

SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

CORPORATE POLICY 6.06

ENVIRONMENT, HEALTH & SAFETY

Chapter: 6.0 – Personnel Policies
Section: 6.06 – Environment, Health & Safety
Effective Date: November 17, 2010

1.0 PURPOSE

1.1 To establish a policy for the health and safety of employees at the CORPORATION.

2.0 EFFECTIVE DATE AND AMENDMENTS

2.1 This Policy shall be effective upon the approval by the BOARD. This Policy may only be amended by approval of the BOARD.

3.0 PROCEDURES

3.1 The President or his/her designee is authorized to establish and disseminate administrative procedures to implement this BOARD POLICY, as applicable.

4.0 POLICY

4.1 WORKPLACE VIOLENCE. The CORPORATION has established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on CORPORATION-related business, or while operating any vehicle or equipment owned or leased by the CORPORATION. Compliance with this policy and the CORPORATION's commitment to a "zero tolerance" policy with respect to workplace violence is every employee's responsibility.

4.1.1 Employees are required to report any incident involving a threat or act of violence immediately to their supervisor, Human Resources Manager or the PRESIDENT. The supervisor must report the matter immediately to the Human Resources Manager who will investigate the matter and take appropriate corrective action. This may include the imposition of disciplinary action upon any employee who violates this policy, up to and possibly including immediate termination.

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- 4.1.2 If employees become aware of any workplace security hazards or identify methods of increasing security in the workplace, they should report that information to their supervisor or the Human Resources Manager.
- 4.2 INSPECTIONS ON COMPANY PREMISES. The CORPORATION reserves the right, at all times and without prior notice, to inspect or search any CORPORATION property or any property, items or information found on the CORPORATION's premises. These inspections may be conducted during or after business hours and in the presence or absence of the employee. Searches or inspections may include, but are not limited to, an employee's office, desk, file cabinet, closet, computer files, purse, briefcase, voicemail or similar places where employees may store CORPORATION property or company-related information, whether or not the places are locked or protected by access codes. A refusal to consent to a search conducted under this policy may result in disciplinary action up to and including termination. Because a search may result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to the CORPORATION.
- 4.3 TECHNOLOGY USE. All employees shall use the CORPORATION's computers and resources in a lawful, ethical, and proper manner. The CORPORATION has established a Technology Resources Policy under section 6.07, which applies to all employees, interns, volunteers, independent contractors, agents and other computer or telecommunication users ("User") wherever they may be located. All Users must review the Technology Resources Policy for further details regarding permissible and prohibited uses of the CORPORATION's Technology Resources.
- 4.3.1 It is every User's duty to understand this policy and to use the Technology Resources responsibly and in a professional, ethical and lawful manner. Every User is also responsible for ensuring the security of the CORPORATION's Technology Resources.
- 4.3.2 Violations of this Policy may result in disciplinary action, including possible termination, and potential civil and criminal liability. Use of the Technology

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Resources is a privilege that may be limited or revoked at any time, with or without cause, and with or without notice, in the sole discretion of the CORPORATION.

- 4.4 SMOKING. It is the policy of the CORPORATION to comply with local regulations and to provide for the general well-being and health of its employees. The City and County of San Diego have enacted legislation requiring employers to adopt smoking policies that protect the health and comfort of nonsmokers and are also responsive to the concerns of nonsmokers. Therefore, the CORPORATION has adopted the policy that all areas within the CORPORATION offices are to be declared "NO SMOKING."
- 4.5 The CORPORATION shall develop a Health, Safety and Emergency Procedure designed to protect the health and safety of all personnel. Every employee is required to know and comply with the CORPORATION's policies and procedures to follow safe and healthy work practices at all times. Employees may be subject to disciplinary action for engaging in any unsafe or unhealthy work practice or for violating established safety rules. Employees are also required to report immediately to their supervisor any potential health or safety hazards, and all injuries or accidents. First aid supplies are located in the Employees Lounge and Storage Room. The location of the nearest doctor and/or medical facility is posted in the Employees' lounge.
- 4.6 All employees are expected to maintain their desks and/or work areas in an orderly fashion. Also, please pick up after yourself when you use the kitchen, lobby, library, or storage room areas. The CORPORATION maintains a third-party vendor as janitorial service; however the ultimate responsibility lies with all employees.
- 4.7 Employees should not bring valuables to work. If necessary to do so, all valuables should be kept in a secure location. The CORPORATION assumes no responsibility for the loss, theft, or damage of employees' personal property.
- 4.8 All employees should be alert at all times and should report the presence of any suspicious persons to your supervisor or the Human Resources Manager immediately. Employees shall maintain the possession of keys and/or security passes at all times. Do not lend these items to anyone who is not authorized to possess them. Similarly, computer

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passwords, electronic door codes, and any other security access information should not be disclosed to anyone who is not authorized to have that information.