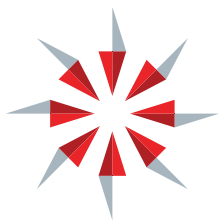


**GREATER WICHITA PARTNERSHIP
DOWNTOWN WICHITA**

**EMPLOYEE
HANDBOOK**



Greater Wichita
Partnership



DOWNTOWN
WICHITA



WELCOME!

Welcome to the Greater Wichita Partnership (Partnership) / Downtown Wichita (Downtown), the lead economic development organization for the 10-county Wichita region. Our work is focused on three priority areas — Jobs, Talent and Quality of Place — to fast-forward growth.

Downtown Wichita, a separate organizational entity, follows the same organizational policies, as we work within the same building and as part of the same team.

We look forward to you becoming a part of our team. We are focused on providing a work environment that allows individuals to leverage their strengths, while focusing on building our talent and quality of workplace. We know you will take pride in contributing to our organization's mission of serving the community, and we look forward to you helping make it a great place to work.

Please take the time to review the policies contained in this handbook and contact your team lead or HR with any questions you may have.



President
Greater Wichita Partnership and Downtown Wichita

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KEY BELIEFS – WHO WE ARE

The Greater Wichita Partnership’s mission is to align resources and focus the business community on common strategies that fast-forward economic development and growth in Wichita and South-Central Kansas.

The mission of Downtown Wichita is to cultivate opportunities that revitalize and enhance Wichita’s urban core. We collaborate with stakeholders to stimulate investment and interest in downtown. By connecting resources from private sector and local government, we steward initiatives that allow commerce and culture to thrive.

EMPLOYMENT AT WILL

Employment at the **Partnership/Downtown** is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the company. This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee, is intended to be construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any other employee or to enter into any agreement, oral or written, that changes the at-will relationship.

EQUAL OPPORTUNITY AND COMMITMENT TO INCLUSION

Cultural Inclusion Policy

The **Partnership/Downtown** is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion and belonging.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company’s achievement as well.

The **Partnership/Downtown** views cultural inclusion as intentionally creating space where everyone is welcome, supported, and has access to equitable resources to develop and thrive.

The **Partnership/Downtown**’s inclusion initiatives are applicable—but not limited to— our practices and policies on employee recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of diversity-equity¹ that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance
- Supporting education through experience and connecting to community service, volunteer, and cultural community event days off.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of the **Partnership/Downtown** have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit and conduct themselves in a manner that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have observed or been subject to behaviors that conflict with this policy, please reference the Workplace Conduct portion of the Employee Handbook.

'Diversity is referred to as age, ability, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race and ethnicity, religion, sexual orientation, socio-economic status, veteran status, and other life experiences.

Equal Opportunity

The **Partnership/Downtown** provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The **Partnership/Downtown** expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

The **Partnership/Downtown** will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the **Partnership/Downtown's** business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their team lead or HR. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of their team lead or HR.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes, but is not limited to:

- Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault. Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

The **Partnership/Downtown** is committed to the fair and equal employment of individuals with disabilities under the ADA, and therefore commits to provide reasonable accommodation to qualified individuals unless the accommodation would impose an undue hardship on the company. No retaliation or harassment will be tolerated against an employee who has requested a reasonable accommodation. Accommodations should be requested by an employee to their team lead or HR, explaining the basis for the request.

Pregnant Workers Accommodations

In accordance with the Pregnant Workers Fairness Act (PWFA), the **Partnership/Downtown** will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to Companies' operations. No retaliation or harassment will be tolerated against any employee who makes a request for these accommodations.

An employee or applicant may request an accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to HR. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed, and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the employee may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee to discuss the request and determine if an accommodation is reasonable and can be provided without undue hardship.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy, as well. However, the Partnership/Downtown will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Accommodation for Nursing Mothers

For up to one year after the child's birth, any breastfeeding employee will be provided reasonable break times to express breast milk. Employees should contact their team lead or HR to confirm location and space needs. Employees who work offsite or in other locations will be accommodated with a private area as necessary.

Harassment and Complaint Procedure

It is the **Partnership/Downtown's** policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, investor, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

Any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The **Partnership/Downtown** will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class. Unlawful harassment includes, but is not limited to, epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material,

stereotyping, or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of “sexual harassment.” While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, and comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and/or
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate the **Partnership/Downtown’s** policy.

Complaint procedure. If an employee believes they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are required to make a complaint. They may provide that complaint directly to their team lead, HR, or the President. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are required to report this to one of the individuals listed above. All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, the **Partnership/Downtown** will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination. No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

CONFLICTS OF INTEREST AND CONFIDENTIALITY

Conflicts of Interest

The **Partnership/Downtown** expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The **Partnership/Downtown** recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with their team lead, HR, or the President for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by an organization that is an investor, stakeholder, or contractor to the **Partnership/Downtown**;
2. Participating in civic or professional organization activities in a manner that divulges confidential company information;
3. Misusing privileged information or revealing confidential data to outsiders;
4. Using one's position in the company or knowledge of its affairs for personal gains; and
5. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.
6. Any other activities that may constitute a conflict of interest.

Confidential Information

The protection of confidential business information is vital to the interests and success of the **Partnership/Downtown**. Confidential information is any and all information disclosed to or known by employees because of employment with the company that is not generally known to people outside the company about its business. Examples include:

- Investor-specific information
- Information about prospective businesses or information about site visits
- Information about companies considering building, expanding, or relocating
- Information related to real estate and development projects, including pricing or financing
- Discussions with government officials that may not yet be shared with the public

This may include written, verbal, electronic, or other communications. If you are uncertain of what constitutes confidential information, confirm with your team lead.

An employee who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information. The Companies are regularly under the restriction of multiple non-disclosure agreements, which should be understood to apply to employees of the Greater Wichita Partnership and/or Downtown Wichita.

All inquiries from the media must be referred to the Executive Vice President of Strategic Communications. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

EMPLOYMENT RELATIONSHIP

Employee Privacy

It is the **Partnership/Downtown's** goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include searches of personal belongings, searches of work areas, searches of private vehicles on company premises, etc. Cooperation from all employees is required.

Employees are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on company property. The **Partnership/Downtown** may monitor its communications systems and networks as allowed by law.

Video surveillance. As part of its security measures and to help ensure a safe workplace, the Partnership/Downtown has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as restrooms, etc.

Employment Classification

To determine eligibility for benefits and overtime status, and to ensure compliance with federal and state laws and regulations, the **Partnership/Downtown** classifies its employees as shown below. The **Partnership/Downtown** may review or change employee classifications at any time.

- **Exempt.** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.
- **Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **Regular, full-time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part-time.** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.
- **Temporary, full-time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part-time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Interns would generally fall in this category.

Workweek and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with a 60-minute lunch break. Individual work schedules may vary depending on the needs of each department.

Overtime

When required due to the needs of the organization, employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, vacation, sick, bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager. Exempt employees are not eligible for overtime pay.

Deductions from Pay/Safe Harbor Exempt Employees

The **Partnership/Downtown** will comply with the requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position. During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked.

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the HR department. The report will be promptly reviewed, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

Paychecks

The **Partnership/Downtown's** pay period for all employees is biweekly on Friday. If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into employees' checking and/or savings accounts, unless an employee elects to receive a paper check.

Access to Personnel Files

Employee files are maintained by HR and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files upon request to HR and may copy them but may not remove documents from their file. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays, vacation, or PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, HR will conduct an exit interview on or before the last day of employment to collect all company property and to discuss final pay. If applicable, information regarding benefits continuation will be sent to the employee's home address.

All company property must be returned prior to separation of employment, or an employee's final pay may be withheld until property is returned, in compliance with federal and state laws.

WORKPLACE SAFETY

Drug-Free and Alcohol-Free Workplace

It is the policy of the **Partnership/Downtown** to maintain a work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance while on company or client premises or while performing services for the company is strictly prohibited. The **Partnership/Downtown** also prohibits reporting to work under the influence of alcohol. Consuming alcohol while on duty or during work hours may be appropriate in certain situations, such as company-sponsored events, so long as the employee's functioning is not impaired.

In addition, the **Partnership/Downtown** prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the company's reputation in the community. Employees should also be aware that it is prohibited to use legally-prescribed drugs (even over the counter medications) when using such drug impacts the employee's work performance or workplace safety. Instances of such use should be reported to the employee's team lead or HR Support.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Preemployment: as required by the company for all prospective employees who receive a conditional offer of employment; or

For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening may be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law. Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Smoke-Free Workplace

Smoking is not allowed in company buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. Smoking is only permitted in designated outdoor areas and must be beyond 10-feet of entry areas and windows. Employees using these areas are expected to dispose of any smoking debris safely and properly. Employees must also adhere to relevant property owner's policies relating to the office premises.

Workplace Violence Prevention

The **Partnership/Downtown** is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, the company discourages employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any

employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

Any employee who witnesses or is the recipient of violent behavior should promptly inform their Team Lead, HR, or the President. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline because of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to, and including, termination.

The **Partnership/Downtown** prohibits the possession of weapons on its property at all times, except as allowed by law. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business. All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, employees are directed to notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services. Any workplace injury, accident, or illness must be reported to the employee's Team Lead as soon as possible, regardless of the severity of the injury or accident.

Employees should consult the Company's Building Safety Guide for guidance on securing the building, alarm use, and emergency response situations.

Cell Phone Safety, and Driving

Safe driving is the priority when operating a vehicle while driving on Partnership/Downtown business. Employees' first responsibility is to pay attention to your driving and comply with all local and state laws for safe driving. Employees should not allow a cell phone or mobile device to distract them while driving. Under no circumstances should employees feel that they need to place themselves or others at risk while driving to fulfill business needs. Employees should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws, including those that address the use of cell phones and other mobile devices while driving.
- Employees must be licensed and insured to drive for a company task.
- Avoid using cell phones while driving. Find a safe place to pull over to make or receive phone calls, send, or receive text messages, or manipulate navigation apps.
- Program their destination into navigation apps or GPS devices before they start driving.
- Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
- Be aware of distractions from in-car "infotainment" systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Employees who drive for work purposes are required to have a valid driver's license and personal vehicle insurance that meets requirements. Any changes to the employee licensure or personal vehicle insurance must be reported to their team lead immediately. Employees who fail to follow safety guidelines are subject to discipline.

Work Related Accidents

Employees must report any injury, however slight, occurring on the job to their Team Lead or HR. The Company may specify the doctor for the injured employee's treatment. This is for the injured employee's protection under Kansas Workers' Compensation regulations and Occupational Safety and Health Act (OSHA) regulations. Employees who fail to notify management of an on-the-job accident, or see their own physician without Company approval, may lose or have limits placed upon benefits.

WORKPLACE GUIDELINES

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact their supervisor or team lead as soon as possible. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to arrive at work without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Hybrid and/or Flexible Working Model and Guidelines

The Partnership/Downtown recognizes the need for employees to balance work and personal needs, and therefore may provide short-term flexibility in working hours and arrangements to accommodate these needs as they arise, provided business operations remain uninterrupted. Notwithstanding the Workweek and Working Hours noted above, employees may participate in a flexible work schedule with alternative hours and arrangements with the approval of their Team Lead.

In the unusual event that extended or permanent remote or alternative working arrangements, those arrangements will be evaluated on a case-by-case basis. Where alternative arrangements are agreed to, a written agreement (not disturbing an employee's at will status) articulating those modified arrangements will be agreed to by the employee, Team Lead, HR, and the President.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors or Team Leads if they feel additional or ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal, and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Outside Employment

Employees generally are permitted to work a second job if it does not interfere with their job performance or create a conflict of interest with the Partnership/Downtown. Employees who have accepted outside employment may not use paid sick time to work on the outside job. Employees should not conduct outside work on premises or using tools or equipment owned by the Greater Wichita Partnership and/or Downtown Wichita unless reviewed with their team lead in advance.

Dress Code and Appearance

The Partnership/Downtown provides a business casual yet professional work environment for its employees. Even though the dress code is business casual, it is important to project a professional image to our investors, visitors, and coworkers. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed on a given day. Any questions or complaints regarding the appropriateness of attire should be directed to the Team Lead or HR.

Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy.

Social Media Acceptable Use

The use of social media can be very beneficial to share information with coworkers and with those outside the company for the purposes of generating new ideas, highlighting the work of the organization, and learning from others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the company has established the following guidelines for employee participation in social media. **Note:** As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as X (formerly Twitter), Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees are discouraged from posting on a personal blog or webpage or participate on a social networking platform for personal purposes during work time.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference company clients, customers, or vendors without express permission.

Prohibited content. A social media site is a public place, and employees should consider the audience and potential reach. Employees may not post willfully or maliciously untrue statements or statements that violate the harassment prevention and non-discrimination policies. Professional behavior online and in person is expected.

New ideas. Employees should remember that new ideas related to work, or the company’s business belong to the company. Do not post them on a social media site without the company’s permission.

Discipline. Violations of this policy may result in discipline up to and including termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees’ rights under any applicable federal, state, or local laws.

Media Communications

Any communications with the news media regarding **Partnership/Downtown** events or initiatives should be coordinated with the Executive Vice President of Strategic Communications. News media includes but is not limited to newspapers, magazines or journals, television or radio stations or networks, and online media.

Bulletin Boards

All required governmental postings are posted on the boards located in the break room/kitchen. These boards may also contain general announcements.

Computers, Internet, E-Mail, and Other Resources

The **Partnership/Downtown** provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, e-mail, text messaging, portable electronic devices, or any other company-provided technology, use should be reserved for business-related matters. Minimal personal use is allowed. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computer, phone, portable electronic devices, or other communication tools. All communications made using company-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another

communication, a copy may be archived on the company's systems.

Employee use of company-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the company's systems, as well as the reputation and/or competitiveness of the company. To protect against possible problems, delete any e-mail messages before opening that are received from suspicious senders and advertisers. Sensitive information should not be sent via unsecured electronic means.

It also is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers.

Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

All use of company-provided communications systems, including e-mail and Internet use, should conform to our company guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing company information may cause breaches of security that result in the loss of company confidential commercial data, the loss of vital research data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against the company. Employees should use appropriate password protections for such devices and physically secure them as recommended by IT administrators.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws.

Destruction of Documents Policy

The **Partnership/Downtown** recognizes the importance of preserving certain corporate documents to preserve corporate memory, evidence the organizations' rights and/or responsibilities, and satisfy certain legal, accounting, or other regulatory requirements. Therefore, the organizations' policy is to prohibit the inappropriate destruction of documents (physical, electronic, or otherwise). Employees should refer to the document destruction list and schedule prior to destroying documents.

Personnel records for each employee are maintained by HR or the President. These records will be permanently and confidentially maintained. Expense reports should also be maintained for seven years.

Disciplinary Procedure

The **Partnership/Downtown** expects employees to comply with the company's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the **Partnership/Downtown** endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict the company's right to bypass the disciplinary procedures suggested. The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

The following outlines a general progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay), and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

TIME OFF AND LEAVES OF ABSENCE

Holidays

The **Partnership/Downtown** observes and allows time off with pay for the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Workday directly before Christmas (depending on day of the week for Christmas)
- Christmas Day

Any additional holidays will be designated by the company at the start of each calendar year. Should a holiday fall on a weekend, the holiday will be identified by the Company.

Ineligible Part-Time Employees, Seasonal Employees, Temporaries, Interns, and Contractors do not earn holiday pay, regardless of their work schedule.

Time off without pay may be granted to employees who desire to observe a religious holiday that is not recognized by the Company.

Personal Days

Employees will receive two (2) paid personal days per year. Employees working less than 40 hours per week, but at least 20 hours per week will receive pro-rated pay based on the regular number of hours worked. Those working 40 hours per week will receive pay equal to 8 hours per day. Temporary employees are not eligible for paid personal days.

Vacation

All full-time and eligible part-time employees are eligible for vacation leave benefits. Eligible part-time employees working at least 20 hours per week but less than full-time will earn vacation on a prorated basis. Vacation accrual begins on the first day of full- or part-time employment. Vacation is accrued as outlined in the schedule below. Vacation can be used only after it is earned and after 90 days of employment. Vacation leave will not be earned during an unpaid leave of absence.

Number of Years of Continuous Service	Number of Days Earned Per Year	Number of Hours Earned Each Pay Period
Year 0 through Year 5	12	3.69
Year 6 through Year 10	17	5.23
After 10 Years	22	6.77

The maximum balance of accrued vacation is 160 hours or 20 days. Balances over this allotment will expire at the employee's anniversary date each year.

To schedule vacation time, employees should submit a completed leave form to the supervisor at least two weeks before the requested leave. Employees must ensure they have enough accrued leave available to cover the dates requested. Requests will be approved based on several factors, including department operating and staffing requirements.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

Leave taken beyond an employee's available vacation balance may be unpaid unless otherwise required under state or federal law.

A vacation day cannot be an employee's last day of employment.

Upon separation of employment, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at separation up to a maximum of 160 hours.

Volunteer Leave

Employees may volunteer up to one paid day per month at an organization with prior approval from their team lead.

Sick Leave

All full-time, regular employees accrue sick leave from the date of hire, for a total of 12 days per year. Part-time, regular employees accrue sick leave from the date of hire, in a prorated amount using the full-time total of 12 days per year and the average number of hours the part-time employee works per week.

Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's household.

Sick leave may be accrued to a maximum of 720 hours. Sick leave may not be used before accrual. If sick leave is exhausted, any available vacation hours will be used in its place. An employee who has a sick leave absence more than three consecutive working days may be asked to present medical documentation for the absence. Employees are not paid for unused sick leave upon termination of employment.

Jury Duty

While it is the duty of every citizen to serve on a jury when called, the Company recognizes that this often means the loss of income. The Company pays full wages (up to 5 days per year) for service on a jury.

The above statement applies if you:

- Show your supervisor your summons to serve on a jury prior to the time that you are scheduled to serve.
- Furnish your supervisor with evidence of having served on a jury for the time claimed.

Jury absence will be noted on your time sheet or timecard. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay.

This benefit cannot be applied to any court appearance other than jury duty.

Bereavement Leave

The Partnership/Downtown recognizes that employees may have different needs related to bereavement. An employee who wishes to take time off due to the death of a family member should notify his or her team lead to coordinate time off.

Paid bereavement leave guidelines are as follows:

- Employees are provided up to five days of paid leave in the event of the death of a relative according to the general guidelines:
 - Up to 5 days of paid leave in the event of death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
 - Up to 3 three days of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, grandparent, grandchild or spouse's grandparent.
 - If additional time is needed, employees should coordinate with their team lead and/or HR.

Voting Leave

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to three hours during the workday to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

Parent/Teacher Conference Leave

Paid time off from work may be granted for employees to attend routine parent/teacher conferences. Employees who plan to attend a parent/teacher conference during work hours must notify the supervisor in advance and obtain approval before taking Parent/Teacher Conference leave.

Parental Leave

All full-time employees who meet parental leave qualifications will be provided up to eight weeks of parental leave compensated at 100 percent of the employee's regular pay. If additional unpaid time off is needed, employees should discuss options with their team lead and/or HR. At its discretion, the Company may allow for some part-time work during this time which could offset some amount of any unpaid portion of leave.

Parental leave can be taken connected to the birth of an employee's child or the placement of an adopted or foster child within an employee's home. This leave may be taken consecutively or intermittently for up to 6 months after the birth of a child or placement of a child for adoption or foster care.

Eligible Employees are full-time employees who have been employed by the company for at least 12 months prior to the birth or placement.

To qualify for parental leave under this policy, the eligible employee must meet one of the following conditions:

1. Have given birth to a child; or
2. Be a spouse or committed partner of a someone who has given birth to a child; or
3. Have adopted a child who is 17 years old or younger.

Parental leave is not available in connection with the adoption of a stepchild by a stepparent. All parental leave described in this policy shall be available for a six-month period following the birth or adoption of a child. The days/weeks taken under this Parental Leave policy may be taken concurrently or intermittently.

The fact that multiple births or adoptions occur does not increase the length of parental leave. There is no right to be paid for unused parental leave eligibility, either at the time an employee is eligible to take parental leave or at termination.

An eligible employee shall initially notify his or her supervisor of the anticipated need for parental leave and include the estimated timing and duration of such leave at least 60 calendar days in advance of the need for parental leave, where practical. As is the case with all company policies, the Company reserves the right to modify this policy at its discretion.

Military Leave

Employees required to be absent from employment for the purposes of military service, training, and/or examination, will be eligible for a military leave of absence. Employees must give the Company advance notice of the need for military leave unless such notice is impossible or unreasonable or is prevented by military necessity. The Company will comply with all federal and state laws regarding the re-employment of employees who serve in the Uniformed Services.

EMPLOYEE BENEFITS

The **Partnership/Downtown** recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the Benefits Summary (SPDs), or contact the Office Manager or HR. To the extent the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Medical, Dental, and Vision Insurance

Full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following 30 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

Group Life Insurance

The **Partnership/Downtown** provides life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 90 days of service. The life benefit is equal to an employee's annualized base rate. The cost of this coverage is paid for in full by the company.

Long-Term Disability

Long-term disability benefits are offered to full-time employees working a minimum of 30 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee. Employees are eligible for this benefit on the first of the month following 90 days of service.

401(k) Plan

The **Partnership/Downtown** recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan. Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from HR.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

The **Partnership/Downtown** pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and HR immediately. The supervisor will complete an injury report with input from the employee and return the form to the HR. HR will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

Employee Assistance Program

The **Partnership/Downtown** wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges. Information relating to the Company's EAP may be found in the Benefits Summary or through checking with the Office Manager or HR Support.

Cell Phone Policy

The **Partnership/Downtown** recognizes that certain employees have positions which require travel, regular accessibility outside of normal working hours, and/or engagement with company stakeholders outside email and office phone systems. Accordingly, the Company may offer company cell phones to certain employees or provide cell phone reimbursements to those who desire to use their personal devices. In the case of a company-issued cell phone, the Company will provide a qualifying employee with a device of its choosing to accommodate the work-related requirements. In the case of a cell phone reimbursement, the company will provide qualifying employees a reimbursement not to exceed \$60 per person per month. Qualifying employees are determined by the nature of the role and leadership level at the Company's discretion.

Mileage Reimbursement

Employees of the Greater Wichita Partnership Downtown Wichita are eligible for mileage reimbursement for one-way trips greater than 5 miles (not including commuter miles) while using their vehicles for company-approved travel under the following parameters. Mileage will be reimbursed at the standard mileage rates as set forth by the United States federal government (IRS). Such reimbursement will include the round-trip distance between the employee's work site and the location of the business function being attended. Employees must document their travel on the Mileage reimbursement form.

Expense Reimbursement

The **Partnership/Downtown** will reimburse any reasonable direct business expenses incurred in-town and out-of-town. Reimbursable expenses include, but are not limited to: hotels, meals, emergency dry cleaning for extended travel, entertainment of current or potential clients, transportation, tolls, parking, communication with co-workers and family, and gratuities. Excessive or unreasonable business expenses will not be reimbursed.

All expenses claimed for reimbursement must be supported by receipts. Expense report spreadsheet forms are required for reimbursable expenses.

If necessary, personal cash advances for business travel will be allowed. Cash advances must be repaid or justified with expense reports within 30 days of returning from trips. If advances are not justified or repaid within 30 days, advance amounts will be deducted from the employee's pay.

No unclaimed travel or business expenses will be reimbursed more than 90 days after the expense is incurred.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of the Greater Wichita Partnership/Downtown Wichita. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, company practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the company.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the company's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE