' notice; and
3. All employees submit a signed resignation with reason for leaving and the anticipated last day of work.

Discipline

Discipline is at the discretion of the Chamber and shall be decided on a case-by-case basis. **If you disagree with any disciplinary action, you are required to follow the internal complaint process.**

Any employee conduct interfering with the effective operation of the Chamber's business is prohibited. The performance standards listed below, and others which may be established from time to time, are not all-inclusive. Rather, they are published to provide a general understanding of what the Chamber considers unacceptable conduct. These performance standards are merely examples of the types of misconduct for which employees may be disciplined or dismissed.

The Chamber may impose disciplinary action in those instances where management decides it is appropriate. Disciplinary action includes, but is not limited to, oral warnings, written warnings, suspension or discharge. The Chamber retains the right to determine what discipline will be imposed in each individual situation. The Chamber reserves the right to terminate employees without engaging in any sort of graduated discipline procedures. The fact that the Chamber has or has not utilized any of these steps in the disciplinary procedure does not set any precedent and should not be relied upon in future disciplinary situations by any employee.

Violation of any of the following performance standards may result in disciplinary action and/or immediate discharge: **(NOTE: THIS LIST IS NOT ALL INCLUSIVE.)**

1. Failure to satisfactorily perform job duties;
2. Failure or refusal to follow the written or oral instructions of a supervisor or manager;
3. Insubordination;
4. Neglecting job duties and responsibilities;
5. Engaging in unauthorized personal business during work hours;
6. Falsifying or misrepresenting company or employment records;
7. Discourtesy or rudeness in dealing with the Chamber's employees and/or representatives of our clients or prospects;
8. Engaging in any behavior, making any statements, or taking other actions that in the discretion of the Billings Chamber of Commerce materially and adversely reflects on the public reputation of the Chamber, its members, or its employees.
9. Failure to give proper notice when unable to report for or continue work as scheduled;

10. Unexcused or excessive absenteeism;
11. Theft, abuse, or misuse of the Chamber's property, materials, or supplies;
12. Unauthorized use of the Chamber's property and equipment;
13. Threatening, harassing, or inflicting bodily harm on fellow employees or others at any time while on the job;
14. Making false and malicious statements concerning employees or the Company;
15. Intentionally discriminating against employees in violation of applicable laws and/or engaging in harassment of any employee;
16. Possession, use, purchase, consumption, transfer or sale of alcoholic beverages, controlled substances or illegal drugs at any time during working hours, on the Chamber's premises or job site, or while representing the Chamber, or reporting to work under the influence of alcohol, controlled substances or illegal drugs;
17. Violation of Company Safety Rules and Policy;
18. Violating any of the Chamber's policies, rules, regulations, or practices; and
19. Disruption of the employer's operation.

Employee Benefits

Benefit Guide

Additional employee benefits are outlined in a separate Employee Benefit Guide.

Vacation Leave

Vacations leave may be taken at any time during the year, but must be pre-arranged with the President/CEO to avoid conflict with schedules and other work of the Chamber that may require the presence of staff members.

Vacation Eligibility Schedule

Employees begin accruing vacation after 90 days of employment. Employees may begin using accrued vacation after 90 days employment.

Vacation Leave accrues proportionately to the number of hours worked according the following schedule:

Years of Service/Employment	Full-time Employment
90 days – 7 years	.83 days/month (10 days annually)
7 years + 1 day – 15 years	1.25 days/month (15 days annually)
>15 years	1.67 days/month (20 days annually)

The management encourages employees to take vacation earned annually; however, the management recognizes that it is not always possible to take vacation earned within that year. Vacation accrues each month based on the number of years of continuous service until the employee reaches the maximum days allowed in his/her account.

The maximum days allowed are as follows:

Years of Service/Employment	Full-time Employment
90 days – 7 years	15 days
7 years + 1 day – 15 years	20 days

>15 years	25 days
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Regular part time employees (25 hours or more per week) are entitled to vacation benefits. The amount of vacation will be based on the percentage of total monthly hours worked and prorated. All employees begin earning vacation in accordance with the aforementioned upon employment with the Chamber.

Nonexempt employees may use Vacation Leave in ½ hour increments. Employees may be eligible to use unearned vacation before they accrue it with prior approval from the President/CEO.

Leaves and Absences

Sick Leave

Sick leave is to provide some income when an employee must be absent due to personal illness/disability, treatment or professional care of personal physical or emotional conditions and when the health condition of a spouse, parent, dependent child under 18 requires their personal supervision or treatment. This includes parents and dependent child under 18 years old of the employee’s spouse. When employees are ill or have an accident, they should notify the Human Resource Department of the Chamber by 9:00 a.m., explaining the reason for absence and expected day of return.

All full-time employees will accrue paid sick leave at a rate of one day per month upon completion of 90 days of employment. In special cases, the President/CEO may approve paid or unpaid extended sick leave.

Regular part time employees (25 hours or more per week) are entitled to the same sick leave benefits as full time employees. The accrual rate of sick leave will be prorated, based on the percentage of total monthly hours worked.

Sick leave will accumulate to a maximum of 18 days; however, unused sick leave will not be paid upon termination.

Sick leave is a special consideration of the Chamber, to be used ONLY in case of illness or injury; and is NOT to be regarded as time-off the Chamber owes the employee. If you must be absent due to illness for two days or longer, a doctor’s statement may be required. Sick Leave cannot be converted into cash, time-off, or vacation.

Maternity Leave

An employee requiring maternity leave shall provide the Chamber with reasonable notice of the expected date of leave. The Chamber will not terminate a female employee because of pregnancy. The Chamber will grant a request by a female employee for a reasonable pregnancy-related leave of absence. The Chamber requires, disability as a result of pregnancy, be verified by medical certification that the employee is not able to perform employment duties.

Upon signifying an intent to return at the end of a pregnancy-related leave of absence, the employee will be reinstated to the employee’s original job or to an equivalent position with equivalent pay and accumulated seniority as of the date leave began,

retirement, fringe benefits, and other service credits unless, the employer's circumstances have so changed as to make it impossible or unreasonable to do so. Contact the Human Resource Department for questions related to your leave.

Please refer to your Summary Plan Description for information on group insurance benefits during your leave of absence.

Any employee on maternity leave does not accrue vacation time or sick hours and is not eligible for holiday pay.

If you fail to return to work after your leave of absence, the Chamber may require repayment of the employer's portion of the premium.

Upon Return to Work – Nursing Mothers

1. The Billings Chamber of Commerce recognizes the best nutrition for infants is their mother's own milk. The Billings Chamber supports employees being able to pump their milk upon returning to work following their maternity leave.
2. Reasonable break time will be provided to nursing mothers to express breast milk for her nursing child.
3. A private room (other than a restroom) shielded from view and free from intrusions will be provided for nursing mothers.
4. Nursing mothers may store breast milk in an available refrigerator designated for this purpose.

Bereavement Leave

It is recognized circumstances sometimes require absence other than illness or vacation. If an employee suffers a death in their immediate family, they may be granted up to three days paid leave to make funeral arrangements, attend the funeral, or otherwise cope with the emergency. Immediate family includes parents, spouse, children, grandchild, brother, sister, grandparent, parent-in-law, and other family members residing in the same household as the employee. This time will not be deducted from accrued sick leave. The President/CEO may approve additional time off.

Jury and Witness Duty Leave

Full time employees will be paid for necessary time off, up to a normal work day. Employees are required to turn over allowances they receive from the court to the Chamber.

To qualify for jury, witness duty leave, or subpoenas, employees must submit a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted when the period of jury or witness duty is completed.

Military Leave

The Billings Chamber of Commerce will abide by all provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and will grant military leave to all eligible employees. Employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documents unless giving such notice is impossible, unreasonable, or precluded by military necessity.

Please refer to your Summary Plan Description for information on group insurance benefits during your leave of absence.

Any employee on leave does not accrue vacation time or sick hours and is not eligible for holiday pay.

Eligible employees called for annual or special reserve or National Guard duty training during regularly scheduled workdays may receive the difference between regular pay and military service pay, up to a maximum of three weeks per year. To be eligible for military leave pay, an employee must be a full-time employee who has completed 6 months of employment, who is actively employed and on the payroll up to the time the employee reports for duty, and returns to employment after completion of duty.

In accordance with applicable law, employees on military leave will be reinstated upon satisfactory completion of military service and timely notice of intent to return to work, provided the employee is qualified and the company's circumstances have not changed to the extent that it would be impossible or unreasonable to provide reemployment.

Absence without Pay

On occasion it is unavoidable for an employee to be away from the job. Employees with no accrued sick leave or annual leave may be granted reasonable leave without pay upon approval of the President/CEO.

Office Procedures

Special Reimbursements

The Chamber pays staff members the federally approved rate per mile, when staff members use their automobiles on authorized Chamber business. These rates are subject to change without notice.

When authorized by the President/CEO, dues and memberships to civic clubs and other organizations may be paid by the Chamber for staff, as well as Chamber related activities expenses incurred.

Travel Policies/Expenses

Employees will represent the Chamber and Billings in a professional manner through dress and actions. Employees will be reimbursed for reasonable expenses that have been incurred in the regular performance of their assigned duties, provided that proper vouchers and itemized receipts are submitted. Reimbursement shall be at the actual amounts expensed or current allowable rates. The Chamber will cover business-related expenses but not personal expenses.

Personal Appearance

The Billings Chamber of Commerce believes that the appearance of our employees reflects the professionalism and excellence with which we serve our members and our community. Employees are asked to present a neat, clean and well-groomed appearance.

The Chamber reserves the right to ask any employee improperly dressed to go home and change clothing or to improve his or her appearance, with possible loss of pay, for the time absent from the facility.

Electronic Communications and Other Devices

The Billings Chamber of Commerce relies on its computer network resources and other electronic devices to conduct business. Technological advances provide mobile communication devices which help meet productivity demands and improved abilities to deliver services and products. To ensure that resources are properly used, the Chamber has created this Electronic Communications and Other Devices Policy.

Business Telephones and Personal Mobile Electronic Devices

Because a large percentage of our business is conducted over the phone, it is essential to project a professional telephone manner at all times.

1. **Greetings.** Calls must be answered in a friendly, polite manner and according to established policies and procedures. Employees are expected to record a greeting on their individual phone system so callers will know if they have reached the correct person and when the employee will be in the office again. Whenever an employee is scheduled to be out of the office for an extended period of time, he/she needs to change the greeting to inform callers of the absence and expected date and time of return
2. **Voicemail.** Voice mail, like the other components of the Chamber's telephone system, is intended for business use. All messages are company records. While voice-mail passwords are intended to limit access to authorized people only, employees should not have an expectation of privacy in connection with voice-mail messages and should use the system accordingly. Employees with voice-mail boxes should respond to their messages promptly and delete old messages.
3. **Telephone monitoring.** Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring is normally used to identify and correct performance problems through targeted training and to ensure high-quality customer service.
4. **Video surveillance of workplace areas.** The Chamber may also conduct video surveillance of workplace areas (except bathrooms) with or without further notice to employees. Video surveillance is generally used to identify safety concerns, maintain quality control, detect or investigate theft and misconduct, and discourage or prevent acts of harassment and workplace violence.
5. **Company Equipment.** Employees may be assigned company mobile electronic devices to perform their work responsibilities and are responsible for safeguarding this equipment, associated passwords and all information accessed, utilized or transmitted in accordance with all company related policies.
6. **Personal Calls.** Although the Company realizes that there are times when an employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long distance personal calls may be made on Company phones without prior approval from a supervisor.
7. The use of the Chamber's telecommunications systems to make or send fraudulent, unlawful, or abusive calls or messages is prohibited. Employees are

to report any threatening, intimidating, or harassing telephone calls to their Supervisor or the Human Resources Department.

Computer Resources

Rules and obligations described in this Policy apply to all users (the "Users") regardless of physical location. Violations may result in disciplinary action up to and including termination, and civil and criminal liability. It is every employee's responsibility to safeguard business information and electronic communication devices and resources responsibly, professionally, ethically and lawfully.

Definitions

1. The term **Computer Resources** refers to the Chamber's entire computer network. Specifically, Computer Resources includes, but are not limited to: Host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (for example, Internet, commercial online services, value-added networks, email systems) that may be accessed directly or indirectly from the Chamber's computer network.
2. The term **Users** refers to all employees, independent contractors, consultants, temporary workers, and other persons or entities that use our Computer Resources.
3. **Other Electronic Devices** refers to cell phones, personal digital assistants and smart phones.

Policy

Computer resources are the property of the Chamber and may be used only for legitimate business purposes. Users are permitted access to the computer resources to assist them in performance of their jobs. The Internet can be a valuable source of information and research. In addition, email can provide excellent means of communicating with other employees, our customer and clients, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment.

The Chamber is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

The Chamber may use software to identify inappropriate or sexually explicit Internet sites. Such sites will be blocked from access by company networks. In the event you encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site and immediately report the incident to their supervisor, regardless of whether the site was subject to company blocking software.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be received or sent by e-mail or any other form of electronic communication (bulletin board systems, newsgroups, chat groups, etc.), downloaded from the Internet, or displayed on or stored in Chamber computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor.

In using or accessing our computer resources, Users must comply with the following provisions:

No Expectation of Privacy and Company Searches

1. **No privacy in communications.** Employees should not consider electronic communications to be either private or secure. Email and Text Messages may be stored indefinitely on any number of computer resources and electronic devices, including that of the recipient. Copies of your messages may be forwarded to others either electronically or on paper. In addition, emails sent to nonexistent or incorrect usernames may be delivered to unintended recipients.
2. **Waiver of privacy rights:** Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing company personnel to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that the Chamber may use human or automated means to monitor use of computer resources.
3. Employees do not retain any expectation of privacy while on duty or on Company premises. The Chamber reserves the right to monitor, review, and disclose at any time any communication that utilizes Company networks or equipment in any way, including voice mail, telephone logs, internet use, electronic mail, and network traffic. Furthermore, no employee may knowingly disable any network software or system identified as a monitoring tool.
4. The Chamber also has the right to search any Company property, including without limitation: desks, lockers, files, vehicles, offices, closets, etc., at any time with or without employee—consent. The company also may search any employee’s personal property brought on company premises or kept in company vehicles or property.

Employees’ duty of care. Employees should endeavor to make each electronic communication truthful and accurate. You should use the same care in drafting e-mail and other electronic documents as you would for any other written communication. Please keep in mind that anything created or stored on the computer system may, and likely will, be reviewed by others.

Email

Email is One of the Chamber’s Primary Methods of Communication

To maximize the benefits of this medium and minimize potential liability, the Chamber has created the following guidelines. Please keep in mind that these

guidelines are not intended to discourage use of email in performing a job. Rather, they are intended to ensure that email is used responsibly and with discretion.

1. **Think before sending a message:** It is important that an employee use the same care and discretion in drafting electronic communications as s/he would for any other written communication. Anything created or stored on the computer or other device may, and likely will be reviewed by others. Emails should be professionally written without slang or social media lingo. Emails are first impressions, and should be treated as such. Before sending a message, ask the following question: Is this how I want to represent the Chamber?
2. **Altering attribution information:** Employees must not alter the "From:" line or other attribution-or-origin information in email, text messages, or postings. Anonymous or pseudonymous electronic communications are forbidden. Employees must identify themselves honestly and accurately when participating in chat groups, making postings to newsgroups, sending email, or otherwise communicating online.
3. **Do not forward or initiate chain e-mail:** Chain e-mail is a message sent to a number of people asking each recipient to send copies with the same message to a specified number of others. Do not forward e-mail to any person or entity without the express permission of the sender.

Passwords and Security

1. **Responsibility for passwords:** Users are responsible for safeguarding their passwords for access to computer resources. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer resources with another User's password or account without permission from management.
2. **Passwords do not imply privacy.** Use of passwords to gain access to the computer resources or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. The Chamber has global passwords that permit it access to all material stored on its computer system-regardless of whether that material has been encoded with particular User's password.
3. **Accessing other user files.** Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and e-mail.
4. **Accessing other computers and networks.** A User's ability to connect to other computer systems through the network or by modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
5. **Computer Security.** Each User is responsible for ensuring use of outside computers and networks, such as the Internet, does not compromise the security of the Chamber's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the Company's network without authorization and to prevent introduction and spread of viruses.

Personal Electronic Devices

The following procedures for personal electronic devices must be observed to ensure the security of employee privacy, company trade secrets and other business information and activities:

1. Personal cellular phones will be placed in silent mode during working hours to avoid interruptions to their job responsibilities and potential disruption to coworkers. It is expected that employees minimize the placing or receiving of personal calls.

Prohibited Activities/Uses

1. **Inappropriate or unlawful material.** Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in the Chamber's computers. Users encountering or receiving this kind of material should immediately report the Incident to their supervisors.
2. **Sending unsolicited email (spamming):** Without the express permission of their supervisors, employees may not send unsolicited email to persons with whom they do not have prior relationship.
3. Without prior written permission from the President/CEO Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material, personal gain or any other unauthorized use.
4. **Duty not to waste computer resources.** Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to: sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this sort may not be downloaded unless they are business-related.
5. **Monitoring of computer usage.** The company has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to: monitoring sites visited by employees on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.
6. **Misuse of software.** Without prior written authorization from the President/CEO, Users may not do any of the following:
 - a. provide copies of software to any independent contractors or clients of the Chamber or to any third person;
 - b. install software on any of the Chamber workstation or servers;
 - c. download any software form the Internet or other online service to any of the Chamber workstations or servers;
 - d. modify, revise, transform, recast, or adapt any software; or reverse-engineer, disassemble, or decompile any software. Users who became

aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisors.

7. **Communication of trade secrets.** Unless expressly authorized by the Chamber's President/CEO, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the company is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties under the Economic Espionage Act of 1996.
8. **Games and entertainment software.** Employees may not use the Chamber's Internet connection to download games or other entertainment software, including screen savers, or to play games over the Internet.
9. **Illegal copying.** Employees may not illegally copy material protected under copyright law or make that material available to others for copying. Each employee is responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material s/he wishes to download or copy. S/he may not agree to a license or download any material for which registration fee is charged without first obtaining the express written permission of the President/CEO. This policy includes copying work software for use on home computers.
10. **Use of encryption software.** Employees may not install or use encryption software on any of the Company's computer resources without first obtaining written permission from their supervisors. S/he must not use passwords or encryption keys that are unknown to the supervisor.
11. **Export restrictions.** The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States.

Safety Expectations When Using Computer Resources of Mobile Electronic Devices

1. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using mobile devices while driving. Safety must come before all other concerns. Regardless of circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.
2. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.
3. Employees who are charged with traffic violations while driving will be solely responsible for all liabilities resulting from such actions.

Viruses

1. **Virus detection.** Viruses can cause substantial damage to computer resources. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the company network. All material received on external storage devices or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to the Chamber **MUST** be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops may contain viruses.
2. **Accessing the Internet.** To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to the company network must do so through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the computer you are using is not connected to the company's network.

Social Media

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of the Chamber as well as personal use of social media when referencing the Chamber.

1. Employees should be aware of the effect their actions may have on their images, as well as the Chamber's image. The information that employees post or publish may be public information for a long time.
2. Employees should be aware that the Chamber may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to the Chamber, its employees, or customers.
3. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
4. Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
5. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the Communications Manager or President/CEO.
6. If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.

7. Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
8. Social media use shouldn't interfere with employee's responsibilities at the Chamber.
9. Computer systems are to be used for business purposes only. When using the Chamber's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, the Chamber blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
10. Subject to applicable law, after-hours online activity that violates company policy may subject an employee to disciplinary action or termination.
11. If employees publish content after-hours that involves work or subjects associated with the Chamber, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent the Chamber's positions, strategies or opinions."
12. It is highly recommended that employees keep the Chamber related social media accounts separate from personal accounts, if practical.

Health, Safety & Security

Health

The Chamber is committed to encouraging a healthy workplace. This includes the physical, spiritual, environmental, intellectual, emotional, occupational, and mental health of employees. Through policies, systems and environmental change the Chamber encourages employees to have healthy lifestyles through physical activity, stress reduction, and good nutrition.

Safety

It is intended the Chamber be a safe place to work using the standards set forth in the Montana Safety & Culture Act and Occupational Safety Health Act (OSHA). The safety and health of each employee is extremely important to both the welfare and happiness of the individual employee and to the efficiency of the services provided by the Chamber. Working safely is each employee's responsibility.

It is important we all work together to detect and correct unsafe working conditions and practices. Report unsafe conditions beyond your control to your supervisor. You are encouraged to discuss safety issues and make suggestions for improvement. You are required, as a condition of employment, to observe all safety regulations and requirements whether verbal or written.

Any incidents involving members, employees or visitors are to be reported promptly to the Human Resource Department. All on-the-job injuries, regardless of how minor, must be reported on an Accident/Incident Report Form available from the Human Resource Department. This includes muscle spasms or strains that result from a work activity.

Reporting Accident or Injury

Maintaining a safe work environment requires the continuous cooperation of all

employees. The Billings Chamber of Commerce strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on Company premises. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, The Billings Chamber of Commerce provides coverage and protection in accordance with the workers' compensation law. When an injury is sustained while at work, it must be reported immediately to the employee's supervisor, who in turn will notify Human Resources of the incident.

Failure to report accidents is a serious matter as it may preclude an employee's coverage under Workers' Compensation Insurance.

Workplace Threats and Violence

Nothing is more important to the Billings Chamber of Commerce than the safety and security of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests or other individuals by anyone on the Billings Chamber of Commerce property will not be tolerated and must be reported to a supervisor immediately. Violations of this policy will lead to disciplinary action up to and including termination and potentially arrest and prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on the Billings Chamber of Commerce property shall be removed from the premises as quickly as safety permits, and shall remain off company premises pending the outcome of an investigation. The Billings Chamber of Commerce will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

No existing Billings Chamber of Commerce policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All Billings Chamber of Commerce personnel are responsible for notifying their supervisor or the Human Resources Department of any threats they have witnessed, received, or been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which may be regarded as threatening or violent, when that behavior is job related or might be carried out on a company controlled site, or is connected to company employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or were the focus of the threatening behavior. If the supervisor or human resource manager is not available, personnel should report the threat to another member of the management team.

All individuals who apply for or obtain a protective or restraining order, which lists

company locations as being protected areas, must provide to the human resources manager a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The Billings Chamber of Commerce understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

Smoking/Tobacco Use Policy

In order to comply with the Montana Clean Indoor Air Act, the Chamber has prohibited smoking throughout its workplace, including inside Company-owned vehicles. Smoking shall be done on the employee's own time, during scheduled breaks or meal periods, and away from the building. Cigarette butts, paper, or any other related items, need to be disposed of in the proper containers.

The use of tobacco products including but not limited to cigarettes, cigars, pipes, and smokeless tobacco is prohibited inside any of the company's facilities or vehicles. Appropriate signage will be placed at entrances to all buildings advising employees and visitors that the Chamber maintains a tobacco-free environment. Management may designate areas outside the building where the use of tobacco products will be allowed. This policy relates to all work areas at all times, including before and after normal working hours. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including discharge.

Drug and Alcohol Abuse

The Billings Chamber of Commerce has a strong commitment to its employees to provide a safe and secure workplace and to establish programs promoting high standards of employee health. The purpose of this policy is to state the company's philosophy with respect to drug and alcohol use and abuse.

The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance, or alcohol while performing company business, or while on company grounds, are prohibited. These activities constitute serious violations of Company rules, jeopardize the Company, and can create situations that are unsafe or that substantially interfere with job performance.

Employees must notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

Employees who know or should know the use of a legal prescription could impair their ability to perform their jobs should inform their supervisor and/or Human Resources Department immediately. The information, which will be kept confidential, is necessary to properly and safely assess an employee's ability to perform his/her job duties.

Employees in violation of this policy are subject to appropriate disciplinary action, up to and including dismissal.

Alcohol Consumption

Purpose

The following policy is designed to establish uniform standards for responsible alcohol consumption during Chamber events and work-related travel that uphold the Chamber's reputation, provide a safe workplace for employees and comply with applicable laws.

Prohibited Conduct

All employees must ensure that their performance at work and their judgment are not impaired by alcohol. Driving while impaired by alcohol or other controlled substances is not condoned by the Billings Chamber under any circumstances. Other offenses in which the irresponsible consumption of alcohol is a contributing factor, such as public drunkenness or disorderly conduct as a result of excessive consumption of alcohol are not condoned.

In all situations, an employee's conduct when consuming alcohol is his/her responsibility. Employees who commit such offenses may be subject to discipline, up to and including termination.

Chamber Events

The Billings Chamber has a reasonable and legitimate interest in protecting its business from the harm caused by the actions of its employees both at work and outside work. As ambassadors for the Chamber, employees can enhance our reputation by demonstrating a responsible attitude towards drinking. In contrast, if employees drink irresponsibly or commit offenses related to or resulting from the consumption of alcohol, they place the Chamber's reputation at risk. Billings Chamber employees are therefore expected to recognize this and act accordingly.

An employee's decision to drink alcohol beverages at a Chamber related function includes an obligation to act responsibly and to get home safely. While at Chamber events, alcohol consumption by staff shall be kept to a minimum.

Travel

Employees are expected to act responsibly in relation to alcohol consumption while on a business trip. The cost of one alcoholic beverage with dinner will be reimbursed as part of the meal expense. Drinks that are not associated with a meal or drinks taken at a bar will NOT be reimbursed, except with a legitimate business development reason and approval by a member of management.

General Matters

The Billings Chamber encourages employees to voluntarily seek assistance in the event of an alcohol problem. This and any voluntary action or disclosure by an employee will not be grounds for disciplinary action.

Administrative Policies

Political Affiliation/Participation

While Chamber staff members are encouraged to be active politically in the party of their choice, no staff member may be a candidate for any political office while employed

by the Chamber.

Personal Conduct

Orderly conduct in relations with the public and fellow workers should be observed at all times. Since the Chamber is judged to a great extent by its personnel, it is most important that employee conduct be above reproach off duty as well as on.

Confidential Matters

Since the Chamber is an institution to which many matters of a confidential nature are entrusted; each employee must keep in strictest confidence whatever information he/she may acquire, and be generally discreet in all matters related to the business of the Chamber. Violation of confidentiality may result in disciplinary action, up to and including termination.