



EMPLOYEE HANDBOOK

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ABOUT THIS HANDBOOK

This Employee Handbook is designed to give a brief description of the Wheat Marketing Center's (WMC's) current corporate and personnel policies, rules, and benefits for employees.

It is not intended as a complete statement of WMC's policies and benefits, or an employee's responsibility to WMC. It is also not intended as an independent or supplemental contract of employment, nor a guarantee to any person to continue his or her employment for any specified length of time.

This Handbook was simply prepared for informational purposes. WMC reserves the right to make changes, additions, or deletions at its sole discretion without prior notice. WMC may make exceptions as it deems appropriate for individual situations.

This Handbook supersedes all prior policies, statements, summaries, or understandings on the subjects covered. No representative of WMC other than the Executive Director (in consultation with the Human Resources Committee) has any authority to enter into any arrangement modifying or supplementing the provisions of this handbook, and such arrangement will be in writing and signed by the Executive Director.

Unless specifically stated otherwise, the employment policies described in this Handbook apply to all WMC employees. Employee benefits sections apply to eligible full-time employees.

Anytime employees have questions or concerns about benefits or workplace issues, they are encouraged to talk with their supervisor or the Executive Director.

After reviewing the Handbook, employees are asked to sign the form acknowledging its receipt. This will provide WMC a record that employees have received the Handbook and are aware of the policies contained in it.

WHEAT MARKETING CENTER HISTORY

The idea for a wheat industry center began with discussions among several wheat industry groups in the Pacific Northwest. The focus of those early discussions was the benefit of co-location of multiple wheat entities in a common site. This idea, in a variety of forms, was discussed periodically throughout the early and mid-1980's.

Precedent had been set for a wheat industry center in Portland during several periods in the city's history. At different times, wheat industry members had co-located in various sites, including the Board of Trade building in the 1940's and 1950's, and the Market Building in the 1970's. The concentrations of these industry members changed, based on changes in the commercial real estate market, as companies moved out from the "centers" due to rent changes and lease negotiations, etc.

Additional demand for a wheat industry center was created by the success of the wheat product specialist program sponsored by Idaho, Oregon, and Washington. This program, which provided technical assistance to foreign users of U.S. wheat as a way to enhance foreign markets, had no permanent “home base” laboratory facility or support staff. This restricted the program’s ability to respond to customers’ needs. Thus, the laboratory element was added to the wheat industry center concept.

Based on the need for a laboratory directed at wheat food products, and the appeal of synergy among co-located wheat industry groups, a working committee consisting of the Oregon Wheat Commission, the Port of Portland, the Oregon Department of Agriculture, and U.S. Wheat Associates applied for a facility grant from the U.S. Department of Agriculture (USDA), under the sponsorship of U.S. Senator Mark O. Hatfield of Oregon. USDA granted \$300,000 for a feasibility study to examine the need for such a facility, its appropriate elements and programs, and wheat industry’s response to the concept.

In August 1988, a planning seminar was held that included wheat industry participants from all over the United States, and some international representatives as well. The purpose of the seminar was to clearly define the purpose, programs, and support of a “Wheat Marketing Center.” The results of the seminar were:

- The creation of such a facility was desirable.
- Its programs should include:
 - A wheat foods product laboratory to focus on areas not being covered by other institutions;
 - Marketing assistance efforts through synergy of co-location of wheat industry groups, coordinated use of marketing resources, and provision of facilities and services; and
 - The creation of an information center that would serve as a vehicle to “tell the wheat industry story” to industry participants and the general public.

Concurrently with the development of the planning seminar, various sites for a Wheat Marketing Center were reviewed and evaluated. Based on a rigorous review and rating process, the Albers Mill Building owned by H. Naito Properties was chosen as the preferred location. The site combined the unique aspects of a historic flour mill, a location on the working harbor, and a view of two export grain terminals.

In 1988, additional grants from USDA totaling \$6.3 million enabled the formation of Wheat Marketing Center, Inc. (WMC), a private, nonprofit corporation. WMC, together with H. Naito Properties, formed the Albers Mill Partnership. Using a combination of existing physical assets, federal grant funds and bank financing, the Partnership renovated the historic Albers Mill Building into a space for offices and laboratories for a variety of wheat industry and agricultural industry, and unrelated tenants. Within that portion of the Mill leased by WMC, a modern product laboratory, conference center, display information center, and administrative offices were constructed and equipped.

Today, the Wheat Marketing Center has established its reputation as a focal point for training, research, information, and technical expertise for wheat and related products. Its programs grow and evolve, and new challenges are faced every day.

MISSION STATEMENT

The Wheat Marketing Center is dedicated to improving the well-being of present and future generations of U. S. wheat farmers and worldwide consumers by conducting wheat utilization research projects and delivering dynamic educational programs in partnership with other international technical and educational organizations. To meet the needs of the wheat industry, Wheat Marketing Center:

- Conducts objective research on all wheat classes.
- Serves as an information and research bridge between wheat customers and wheat producers.
- Partners with farmers, wheat breeders, wheat processors, U. S. Wheat Associates, the grain trade, and Federal Grain Inspection Service.
- Strives for continuous impact through dynamic response to market fluctuations.

BUSINESS PRINCIPLES

In the course of implementing its mission statement, WMC intends to:

- Function in accordance with advancing and changing social needs.
- Operate in an environment of self-discipline and sound management.
- Establish a process of continuous quality improvement in everything we do.
- Encourage flexibility in all aspects of our operations to maximize our competitive effectiveness.
- Provide an environment that creates mutual trust and respect, stimulates development and enables full utilization of individual capability.
- Encourage and reward both individual incentives and team contributions.
- Comply with all applicable laws and regulations.

Confidentiality

Employees may have access to and become knowledgeable about sensitive information that is confidential, private or proprietary and which is very valuable to WMC and/or its stakeholders and customers. All employees are responsible for protecting the confidentiality of such information. Use or disclosure of sensitive information should be for WMC purpose only and not for personal benefit or for the benefit of competing interests.

To preserve confidentiality, the disclosure of such information should be limited to those who have a need to know. Responsibility to keep this information confidential continues after an employee discontinues employment with WMC. Sensitive business information requiring protection includes, but is not limited to, customer lists, test results, materials developed for in-

house use, and proprietary formulas used in product development.

WMC employees must also maintain the confidential relationship between the WMC and each of its customers. Confidential information such as customer identity, product introductions, formulas, financial information, or competitive market information should not be discussed outside the normal and necessary course of business.

Information contained in employees' personnel files is confidential and shall be monitored by the Executive Director and his/her designees. Information shall only be released for legitimate reasons and only to persons with proper authority, or to the extent required by law.

All employees are asked to sign the Wheat Marketing Center / WMC Lab Services Inc. Confidentiality Agreement, a copy of which is retained in their employee file.

Conflict of Interest

WMC employees should conduct themselves in such a manner, relative to outside employment or personal business activities, that a conflict of interest never develops with their primary responsibility as a WMC employee. It is expected that employees will not engage in outside employment or other activities that would divert their skills or energies or would otherwise interfere with or compromise their effectiveness as a WMC employee. Employees should not work for, assist or advise other parties competing with WMC. In addition, employees should not accept payments or substantial gifts from parties doing business with or seeking to do business with WMC. Responsibility for preventing conflicts of interest rest solely with the employee.

Since it is difficult to draft specific rules that will cover every situation or note all occasions that may give rise to a divided loyalty, employees with questions as to the applicability or interpretation of this section should consult with the Executive Director.

As part of the orientation process, employees are asked to sign the Wheat Marketing Center / WMC Lab Services Conflict of Interest Certification, a copy of which is retained in their employee file.

EMPLOYMENT POLICIES / WORK ENVIRONMENT

This section highlights WMC's current policies and procedures, provides information about benefits and discusses employee privileges and responsibilities.

The policies discussed in this guide have been developed to inform day-to-day activities as they may affect the WMC, employees, suppliers, and the outside public. However, this guide cannot anticipate every situation that may arise in the workplace and is not intended to be a substitute for good judgment. Any questions or concerns about a workplace issue may be raised with an employee's supervisor or the Executive Director.

Employment At Will

It is important to understand that employment with WMC is "at will" unless such right is expressly limited by law and/or a written and properly executed contract. This means that employment is for an unspecified period of time regardless of length of prior service, and that there is no promise or agreement that an employee will be employed for a definite, specific or continuing period of time.

Any employee is free to leave at any time, for any reason or no reason, and without any advance notice, although advance notice is requested and appreciated. Similarly, WMC reserves the same right to terminate its employment relationship with any employee, at any time, with or without notice, for any reason or for no reason. Promises or guarantees of employment on any other basis are not binding on WMC unless the promise is in writing and signed by the Executive Director or the Board of Directors.

Equal Employment Opportunity

It is the continuing policy of WMC to afford equal employment opportunity to all employees and applicants. All personnel actions (including, but not limited to, recruiting, hiring, training, promotion, compensation and other terms and conditions of employment) will be performed without regard to race, color, religion, national origin, sex, age, veteran status, disability, marital status, sexual orientation, genetic information, or any other status protected under federal, state or local law; unless it is a bona fide occupational qualification reasonably necessary to the normal operation of WMC business. Illegal discrimination or harassment on the basis of race, color, religion, national origin, sex, age, veteran status, disability or handicap, or marital status is against WMC policy as discussed in detail in the policy against harassment herein.

The Managing Director has specific responsibility for this policy. Any complaints regarding equal employment opportunity issues may be brought to the attention of the Executive Director or to the Board of Directors' Human Resources Committee.

Policy on Cultural Diversity, Equity and Inclusion

Wheat Marketing Center is committed to fostering, cultivating, and preserving a culture that embraces diversity, equity, and inclusion.

As a research and education company, our greatest asset is our people. The collective sum of the unique life experiences, knowledge, inventiveness, innovation, self-expression, capabilities and talent our employees bring and invest in their work is a core component of our culture, innovation, and ultimately our success as a company.

We embrace and celebrate our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique individuals.

WMC's commitment to diversity and inclusion is a lens through which we hold ourselves accountable in our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; employee supervision; and the ongoing development of a work environment that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity of our community as a whole.

All employees of WMC have a responsibility to always treat others with dignity and respect, including vendors and clients, the general public, and each other. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are encouraged to attend diversity awareness training to enhance their knowledge and skills to fulfill this responsibility. Any employee found to have exhibited any inappropriate conduct or behavior against others will be addressed, coached, and may be subject to disciplinary action in accordance with existing WMC practices and the WMC Employee Handbook.

This policy will be reviewed regularly to ensure that WMC continues to honor our commitment to diversity, equity, and inclusion, now and into the future.

Oregon Disability Law

Oregon law prohibits discrimination against qualified individuals with disabilities. A person is deemed qualified if that person can perform the essential functions of the job with or without reasonable accommodation. Essential job duties are defined as those which are fundamental to the job being performed.

Oregon law may require that WMC provide reasonable accommodation to a qualified individual with a disability. A reasonable accommodation could include making the workplace accessible, modifying or acquiring equipment, modifying work schedules, restructuring a job, and job reassignment. Generally, it is the employee's responsibility to request any reasonable accommodation. Should you require accommodations or have questions about this, discuss them with your supervisor or contact the Executive Director.

Policy Against Illegal Discrimination and Harassment

WMC is committed to maintaining a workplace where employees can work in a setting free from all forms of illegal discrimination, including harassment, on the basis of any protected status. WMC

prohibits workplace discrimination and harassment on the basis of race, age, religion, color, sex, religion, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. WMC further prohibits retaliation against employees for making complaints of illegal discrimination and harassment, or for cooperating in an investigation or legal proceeding regarding such complaints.

Discrimination is unequal or different treatment of an individual in an adverse personnel action on the basis of protected status. Discrimination includes acts of unlawful harassment. Retaliation is taking action that would deter a reasonable employee from making a report of discrimination or harassment or otherwise engaging in protected activity.

Prohibited harassment, because of any of the above bases, includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Some examples include:

- a) Verbal conduct such as epithets, threats, derogatory jokes or comments, unwanted sexual advances, requests or invitations for sexual favors, and sexual comments;
- b) Visual conduct such as derogatory and/or sexually oriented and offensive posters, Internet sites, cartoons, drawings, or gestures;
- c) Physical conduct such as assault, unwanted touching or kissing, blocking normal movement, or interfering with work because of race, sex, or any other protected basis;
- d) Threats or demands to submit to sexual requests as a condition of employment or employment benefits or to avoid some loss of employment or employment benefits;
- e) Retaliation for reporting or threatening to report harassment.

This is not intended to be an exhaustive list of prohibited harassment.

All forms of harassment are prohibited. It is WMC's policy to emphasize that sexual harassment is specifically prohibited. Conduct is considered to be sexual harassment if:

- a) Submission to the conduct is in any way deemed to be a term or condition of employment;
- b) Submission to or rejection of the conduct is used as a basis for employment-related decisions; and/or,
- c) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at WMC. Cell phone use, including text messages and other similar electronic communications, can be included in harassing behavior.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No manager/supervisor shall threaten or insinuate, either explicitly or implicitly, that

an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.), is prohibited.

This policy covers conduct in the workplace, at social functions sponsored by the organization, and at business travel.

Reporting Incidents of Harassment or Discrimination

Any employee who believes that they have been subjected to any form of harassment or unlawful discrimination, have witnessed harassment or unlawful discrimination, or suspect any violation of our harassment/discrimination policy, must immediately report the matter to the Executive Director. If the report is about the conduct of the Executive Director, the employee must report the matter to the Chairperson of the Board of Directors. WMC will not tolerate retaliation against any employee for making a complaint or for cooperating in the investigation of a complaint.

All complaints of discrimination and harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment of another employee or to have retaliated against an employee for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

Employee Health and Safety

Workplace Safety

The company takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. Employees should use all safety and protective equipment provided to them and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor or Executive Director immediately.

In response to the COVID-19 pandemic, WMC staff developed and agreed to a new set of safety protocols, including wearing masks and increasing hand washing and sanitation practices. All employees and visitors are expected to follow these protocols, which are attached as an addendum to the handbook.

Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the company. Any questions regarding safety and safe practices should be directed to Executive Director.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information about on the job injuries, refer to the worker's compensation section of this handbook. As noted in the drug/alcohol testing policy, if you are involved in a job-related accident resulting in property damage or physical injury requiring off-site medical attention, you will be required to submit to testing to determine the presence of any involvement with alcohol or drugs.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Visitors should be escorted at all times. Report any suspicious activity to a supervisor immediately.

Emergency Procedures

In the event of an emergency, dial 911 immediately. If a fire alarm or other emergency alert system is triggered, proceed quickly and calmly to the nearest exit and gather at the designated location in the parking lot. Once the building has been evacuated, only a supervisor may authorize employees to reenter.

Open Door

The purpose of the Open Door policy is to implement WMC's philosophy that employees should be encouraged to raise their work-related concerns informally with their supervisor. WMC will attempt to keep all such expressions of concern, the investigation, and the terms of any resolution confidential, recognizing, however, that in the course of investigating and/or resolving the concerns, some dissemination of information to others may be appropriate.

Employees are encouraged to raise work-related problems with their supervisor promptly after the concern has arisen. However, if an employee believes that their supervisor is part of the problem and feels uncomfortable talking with him or her, the employee may discuss their concern with the Executive Director. Supervisors must report concerns relayed by an employee to the Executive Director immediately, but in no event later than 24 hours after receiving a concern or complaint from an employee.

All employees are encouraged to pursue discussion of work-related concerns until the matter is fully resolved. It may not always be possible to achieve the result preferred by the employee, but if not, WMC will attempt in each case to explain why. WMC believes that employee concerns are best addressed through informal and open communication. No employee will be disciplined or otherwise penalized for raising a good faith concern.

Nursing Mothers Accommodation

Consistent with state and/or federal law, WMC will provide employees unpaid rest time and a private area to express breast milk.

Policy on Drug and Alcohol Use

It is important that all employees report to work fit to perform their duties safely and effectively. To ensure a safe and efficient workplace, WMC has a strict policy regarding drug and alcohol use. While on WMC's premises and while conducting business-related activities off WMC's premises:

- Employees may not use, possess, transfer, distribute, purchase, sell, attempt to sell, or be under the influence of illegal drugs or unauthorized substances. Employees are also prohibited from possessing drug paraphernalia while working, including breaks and lunch, on the property, or while using a vehicle on WMC business.
- Employees may not work while under the influence of drugs, although the legal use of prescribed drugs is permitted on the job if it does not impair or limit the ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees should notify their supervisor immediately of any impairments or limitations experienced due to taking prescribed medications.
- Except in connection with an event at WMC, employees may not use, possess, transfer, distribute, purchase, sell, attempt to sell, or be under the influence of alcohol and are prohibited from possessing alcohol containers while working, taking breaks or lunch, being on WMC's property or while using a vehicle for WMC business. There may be circumstances where employees are authorized or directed by WMC to possess and/or transport alcohol or alcohol containers for the purposes of preparing for an event at WMC. Authorized transport under these circumstances does not violate this policy.
- Employees may not work under the influence of alcohol unless you are participating in a WMC event where alcohol is served. At an event, employees may consume small amounts of alcohol, but only to the extent that it will not impair their ability to perform the essential functions of their job effectively and in a safe manner that does not endanger other individuals in the workplace. WMC reserves the discretion to determine whether an employee has failed to meet this requirement.

For purposes of this policy, "under the influence" is defined as having any detectable amount in an individual's system or any noticeable or perceptible impairment of the employee's mental or physical faculties. "Illegal drug" includes any drug or other substance, other than a legal prescription or nonprescription medication that: (1) may affect an employee's ability to work safely and effectively; (2) is defined as a "controlled substance" under the Drug-Free Workplace Act of 1988; or (3) is otherwise prohibited or restricted by state or federal law. Illegal drugs include but are not limited to: Narcotics, hallucinogens, stimulants, sedatives, marijuana and prescription drugs that are not medically authorized or that are used inconsistently with the prescription. Marijuana is illegal under federal law and therefore included as an illegal drug under this policy.

Drug and Alcohol Testing

In order to implement WMC's drug and alcohol policy, WMC employees may be subject to pre-employment, reasonable suspicion, and post-accident drug testing. Reasonable suspicion testing will be conducted based on specific describable observations concerning such circumstances as the work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior, or speech of the employee.

If an employee is involved in a job-related accident resulting in property damage or physical injury requiring off-site medical attention, he/she will be required to submit to testing to determine the presence of any involvement with alcohol or drugs.

If an employee refuses to be tested, fails to submit to testing when required, attempts to subvert the testing process in any way, or has a confirmed positive test, the employee will be subject to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

EMPLOYEE PERFORMANCE /COMPENSATION

Standards of Conduct

WMC standards of conduct have been designed to promote pleasant and productive working conditions for the mutual benefit of all. In general, employees are expected to behave in a professional and businesslike manner while on WMC premises and other times when representing WMC. Other people are to be treated with respect and courtesy, and personal feelings should not interfere with the performance of work assignments.

Prohibited actions under this standard while at work or on WMC time include, but are not limited to:

- Falsification of WMC records or reports, including attendance records providing false information for employment records
- Abuse or misuse of WMC property
- Insubordination
- Unexcused or excessive unprotected absences
- Excessive or chronic unprotected lateness
- Violation of WMC Equal Employment Opportunity Policy, WMC Policy Against Illegal Discrimination and Harassment or other WMC compliance programs
- Possession of a weapon on WMC property or while on WMC business
- Stealing
- Fighting
- Commission of a crime
- Unlawful manufacture, distribution, dispensing or sale of a controlled substance or illegal

drugs

- Use, possession, distribution, dispensing or sale of controlled substances, intoxicants, or illegal drugs on WMC time or premises
- Deliberate/reckless damage to the property of others
- Violation of any other WMC rule, standard, or policy

Violation of WMC standards of conduct will be grounds for disciplinary action up to and including discharge. The above list of prohibited actions is illustrative and not all-inclusive. As noted in the "Employment At Will" section of this Handbook, WMC employs at-will. That means employees may choose to leave the WMC at any time and that employees may be terminated at any time, for any reason.

Suspected Misconduct, Dishonesty, Fraud, and Whistle-Blower Protection

If any person knows of or has a suspicion about misconduct, dishonesty or fraud, the Executive Director should be informed immediately. If the alleged wrongdoing concerns the Executive Director, then the Technical Director or Operations Manager should be notified instead.

If the Executive Director, Technical Director, or Operations Manager receives information about misconduct, dishonesty or fraud, they shall inform the Board of Directors, which shall determine the procedure for investigating all credible allegations.

There will be no punishment or other retaliation for the reporting of conduct under this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

Employment Classifications

At the time of hire, all employees will be identified as regular full-time or part-time, temporary or On-Call. In addition, they will be further classified as exempt or non-exempt according to federal and state wage and hour laws.

- **Regular, Full-time** employees are regularly scheduled to work at least 40 hours per week. Regular, full-time employees are eligible to participate in all benefits.
- **Regular, Part-time** employees are regularly scheduled to work less than 40 hours per week. Regular, part-time employees are generally not eligible for benefits, except as required by state and federal laws.
- **Temporary Employees or On-Call Employees** are hired for a specific period of time to serve a special function or need. Temporary employees are not eligible for benefits, unless required by state and federal laws.
- **Researchers or Interns** includes WMC's Visiting Scholars, who are hosted under the provisions of the Department of State's J-1 Exchange Visitor Program. Visiting Scholars are paid a set stipend per month; they do not qualify for employee benefits unless required by state and federal laws.

Employees classified as **exempt** are not eligible for overtime compensation as outlined by the provisions of the Fair Labor Standards Act (FLSA) and state wage and hour law. These employees generally include executives, managers, directors, professional staff, technical staff, and outside sales representatives.

Employees classified as **non-exempt** are entitled to overtime compensation for hours worked in excess of forty hours in the workweek defined for them. Please refer to the Overtime topic under the Time and Attendance/Related Pay Policies for specific guidance on non-exempt employees.

An employee's status as exempt or non-exempt is determined by management and may be changed only upon written notification from management.

Compensation

The objective of WMC compensation program is to ensure that the WMC remains in a competitive position with other companies in our business in recruiting and retaining talented employees.

Salary reviews are made on an annual basis, generally at the time of your annual performance review. Salary adjustments may be awarded at that time, based on your performance review.

Benefits

Wheat Marketing Center provides its employees with excellent benefits. The exact composition of benefit packages may change over time, and may include some or all of the following elements:

- Health Insurance
- Dental Insurance
- Short- and Long-Term Disability Insurance
- Life Insurance
- Retirement Plan

Please refer to the summary of current benefits information for more details.

Workers' Compensation

Workers' compensation insurance provides coverage to employees who receive job related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every workplace illness or injury to a supervisor, regardless of how minor it appears. The company will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, and description of the illness or injury, and the names of any witnesses.

Training and Education

Wheat Marketing Center values its employees as its most critical resource. As a result, WMC willingly supports legitimate training and education programs for its employees and reviews opportunities annually. The Executive Director is responsible for approving the expenditure of WMC funds on employee education and training activities. All applications for such activities should be made to the Executive Director, including:

- Course/program cost and description
- Time away from work (if any)
- Any necessary travel, including time, dates, and cost
- A statement of expected benefit to WMC and the employee

The employee must present certification of successful completion of any training activity to the Executive Director before being reimbursed for the expense of that training.

Position Descriptions

Position descriptions for the full time and part time positions are reviewed and updated on a regular basis with employee and supervisor input. These reviews facilitate both performance evaluations and strategic planning for future personnel/skill needs.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal and regular basis. Formal performance evaluations are conducted to provide employees and their supervisors the opportunity to discuss job tasks, identify and correct areas for improvement, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluations are generally conducted after six months of employment and thereafter annually. However, formal written evaluations can be performed at any time as requested by either the supervisor or the employee.

During a review, a supervisor may discuss past performance as evaluated against the requirements of expected performance by the position. Written goals and objectives for the upcoming period may be jointly agreed on by the employee and supervisor and may be the basis for appraising future performance. The supervisor may also discuss areas of improvement or skills development the employee needs to work on. A performance appraisal does not guarantee that there will be any adjustment in an employee's salary.

Employee Personnel Records

WMC keeps personnel records on each employee. These files are confidential in nature and are managed by the Executive Director. They will not be removed from the premises unless there is a legitimate business reason to do so. Access to the information contained in these files is restricted to the Executive Director and designated administrative personnel. Employees should notify the Office Administrator of any changes to their name, address, phone number, marital

status, number and names of dependents, choice of beneficiaries for WMC benefits, and name of person to be contacted in case of emergency. Changes in marital status and number of dependents may affect deductions for taxes and benefit coverage.

TIME AND ATTENDANCE / RELATED PAY POLICIES

Work Schedules

Generally, WMC offices are open from 7:30 a.m. to 4:00 p.m. Monday through Friday. Changes to the schedule may be made as necessary. Supervisors will advise their team members of any schedule changes, including any overtime needs.

The normal workweek is 40 hours and is based on regularly scheduled workdays. Unless otherwise stipulated, the normal workweek is five, 8-hour days, scheduled Monday through Friday. The workweek for computing overtime is 12:00am Sunday through 11:59pm Saturday.

Each employee is required to take up to a 10-minute paid rest period during the first 4 hours of their work shift and another during the second 4 hours of their work shift. The rest period must be taken in the approximate middle of each half of the shift. Rest periods must be taken and may not be "added to" meal periods or used at the beginning or end of a workday to reduce the number of hours worked.

Meal periods of not less than 30 continuous minutes (unpaid) are provided to employees who work 6 or more hours. The employee must be relieved of all work duties during the meal period. Employees who must remain at their workstations during this period due to unforeseen business needs will be paid for time worked. If the meal period is less than 30 minutes at the direction of your manager, you will be paid for the entire meal period. An employee must notify his or her manager if the employee is unable to take a rest or meal period.

Overtime

All non-exempt employees will be paid for their regularly scheduled hours on a straight time hourly earnings basis.

Overtime pay will be paid to non-exempt employees at the rate of 1.5 times the regular rate for every hour actually worked over 40 in the workweek. If an employee misses time during the workweek (for sick/vacation time, e.g.) and then works on the weekend, the employee will be paid at the regular rate of pay until time worked in the workweek exceeds 40 hours. Overtime must be approved in advance by a supervisor.

Exempt employees do not receive overtime pay and are paid on a pre-determined salaried basis.

Timekeeping

Federal and state laws require WMC to keep an accurate record of the time that non-exempt employees work in order to calculate pay and benefits. Time worked is defined as the time you actually spend on the job performing assigned duties.

All non-exempt employees are responsible for reviewing and signing off on their time record to certify the accuracy of time recorded. Supervisors will review and approve the time record before submitting it for payroll processing.

Paydays

All employees are paid on the 15th and the last day of the month, or the last preceding workday if those dates fall on a weekend or an official holiday. Each paycheck will include earnings for all work performed through the end of that pay period. Employees will be provided online access to an itemized statement of wages, for each pay period.

Employees may have their pay deposited directly into their bank account by submitting a completed direct deposit authorization form to WMC. Employees are encouraged to sign up for direct deposit for convenience and security.

Deductions

Garnishments, child support payments and other federal, state or court-ordered obligations will be deducted from paychecks as required by law.

Attendance

Unless specifically stated otherwise in your job description, attendance is an essential function of all jobs at WMC. To maintain a safe and productive work environment, WMC expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on WMC. If an employee cannot avoid being late to work or is unable to work as scheduled, the employee should notify their supervisor in advance, if possible, of the anticipated tardiness or absences. It is also important that the employee tracks and records any time away from work using the forms provided.

Poor attendance and excessive tardiness may lead to disciplinary action, up to and including termination of employment.

Working from Home

The COVID-19 pandemic resulted in employees working from home for varying lengths of time. It is recognized that most of WMC's work is lab-based and difficult to perform outside of the facility. Employees without a specific requirement to be in the office may request permission from their supervisor to work from home for specific days or time periods. Those approved times should be entered in the company calendar.

PAID TIME OFF

Vacation

Wheat Marketing Center provides, as a benefit, paid vacations for its full-time employees. Part-time, temporary (including researchers and interns), and on-call employees are not entitled to vacation. Requests for time off must be submitted in advance to a supervisor, who may approve or deny the request based on company resources. The company is flexible in approving time off when doing so would not interfere with company operations.

<u>Years of Employment</u>	<u>Annual Accrual</u>	<u>Maximum Accrual</u>
0-4 years	10 days (6.67 hrs/mo)	15 days (120 hours)
5-9 years	15 days (10 hrs/mo)	20 days (160 hours)
10-19 years	20 days (13.33 hrs/mo)	25 days (200 hours)
20 + years	25 days (16.67/hrs/mo)	30 days (240 hours)

Vacation begins to accrue on the date of employment but may not be taken until 6 months service has been completed. Vacation may be taken at any time during the year, provided that the employee has their supervisor's approval. All employees are encouraged to make use of their vacation annually. Employees may only carry over the maximum accrual time from one calendar year to the next. When a regular WMC holiday occurs during an employee's vacation, it will not be counted as a vacation day. Vacation days are paid at regular salary level. Once a full-time WMC employee has completed 6 months of employment, he or she will be paid for his or her accrued but unused vacation balance upon separation.

Holidays

Employees are eligible for the following paid holidays each year:

New Year's Day	Labor Day
President's Day	Veterans' Day
Memorial Day	Thanksgiving Day + Friday following
Independence Day	Christmas Day

Holiday pay will be included in the payroll for the pay period in which the holiday occurs. A paid holiday will be compensated at normal pay rates. A paid holiday on which the employee performs no work does not count as "hours worked" for purpose of determining entitlement to overtime pay.

All non-full-time employees, including part time employees and Interns, will observe holidays without pay.

Personal Leave

On the anniversary date of employment, regular full-time employees will receive two days of paid personal leave to be used during the course of the year for personal business. Personal leave is not cumulative and cannot be carried into another year or “cashed out” at termination.

Sick Leave

All employees are entitled to paid sick leave benefits. Full time employees will accumulate paid sick leave at the rate of four hours for each pay period of full-time work. Sick leave accrual will be prorated for part-time employees at a rate of one hour for every 30 hours worked. Sick leave accrual will begin as soon as employment begins and accrued sick leave can be used the first of the month following the month of hire. Sick leave does not accrue during any leave of absence.

Paid sick time may be used by employees when they are unable to perform their job duties because of:

- Need for an employee’s own or a family members’ preventative medical care or medical diagnosis, care, or treatment of mental or physical illness, injury, or health condition.
- Domestic violence, harassment, sexual assault or stalking as defined by Oregon law.
- In the event of a public health emergency as defined by Oregon law, including:
 - When WMC or an employee's child's school (or place of care), closes for a public health emergency.
 - When an employee or an employee's family member is determined to be a risk to the health of others and requires assistance.
 - When state law requires an employer to exclude an employee from work for health reasons.

For purpose of this sick leave policy, “family member” is defined as the employee’s spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, stepparent, parent-in-law, a parent of an employee’s same gender- domestic partner, an employee’s grandparent or grandchild, or a person with whom the employee is or was in a relationship of *in loco parentis*.

If the need for sick leave is foreseeable, the employee must provide reasonable advance notification before taking sick leave. If the need for sick leave is unforeseeable, the employee shall provide notice of the need for leave as soon as practicable. WMC reserves the right to require an employee to provide written verification or certification of the need for leave from a health care provider for absences which last more than 3 consecutive scheduled workdays.

Employees may carry over up to 40 hours of unused sick leave from year to year. A “year” starts on January 1. If, at the end of a year you have more than 40 hours of unused sick time, the amount exceeding 40 hours will be forfeited. Leave of 40 hours or less will be transferred into a sick leave bank.

Employees may begin to use paid sick leave accrued in a new calendar year after leave from their sick leave bank has been exhausted.

Employees are not paid for accrued sick leave upon separation.

OTHER LEAVE

Unpaid Leave

An employee who needs to take leave because of a serious illness or death in the immediate family but has no accrued vacation, personal leave, or sick leave may arrange with his or her supervisor to take a short-term unpaid leave. All accrued benefit time must be taken before any unpaid leave will be granted.

Parental Leave

Employees may take up to a total of twelve (12) unpaid weeks of parental leave for the birth or adoption of a child. Employees may take up to 40 hours of accrued vacation, personal leave, and sick leave during parental leave.

To request parental leave, an employee must submit a request in writing to his or her manager at least two months prior to the commencement of the planned leave. Failure to return from a parental leave upon its expiration date may be considered a resignation.

Bereavement Leave

Employees suffering the loss of a close family member, as defined under Sick Leave Policy, may use accrued sick, vacation or personal leave as needed to attend the funeral and take care of arrangements. After one week, employee should communicate with supervisor and Executive Director regarding plans. Additional time may be granted at Executive Director's discretion.

Jury Duty

WMC recognizes employees' responsibility to serve jury duty and provides paid time off to fulfill this obligation. For each workday served on jury duty, the employee will be paid the difference between base pay and the amount of jury duty pay. The employee may be paid regular wages by signing over to the WMC any court remuneration received. Based on seasonal and departmental needs, there may be circumstances when WMC requests that an employee be relieved from jury duty.

Employees are responsible for notifying their supervisor immediately upon receipt of a summons or subpoena so that arrangements can be made for coverage during their absence. Employees serving on jury duty must keep their supervisor informed of their status and of any changes in the projected return to work date.

Military Leave

1. Extended Tours – Employees who are ordered to or volunteer for extended military training or active duty in the Armed Forces of the United States, the U.S. Coast Guard, the U.S. Public Health Service, or the National Guard component, may take a leave of absence for the length of the service. Military leaves for extended tours are without pay. An employee who does not request reinstatement according to the procedures and time limits specified by applicable law will be considered a voluntary quit.
2. Military reservists – Employees who are ordered to or volunteer to take part in weekend, weekly, or monthly training may take an unpaid leave of absence for the length of the training and should try to schedule days off to accommodate their training schedule. An employee who does not immediately report for work after being released from such duty (excluding normal travel time) will be considered a voluntary quit.

Domestic Violence Leave

An employee who is a victim of domestic violence, harassment, sexual assault, or stalking, or is a parent or guardian of a minor child or dependent, who is a victim, may be entitled to take unpaid protected leave from work to obtain services or treatment.

Eligibility

All employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling, to relocate or to take other reasonable steps to ensure their health and well-being or that of their child or legal dependent.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization.

Request Procedure

An employee accessing this leave provision needs to request time off from his/her manager or supervisor with as much advance notice as possible to aid in scheduling. WMC understands, however, that instances of violence are usually not predictable, and these requests may be made with little forewarning. Any information shared in this regard will be treated as confidentially as possible.

Safety Measures

Reasonable safety accommodations in accordance with applicable law are available to an employee who is a victim of domestic violence, harassment, sexual assault, or stalking, unless the accommodation would cause WMC undue hardship. Reasonable safety accommodations may include but are not limited to transfer, reassignment, a modified schedule, and unpaid leave.

Pay While on Leave

Domestic violence leave is unpaid; however eligible employees who take this type of leave may use any accrued paid time available to them.

Status of Benefits

Benefits are not affected by domestic violence leave.

Leave for Victims of Crime

An employee who has been the victim of a crime, or whose immediate family member has been the victim of a violent crime, may be entitled to a leave of absence to attend criminal proceedings under the terms of this policy and applicable law.

Eligibility

All employees who have worked an average of 25 hours or more per week for at least 180 days immediately before taking leave are eligible.

Benefit

This leave is granted for employees who need time off to attend criminal proceedings related to a crime in which the employee or a member of the employee's immediate family was a victim of a crime.

This leave is unpaid. However, an employee may use any accrued paid leave to pay for all or a part of their absence. There is no fixed time period for this leave. Length of the employee's absence is only limited if it creates an "undue hardship," causing significant difficulty or expense for WMC.

Request Procedure

WMC will require the employee to give reasonable notice of the need for leave, unless doing so is not feasible. An employee accessing this leave provision needs to request time off from his/her manager or supervisor as much in advance as possible to aid in scheduling. WMC may require certification of the need for leave. This documentation could include police reports, court records, etc. All information will be kept confidential.

OFFICE REGULATIONS

Travel, Entertainment and Related Expenses

WMC employees are often required to travel as part of their professional duties. Prior to booking a trip, the employee shall obtain permission to travel from his/her supervisor and the Executive Director. Travel by the Executive Director will be approved by a Board member. Travel requests should include estimated trip-related expenses. Once approved, the travel dates and destination should be noted in the company calendar.

WMC employees and authorized Board members travelling on approved WMC business will be reimbursed by WMC for all reasonable expenses. Travelers should fill out an approved WMC expense form and attach original receipts. False or knowingly inaccurate expense reports are a serious matter and will be grounds for disciplinary action up to and including termination for WMC employees.

Meals and Entertainment

- Meals are reimbursed at actual cost. Tips and gratuities should not exceed standard practice.
- Expenses for entertainment of eligible industry members may be claimed; names and affiliation must accompany the claim.

Lodging

- Lodging associated with a meeting in which the person is a participant is covered at the designated hotel. One night before and after the meeting are eligible for reimbursement if the person cannot reasonably arrive or return on the day of the meeting.
- Reimbursement for the cost of hotel accommodations shall be supported by an original receipt issued by the hotel. Printed copies of emailed receipts are also acceptable.

Transportation

- Airfares to and from the meeting are reimbursed at coach fares for domestic travel, and for travel to Canada and Mexico unless coach fares are not available. International travel may be reimbursed at business class, if approved by the Executive Director. All reasonable efforts must be made to obtain the lowest cost fare.
- Mileage to and from the airport (or meeting) will be reimbursed at the IRS rates per mile.
- Rented autos may be used when necessary or expedient and is encouraged when doing so is less expensive than other modes of transportation.

General Guidelines

- Necessary parking, taxi and other miscellaneous expenses shall be reimbursed. Examples of miscellaneous expenses include but are not limited to: ridesharing fees, internet connection charges, airline baggage fees, laundry or valet charges for trips longer than one week, and trip insurance.

- If the person chooses to arrive early or stay beyond the time necessary for attendance at a meeting where the person is a participant, meals and lodging for the additional time will not be reimbursed.
- Travel for family members is not reimbursable (with the exception listed below). Expenses for family members traveling shall be paid directly and not placed on the WMC credit card.
- When customary business practice or social convention warrant an employee or Director to have his or her spouse join a business meal event, actual expenses for the spouse's meal may be charged to the company credit card and/or reimbursed.
- For foreign travel, the currency exchange rate should be noted for all foreign travel on expense claims and converted to U.S. dollars. Fees for currency conversion will be reimbursed with receipts.

Reimbursement

- Travel and expense reimbursement requests shall be submitted on the appropriate forms and accompanied by the necessary documentation.
- Original receipts for expenses over \$20 such as parking, cab fare and lodging costs shall be attached. Photocopies of receipts are not acceptable except when the receipt is a copy of a personal credit card transaction. Printed copies of emailed receipts are acceptable.
- When it is not feasible to obtain a receipt, the claimant should note the reason on the voucher. The Executive Director will initial this expense.
- Staff expense reports shall be approved by the Executive Director prior to payment.
- Executive Director's expense reports shall be reviewed and signed by a Director.
- Travel advances may be provided upon approval by the Executive Director and will be deducted from the reimbursed amount.
- Employee and director expense vouchers must be submitted within 60 days of incurring the expense.

Definition of "Authorized Board Members"

The Chairman of the Board of Directors holds a blanket travel authorization for travel on WMC business, subject to Board review. The Board or Executive Committee will discuss and approve travel, and the resulting expenses, for any other Board member on WMC business.

Credit Cards, Purchasing and Petty Cash

Credit Card Use

WMC credit cards are issued to designated employees for travel and to purchase of supplies and other approved items. The employee is responsible for furnishing all receipts related to their monthly credit card statement. WMC, at the discretion of the Executive Director, may require employees to pay for charges for which receipts are not provided in a timely manner.

Purchasing

No employee, officer or agent of WMC will participate in the selection, award or administration of a contract in which that person has a conflict of interest.

No employee, officer or agent of WMC shall either solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements.

Violation of the above may result in loss of employment and/or legal action for recovery of funds at the discretion of the Board of Directors.

All purchases of materials, equipment, or contract services shall be conducted in a manner to provide, to the maximum extent practical, open, and free competition.

- a) Contracts with ongoing providers should be reviewed annually with a view to cost and results.
- b) To the maximum extent possible purchases of equipment or service contracts under \$3,000 should be subject to solicitation of at least three telephone bids, in excess of \$3,000 shall be subjected to solicitation of a minimum of three written offers. Sole source of purchasing shall be justified and subjected to review at by at least one unaffected party.

Contracts will be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the contract.

Employees shall comply with all state and federal laws including the Foreign Corrupt Practices Act.

Petty Cash

WMC maintains a petty cash fund in order to facilitate purchase of small amounts of office supplies, pay for "postage due" parcels, etc. Use of the petty cash fund needs to be approved by the Executive Director or the Office Administrator. Misuse of petty cash funds is a serious matter and will be grounds for disciplinary action up to and including termination.

Electronic Communications Policy

WMC provides electronic communication systems to maintain superior communications both within the organization and with outside clients and vendors. This policy provides directions for employee access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

WMC's electronic communication systems include computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only. Due to business reasons including systems capabilities and bandwidth limitations, use of WMC systems for other than work-related purposes are limited to minor personal use. Any employee whose utilization adversely impacts work-related activities and/or WMC systems is subject to disciplinary action and may be restricted from any non-work-related use.

The use of these systems is not private or confidential. Within the bounds of applicable laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. E-mail and voicemail messages, as well as all other forms of electronic communication, sent through these systems remain the property of the organization.

As an employee, you must not permit any proprietary or confidential information of WMC to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive copyrighted materials, trade secrets, proprietary information, or similar materials from outside the organization without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. Employees are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

Employees should check with their supervisor regarding the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use of WMC's computer systems or electronic communication systems or violation of this policy can result in corrective action, up to and including termination.

Computer Hardware

- a) Computer hardware may be used only for WMC business and should not be used for personal or other business, unless specifically permitted by this policy.
- b) Computers and other hardware (including printers) may not be connected to WMC's computer network or any component of the network without the approval and assistance of the computer consultant.
- c) Employees may not access another user's computer files or use another's computer without permission.
- d) Employees may not remove any computer equipment from WMC premises without proper authorization.
- e) Employees must not leave portable computer equipment in an unsecured location. A user may be held responsible for theft of WMC equipment if the user does not take reasonable security measures.
- f) No modifications may be made to computer equipment without WMC approval.

Computer Software

- a) Computer software may be used only for WMC business and should not be used for personal or other business, unless specifically permitted by this policy.
- b) Employees must obtain prior approval before installing any software on WMC equipment, modifying computer software, downloading files from bulletin boards or the Internet, or running any software. These prohibitions apply to adding screensavers, computer games, and/or shareware.
- c) Employees may not play computer games during business or work hours.

Electronic Mail System

You are reminded to be courteous and always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on organization letterhead.

You should know that even when a message is erased through e-mail it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy, and not retrieve or read electronic messages unintended for them unless authorized to do so. The use of passwords for security does not guarantee confidentiality. All passwords related to a WMC account can be overridden or reset by WMC's computer consultant.

Use of Internet

Although WMC recognizes that the Internet may have useful applications to our business, you must limit personal Internet use in a manner that doesn't adversely impact work performance or WMC systems.

Social Media and Networking

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, and Instagram are growing in usage and can be accessed by individuals not only from computer systems, but also from Smart Phones. These tools can be used to market WMC products and share information. Employees may use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit individual's access to these potential sources of information and communication tools. It is the intent, however, of this policy to provide guidelines and point out expectations and liabilities inherent in such use. When any employee is using organization provided computers or cell phones, or when representing or reflecting the organization with social networking activity, employees are expected to represent the organization in a professional and positive light. Our commitment is to build an organization that can use social networking to its advantage while minimizing the downside. We want all employees to be free of all forms of harassment and/or unprofessional behavior. Employees need to abide by all applicable laws (including copyright) and ethical considerations.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, or harassing. Defamatory statements are prohibited, and individuals are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to corrective action, up to and including termination.

Telephone Usage

WMC realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be held to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination. Personal mobile devices should be used during lunch or breaks. This includes both personal phone calls and sending and receiving text messages.

Personal Device Use Policy

Using personal devices for work is voluntary, but it is critical to protect the security and integrity of Wheat Marketing Center's proprietary data, contacts, financial resources, and technology infrastructure while respecting the privacy and personal property of staff.

Outside and unprotected devices can compromise, infiltrate, and pose a direct and indirect threat to the security of data, documents, and other confidential & proprietary information. This policy is an addendum of the confidentiality agreement signed by each staff. Limited exceptions to the policy may occur due to variations in devices and platforms.

WMC employees, contractors, and volunteers agree to the terms and conditions set forth in this policy as a condition of connecting their devices to the company network.

Security

Cyber-attacks, hacking and other threats are increasing. Employees who work remotely, either from home or while traveling, may be more vulnerable to data breaches. WMC has a proactive approach to protecting the integrity of our communications and data systems.

Personal devices connected to any of the WMC systems increase the vulnerability and threat. WMC has implemented the following protocols to increase security and safety.

- Devices should be password protected using the features of the device; a strong password should be utilized when appropriate to access the company network.
 - WMC encourages the creation of strong passwords on personal devices connected to the WMC network.
 - WMC recommends changing passwords at least every 90 days.
 - WMC discourages using the same password for multiple purposes and/or re-using previous passwords.
- Cell phones, tablets, laptops, and desktop computers belonging to you may be directly connected to the WMC network with prior approval from your immediate supervisor, Office Administrator, or Executive Director.
- WMC staff access to company data may be limited based on their role with the organization.
- If a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure is detected on your personal device, please notify your immediate supervisor, Office Administrator, or Executive Director.
 - A safety protocol for responding to security threats has been established internally and with the external IT services company.

Acceptable Use

- The organization defines acceptable business use as activities that directly or indirectly support the business and mission of Wheat Marketing Center.
- Employees may use personal devices to access the following company-owned resources: email, calendars, contacts, and documents.

Risks/Liabilities/Disclaimers

- Using personal devices regularly for work purposes is voluntary.
- Staff are personally liable for all costs associated with their own personal device(s).
- Staff are expected to use personal devices in an ethical manner at all times and to adhere to the organization's acceptable use policy when using it for business purposes.
- Lost or stolen personal devices must be reported to the organization within 24 hours to enable the implementation of the established security protocol.
- Wheat Marketing Center reserves the right to take appropriate disciplinary action for noncompliance with this policy.
- WMC reserves the right to disconnect devices or disable access to WMC networks without notification.
- Wheat Marketing Center reserves the right to revoke the privilege of using personal devices for work if users do not abide by the policies and procedures outlined in this document.

Personal Cell Phones

WMC wants the ability to communicate effectively with each team member. This includes the ability to call or text team members on an as needed basis. WMC respects the right of staff to limit the use of their personal cell phone for work communications (ex: inter-office texting). Please communicate with your immediate supervisor, Office Administrator, or Executive Director on any use restrictions for your personal cell phone.

Text Messaging

WMC encourages staff to use WMC protected communication platforms instead of personal devices for routine client and customer communications. This reduces overall risk and allows for tracking communications to customers and clients. This limitation is not applicable to employees who travel frequently for business and/or who communicate with colleagues and customers outside of regular work hours.

Saving Data on Personal Computers/Drives

WMC has a regular back up system and safety protocol in place to assure the safety of documents, programs, and data on WMC-designated hardware/software. Saving work-related documents/data solely on your personal computer or drive is discouraged, due to safety, security, and confidentiality. Staff should properly name, safely transfer, and organize all data and documents into their respective Documents folder on their designated WMC-owned computer/drive. All data and documents should be deleted from personal devices and drives once safely migrated over to WMC designated systems to avoid any future data breaches (unless needed for ongoing projects).

If a different type of computer, system, or software is needed to reduce or eliminate the use of a personal computer/drive, please discuss these needs with your immediate supervisor, Office Administrator, and/or Executive Director for consideration.

Any software purchased with WMC funds and used on personal computers is the property of WMC. This software should not be used for personal use and is not transferrable if employment with WMC is terminated. A list of software should be updated annually and kept in KeePass with the WMC Office Administrator.

Using Personal Email Addresses

If a staff member has a designated @wmcinc.org or @gmail.com email address, these should be the default platform for work-related email communications. WMC discourages the use of personal email addresses for work-related email communications with staff, customers, organizations, and entities. If personal email is used due to extenuating circumstances, include your work email using the CC or BCC function or forward the message to your work email to include the communication in the system.

IT Support Services

WMC contracts with a local IT company that provides support on specific equipment in the service agreement. Support for any equipment or devices not covered in the service agreement are an additional expense to the organization.

If any work is needed on your personal device with prior approval, you agree to allow WMC's contracted IT company access to the personal device(s) at your own risk.

Supported

A support ticket can be submitted with prior approval of your immediate supervisor, Office Administrator, or Executive Director for the following:

- Installation of software or hardware on your personal computer is necessary for job functionality.
- Technical support is needed on existing work-related software installed on your personal computer (ex: Splashtop).
- Safe transfer of work data/documents from your personal computer to WMC device.
- Retrieval of work data/documents on your personal computer.
- Outlook work email support.
- Evaluation of your personal computer or operating system for installation of a work-related trouble-shooting tool or software.

Unsupported

- Cell phones, cameras, troubleshooting virtual meeting platforms, and internet connection issues are not supported under the current service agreement.
- Personal computer malfunction
- Non work-related software.
- Upgrades to operating system.

Reimbursement

WMC does not offer reimbursement for the usage of their personal devices if reasonable accommodations for devices exist through the organization.

Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image WMC presents to customers and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their position. While working in the lab, employees should wear a lab coat, pants and closed-toe shoes.

Photography Use Release

Employees agree that the Wheat Marketing Center, or its agents, may at any time, use their name and /or any reproduction of photographs of workshops, seminars, or other activities for publicity, promotion, or other legitimate public relations purposes, in any newspaper, magazine, newsletter, electronic media, and/or other publications and media desired by the Wheat Marketing Center.

They release all right to claims against the Wheat Marketing Center for the use of said photograph under any rights or copyrights held by the undersigned.

Any revocation of this consent will be given to the Wheat Marketing Center in writing.



Acknowledgement of Receipt

I acknowledge that I have received a copy of the Wheat Marketing Center Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook. I understand that the Handbook is intended to provide me with a general overview of WMC's policies and procedures. I acknowledge that nothing in this Handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time. I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the Handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and the Executive Director. I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of Employee)

(Date)

(Company Representative)

Employees are encouraged to keep a copy of this acknowledgement of receipt with their Handbook. Employer will retain a copy of the signed acknowledgement in the employee's personnel file.

Addendum: Return to Work Policies and Protocols

The Wheat Marketing Center is committed to keeping staff, stakeholders, vendors, and visitors as safe as possible in regard to COVID-19. The measures outlined below and in the attachments are necessary to reach those goals and participation from all staff and visitors is strongly encouraged.

First and foremost, if you are displaying symptoms of COVID-19 or any other illness, please stay home and contact your immediate supervisor, Executive Director, and Office Administrator. Instructions will be presented to you at that time. Also notify your supervisor if anyone in your household displays symptoms or is diagnosed with COVID-19.

Behavioral measures to prevent spread of this contagious virus include:

- Wash your hands regularly for at least 20 seconds with soap and water or alcohol-based hand sanitizer (hand washing is the most effective method).
 - Anytime when entering the Wheat Marketing Center (at Safety Stations)
 - After touching any public surface within the center
 - Before eating or preparing food
- Cover your nose and mouth with a disposable tissue or flexed elbow when you cough or sneeze. Dispose tissue in open waste basket and wash your hands.
- Employees should not share PPE or other objects that are near the mouth or nose.
- All employees should increase the frequency of cleaning commonly touched surfaces. See *How to Properly Disinfect and Clean Work Spaces & Incoming Shipments*.
- Employees should physically distance when they take breaks. Stagger breaks if possible and don't congregate around the refrigerator or microwave in the Bake Lab.
 - Do not share food or utensils.
 - Clean refrigerator and microwave doors and other common surfaces before and after use.

WMC Personal Protection Equipment & Supplies available:

- Disposable face masks/face coverings
- Disposable gloves
- Hairnets
- Laboratory coats
- Safety glasses
- Hand sanitizer
- Disinfectant wipes
- Cleaning solutions (dish soap, bleach, hydrogen peroxide, isopropyl alcohol)
- Paper towels
- Launderable towels
- Open waste baskets
- Plastic bags

Sequence of Putting on and Removing PPE

Wearing PPE will help reduce the risk of COVID-19. When putting on PPE, please make sure to collect all items needed and respect social distance when putting on and removing. See attachment B: *SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE) from the Centers for Disease Control (CDC)* for visual and additional instructions.

Below is the proper sequence for putting on PPE

1. Lab coat
2. Disposable face mask
3. Hairnet
4. Safety glasses
5. Disposable gloves

Here is the proper sequence for removing PPE

1. Disposable gloves – throw gloves in open trash can
2. Safety glasses
3. Hairnet – throw hairnet in open trash can
4. Laboratory coat (washed daily) – place laboratory coat in washing machine. Maintain a safe distance if another team member is placing their laboratory coat in the washing machine. Wash or sanitize hands after conducting this action.
 - a. If washing machine is full, use proper laundry hamper or bag
 - b. For safety, please refer to *Laundry Handling Procedures*
5. Disposable face mask – wear face mask out to your vehicle and/or home.
 - a. If you have your own personal face mask, please throw disposable mask in open trash can and put on your own personal face mask before leaving the center.

Safety Stations

These will be located by the two main entrance points, plus in the laboratories. Each station will be equipped with Personal Protection Equipment (PPE) and supplies such as disposable face masks, hand sanitizer, disinfectant wipes, and an open waste basket. Additionally, the *Safety Stations* in the laboratories will be stocked with disposable gloves.

If working in one of the laboratories, please wear additional required Personal Protection Equipment (PPE) such as safety glasses, and/or lab coats.

**Please notify your immediate supervisor or Office Administrator if items need to be restocked.*

Entering the Wheat Marketing Center

- Upon entering the Wheat Marketing Center, stop at the *Safety Station* for a disposable mask (if needed), use the hand sanitizer as directed, and go to your designated area while maintaining social distancing in the hallways and laboratories.
 - If there is another team member entering, please remain in the hallway and enter after they have stopped at the *Safety Station* and there is at least 6 feet between you and the other person.
 - If returning from the restroom or anywhere outside of the center, please stop at the *Safety Station* to use the hand sanitizer as directed or go to the nearest sink station to wash your hands (hand washing is the most effective method).

While Inside the Center (this also applies to visitors)

*If there is a visitor or visitor(s) who enter the center for a short period of time, direct them to one of the Safety Stations for basic PPE. If for an extended period of time, provide or direct them to the proper PPE for overall safety. Provide information on the basic procedures for safety while maintaining a safe distance. Safety is everyone's job.

- **Wear a Mask** - Employees and visitors should wear a face mask at all times while in any of the laboratories (unless working alone), public spaces, or while using the restroom.

Face masks will be available upon entering the center at the *Safety Stations* by each entrance and in each laboratory. Additional PPE will be required in the laboratories.

- **PPE** - When you leave the center for any reason, keep your mask on, but safely remove all PPE as described above.
 - **If applicable:** Gloves and hairnets should be thrown in an open trash can and new ones should be used. These can be found in the laboratory Safety Stations. Laboratory coats and safety glasses should be taken off and stored in a secure location for reuse.
- **Personal Containers** –Personal containers such as water bottles, cups, glasses, food, and plates should not be left throughout the center. Open and closed containers should be used at the employee's desk or be on their person at all times. Caution should also be used when taking personal containers out of the refrigerator, microwave, and sink. Remember to wash your hands or use hand sanitizer and use disinfectant wipes on handles or knobs before and after use.
- **Distancing** - Employees should maintain 6 feet and practice distancing as work duties permit in the workplace.
 - **Hallways** – Maintaining 6 feet in distance is not always possible in the hallways at the center. Please be respectful in distancing yourself as much as possible. Do not congregate as a group in the hallways or main traffic areas.

- **Laboratories** – Maintain distance in each of the laboratories as much as possible, observing taped lines on floor. If you are going to be in close proximity, use proper PPE similar to food production protocols.
 - Laboratory coat
 - Hair net when working with food
 - Disposable gloves when appropriate
 - Disposable mask
 - Safety glasses

- **Individual Offices** – Stop in the doorway of the office of the Executive Director, Technical Director, and Operations Manager. If there is a matter of a confidential nature to discuss, please make arrangements with your supervisor.
 - Try and avoid touching doorknobs/handles and the frame around the door.

- **Library** – Do not congregate in the hallway outside of the Library. Maintain distancing of at least 6 feet or more from another team member, especially when the Laboratory Technologist and Food Scientist are at their workstations.
 - A plexiglass partition has been purchased for additional safety measures for the Food Scientist’s workstation. It is critical to maintain a safe distance even with this PPE in place.

- **TCK Rooms** – Only one person at a time is allowed in the TCK Rooms without additional PPE. If more than one person is required, proper PPE must be worn.
 - Laboratory coat
 - Disposable gloves
 - Disposable mask
 - Safety glasses

- **Copy Room / Supply Room** – Only one person at a time is allowed in the copy room and the supply room. If your print or copy job is extensive, please contact the Office Administrator for assistance.

- **Buhler & Miag Room** – for safety of all, only one person at a time in the Buhler or Miag room. If more than one person is required, proper PPE must be worn.
 - Laboratory coat
 - Disposable gloves
 - Disposable mask
 - Safety glasses

Visitors, Vendors, and Contractors

Wheat Marketing Center has established policies and procedures to provide for business continuity and the safety of staff, stakeholders, and all who enter the premises during this time. **All visitors are asked to make an appointment prior to arrival.** Visitors will be limited to those performing maintenance and repair or other special services. Public tours are not possible currently. This information will be posted on our website homepage.

Everyone who enters the Wheat Marketing Center will be expected to comply with the following guidelines established by WMC and in conjunction with OSHA and the Centers for Disease Control (CDC) guidelines.

- Visitors must wear a mask or face covering.
 - If a visitor doesn't possess one, disposable masks are available at one of the Safety Stations when entering WMC.
- If not gloved, visitors must use the hand sanitizer as directed or be directed to the nearest hand washing station.
 - Visitors must be escorted to their destination by a WMC staff while maintaining a safe distance to their designated area. Additional PPE may be required for visitors, depending on the location and duration of time they are at WMC.
- If a visitor is returning from the restroom or anywhere outside of the center, please stop at the *Safety Station* to use the hand sanitizer as directed or go to the nearest sink station to wash your hands.
 - Wash your hands regularly for at least 20 seconds with soap and water. Dry off your hands with paper towels and dispose in the open waste basket.
- All other rules apply while within the center as they do for WMC staff.

Disinfect and Clean Work & Public Spaces - Clean and disinfect all areas such as offices, laboratories (including equipment), common areas, shared electronic equipment, doorknobs, handles, and light switches routinely. See *How to Properly Disinfect and Clean Work Spaces & Incoming Shipments*.

- If you haven't been regularly working at or monitoring surfaces within an area of the center, do not assume surfaces are safe. Err on the side of caution and disinfect before use.
- Disinfect your desk, phone and laptop each morning upon arrival.

Incoming Mail/Deliveries

The Wheat Marketing Center will be initiating a no contact delivery system. This means the mail and packages will not be handled immediately by WMC staff. A notice will be placed on the door to notify delivery people of the protocols.

- To maintain safe distancing, the main entrance door of the center will remain unlocked. This will allow for the mail carrier or delivery person to place mail and/or other deliveries in the proper and safe locations as indicated below.
- The main entrance door of the center will be locked only when the Office Administrator is not at the front desk.

- If the Office Administrator is away from the front desk and the doorbell rings:
 - Unlock the door
 - Give the delivery person an indication the door is open
 - Step aside at least six feet
 - Give them instructions on the proper location to place mail and/or other deliveries (incoming mail basket or Small Conference Room – see below)
 - Please remember: no incoming deliveries should be handled directly by staff, unless wearing the proper PPE.

Incoming/Outgoing Mail

When mail is delivered, it will be placed in the basket on the credenza across from the front desk. There is an accompanying basket for outgoing mail.

- Please do not place outgoing mail on the Office Administrator’s desk
- If postage is needed, please request one from the Office Administrator prior to placing it in the outgoing mail basket.

It is important to treat the package as a biohazard, which means taking precautions when you handle it.

- When a package or packages are delivered, the delivery person is to drop it off in the Sanitation Room (small conference room) where the proper PPE and cleaning solutions are located.
- The Office Administrator will notify the appropriate staff that their package(s) have arrived.
- For CQ and lab samples, the Office Administrator will open the box and transfer samples to a designated tray or cart and advise lab staff.
- For NWYC samples, the Office Administrator will open the box, log in the samples, and arrange for staff to transfer of the samples to FGIS.
- The conference room table will be used as a receiving table for all packages.
 - Once the package is on the receiving table, a Post It with the date it arrived will be put on the package(s). Please note: the COVID-19 virus dies off on:
 - Cardboard in about 24 hours
 - Stainless steel or plastic about 72 hours
- Put on the proper PPE before handling or sanitizing the package.
- Use an appropriate cleaner for the surface from the EPA’s approved list. See *How to Properly Disinfect and Clean Work Spaces & Incoming Shipments*
 - Cardboard – There is no disinfectant for cardboard. There are two options:
 - If needed immediately, please put on the proper PPE, minimize handling of the cardboard, and dispose of it properly.
 - If not needed right away, leave the box or boxes in quarantine for at least one business day or 24 hours.
 - Plastic – Disinfectant wipes or a bleach solution
 - Stainless Steel – Disinfectant wipes or a bleach solution
 - Another option is to quarantine the package until it is safe. Even though the number of hours pass, please still use gloves and other PPE to handle packages.

- Dispose of the paper towels in the waste basket or place towels in the appropriate plastic bag to transport to the laundry closet.
- If in a cardboard box, please breakdown the cardboard and place it in a large plastic bag for the cleaning crew to remove safely.

Travel Policy

All business travel must be approved by the Executive Director prior to making reservations (especially for nonrefundable airline tickets). In considering whether to approve travel, the following will be taken into consideration:

- Does the proposed trip contribute to WMC's business continuity?
- Is the travel essential to business development or other business priorities?
- Are there alternatives available through remote technology or other means?



Acknowledgement of Receipt Attestation of Compliance

I acknowledge that I have received a copy of the **Return to Work Policies & Protocols**, which is an addendum to the Wheat Marketing Center Employee Handbook. I understand that I am responsible for reading the information contained in this document. I understand that the Policies & Protocols are designed to create a safe work environment and I commit to comply with all recommended actions included in the document.

I acknowledge that the company may revise or change the policies or protocols outlined in this document or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of Employee)

(Date)

(Company Representative)

*Employees are encouraged to keep a copy of this acknowledgement of receipt with their **Return to Work Policies & Protocols**. Employer will retain a copy of the signed acknowledgement in the employee's personnel file.*

Return to Work Policies & Protocols Attachment A

How to Properly Disinfect and Clean Work Spaces & Incoming Shipments

The U.S. Environmental Protection Agency (EPA) has developed a list of EPA-registered products that have qualified as effective in killing viruses and bacteria.

For disinfection, most common EPA-registered household disinfectants, alcohol solutions with at least 70% alcohol, or diluted household bleach solutions should be effective.

Household Bleach

- Diluted household bleach solutions can be used if appropriate for the surface.
- Follow manufacturer’s instructions/Safety Data Sheet for application and proper ventilation.
- Check to ensure the product is not past its expiration date. Bleach will maintain label strength of active sodium hypochlorite for up to six months after manufactured date.
 - After six months, bleach starts to break down into salt and water, but still may work for household applications for nine months up to one year.
 - Bleach stored in warmer environments may start to lose its effectiveness in as few as three months.
 - Most bleach manufacturers recommend replacement with a fresh bottle after one year.
- Diluted bleach solution in a secondary container is potent for 24 hours. Diluted bleach degrades faster than concentrated bleach in its original container.

Prepare a bleach solution by mixing:

- Use an empty or previously used (with bleach solution) spray bottle
- Use the guideline below to dilute the bleach solution based on its active ingredients

Liquid Bleach Type	Amount of Bleach	Amount of Cool Tap Water
2% Sodium Hypochlorite Active Ingredient	15 mL	240 mL
3% Sodium Hypochlorite Active Ingredient	10 mL	240 mL
4% Sodium Hypochlorite Active Ingredient	7.5 mL	240 mL
5% Sodium Hypochlorite Active Ingredient	6 mL	240 mL
6% Sodium Hypochlorite Active Ingredient	5 mL	240 mL
7% Sodium Hypochlorite Active Ingredient	4.5 mL	240 mL
8% Sodium Hypochlorite Active Ingredient	3.75 mL	240 mL
9% Sodium Hypochlorite Active Ingredient	3.5 mL	240 mL
10% Sodium Hypochlorite Active Ingredient	3 mL	240 mL

- To use a bleach solution for disinfection, wipe the surface with a saturated cloth, and allow the solution to contact the surface for five minutes and air dry.
- For food contact surfaces, like counter tops, rinse the surface with warm water and air dry after disinfecting.

- Exercise caution to prevent splash of the bleach solution on your clothes or in your eyes.
- Use bleach solution sparingly on stainless steel sinks and surfaces and wipe down metal surfaces with water after treating them with bleach to prevent corrosion.
- Use paper towels or white towels for clean-up.
- Dispose of towels properly.

Household Hydrogen Peroxide

- Household hydrogen peroxide (3% solution) is another stable and effective disinfectant against viruses when used on hard, non-porous surfaces.
- Hydrogen peroxide can be used as-is, directly from the bottle without dilution by using a towel or paper towel.
- Hydrogen peroxide solution should remain on the surface for 5 minutes before wiping.
- Use paper towels or white towels for clean-up.
- Dispose of towels properly.

Isopropyl Alcohol

- Isopropyl alcohol is an effective disinfectant against coronavirus if used in concentration of at least 70%.
 - Pure (100%) alcohol evaporates too quickly to be an effective disinfectant.
- Wipe or spray the surface and allow it to remain in contact for 1 minute.
- Wipe with a towel or paper towel.
- Use paper towels or white towels for clean-up.
- Dispose of towels properly.

Soft Porous Surfaces

For soft (porous) surfaces such as carpeted floors, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products with the EPA approved emerging viral pathogens claims that are suitable for porous surfaces.

Laboratory Equipment

To avoid damage of the laboratory equipment, cleaning and sanitizing in any of the laboratories should be completed by trained staff.

- Analytical Lab/ Bake lab

- If the equipment is in used, disinfect it after working with 70% isopropyl alcohol solution-using wipes or towels; do not use spray. Disinfect equipment parts and/or attachments and accessories with soap and water.
- Lab benches/counter tops: Disinfect daily before and after working with bleach, isopropyl alcohol, or hydrogen peroxide solution-using sprays, wipes, or towels.
- Lab keyboards/mouse: Disinfect daily before and after working with 70% isopropyl alcohol-using wipes or soft cloths.
- Monitors/equipment screens: Disinfect weekly after working with 70% isopropyl alcohol-using microfiber cloths or lens papers.
- Innovation Lab
 - The food contact surfaces of the cracker & noodle line shall be cleaned and sanitized with Alpet D2 before and after processing. Food employees shall wipe, brush and air-blow:
 - Cracker Line - dough hopper, rolls, cutter/molder, conveyors and belts to remove food residues.
 - Noodle Line - rolls to remove food residues, particularly scraping and removing food residues on the steamer belt.
 - After cleaning, food contact surfaces shall be sanitized using an alcohol sanitizer (Alpet D2).
 - The non-food contact surfaces (e.g. cracker line underneath conveyors and belts/noodle line: steamer belt) shall be cleaned and sanitized with Alpet D2 before and after processing to preclude accumulation of soil.
 - Mixers and other larger equipment shall be disassembled for cleaning in the dish washing sink using detergents by manual cleaning to remove soils.
 - Washed equipment parts shall be rinsed with water and sanitized by Alpet D2.

Laundry Handling Procedures

- When handling launderable items, please make sure to be wearing proper PPE. This includes:
 - Disposable face mask
 - Disposable gloves
 - Laboratory coat
- Please make sure not to combine towels with differing cleaning solutions in one basket as some solutions may not be compatible and cause a negative chemical reaction.
- Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.
- Try and wash items more often and appropriately in accordance with the manufacturer's instructions.
- If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean laundry should be immediately put away in their proper location
 - Proper PPE should be worn for others' safety (disposable gloves and face mask)
- Clean and disinfect all hampers and carts for transporting laundry according to guidance above for hard or soft surfaces.

Return to Work Policies & Protocols Attachment B

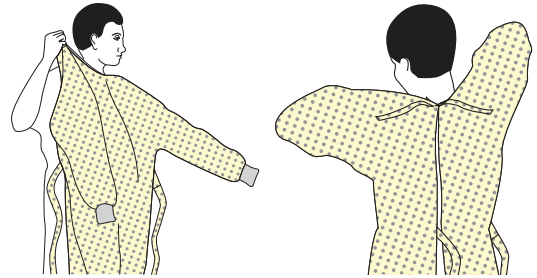
SEE NEXT PAGE FOR VISUAL GUIDE FOR PUTTING ON AND REMOVING PERSONAL PROTECTIVE EQUIPMENT (PPE) from CDC

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

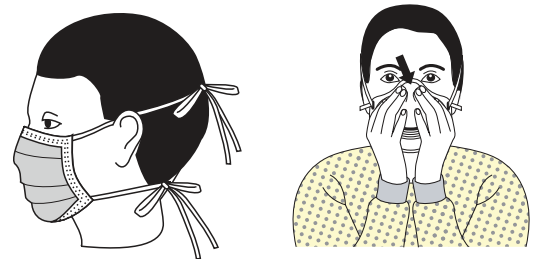
1. LAB COAT

- Fully cover torso from neck to knees, arms to end of wrists
- Fasten in front



2. MASK

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



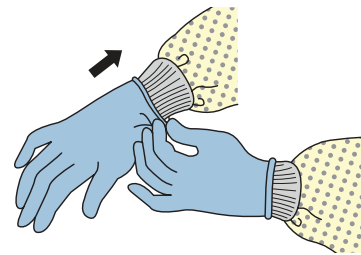
3. SAFETY GLASSES

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation coat



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



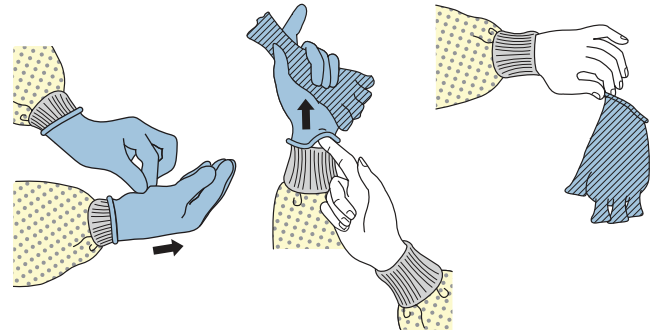
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



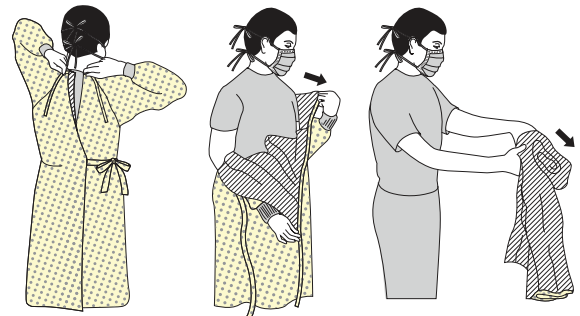
2. SAFETY GLASSES

- Outside of safety glasses are contaminated!
- If your hands get contaminated during safety glasses removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove safety glasses by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



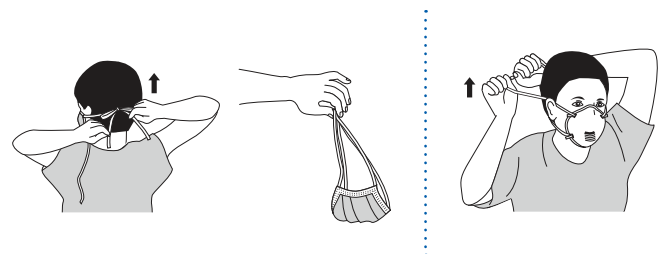
3. LAB COAT

- Coat front and sleeves are contaminated!
- If your hands get contaminated during coat removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten coat buttons, taking care that sleeves don't contact your body
- Pull coat away from neck and shoulders, touching inside of coat only
- Turn coat inside out
- Fold or roll into a bundle and place in washing machine or proper basket

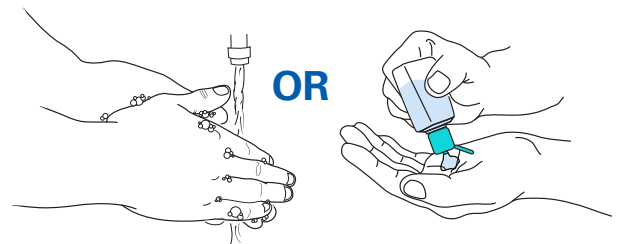


4. MASK

- Front of mask is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

