

STONECOM

Team Member Guide

Adopted March, 2012
Updated June, 2024

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About This Guide

This team member guide is a general guideline to Stonecom's personnel policies and the benefits and responsibilities important to you as an employee. It explains matters that affect your work assignment and will help you in your relationships with your supervisor, administration, fellow employees, and with the clients we serve.

It's called a "guide" for a reason. We want to give you information that will help you to be happy and successful in your job. As you do your job, you may find certain situations that aren't covered in the guide. In this case, please discuss the with your department head.

This guide is not a contract or a contractual commitment of continued employment. Except as otherwise required by law, this guide may be modified without prior notice. The guide applies to all employees working at Stonecom.

Every year, we will review the policies, procedures, and benefits and will make revisions based on the desirability and need for changes. Thus, any policy, procedure, or benefit in the team member guide may be modified, increased or decreased with or without advanced notice.

Welcome To Stonecom

Our goal is to become the best community radio stations in Tennessee. To do this, it takes every member of the team working together to serve our listeners, our clients, and each other. Working together is great, but to accomplish our goals we must become a well-oiled machine. This handbook is designed so show how we do this.

- We accept nothing less than a high level of professionalism and precision. Everything we do in our office and at events must be at the highest level of execution of our goals.
- We are precise with our details.
- We under promise and over deliver.
- We set expectations for our listeners, our clients, our community partners – then, we champion those expectations internally and exceed them.
- We focus on fixing problems long-term instead of assigning blame, creating drama, or stirring the pot. Remember, dealing with problems head-on will create a win/win.
- We go through proper channels to handle issues. There are few traumas in a radio station. Let's deal with issues calmly and as adults.
- We say we are wrong when we are, we admit mistakes. We make amends. This is both internally and externally.
- We put our partners first. A client waiting in the lobby. A listener on the phone. Those are more important than anything else we can be doing. It is everyone's job to take care of our partners.
- We maintain the quality of our work environment. We are respectful of the tools we have been provided and the buildings/vehicles in which they are housed. When something is broken or not working up to specs, we report it appropriately.
- We always respond to listeners, clients, job applicants, community partners in a timely manner. Saying "no" is a much better response than saying nothing.
- We lift each other up – providing a helpful hand, a kind word.
- We do not trample on others to get ahead. We are a positive group focused on our benefits and strengths – a group that has no time to bring others down. Gossip, rumors, lies, chatter have no place here.
- We are a family. As such, we have good times and bad. We have spats. We disagree. But we are a family. And we respect each other.
- We are a business unit, but we can have fun accomplishing our goals.
- We prioritize face to face communication. If you have a problem, it is not helpful to text or email anyone. Find the time to communicate with your department head face to face if an issue arises that needs to be solved. This includes; issues with your job, decisions, or anything we can help with.

Open Door Policy

From time to time, a complaint, misunderstanding, or question may arise which involves your work. This may involve your duties, a matter concerning another employee, or a matter concerning a member of the public, customer, client, or prospective client. We try our best to understand our employees' concerns, and to improve things when possible. If you have a problem, complaint, or suggestion relating to your employment, speak to your department head. Stonecom encourages you to provide ideas and suggestions for improvements.

- Please address issues with the person who can solve the issue. Your neighbor at the desk next door can't fix your issue. Let's solve issues, not stir things up.
- If your department head seems unwilling or unable to address the matter, you should feel free to discuss your concerns with the general manager.
- You can ask to speak to any manager without your department head being present. However, in this case the person you speak with has the right to share information from this meeting with your department head so we can resolve the issue.
- If you do not feel comfortable discussing a particular problem with your department head, please contact the general manager.
- Stonecom will not tolerate retaliation against employees who raise issues in good faith.

Gossip-Free Workplace

Stonecom is a gossip-free workplace. Gossip is defined as discussing company business with someone who does NOT have the power to fix your issue. Gossip does not have to be during your workday to be addressed. Anyone attempting to sabotage the culture of this company (which is the purpose of gossip) will be held accountable.

This ranges from talking about your manager with a co-worker to complaining about your computer not working to the production director.

When you have an issue, bring it to someone **above you** who can solve the problem. This can be your department head. This can be another department head. This can be the general manager. If you are not comfortable talking to your department head, that is PERFECTLY FINE. Talk to another department head.

We WANT feedback and we WANT problems solved. That's why we DO NOT want gossip. Because it never fixes the issue. Gossip is stealing from the company. And it will be treated as such with one warning and then, termination.

If someone wants to gossip with you, you should answer quickly that, "I hear you but XX, I cannot fix your issue. And I want to be a solution not a problem. Go talk to XX."

If your personality is that of a fixer, understand listening, coddling, trying to understand does NOT fix the issues the person is having. Problems are FIXED when they are ADDRESSED.

At Will Employment

Employment at Stonecom is employment at-will. Employment at-will means that the employment relationship may be terminated at the will of either the employer or the employee. Employment can be terminated with or without cause and with or without notice by you or Stonecom.

The General Manager of the station is the only person who has the authority to make any agreement for employment other than for employment at-will or to make any agreement limiting Stonecom's discretion to modify terms and conditions of employment.

No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice.

Equal Employment Opportunity (EEO)

Stonecom is an equal opportunity employer. We believe our creativity and productivity are best when we bring together people of all backgrounds and ethnicities. Therefore, Stonecom strongly encourages men and women of all races and backgrounds to apply for positions for which they are qualified.

Stonecom hires employees based on their experience, talent, and qualifications for the job. Discrimination or harassment based on race, sex, religion, creed, national origin, age, disability, sexual orientation or any legally protected classification is strictly prohibited.

We afford equal employment opportunities to qualified individuals with a disability. For this reason, Stonecom will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any applicant or

employee who requires an accommodation in order to perform the essential functions of the job should contact the general manager or business manager.

Harassment

Stonecom has zero tolerance for any speech or conduct that is intended to, or has the effect of, abusing or harassing any employee because of his/her race, age, ethnic origin, sex, disability, religious beliefs, or any other legally protected classification.

Unlawful Harassment

Examples of such conduct include (but aren't limited to) epithets or slurs; threats, intimidation, or hostile acts; written, electronic or graphic materials that denigrate, show hostility, or show an aversion toward an individual or group, which are placed on walls, bulletin boards, or anywhere on company property or are circulated in the workplace. Such actions destroy employee morale and camaraderie. You should respect your fellow employees and treat them as you expect to be treated.

If you think that you, or another employee, have been unlawfully harassed, use the Open-Door Policy. Tell your immediate supervisor, general manager or the business manager as soon as possible after the incident.

Sexual Harassment

Like other types of harassment, sexual harassment of employees is against the law and will not be tolerated. Sexual harassment is also covered by the policy described above that prohibits harassment in general. Many people seem to disagree about what is or is not sexual harassment, so what does the law prohibit?

It is very serious to be accused of sexual harassment. Don't let it happen to you because you didn't understand our policy.

- Physical sexual harassment includes unwelcome sexual advances, propositions or demands for sexual favors. It also includes unwelcome physical touching (like pinching, patting, or intentional brushing against another person's body).
- Sexual harassment includes verbal harassment, such as offensive and unwelcome sexually oriented abusive speech or conduct. No one (coworkers, supervisors, or managers) is allowed to verbally harass another person in the workplace.
- Examples of conduct prohibited by this policy include sexually suggestive comments, such as sexually offensive jokes, materials (whether written or electronic), and tricks, and nonverbal sexual messages, such as suggestive looks or gestures.

- A more serious kind of sexual harassment is when a supervisor makes (or threatens to make) job-related decisions based on an employee's submission (or failure to submit) to sexually harassing conduct. Such threats could either be direct or implied -- it's still sexual harassment.
- Sometimes sexual harassment, especially verbal harassment, occurs unintentionally. This can happen when people are not communicating well with each other. For example, one person may misunderstand a comment, and the other may not realize that their comment is offensive or unwelcome.
- In most instances, simply telling the person that their words are offensive, unwelcome, or could be misunderstood is enough to fix the problem.
- Supervisors should keep in mind that subordinates often feel uncomfortable about criticizing a supervisor in any way. Whether a supervisor means it or not, the idea that a supervisor has "power" makes this kind of communication hard for the subordinate. Supervisors should be sensitive to this and cautious in these situations. In addition, no one should interpret silence as consent.
- If there is any possibility that your conduct might be misunderstood as sexual harassment, don't do it.

Other Sources of Harassment

Stonecom also prohibits harassment of our employees in the workplace or on the job, by individuals who are not employees, but with whom you must work in order to do your job. This includes vendors, contractors, clients, customers and listeners.

Of course, Stonecom has limited ability to control these individuals in many cases, but Stonecom pledges to take appropriate action to stop such harassment. These situations must be reported immediately to the general manager or the business manager.

Exercise Your Rights

No policy is any good if employees don't use it. If you can't resolve a situation with someone directly, you need to report the harassment as soon as you can. Even if you aren't sure that the actions are harassment, but they just make you uncomfortable, report it now. Do not let the situation turn into a bigger problem.

- If you believe you, or another employee, has been harassed, use the Open-Door Policy. Tell your department head, general manager or the business manager (within 24 hours if possible).
- If the complaint is about your department head, or if you just don't feel comfortable telling them, contact the general manager.

- We will pursue the matter seriously, promptly, and as confidentially as we can under the circumstances.
- The person who initially responds to your complaint may ask you to make your complaint in writing to assist with any investigation. The person who investigates your complaint will attempt to limit the disclosure of your complaint to the person(s) involved with it, and those who must participate in the complaint's investigation and resolution. Your complaint should include details of the incident or incidents, names of the individuals involved, names of any witnesses, and all other information that may support your complaint.
- If it is determined that harassment has occurred, we will take appropriate corrective action including up to termination.
- Stonecom will never punish you in any way for making a good-faith complaint of harassment or for your good-faith participation in an investigation and we will not tolerate any retaliation by management, employees, or coworkers.
- All employees are expected to fully cooperate in an investigation of a complaint.
- If you fail to cooperate, or are dishonest about a complaint, you will be appropriately disciplined and could result in termination.

Security

Security, while impossible to guarantee, requires everyone's attention and cooperation. Security embodies both protection against others, but also protection against threats such as fire and damage. At a minimum, we all must abide by the following security measures.

Stonecom takes safety very seriously and works hard to provide a safe workplace for employees. To help keep this safe environment, it is very important that you immediately report unsafe conditions or violations of safety rules.

- You should report such conditions or violations to your supervisor. Then you should make sure the situation is fixed.
- If the situation is not fixed or you are not sure, you must document your report in writing to the business manager and general manager of the station.
- Any report you make is confidential, and you will not be punished for reporting unsafe conditions.
- Always keep a lookout for potential hazards, unsafe conditions, and unsafe practices. Report them as soon as you can to your department head.
- Obey safety regulations at all times.
- If an unsafe condition or accident occurs (even if no one is injured), you should report it to your supervisor as soon as possible.
- You should also report all injuries to your supervisor immediately.
- Complete any appropriate paperwork, and provide it to your department head and copy the business manager and general manager of the station.

Exiting the Building

When you leave the building at the end of your workday, it is important that you follow simple safety precautions to protect yourself and your teammates.

- Turn off your lights, log off your computer and turn off any other equipment in your office.
- Close and lock all doors
- All lights should be turned off.
- Make sure doors are closed and locked.

Threats, Violence, and Weapons

The potential for workplace violence is unfortunately a reality. No matter what the reason, Stonecom prohibits violence or threats of violence of any sort, including verbal or written abuse, stalking, harassment, horseplay, physical attacks, fist fighting and unwelcome physical touching, sexual or otherwise.

If you are aware of threats against employees, or a potentially violent situation, let the general manager, business manager or your department head know immediately. It is also important to know the signs of potential violence. Experts tell us that factors leading to workplace violence can include such things as severe personality conflicts among personnel, family and marital problems, drug and alcohol abuse, anxiety, or extreme stress.

- Weapons, including guns, knives, or other weapons, are prohibited on Company premises or property. This includes Company-owned or leased facilities, buildings, parking lot(s), driveways, or sidewalks.
- Also, no employee may carry any weapon while in a Company vehicle, in a personal vehicle on Company premises, or while conducting Company business.
- This rule applies even to those weapons that are licensed and lawfully concealed.
- This rule does not apply to duly authorized peace officers or company-related security personnel.
- Any exception to this rule must be in writing and signed by the general manager. Employees who violate this policy will be disciplined, and could result in termination.

If you are feeling overwhelmed, either because of job-related or personal reasons, or you know someone who is, use the Open-Door Policy and talk with your department head or the business manager. He or she should be able to help you find resources. You should also feel free to contact the general manager to talk through any issues and for referrals to professional help.

Emergency Procedures

If there is an immediate threat at the front desk, the person on duty at the desk or someone in the Lite Rock, Kicks Country, Rock or News Talk studio will page **“GRAPHICS DEPARTMENT. Dial 1001.”** This is the alert to department heads to respond to this page. All other staff should stay in the rear of the building until it is safe.

Visitors

All visitors including clients, listeners, spouses and family should be directed to the reception area and remain there until escorted to another area.

If you escort a visitor in, you should escort the visitor back to the reception area when she or he finishes the visit. If you escort a visitor in, but leave the visitor with another employee, it is their responsibility to make sure that the visitor is taken back to the reception area when she or he finishes the visit. Unaccompanied non-employees are not allowed inside the office or studios after normal business hours or on weekends and holidays.

Because our technical facility includes numerous pieces of high-voltage equipment, extended visits by children are not permitted. Short-duration visits (less than 20 minutes) are acceptable so long as the child remains constantly supervised.

Offices and Related Facilities

You must never disable, disarm, obstruct, or tamper with any doors or fire exits; locks, alarms, or other security devices; smoke alarms, fire alarms, or security lights; fire extinguishers or sprinklers; or similar devices or equipment. Stonecom expects every employee's cooperation in the event of a fire drill or fire; severe weather drill or alert; or in response to any comparable threatening event.

If you are issued a building key fob, do not loan it to anyone else, even another employee. If you violate this policy it could result in termination of your job.

Computer System Access

Information Technology users are required to take reasonable measures to prevent unauthorized use of the computing resources made available to them.

Overall Procedures

1. Computers are for Stonecom business use. While infrequent personal usage is fine, it should be extremely limited during business hours.
2. No programs, screensavers, or other downloads should be added to your computer without the approval of the engineer or the general manager.
3. Please do not adjust settings on any computer without the approval of the engineer or the general manager.

Your Computer

1. Your computer password should be reset immediately after your first log on. At that time (and every 90 days after), you will be asked to set your personal password that ONLY you will know.
2. Once you log on, you will automatically log in to the U Drive (YOU). This is your drive to save documents you use in your daily work.
3. This U Drive is backed up nightly, so your data is always safe. In addition, if you log on to another computer with your log-on name, your data will follow you.
4. For this reason, it is imperative that all of your data be saved to the U Drive – not the C Drive, not the desktop, etc.
5. For documents that you use regularly, consider creating a shortcut on your desktop with the actual document saved on the U Drive.
6. Consider using folders inside your U Drive to organize your data. Just like a file cabinet, this makes it easier to find information.
7. Company policy requires you to log off your computer when you leave the building at the end of the day and to shut down computers on Friday. No exceptions.
8. This protects your computer account from others using it inappropriately, but also allows for updates, patches, and virus protections to be installed. You may leave your computer logged in while you are at lunch, on the street selling, etc.
9. Please make sure that you are default printing to the STONECOM COPIER. Please set any printing to the color printer to GRAYSCALE to conserve color ink.

The Stonecom Drive

1. The Stonecom Drive houses important company documents including:
 - Forms
 - Logos
2. Do not download these forms. Simply pull them up and use them as needed.

The Stonecom Marketing Drive

1. The Stonecom Marketing Drive houses important company documents including:
 - Sales Programs
 - Sales Forms
2. This drive is available to you to open and print materials. You cannot save to this drive, thus there is no worry about overwriting materials.
3. Do not download materials from this drive and save to your drive. Open from this master drive so we do not have multiple versions of documents around.
4. We do encourage you to use SHORTCUTS if you desire (for example, creating a shortcut to the TIME ORDER on your desktop). The shortcut will always take you to the most updated time order on the Drive.
5. If you want a digital copy of your time order, simply SAVE AS and rename the time order on your U Drive (for example, Cumberland Gold April 2017).

Stonecom News And Sports Drive

1. Please save data in folders.
2. For news and sports audio and stories please save in dated folders to help sort materials.
3. Standard saving protocol:
 - Documents
Cookeville Bus Garage 7-18
 - Audio
Shelton Bus Garage 7-18

Stonecom Programming Drive

Personal folders are for you – personal audio, prep, etc. – items you may need on the air and thus, need to access.

THIS should NOT be used in substitute for your U Drive as the documents, etc on this drive are not backed up at the same frequency as the U Drive.

Stonecom Promotions Drive

Data should be stored by folders – with clear labels for access at a later date (Yard Sale, Birthday Party, Easter Egg Hunt). Please keep data sorted in these folders by dates. These drives are for sharing.

Stonecom Creative Services Drive

1. The Commercial Drive houses commercial related data, including:
 - Commercial Audio
 - Client Jingles
 - Scripts
2. All commercial-related production goes in the Commercial Drive and the appropriate folder named by client – first letter of each word capitalized. If a new client joins our family, make a new folder.
3. Make sure all commercial related audio goes in the correct folder – do not place in your personal folder.

Stonecom Station Production Drive

1. The Programming Drive houses programming-related data including:
 - Station Imaging
 - Music Beds
 - New Music
2. The drive is available to the programming staff only.
3. All elements should be placed in folders – not sitting on the outside of folders.
4. All station-related audio – promos, sweepers, etc – goes in the appropriate station folder.

Stonecom Service Accounts

1. The production machines and in-studio internet machines are service account machines.
2. The password is stonecom (all lower case).
3. Please do not change settings on these machines without approval.

Notebook computers should be protected from theft at all times. Notebook computers should be secured when unsupervised. Both notebook computers and PDA's should be protected from unauthorized access by a login and password.

If you are issued an application or network username/password do not share it with anyone else, even another employee. Do not leave the access information where it could be found by another employee or someone outside of the company.

Unauthorized use of your username/password information could subject you to appropriate administrative disciplinary measures, possible termination of job, and even criminal prosecution. Use of Stonecom's applications and network connections are a privilege that can be revoked if abused. Email is the property of Stonecom.

Use Of Outside Drives

All Stonecom documents must be stored on your U Drive or the shared departmental drives (such as marketing, promotions, creative services).

Use of any outside software is prohibited without explicit approval from your department head. This includes google drives, Microsoft One Drive, etc. Stonecom work cannot be saved there.

Further, you are not allowed to connect to your computer using outside software such as Team Viewer.

The documents, logos, production, imaging, photos, videos, news stories, marketing proposals, etc. are the properties of Stonecom and must be stored on Stonecom drives.

Information and Technology Confidentiality

The Internet is a large network that links millions of computer users, including many public, government, corporate, commercial, and educational sites. Internet users can access and share a great deal of information. This makes the Internet an important resource for Stonecom and its employees in the conduct of company business. But we need to make sure the Internet is used properly.

We've created a policy to outline how and when it is appropriate for you to use the Internet through Company facilities. Because the Internet is a public forum, as opposed to a private or secure network, Stonecom may be held accountable for the abusive,

inappropriate, or unethical behavior of employees who access the network from company facilities. We also need to protect proprietary information and the security of our computer system. For these reasons, we want to clearly identify what is, and what is not, acceptable use of the Internet.

Stonecom provides employees with different kinds of electronic communications devices that help us be more efficient and maximize our business efforts. These include (but aren't limited to) computers, e-mail, internet access, fax machines, telephones, voice mail, and cell phones. All electronic communications and internet technology, including all software and hardware, remain the sole property of Stonecom.

Employees do not have personal privacy rights when it comes to information composed, created, received, downloaded, retrieved, stored, or sent using electronic communications devices. Stonecom also maintains an audit log of every Internet access transaction. Stonecom has the right to access and review electronic files, messages, mail, etc. We might need to do this for business reasons, or to make sure there is no misuse or violation of Company policy or any law. This may happen at any time and without notice to you. By accessing Stonecom's e-mail or internet system, all employees knowingly and voluntarily consent to electronic monitoring, and they acknowledge Stonecom's right to conduct such monitoring.

Electronic communications and the Internet are for use on job-related activities. However, it is okay to use e-mail, social media and the Internet for personal (not for profit) reasons on a **very** limited basis. Your communications may be monitored, and if you abuse this privilege, it will be revoked.

You should also keep in mind that any personal e-mail you do on the system could be read, just like all other system e-mail. All information handled on our systems (including your personal e-mail) could be made available to another party, such as law enforcement. So, make sure the information in your e-mails is accurate, appropriate, ethical, and lawful.

- Sending or posting confidential or sensitive material, trade secrets, or proprietary information outside Stonecom is prohibited. This includes sending or posting messages or material that could damage Stonecom's image or reputation (both from work or home, and during working or nonworking time). Employees who misuse communications devices or engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, misappropriation or unauthorized communication of confidential Company information, discrimination, harassment, or related actions using Stonecom's communication devices could lose their jobs or be appropriately disciplined. Employees who abuse Internet access will be appropriately disciplined up to and including termination. In addition, those employees could be held personally liable for any violations of this policy.

- Distributing or posting copyrighted materials by e-mail, or any other way, without getting consent from the copyright owner is prohibited.
- Likewise, the installation of fraudulently or illegally obtained software is prohibited on Stonecom's provided electronic communication devices. You may not install any software on Stonecom's provided equipment without your supervisor's prior approval.
- Using communication devices in any manner that is discriminatory, harassing, obscene, illegal, or against Company policy is a violation. Any information you compose, transmit, access, or solicit via the Internet must not contain content that could be considered discriminatory, slanderous, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other reasonable person. Other examples of unacceptable content may include (but aren't limited to) viewing or exchanging pornography or other obscene materials; making sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious beliefs, national origin, disability, or any other characteristic protected by law; sending or posting messages that defame or slander other individuals; sending or posting discriminatory, harassing, unwelcome or threatening messages or images to employees or others.
- Internet users should always check for viruses before downloading or copying any file from the Internet. Also, check all compressed files before and after decompression.
- Use of external networks connected to Stonecom's IT resources must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
- In order to keep enough room to store e-mail, Stonecom has the right to delete stored messages. This includes those saved in employees' Inbox, Outbox, Deleted Items, and Sent Items folders. Be aware that there may be times when we have to delete messages without notice to you. If you need to save an e-mail message for a long time, print the e-mail out, so you can have a paper copy of it.

Please keep in mind that using Company facilities or equipment in an abusive, unethical, or inappropriate way will not be tolerated. An employee who engages in such behavior could lose communications, Internet, or e-mail privileges. That employee could also face other disciplinary action and up to and including termination.

Confidentiality

Stonecom expects each employee to exercise discretion in the access and use of company information and information systems. In the course of your work, you may have access to Stonecom's valuable confidential information about, including (but not limited to):

- Business promotion strategies and plans (these may be in writing, communicated orally, or exist as a matter of practice or custom).
- Proposals to clients or potential clients, including information compiled or prepared to assist with proposals to clients or potential clients.
- Client lists or prospective (e.g., "target") client lists. All accounts belong to the stations and are not owned by the Account Executives.
- Client requests (whether presented orally or in writing) for information, proposals, promotional assistance, or other information, which relates to Stonecom or to the client.
- Event or potential event information, including dates, locations or costs, ticket prices, on-sale information, and ticket price determination formulas, methods, strategies, or variations.
- Information regarding other employees and their employment with Stonecom.
- Information regarding the talents, skills, abilities, and work experience of other employees.
- Computer hardware, software, or computer-related information, whether purchased or created by or on behalf of Stonecom as used or applied to Stonecom's business.
- Information, which pertains, directly or indirectly, to contemplated or actual business relationships between Stonecom and businesses that engage in activities related to Stonecom business, e.g., promoters, advertising or marketing firms, etc.
- The identity of consultants, vendors, or other third parties that provide or seek to provide services to Stonecom, together with the nature of any such services.
- Personal information regarding non-employees, which is obtained through Stonecom promotional activities (such as information regarding Internet website visitors, contest winners, email newsletter subscribers, etc.).

It is your responsibility to keep this confidential information confidential. You must also not use any of this confidential information except as directly necessary for you job. This policy does not include information which is routinely made open to the public. If you have any doubt, don't disclose the information.

If you have a question about whether particular information is confidential, ask your department head.

You may not make or keep copies of records of any type which contain trade secrets or confidential information, unless you are required to make the copies as part of your job for business reasons only.

Electronic copies of records which contain trade secrets or confidential information should not be saved to personal computing equipment (such as a home personal computer), portable media (such as a disk or CD), or transmitted via private/public network (such as the Internet) without prior authorization. Authorization to create copies of electronically stored materials must be given by the General Manager and they must follow Stonecom's policies, procedures and applicable copyright laws.

If you have confidential information from a previous employer, if you are subject to an agreement regarding your previous employer's trade secrets or confidential information, or if a previous employer required you to sign a non-competition agreement, you must immediately let your supervisor know. Under no circumstances may you reveal, use, or rely on a previous employer's trade secrets or confidential information in your work for Stonecom.

Violation of this policy will not be tolerated. We will take appropriate disciplinary action up to and including termination. Certain violations may require that Stonecom will need to take legal action.

Substance Abuse and Drug Testing Policy

Stonecom is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Stonecom employee illegally uses drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. For this reason, Stonecom has developed a substance abuse policy that all must follow. The policy and guidelines are described below.

Employees must obey state and federal laws on drug usage.

- From time to time, an employee may be asked to attend a business event where alcohol is served. On-Air personnel are never permitted to drink alcohol at an event when they are on the air. If any employee is driving a company vehicle, they are permitted not to drink alcohol and drive.
- Stonecom neither requires nor expects any employee to consume alcohol at these events. It is applauded by management to say "no thank you" when asked to drink.

- If you do decide to consume alcohol while on company business, Stonecom requires that you act responsibly and professionally.
- Under no circumstances should you compromise your own safety, or that of others. Be certain of, and make satisfactory arrangements for, safe transportation back to company premises, or to your home.
- Do not put yourself or others in danger. It is a violation of company policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs or with a level of alcohol that may impair your performance on the job.
- Employees who are taking prescribed medication which could affect their job performance, or jeopardize their safety, or that of others, should report this to their supervisor before starting work.

Violations of this policy are subject to disciplinary action up to and including termination.

Request for Referral

- It is the responsibility of the company's management staff to counsel employees whenever they see changes in performance or behavior that suggests an employee is under the influence of alcohol or other drugs. Although it is not the department head's job to diagnose personal problems, the manager should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment and co-workers should encourage anyone who uses alcohol or other drugs in the workplace to seek help.
- Employees who want rehabilitation or counseling for drug or alcohol abuse can ask their department head. For information on eligibility and coverage, check with your insurance company. Depending on their job type, employees who request such referrals may be temporarily placed on a leave of absence, if there is a safety concern.
- Employees having a problem with drugs or alcohol are encouraged to seek help before the drug or alcohol abuse is detected through testing, or before their behavior creates a need for disciplinary action. Once an employee has been asked to take a drug test, or is under investigation for drug use, his or her request for a rehabilitation referral may not influence disciplinary action.
- The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy

is to offer a helping hand to those who need it, while sending a clear message that the illegal drug use and alcohol abuse are incompatible with employment at Stonecom.

- As a condition of employment, employees must abide by the terms of this policy, and must notify Stonecom in writing of any conviction or a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Testing for Drug or Alcohol Use

If an employee's workplace behavior suggests a problem with drugs or alcohol, he or she may be asked to take a drug/alcohol test.

- A request for drug testing is at the sole discretion of Stonecom, and will follow state and federal laws.
- Testing for drugs or alcohol will be conducted only if the testing is job related and consistent and necessary. As long as they are employed with Stonecom, employees are understood to agree to submit to such limited permissible testing.
- Stonecom uses reliable, medically accepted methods for screening for drug use and alcohol levels, such as urine screens, blood tests, or other procedures.
- Whenever a person is required to submit to a drug or alcohol test, that person's written consent will be obtained before the test. If the employee refuses to consent in writing to a drug or alcohol test, this is considered a violation of policy, and that employee may be terminated.

Driving Company Vehicles

Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

As such, the company endorses all applicable state motor vehicle regulations relating to driver responsibility. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

- Motor Vehicle Records will be obtained on all drivers prior to employment and no less than every six months. A driving record that fails to meet the criteria stated in

this policy, or is considered to be in violation of the intent of this policy, will result in a loss of the privilege of driving a company vehicle.

- Company vehicles are to be driven by authorized employees only, except in case of repair testing by a mechanic.
- Any employee who has a driver's license revoked or suspended shall immediately notify his/her department head by 9 a.m. eastern time the next business day. The employee shall **immediately discontinue operation of the company vehicle**. Failure to do so may result in disciplinary action, including termination of employment.
- All accidents in company vehicles, regardless of severity, must be reported to the police and your department head. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
- Drivers must report all ticket violations received during the operation of a company vehicle within 72 hours to your department head.

Driver Criteria & Administration

Employees must have a valid and current Driver's license to operate a company vehicle. Employees operating a personal vehicle on company business must have a valid and current license and current auto insurance.

Company business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations in a year.
- Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.
- Any combination of accidents and/or moving violations.

Driver Safety Rules

- Driving on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
- Cell phone use while driving should be kept to a minimum. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, drivers should complete calls while the vehicle is parked and/or use the phone in a “hands free” mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
- No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in a company vehicle **must** wear seat belts, even if air bags are available.
- No unauthorized personnel are allowed to ride in company vehicles.
- Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- All State and Local laws must be obeyed.

Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
2. Call for medical aid if necessary.
3. Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
4. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
5. Provide the following information to your department head: **license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.**
6. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.
7. Provide the other party with your name, address, drivers license number, and insurance information.

8. Immediately report the accident to your department head. Provide a copy of the accident report and/or your written description of the accident.
9. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

Accidents in personal vehicles while on company business must follow these same accident procedures. Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation purposes.

Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

Drivers must report all ticket violations received during the operation of a company vehicle, or while driving a personal vehicle on company business.

Company Representation

Because of the nature of our work, Stonecom employees are representing the company when on the job and off the job. While we do not expect arrests and/or incarceration to be anything affecting most employees during their tenure, these guidelines are in effect for all Stonecom employees.

If you are subject to police involvement, you are required to:

- Report the arrest solely to Larry Stone. This information will be kept confidential and will not be shared with anyone without your consent.
- Submit a copy of the police report and/or other documentation within 3 business days.

Non-compliance with the above requirements and/or misrepresentation of the circumstances can serve as grounds for immediate dismissal.

Prohibited Inducements

Employees must never engage in the following conduct, which constitutes or could constitute a conflict of interest:

- Soliciting or accepting any money, service, or other valuable consideration from any person or entity, other than from Stonecom, in connection with the promotion or presentation of an event, which is contemplated, promoted, or sponsored by Stonecom, or in connection with the potential representation of a person by Stonecom.

- Suggesting or offering any money, service, or other valuable consideration to any person or Payola entity in connection with Stonecom's representation, promotion, or sponsorship of an artist, person, an event, a series of events, or a creative work.
- Offering or accepting any money, service, favor, loan, or entertainment from any person, business, or group, which offers the compensation, seeks to influence the conduct of Stonecom's business.
- Engaging in any non-Company business or economic activity that creates a conflict of interest in the consideration, sponsorship, presentation, or representation of any event, performance, artist, or person by Stonecom.
- Engaging in conduct that constitutes Payola or Plugola, both of which are explained below.
- Promoting any activity, artist or group, person, performance, or event in which the employee possesses any personal financial interest, whether this interest is direct, indirect, tangible, or intangible.

Employees may not participate, directly or indirectly, in the practice of Payola and/or Plugola.

Payola means the direct and non-disclosed payment of money or other valuable consideration to influence program selection. Plugola means the indirect benefit flowing to persons responsible for program selection.

Payola

Payola is the undisclosed offer or acceptance of money, goods, or services as an inducement to playing recorded material or presenting other programming or announcements over a broadcast station (e.g., a radio station or television station) where the programming or announcements would not otherwise be presented.

Legal Sanctions

Payola is a criminal offense under Section 507 of the Federal Communications Act and may result in a potentially substantial monetary fine and imprisonment where an employee fails to disclose to a broadcast licensee (e.g., a television or radio station), in advance of the broadcast of program material, the offer, acceptance, or agreement to accept Payola from any person, business, or group other than the licensee in exchange for the broadcast of any material.

Stonecom's Policy

Stonecom follows a broader policy. You may not offer any Payola or other valuable consideration to any person, business or group in an attempt to influence the broadcast any material, without regard to any advance disclosure as allowed under Section 507 of the Communications Act. Here are some examples of violations:

- You know that a radio station announcer prefers to eat at a certain restaurant. You arrange for the announcer to receive a free dinner every time the announcer mentions your company's event.
- During negotiations concerning the booking of an event at a Company venue, a record company representative involved with the artist suggests that a person she knows at a local radio station will play the artist's newest song more frequently while tickets are on sale for the event. As negotiations near completion, the representative suggests that Great Plains Media add a bonus to the artist's contract for the artist's independent "local promotional services."
- The vice president of a local television station sends you courtside tickets to a professional hockey game. The next day, you arrange a personal interview with the local station's sportscaster and a prominent professional athlete who is represented by Stonecom.
- You know that a representative for a radio station group recently bought a new car, and you work with her to place Company programming on her employer's radio stations. After you learn about the representative's new car, you arrange to have a state-of-the art stereo system and new cellular telephone installed in the car at no cost to the representative.

Each example creates an appearance of impropriety. An employee's participation in this type of conduct, the receipt of any benefit, or the attempt to obtain any benefit for Stonecom under these circumstances is prohibited.

Plugola

Plugola means the on-air broadcast promotion or "plugging" of goods, services, or other matter where someone who is responsible for the "plug" has a financial interest in the matter. Plugola involves an indirect financial benefit which a person receives as a result of the presentation of any broadcast matter. Plugola also may refer to the direct and undisclosed receipt of money or other valuable consideration intended to influence program selection.

No Free Plugs for Commercial Ventures

You may not attempt to obtain any mentions or "plugs" unless the "plugs" are paid for in connection with a commercial announcement. Here are examples of violations:

- You arrange for a popular local radio station announcer to appear at a future event sponsored by Stonecom. In addition to any compensation which is offered to the announcer for the appearance, you promise to increase the compensation based on the number of times the announcer "plugs" the event during her or his on-air broadcasts.

- The spouse of the host for a local television entertainment program performs in a music group. This group soon will appear at a local club, and Stonecom sponsors the event. You offer to increase the music group's share of the event's receipts based on the personality's agreement to make free on-air mentions of the event.
- Your neighbor works as the host for a popular weekly community affairs program on a local television station. You agree to provide her with tickets to touring events sponsored by Stonecom at a local venue in exchange for her agreement to devote a weekend broadcast to the upcoming season's performances.

Compensation

Promotions, benefits, increases in salary, and other terms of employment depend on many factors, such as your performance and the current financial environment. Stonecom may also consider work background, experience, years of service, profitability, job-related skills and abilities, and other factors. The needs of Stonecom may change from year to year, and so the factors that determine salary and benefits might also change.

Employee Classifications

Stonecom places employees into one of two classifications, based on position, consistent with the Fair Labor Standards Act and applicable state law.

Exempt Full-time

These employees hold executive, administrative, professional or other exempt positions and are expected to consistently work 35 to 40 hours per week throughout the year (excluding any unpaid periods during a work day) and are not eligible for overtime pay. They are eligible for Company benefits, subject to the terms, conditions, and limitations of each benefit program. Exempt positions are sales, full-time programming, and full-time administrative positions including, but not limited to, receptionist, traffic and billing personnel, accounting and promotions departments.

Non-Exempt Part-time

These employees are not in a seasonal or temporary status and are expected to work no more than 29 hours per week consistently throughout the year (excluding unpaid periods during a work day). They are not eligible for paid leave, paid holidays, paid sick leave, benefits, and other opportunities that may be available to regular full-time employees. A part time employee may not miss more than one day per quarter without approval from the business manager.

Pay Schedule

Stonecom employees will be paid semi-monthly. Pay dates will be on the 15th and the last day of each month. If the 15th or the last day of the month falls on a weekend or a holiday, you will be paid on the preceding Friday.

During each pay period exempt/salaried employees will receive 1/24th of your annual salary. This means you will receive 24 paychecks during a calendar year. Employees receive direct deposit.

For hourly employees, your weekly time card will note the days covered. Check the date due at the top of the time cards and make sure your time card is in to your department head on that date. Be sure the card is totaled and signed. Do not misdate your hours worked or complete someone else's time record. Your failure to comply with this policy will subject you to discipline, including termination.

The sales staff will be paid commissions for the previous month's sales, less any deductions for non-payment (chargebacks) by clients, based on the annual sales compensation agreement. These commissions are also split into two checks.

Programming staff will be paid talent fees at the end of each pay period. Please submit the appropriate form on the same deadline schedule as time sheets.

Commissions

Each year, the marketing team will receive a compensation plan during January that outlines the commission structure for the next 12 months. This plan can be changed at any time by the general manager.

Commissions are paid quarterly. Should a marketing team member resign after the second month of the quarter (AND) he/she has offered two weeks notice, (AND) he/she will leave the company in good standing, he/she would be eligible to receive full commission for that quarterly sales, based solely on the discretion of the general manager.

No commission will be paid for a resignation before the 60th day of the quarter. No commission will be paid for a marketing team member who is terminated.

Work Hours and Overtime

The company work week is the standard five days – Monday thru Friday. The standard workday is eight hours per day – 8:30 a.m. until 5:00 p.m. Hourly employees have 30 minutes for lunch and two 15 minutes breaks during the day.

Our business often involves challenging and demanding work that requires your flexibility. You may be asked to carry out vital assignments with little notice or guidance or to assist with a project or assignment in an unexpected area. Scheduled hours vary, depending on the requirements of your job and Stonecom's business needs. Schedules also vary from one person to another depending on the needs of the station.

From time to time, non-exempt employees may be asked to work overtime by their supervisor. Overtime is not approved unless it is FIRST authorized by your supervisor.

Hours paid but not physically worked (such as holidays, vacation and sick leave) do not count toward the calculation of overtime.

Wage Garnishments

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the company.

Although the company does not wish to become involved in an employee's private matters, we are compelled by law to administer the courts orders. Employees are encouraged to resolve these matters privately to avoid the company's involvement.

Benefits

Stonecom full-time employees are eligible for our benefits program. This program includes insurance, vacation, sick and personal days.

Eligibility for the Stonecom insurance benefits begins on the first day of the month following 30 days of employment.

Insurance

We offer Blue Cross Blue Shield medical, dental, vision and life insurance. At the beginning of each year, Stonecom will set a company percentage – the percentage of

your employee-only medical coverage that will be paid by the company. The employee is responsible for the remaining percentage which will be handled via payroll deduction.

Stonecom also pays 100 percent of your life insurance plan, valued at \$25,000.

Dental and vision insurance are available at the employee's cost.

Vacation

The company believes that all members of the team need a break from the 24/7 pace of the broadcast world. We strongly encourage all employees to take their earned time off.

Each team member receives ten days of vacation. Senior team members receive 15 days. Vacation days will be paid based on an 8-hour work day. A week of vacation is defined as five (5) business days. Vacation time is not considered to be hours worked for computing overtime.

No vacation will be considered earned or available for use during an employee's first one hundred twenty (120) days of employment. At the end of 120 days, a full week of vacation becomes available. If an employee is hired after September 1 of any year, they will not be eligible for vacation for that calendar year.

Carryover

Vacation leave must be taken by the end of each year and cannot be carried over into the next calendar year. The only exception to the no carryover rule is when an unexpectedly heavy workload or scheduling conflicts prevents the taking of vacation time during the final 60 days of a calendar year. Your Department Head may allow you to carryover unused days into January of the following year. After January, unused vacation days will be lost.

Scheduling

It is the responsibility of each department head to work with his/her team to schedule appropriate time off while being cognizant of company and team goals. The vacation preferences of each employee will be given due consideration. However, the scheduling of vacations must be coordinated with Stonecom's business needs, the vacations or absences of other employees, and other relevant factors.

A time off request form must be submitted at least three (3) weeks prior to the requested vacation days to your department head.

Due to staffing, Stonecom will not be able to approve for more than one employee per department to off at the same time. If a conflict occurs in the vacation dates requested by employees within a department, requests will be based on seniority.

No more than one week (five days) can be used consecutively and no more than one week of vacation can be used in a given month.

Vacation Accrual

Vacation time will be accrued each pay period. Vacation days can be used before they are earned. However, if an employee terminates either voluntarily or involuntarily before used vacation days were earned, the employee will be charged for the unearned vacation day(s).

Employees receiving 10 vacation days a year will accrue 3.34 hours per pay period.

Unused days are a simple payment of salary per day and are not considered continued employment with the company. Thus, an employee's employment with the company ends on the day of termination and does not extend through unpaid vacation.

Holidays

Stonecom observes these holidays for regular full-time employees each year:

New Years Day	Labor Day	Thanksgiving Friday
Memorial Day	Thanksgiving Day	Christmas Day
Independence Day		

These days are subject to change based on the way the holidays fall on the calendar. The company will provide a calendar of holidays and payroll dates each December.

Stonecom will make reasonable efforts to accommodate the needs of employees who celebrate holidays other than those listed above. We will attempt to do so through work scheduling and allocation (e.g., by scheduling an employee who does not observe Christmas to work on Christmas in exchange for a paid holiday on another day). Consult your department head or the business manager for additional information.

Radio is a 24/7 business often with major events surrounding or falling on holidays. Often times it will be necessary for station employees to work a full day on a holiday. Should this be required:

- Advance notice will be given.
- Full time employees shall receive a substitute day for the holiday. This substitute day must be used in a sixty (60) day window (30 days prior to the holiday through 30 days after). Employees shall schedule this substitute day with their Department Head subject to (a) seniority and (b) other staffing issues.
- Unused substitute days cannot be carried over to the next calendar year nor will they be paid at termination of employment.

- Part time employees shall be paid time and a half for working on a holiday. They will not receive a substitute day.

Holidays are the actual day of the year and do not carry over to weekends. Employees may be required to work the Saturday before Memorial Day, for example, with no substitute day nor time and half pay required.

Station personnel who agree to work a paid remote broadcast on a station holiday will not be compensated with substitute days and/or time and half pay. Holiday pay is calculated at straight time hours and is not calculated in overtime.

Sick Days

The purpose of sick leave is to give employees time to recover from illness or injury. If you are sick - by all means - stay home. This ensures a healthy environment for our entire team. However, paid sick days are not to be used as an additional vacation day.

All team members receive four (4) paid sick days. All team members are eligible for an additional four (4) days based on department head approval. This is based on respect for company time, need for days, proper procedures in securing days. Past history will be considered.

The additional four days would be unpaid except in rare circumstances approved by the general manager. These include major illnesses, surgeries or medical emergencies. The general manager will make the final decision on these requests.

Sick days do not carryover.

It is the duty of the employee to fill out a time off request form when he/she returns to work and give the form to their department head.

Sick days become available to a new hire at the conclusion of one hundred twenty (120) days of regular full-time employment with Stonecom. Thus, an employee hired on or after September 1, will not receive sick days in that calendar year.

If an employee's one hundred twenty-day waiting period extends past January 1, the three days become available at the expiration of the waiting period.

If an employee who has not reached one hundred twenty (120) days of employment needs to use a sick day, it will be an unpaid day.

If any employee misses more than their allotted number of sick days, that time will also be unpaid.

Personal Days

Stonecom understands that team members occasionally need time to take care of issues in your personal life. In order to encourage team members to plan for these events – and group them together as much as possible – we offer personal days.

All team members receive eight (8) hours personal time annually for doctors appointments, meetings with teachers, plays and performances, etc. The personal time can be taken in any increment, minimum one hour.

Personal time must be scheduled five days in advance.

Due to the 24-7 nature of our work environment and the difficulty in allowing some department time flexibility, we cannot allow the adjusting of schedules to allow for appointments, leaving early, etc. We will reward great performance with additional time when available.

Just as with sick days, personal days cannot be used as a vacation day. Any violation of this rule can lead to immediate termination.

Reasons for requesting personal time include: medical appointment, spouse or child medical appointment, school function or appointment, legal proceeding, on-going medical rehabilitation or treatment, or funeral of non-immediate family member. A team member may direct any other possible uses of a personal day directly to the general manager for ruling. No other uses of personal time are allowed.

New employees receive personal days after one hundred twenty (120) days of regular full-time employment with Stonecom. If an employee who has not reached one hundred twenty (120) days of employment requests personal time off, it will be unpaid time off.

In addition, sick or personal days cannot be used to lengthen the maximum period of time allowed for leave of any sort unless prior approval is granted by your supervisor. The general manager can, at his sole discretion, eliminate or reduce an employee's personal days should that employee violate the above policy.

Carryover

Unused, accumulated sick or personal days will not be paid during employment or at the end of employment. Sick and personal leave is not an accrued benefit. Sick or personal leave hours do not count toward the calculation of overtime.

Comp Time

There is no accrual of “make up time” or “compensatory hours” allowed within the company.

It is the responsibility of the department head to build schedules that account for the working past normal business hours for sports events, news coverage, etc.

Bereavement

In the unfortunate case of the loss of a family member, Stonecom will stand by you in your grieving process.

In the case of the death of a spouse or child, Stonecom will provide up to six weeks of paid bereavement leave. For the death of a parent or sibling, Stonecom will provide up to one week of bereavement leave.

An employee may not extend bereavement leave with use of vacation, sick or personal days.

It is important that you communicate with your department head as soon as possible so that a smooth transition can be made and the needs of our clients and team members are addressed.

If the employee feels the need to extend his/her leave past the appropriate number of days, an unpaid leave may be possible. However, the employee may be asked to terminate his/her employment and go through the rehire process at the time he/she feels it appropriate.

Maternity/Paternity

Stonecom will provide six weeks paid maternity leave for eligible women and one-week paternity leave for eligible men. A woman’s leave may be extended up to two weeks, however, this leave will be unpaid.

An employee may not extend maternity/paternity leave with use of vacation, sick or personal days.

If the employee feels the need to extend his/her leave past the appropriate number of days, an unpaid leave may be possible. However, the employee may be asked to terminate his/her employment and go through the rehire process at the time he/she feels it appropriate.

Employees planning to use maternity/paternity leave are asked to set a target leave date with his/her department head sixty days prior to leave.

Other Leaves

We know there may come a time when you need to take a leave of absence. We offer five types of leave to eligible employees:

1. Medical Leave
2. Military Leave
3. Personal Leave
4. Jury Duty Leave
5. Workers' Compensation

You should make a request in writing at least twenty (20) days before the requested absence, except in emergency or unforeseeable situations. Be sure to notify your supervisor and get his or her approval. Otherwise, if you have an unauthorized absence, you may be disciplined, and could lose your job.

While on an unpaid leave of absence, employees will not earn any additional fringe benefits such as vacation or paid "sick" days; and they are ineligible for pay on holidays that fall during leave. If an employee is receiving disability insurance payments, the employee is considered to be on an unpaid leave of absence for purposes of this policy.

Vacation leave cannot be used to increase the maximum length of time allowed for leave of any sort unless prior approval is granted by the general manager. However, an employee may take paid vacation days during Medical Leave. Employees may choose to use any unused vacation days at the start of a leave.

Employees who do not return to work on the first regular working day following the end of the approved leave of absence will be subject to termination. The only exception is if the employee requests an extension in writing, and obtains approval from his or her supervisor before the end of the original leave.

In no event will any type of leave last longer than 12 months, and all employees will be automatically terminated from Stonecom after 12 months of leave, unless otherwise provided by state law. Some types of leave must be shorter, as noted in this guide. Minimum length of time for a Leave Of Absence is three days.

Stonecom will attempt to place employees returning from a leave of absence in the same job he or she held at the beginning of the leave, or in a job comparable to that which the employee held before the leave however, except as required by law, Stonecom makes no guarantee to any particular job or reinstatement. If a position is

offered to an employee returning from a leave of absence, and the employee does not accept the offer, he or she will be considered as a voluntarily termination with Stonecom.

Unless otherwise required by law, after an employee has taken the maximum amount of leave allowed under the applicable leave policy, Stonecom will not allow the employee to use benefits, such as paid sick days or vacation, for the purpose of extending the maximum period of leave.

Medical Coverage Continuation

Stonecom will continue the employee's medical coverage under the same conditions as if the employee were working. Employees must make arrangements before starting the leave to make their usual premium payments while on leave, or in the case of a medical emergency, as soon as possible thereafter. Unless it is a medical emergency, coverage will be dropped after 30 days if the employee does not make the premium payments.

If the employee elects not to return to the job, then the employee must reimburse Stonecom for any portion of premiums paid by Stonecom to maintain coverage during the leave.

Medical Leave

Employees may be eligible for medical leave. Any available sick or vacation pay may be taken while you are on medical leave.

- Such unpaid leaves of absence may be granted by your supervisor.
- In no event will such leave last longer than 12 months.
- Job reinstatement at the end of the leave is not guaranteed, and is usually limited to the available positions for which the employee is qualified.

Military Leave

Stonecom recognizes and supports the military leave right of any employee who is a member of the National Guard of any state, or of the organized Reserve units of any branch of the Armed Forces. We request that such employees give as much notice of required military leave as possible.

Upon return from military leave, the employee will be restored to work in accordance with their state or federal laws.

Personal Leave

Stonecom recognizes that its employees may occasionally need time off for urgent personal reasons. However, personal leave will be granted sparingly.

- The general manager may grant such unpaid leaves of absence.
- In no event will such leave last longer than 1 month.

- Job reinstatement at the end of the leave is not guaranteed, and is usually limited to the available positions for which the employee is qualified.
- During your leave, you **MUST** continue to pay your portion of benefit premiums. If you fail to pay your premiums the coverage will cease and you must wait until the next annual enrollment period to re-enroll.

Jury Duty

If you receive a jury summons, you should notify your supervisor immediately. Employees required to serve jury duty will be excused from work with no loss of seniority or job status. Regular full-time employees are eligible for paid jury duty at their regular rate of pay for a maximum of two (2) weeks.

- If you complete your jury duty (or are excused) before the end of your scheduled hours of work for the day, you must immediately notify the supervisor to find out if you need to come to work.
- All employees who take jury duty leave must provide evidence of attendance at jury duty to their manager or Human Resources representative.
- State law requirements may supersede or supplement these provisions.
- Jury duty pay will not be counted as time worked in the calculation of overtime.

Workers Compensation Leave

Employees are given workers' compensation leave according to state law requirements.

- If you are injured on the job you must notify your supervisor immediately.
- Employees on worker's compensation leave will ordinarily return to their former job when the leave is 6 months or less.
- If the leave is between 6 and 12 months, reinstatement is usually limited to any local position available for which the employee is qualified.
- Any state law or other legal requirements always take precedence.

Stonecom Policies

Professionalism and excellence are the hallmarks of our company. It is important that every Stonecom team member understand the policies which allow us to meet these goals every day.

Please make sure that you understand these basic company policies.

Advertising Policy

Stonecom endeavors to provide a positive advertising and marketing tool for businesses in the Upper Cumberland. We encourage the development of a marketing relationship between our sales and marketing team – and our advertisers.

We do not discriminate in the placement of advertising on the basis of race or ethnicity.

As radio stations serving all family members in the Upper Cumberland, we will not accept advertising that includes:

- Unreasonable or unsubstantiated medical claims.
- Overt or inappropriate sexual matter.
- Blatant attacks on other businesses or the employees of businesses.

The general manager may also choose to limit the time periods in which certain advertisers may air. Further, we reserve the right to amend this policy at any time.

Alarm

It is the responsibility of every employee in every department to secure the building upon exit. Please check the parking lot to see if there are any cars....you can also page through the building. If no one else is here, it is your duty to set the alarm and turn off all lights.

The last programming person in the building (on-air, news, sports) is also responsible for making sure the studio monitors are turned up to 11 in each studio.

Please make sure to pull the door tight upon exit.

Answering Phones

A ringing phone is everyone's responsibility. If you observe any phones ringing, please answer them promptly:

Good morning/afternoon, Stonecom, home of (106-9 Kicks Country) (Lite Rock 95 Point 9) (News Talk 94 Point 1) (Rock 93-7), this is _____.

On-air teammates should watch studio lines closely and keep those phones answered as well. This is one reason that personalities should remain in the studio during their shifts.

If you will be out of the studio for a period of time, please alert the front desk so that your phones may be answered there.

Assigned Work Hours

Your department head will assign your hours based on your job responsibilities. It is your responsibility to work your assigned hours. Please be cognizant that lingering in the building at the end of your work hours may cause others to be slow in completing their tasks.

Stonecom is responsible for your presence in the building after hours, at night or on weekends. For your own security and the security of the building and its contents, you should not be in the building when you are not on assignment.

Attendance and Punctuality

Why is this so important? We are all members of a team, and no team does its best unless everyone is ready to work on time. This means you should always show up on time and be ready to work at your job as assigned. This allows others to devote their full attention to their own duties.

- If you have to be late or absent, make sure to **call** your department head (sales manager, operations manager, promotions director, etc) within one hour of your start time.
- Do not call another member of the staff or the front desk.
- A phone call must be made by the employee unless he/she is unable to do so.
- Leave a message if you do not immediately reach the department head.
- Texts or emails are not sufficient.
- A doctor's note is not a valid excuse or permission to be absent from work. Your department head is the only person capable of excusing you from work. Please follow the above procedure by calling your department head if you feel you have an appropriate reason to be absent from work.

If you are required or allowed to work away from your regular workplace, you may be asked to account for your time and whereabouts.

Employees who aren't at work, or who are always late will be disciplined including and up to termination. Tardiness **WILL NOT** be tolerated.

Bathroom Etiquette

As our facility is shared with each other and with members of the community, it is everyone's responsibility to ensure the bathroom facilities are immaculate at all times.

The front restroom nearest to the lobby is for visitors only. The multi-user facilities in the conference wing may be used, but it is critical they are kept very clean.

In the event your usage leaves "a mark" it is your responsibility to utilize the toilet brushes located in the cabinet of each room. In the unfortunate event that a guest has left his/her mark, please contact your department head for cleaning supply access.

Breaks

Everyone is entitled to a restroom break, a drink of water or coffee, or a step outside. Please do not abuse breaks by taking more than three or extending them into talk breaks that last 15-20 minutes.

Building Décor

Desks, tables, chairs and other items in and around offices and the lobby are set up as desired by the Management Team. If you see a reason to move something in the building, please get prior authorization from your department head. Please respect the thoughts and wishes of your management team.

Children

Stonecom welcomes short visits by your children to our facility. However, because our technical facility includes high-voltage equipment, children must be under constant supervision.

Further, while we understand that parents may occasionally face challenges with childcare, the business environment is not suitable for children. Please refrain from bringing children to the building for extended visits. If you face an issue with child care, please communicate with your department head so you together can consider options.

Cleanliness

Cleanliness shows a respect for your work environment and your team. Further, ours is a public facility with frequent guests.

It is your responsibility to keep your work area clean and organized. Please keep clutter to a minimum. Schedule regular clean-up sessions to organize your files and work area.

Also, please refrain from making permanent changes to your work area, such as hanging pictures or artwork without consulting with the general manager. Please try to avoid permanent holes or residue on the walls.

Dispose of food and lunch remnants in the trash in breakroom. Please do not dispose of these materials in your personal trash can.

Our building is cleaned twice weekly. If you see any issues with the cleanliness, please alert Kelley Lockmiller ASAP. We want our facility to look its best for all visitors.

Copyright

At times, you may wish to make and distribute copies of copyrighted material to co-workers. Doing so on a limited, occasional basis may be considered “fair use.” You should not routinely photocopy copyrighted material for use at Stonecom. This may constitute copyright infringement and is against Stonecom policy. You can avoid this type of infringement by doing one of the following:

- Circulate the actual publication in which the copyrighted material appears.
- Circulate copies of the table of contents of the publication in which the copyrighted material appears.
- Purchase more subscriptions to the publication.
- Contact the publisher about purchasing a license to make multiple copies.
- It is illegal to use copyrighted songs in commercials. To use a song you must pay both the artist and the publisher of that song. You may only use the production library that Stonecom is paying for.

Since 2013, companies have also begun to crack down on the use of copyrighted or owned images on websites or Facebook posts. Please consult with the Interactive Director on online images.

Downloads

The company makes an investment in computers and software. Please do not download any software, screensavers or other materials to your computer. Should you need a piece of software to do your job, please consult with the General Manager.

Dress Code

What we wear to work is a reflection of the pride we have in the company. To favorably impress our customers, members of the public and industry representatives, it is important for all employees to present a business-like appearance. In case there are questions, here are some guidelines:

- Dress shirts or polos should be tucked in at all times.
- Garments should be clean and wrinkle-free.
- Clothing may not constitute a safety hazard.
- All employees should practice common sense rules of neatness, good taste, and comfort.
- No tank tops, halter tops, tube tops, mid-riffs, strapless, revealing or see through garments, tee shirts, or sweatshirts.
- No shorts, jogging suits, stretch pants/spandex, thongs, tennis shoes, flip flops and similar apparel are permitted unless a management-designated casual or theme day is organized.
- No jeans. Casual dress pants are acceptable.
- Provocative and/or revealing clothing or clothing that is too tight or too short is prohibited.
- Piercings not located in the ear must be removed or covered with clothing while working.
- Visible tattoos must be small in nature and not construed as offensive or illegal. Individuals may be asked to cover tattoos at management discretion. Any questions regarding the interpretation of this requirement shall be decided in favor of conservative standards. Tattoos on the neck and face are prohibited or must be able to be covered

Acceptable Business Attire includes, but is not limited to; slacks, khakis, capris, golf shirts, and shirts with a finished neckline, skirts, dresses, or sweaters.

This dress code is for all employees regardless of their department as customers are constantly present in our building.

When at public appearances (remotes, events, client calls), employees should wear company shirts, khakis, shoes and socks. No shorts unless approved by a department head. Shirts should be tucked in. Hats are permissible only if they are station or non logoed hats.

Kitchen

Stonecom provides a kitchen area for usage by our team members. It is everyone's responsibility to keep this area cleaned:

- Please dispose of food, bags, and remnants in the trash can beside the refrigerator
- Please wipe the kitchen table and sink after usage.
- Do not leave dishes in the sink. Wash them and put them in the dishwasher.
- The refrigerator is to only be used for short-term storage. Please dispose of food, drinks in a timely fashion.
- Only use or eat items from the fridge or kitchen that you have brought in yourself. Some things (ex: small water bottles) are for guests. General rule: if you don't know if it's yours or you should take it, don't.
- Use of cabinets for staple items is encouraged. However, please label your items and dispose of them.

It is your responsibility to empty the dishwasher if you walk in the kitchen and find it with clean dishes.

Lobby

The lobby is the public's top representation of our company. It is the duty of everyone on the team to make sure the lobby remains clean at all times.

All scheduled guests should be recognized on the company welcome board. Please provide their first and last name to the front desk at the close of business prior to their arrival.

The front desk should be manned at all times. An occasional walk to the copier is fine, but for security reasons it is important this access point remains manned when the doors are open. Should the front desk person need assistance, please call your backup or a department head.

Further, the lobby should not be used as a congregation area. Please take care not to congregate around the front desk. Please take responsibility for this area – and anyone who stops by. If the receptionist is unavailable, please try to help.

Media Contacts

Unless your work for Stonecom specifically authorizes you to speak to the media on behalf of Stonecom, you may never respond to an inquiry or request or a comment or statement from a member of the media (e.g., a news reporter, television or radio

reporter, entertainment reporter, or columnist). Relay all such requests to the director of promotions or the general manager.

Obscenity

All employees are prohibited from using offensive language during working hours. On-air personalities are to follow FCC rules and regulations concerning obscenity laws. If the company should incur a fine from the FCC, any person or persons violating FCC rules and regulations regarding obscenity laws while on the air will be held responsible and reprimanded. This could lead to termination and liability for all FCC fines.

On Air Studios

There are to be no interruptions to the on-air personalities when they are on the air – except for emergencies. Emergencies are not an advertiser needing a spot changed, the lunch order, or the latest news from the streets.

When the personalities are on the air, they are on the air. Please hold questions, copy requests, comments, promotional questions and phone calls until they are off the air.

On-air personalities should not be roaming the building, chatting with jocks in other studios, talking or texting on cell phones during their shift. Focus on delivering great content. TVs should remain on news or weather channels. No visitors are allowed in the studios unless it is part of a show and approved by the department head.

Parking

All employees are expected to park on the side of the building near the employee entrance.

Personal Computer Usage

While it may be necessary to check personal email, personal Facebook and other personal computer programs during the business day, it is Stonecom policy that these usages be EXTREMELY limited – to just a few minutes each day.

Personal Property

You should not bring onto Company property, or leave behind, personal property with any tangible value. Stonecom assumes no liability or responsibility for your personal property, including personal injury, damage, theft, or other loss.

Personal Relationships

Romantic or sexual relationships between a supervisor and an employee who reports to him or her are strongly discouraged. Such relationships between non-supervisory employees are not encouraged.

- Stonecom does not want to interfere unnecessarily with your activities away from the workplace. However, these kinds of relationships can jeopardize the supervisor's effectiveness, be seen as unfair by other employees, and generally complicate working relationships.
- Should an intimate relationship negatively impact job performance or business, Stonecom may require a resignation, termination, or other appropriate action.
- If employees find themselves involved in a romantic relationship, they should consider notifying the General Manager early in the relationship to avoid conflicts later. This information will be kept confidential.

Personal Views

Stonecom respects your right to your personal views and opinions. However, it is important that you respect your role in a very public company that has been entrusted with the public airways.

When posting comments to your personal Facebook and Twitter or any other form of social media, please consider that community members, advertisers, listeners, and management may see comments.

You are representing Stonecom at all times – EVEN on your personal social media account.

Controversial comments or unacceptable comments will reflect poorly on the company and will be addressed. Think before you press ENTER.

Phone Usage

Personal use of the telephone should be limited to emergencies and unusual circumstances. These necessary calls should be brief. For in-coming personal calls, messages will be taken and employees may return those calls during a break or during lunch unless the caller states it is an emergency. **Personal long-distance calls are prohibited.**

While an occasional personal call or text is permissible, texts and social media notifications are a distraction. They should be minimized during working hours. Stopping to look at a text and going back to work leads to poor performance.

Excessive personal cell phone usage, including texting, during working hours will result in disciplinary action including up to termination.

Promotional Materials

Stonecom invests in promotional materials and items to encourage listenership. Employees are reminded that these materials are not for internal use. These items are to be given to listeners not used on desks or in studios.

Recording of Conversations

Don't use any kind of recording device to record anyone's conversation. By respecting each other's communications, we create an environment of open communication. This also protects trade secrets and other confidential information. The only exception is when all individuals give advance written consent to the recording. Employees who violate this policy may be discharged from their jobs.

For on-air team members, please follow the FCC rules for recording telephone conversations:

Before recording a telephone conversation for broadcast, or broadcasting such a conversation simultaneously with its occurrence, a licensee shall inform any party to the call of the licensee's intention to broadcast the conversation, except where such party is aware, or may be presumed to be aware from the circumstances of the conversation that it is being or likely will be a broadcast. Such awareness is presumed to exist only when the other party to the call is associated with the station (such as an employee), or where the other party originates the call and it is obvious that it is in connection with a program in which the station customarily broadcasts telephone conversations.

Retaliation

Stonecom does not tolerate any retaliatory action against any individual for good-faith reporting of ethics violations, illegal conduct, sexual or other forms of harassment, discrimination, inappropriate workplace behavior or other serious issues. Allegations of retaliation will be appropriately investigated. If substantiated, appropriate disciplinary action will be taken, up to and including termination. Diligent enforcement of non-retaliation measures is vital to the success of the reporting process because employees must feel they can report problems without fear of reprisals.

Recycling

Stonecom recycles paper, cans, and plastic. Please dispose of these materials in the bins located in the break room of the building.

Social Media Posting

You are welcome to copy/share promotional posts for your show, special event, etc. to your personal social media from our company social media. Any other promotion of station programming should be approved by the Vice President of Programming prior to posting. This is to ensure proper messaging of company assets.

Solicitation and Distribution

Working time, unlike meal periods and rest periods, is for work. Employees or people who do not work for the company or are not approved vendors are not allowed to solicit other employees during their own working time or the working time of the employees they wish to solicit.

Distribution of pamphlets, literature, or any other material by non-employees on Company premises is prohibited. In addition, employees are not allowed to distribute this kind of material in working areas at any time. Employees may not distribute materials during their working time or that of other employees.

You may not post information on Stonecom property or send via Stonecom email that does not relate directly to Stonecom business.

Posting or displaying of any leaflets, notices, literature, decals, stickers or similar material on Company property, including Company vehicles, bulletin boards, or work premises is prohibited.

If you wish to share a school- or church-related fundraiser with the team such as cookie-dough or flowers, please check with your department head first.

Technical Issues

If you notice or experience issues with any company equipment, computers or computer software, please notify the engineer, general manager or any department head immediately so these issues can be resolved.

Please do not ignore issues and let them fester into major problems – or respond with an “oh well, it does not work.” We are committed to all equipment working at maximum performance at all times.

If we go off the air for any reason, the engineer and general manager should be contacted immediately.

Tobacco Usage

The use of any tobacco or vape product is prohibited on the Stonecom Campus. This includes the building and all property connected.

Trades

Employees may not under any circumstances negotiate trade/barter deals for merchandise for personal gain. Trades/barter agreements for the company will be negotiated by a member of management.

Vehicles And Mileage

The company provides multiple vehicles for use in covering special events, news and sports. The check-out form is located in the kitchen underneath the Stonecom mirror. Please make sure you check out the vehicle and note the information on the appropriate clipboard.

If a vehicle is not available, please note your personal vehicle mileage and turn in monthly via a Mileage Report. The only exception: If you wish to take such mileage on your personal tax returns.

Also, all vehicles should be returned completely clean of any items inside. This includes wrappers, bags, equipment, cups, etc. Please lock the doors of the vehicles. You will be held responsible for the manner in which vehicles are returned.

Website

The company maintains an internal website where forms, sales materials, and updated information are available.

Please set this website as your home page to assist you in keeping up to date as to our events and policies.

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STONECOM

NEWS TALK
94.1
1600 AM

ROCK
93.7

Lite **ROCK**
95.9

93-3
THE DAWG

106.9
KICKS
COUNTRY

Livingston's Own
WLIV
920 101.9

SPORTS
RADIO 104.7

HWY 111
COUNTRY
96.9