



**Reston Limousine & Travel Service Inc**

**Drivers Reston Limousine & Travel Service Inc**

**January 28, 2026**

# TABLE OF CONTENTS

<b>CORE POLICIES</b>	<b>4</b>
1.0 WELCOME	4
1.1 A Welcome Policy	4
1.2 At-Will Employment	4
2.0 INTRODUCTORY LANGUAGE AND POLICIES	4
2.1 Ethics Code	4
2.2 Mission Statement	5
2.3 Revisions to Handbook	5
3.0 HIRING AND ORIENTATION POLICIES	5
3.1 Accommodations for Pregnancy, Childbirth, and Related Medical Conditions	5
3.2 Affirmative Action (Federal Contractors)	6
3.3 Conflicts of Interest	7
3.4 Disability Accommodation	7
3.5 Employment Authorization Verification	7
3.6 Employment of Relatives and Friends	7
3.7 Job Descriptions	8
3.8 New Hires and Introductory Periods	8
3.9 Religious Accommodation	8
3.10 Training Program	8
4.0 WAGE AND HOUR POLICIES	8
4.1 Attendance	9
4.2 Employment Classifications	9
4.3 Introduction to Wage and Hour Policies	9
4.4 Paycheck Deductions	9
4.5 Recording Time	10
4.6 Workday/Workweek	10
5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION	10
5.1 Criminal Activity/Arrests	10
5.2 Disciplinary Process	10
5.3 Employment Verification	11
5.4 Exit Interview	11
5.5 Open Door/Conflict Resolution Process	11
5.6 Outside Employment	11
5.7 Pay Raises	11
5.8 Performance Reviews	11
5.9 Resignation Policy	12
5.10 Standards of Conduct	12
5.11 Transfers	13
5.12 Workforce Reductions (Layoffs)	13
6.0 GENERAL POLICIES	13
6.1 Bulletin Boards	13
6.2 Computer Security and Copying of Software	13
6.3 Driving Record	14
6.4 Employer Sponsored Social Events	14
6.5 Employer-Provided Cell Phones/Mobile Devices	14
6.6 GPS Monitoring of Employer Vehicles	14
6.7 Nonsolicitation/Nondistribution Policy	14
6.8 Off-Duty Use of Employer Property or Premises	15
6.9 Personal Appearance	15
6.10 Personal Cell Phone/Mobile Device Use	16
6.11 Personal Data Changes	16
6.12 Security	16
6.13 Social Media	16
6.14 Third Party Disclosures	17
6.15 Use of Company Technology	17
6.16 Use of Employer Vehicles	18
6.17 Workplace Privacy and Right to Inspect	18
7.0 BENEFITS	19
7.1 401(k) Plan	19
7.2 Bereavement Leave	19
7.3 COBRA	19
7.4 Employee Assistance Program (EAP)	19
7.5 Family and Medical Leave (FMLA)	20
7.6 Federal Contractor Paid Sick Leave (Accrual Method)	23
7.7 Health Insurance	24

7.8 Holidays	24
7.9 Jury Duty Leave	25
7.10 Life Insurance	25
7.11 Military Leave (USERRA)	25
7.12 Paid Time Off (PTO)	25
7.13 Sick Pay	26
7.14 Workers' Compensation Insurance	27
8.0 SAFETY AND LOSS PREVENTION	27
8.1 Drug and Alcohol Policy	27
8.2 Drug-Free Workplace (Federal Contractors)	27
8.3 General Safety	28
8.4 Workplace Tobacco Usage	28
8.5 Workplace Violence	28
9.0 TRADE SECRETS AND INVENTIONS	29
9.1 Confidentiality and Nondisclosure of Trade Secrets	29
10.0 CUSTOMER RELATIONS	29
10.1 Customer, Client, and Visitor Relations	29
<b>DISTRICT OF COLUMBIA POLICIES</b>	<b>30</b>
HIRING AND ORIENTATION POLICIES	30
EEO Statement and Nonharassment Policy	30
WAGE AND HOUR POLICIES	31
Accommodations for Nursing Mothers	31
Meal and Rest Periods	32
Overtime	32
Pay Period	32
BENEFITS	32
Paid Family Leave	32
Paid Sick Leave	33
Parental Leave	35
Voting Leave	35
<b>MARYLAND POLICIES</b>	<b>37</b>
HIRING AND ORIENTATION POLICIES	37
EEO Statement and Nonharassment Policy	37
WAGE AND HOUR POLICIES	38
Accommodations for Nursing Mothers	38
Meal and Rest Periods	38
Overtime	39
Pay Period	39
BENEFITS	39
Civil Air Patrol Leave	39
Bone Marrow and Organ Donation Leave	40
Court Attendance and Witness Leave	40
Crime Victim Leave	40
Flexible Leave	41
Leave for Family Members on Active Duty	41
Paid Sick Leave (Accrual Method)	41
Public Health Emergency Leave for Essential Workers	43
Voting Leave	44
Montgomery County Sick and Safe Leave	44
<b>VIRGINIA POLICIES</b>	<b>46</b>
HIRING AND ORIENTATION POLICIES	46
EEO Statement and Nonharassment Policy	46
WAGE AND HOUR POLICIES	47
Accommodations for Nursing Mothers	47
Meal and Rest Periods	47
Overtime	48
Pay Period	48
BENEFITS	48
Bone Marrow and Organ Donation Leave	48
Civil Air Patrol Leave	49
Court Attendance and Witness Leave	49
Crime Victim Leave	49
Election Worker Leave	50
<b>ACKNOWLEDGMENT OF RECEIPT AND REVIEW</b>	<b>51</b>
<b>APPENDIX</b>	<b>52</b>

# Core Policies

## 1.0 Welcome

### 1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with Reston Limousine & Travel Service Inc will be rewarding and challenging. We take pride in our employees as well as in the services we provide.

The Organization complies with all federal and state employment laws, and this handbook generally reflects those laws. The Organization also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all driver employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Organization reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the work place.

If you have questions about your employment or any provisions in this handbook, contact Human Resources .

We wish you success in your employment here at Reston Limousine & Travel Service Inc!

All the best,

Hans Zeigler, President, COO  
Reston Limousine & Travel Service Inc

### 1.2 At-Will Employment

Your employment with Reston Limousine & Travel Service Inc is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Organization at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Organization document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the President, COO has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the President, COO.

If a written contract between you and the Organization is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

## 2.0 Introductory Language and Policies

### 2.1 Ethics Code

Reston Limousine & Travel Service Inc will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Organization.

We expect that officers, directors, and employees will not knowingly misrepresent the Organization and will not speak on behalf of the Organization unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (e.g., financial or sales records/reports, marketing or business strategies/plans, product development,

customer lists, patents, or trademarks) about the Organization or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Ethics Code can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

## **2.2 Mission Statement**

As an organization, our passion is to provide a variety of transportation solutions for individuals and groups that exceed clients' expectations at home and around the world through our commitment to safety, excellent service and lasting relationships.

## **2.3 Revisions to Handbook**

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Reston Limousine & Travel Service Inc policies and procedures. The handbook is not a contract. The Organization reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines in this handbook, we will communicate them promptly, either in a written supplement to the handbook or by posting (on company bulletin boards or websites).

## **3.0 Hiring and Orientation Policies**

### **3.1 Accommodations for Pregnancy, Childbirth, and Related Medical Conditions**

Reston Limousine & Travel Service Inc provides reasonable accommodations to employees experiencing limitations related to pregnancy, childbirth, or related medical conditions. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of the job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require an accommodation, notify your Manager/Supervisor. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed;
- A description of the proposed accommodation; and
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for an accommodation is obvious.
- If the Organization is already aware of the limitation due to previous disclosure.
- If the requested accommodation is to do any of the following, as needed:
  - Carry or keep water nearby and drink;
  - Take additional restroom breaks;
  - Sit, stand, or alternate between sitting and standing; or
  - Take breaks to eat and drink.
- For any lactation accommodations.

- When a similar accommodation has been provided to other employees without requiring documentation.

The Organization will engage in an interactive process with you to identify suitable accommodations. While we strive to accommodate all requests, certain accommodations may not be provided if they would result in undue hardship to the Organization. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

The Organization strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

### **3.2 Affirmative Action (Federal Contractors)**

Reston Limousine & Travel Service Inc is a federal contractor subject to Section 503 of the Rehabilitation Act of 1973 (Section 503) and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA). Our organization is fully committed to equal employment opportunity and affirmative action for qualified individuals with disabilities and protected veterans.

#### **Affirmative Action for Individuals with Disabilities and Protected Veterans**

In accordance with our obligations under Section 503 and VEVRAA:

- **Recruitment, Hiring, and Promotion:** We will recruit, hire, train, and promote qualified individuals with disabilities and protected veterans at all levels of employment. All other personnel actions or programs that affect the terms, conditions, and privileges of employment (e.g., compensation, benefits, transfers, layoffs, returns from layoffs, and company-sponsored training) will be administered in a manner that ensures the full realization of equal employment opportunity (EEO).
- **Responsibility and Implementation:**
  - The overall responsibility for implementing and monitoring the Organization's affirmative action activities under Section 503 and VEVRAA is assigned to Human Resources who will ensure compliance with these requirements.
  - The Organization has implemented an audit and reporting system to measure the effectiveness of our affirmative action efforts, indicate any need for remedial action, determine the degree to which our objectives have been attained, and ensure compliance with these regulations.
- **Posting and Accessibility:** We will post copies of the Organization's official equal opportunity policy statement in conspicuous places throughout our facilities so that applicants and employees can readily read them. You may obtain a copy of the equal opportunity policy statement from Human Resources. It will be made available in accessible formats (e.g., large print or Braille).

#### **Nondiscrimination and Equal Employment Opportunity**

In addition to our specific obligations under Section 503 and VEVRAA, it is the policy of the Organization to provide equal employment opportunities to all persons regardless of race, color, religion, sex (including sexual orientation and gender identity), national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal law.

Employment decisions will be based on valid job requirements and business needs, and we administer personnel actions (including recruitment, selection, promotion, compensation, benefits, transfers, layoffs, training, and social/recreational programs) without discrimination on any prohibited bases.

#### **Protection from Harassment, Intimidation, Retaliation, or Coercion**

Applicants and employees will not be subjected to harassment, intimidation, retaliation, threats, coercion, or discrimination because they have:

- Filed a complaint regarding EEO or affirmative action;
- Participated in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503, VEVRAA, or any other federal, state, or local law requiring EEO;
- Opposed any act or practice made unlawful by Section 503, VEVRAA, or their implementing regulations; or
- Exercised or sought to exercise any other legal right protected by Section 503, VEVRAA, or their implementing regulations.

#### **Administration and Questions**

Any questions regarding this policy or the affirmative action plan should be directed to Human Resources, who has been designated to

coordinate the day-to-day responsibilities of the affirmative action program.

A copy of Reston Limousine & Travel Service Inc's full affirmative action plan for individuals with disabilities and protected veterans is available for inspection upon request during normal business hours, in accordance with federal regulations.

## **Reporting Violations**

If you believe you have experienced or witnessed a violation of this policy, promptly report it so that the Organization can investigate and take corrective action where appropriate.

### **3.3 Conflicts of Interest**

Reston Limousine & Travel Service Inc is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Organization, you must disclose it to your Manager/Supervisor. If an actual or potential conflict of interest is determined to exist, the Organization will take such steps as it deems necessary to reduce or eliminate this conflict.

### **3.4 Disability Accommodation**

Reston Limousine & Travel Service Inc complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Organization will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Manager/Supervisor. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Organization will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Organization in connection with a request for accommodation will be treated as confidential.

The Organization encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Organization is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.

Where state or local law provides greater protections to employees than federal law, the Organization will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Organization will not discriminate or retaliate against employees for requesting an accommodation.

### **3.5 Employment Authorization Verification**

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Reston Limousine & Travel Service Inc. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Manager/Supervisor.

If you are authorized to work in this country for a limited time, you will be required to submit proof of renewed employment eligibility prior to expiration of that time to remain employed by the Organization.

### **3.6 Employment of Relatives and Friends**

We will not employ relatives or friends in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Reston Limousine & Travel Service Inc. It is your obligation to inform the Organization of any such potential conflict so we can determine how best to respond to the specific situation.

### **3.7 Job Descriptions**

Reston Limousine & Travel Service Inc attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Manager/Supervisor.

Job descriptions prepared by the Organization serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Organization may have to revise, add to, or delete from your job duties per business needs. On occasion, the Organization may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Manager/Supervisor.

### **3.8 New Hires and Introductory Periods**

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Reston Limousine & Travel Service Inc and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

### **3.9 Religious Accommodation**

Reston Limousine & Travel Service Inc recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Organization complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Organization will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

#### **Requesting a Religious Accommodation**

If you need an accommodation because of your religious beliefs or practices, make the request with your Manager/Supervisor [or Human Resources]. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Organization will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Organization encourages you to suggest specific reasonable accommodations. However, the Organization is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.

The Organization will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

### **3.10 Training Program**

In most cases, and for most departments, training employees is done on an individual basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Manager/Supervisor.

## **4.0 Wage and Hour Policies**

## 4.1 Attendance

Reston Limousine & Travel Service Inc requires regular and punctual attendance by employees. You are expected to arrive at the workplace on time and ready to perform your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

If you are not going to arrive at work or return from a break on time, you must notify Dispatch at (703) 478-0911 as soon as possible before your scheduled start time.

If you must miss work due to an emergency or other unexpected circumstance, notify Dispatch at (703) 478-0911 as soon as possible. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence, as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify your Manager/Supervisor immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences will be considered excused if you requested the time off in accordance with Organization policies and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. This policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures.

Planned absences, such as vacations or medical appointments, should be arranged as far in advance as possible. If you need to be absent during the workday, attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations.

Unauthorized absences are not eligible for paid leave unless required by law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

If you fail to report to work for three or more consecutive days and have not provided proper notification, the Organization will assume that you have voluntarily resigned your position and will proceed with the termination process.

## 4.2 Employment Classifications

The Organization designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Nonexempt employees.** Nonexempt employees are entitled to minimum wage and overtime pay.

The Organization also assigns each employee to one of the following categories:

- **Regular full-time employees.** Regular full-time employees are normally scheduled to work at least 40 hours per workweek, except for approved time off. Full-time employees are eligible for most Organization benefits.
- **Regular part-time employees.** Regular part-time employees are normally scheduled to work 39 hours or less per workweek. Part-time employees are not eligible for most Organization benefits.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact Human Resources. These classifications do not alter your employment at-will status.

## 4.3 Introduction to Wage and Hour Policies

At Reston Limousine & Travel Service Inc, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Manager/Supervisor.

## 4.4 Paycheck Deductions

Reston Limousine & Travel Service Inc is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, and if applicable state income taxes, state unemployment taxes, state disability insurance taxes, etc., and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form.

Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Manager/Supervisor.

The Organization will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Manager/Supervisor.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The Organization will not retaliate against employees who report erroneous deductions in accordance with this policy.

## **4.5 Recording Time**

Reston Limousine & Travel Service Inc is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Organization has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using Organization GroundPad app. Speak with your Manager/Supervisor for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Organization procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Notify your Manager/Supervisor of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to Human Resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

## **4.6 Workday/Workweek**

Reston Limousine & Travel Service Inc's workweek runs from Monday to Sunday. The workday begins at 12:01 AM and ends at 11:59 PM. Employees may be required to come in early, work late, or work overtime from time to time, depending on various factors, such as workloads, staffing needs, and special projects.

## **5.0 Performance, Discipline, Layoff, and Termination**

### **5.1 Criminal Activity/Arrests**

Reston Limousine & Travel Service Inc will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Organization, whether on or off Organization property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

### **5.2 Disciplinary Process**

Violation of Reston Limousine & Travel Service Inc's policies or procedures may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. The Organization encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Organization is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis consistent with

applicable law. Note that the specific terms of your employment relationship, including termination procedures, are governed by the laws of the state in which you are employed.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Manager/Supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Organization is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and, depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

### **5.3 Employment Verification**

Reston Limousine & Travel Service Inc policy is to confirm dates of employment, job title, and compensation (where permissible under applicable law). The Organization will only provide such information with your written authorization. Requests for employment verification should be forwarded to [theworknumber@paychex.com](mailto:theworknumber@paychex.com).

### **5.4 Exit Interview**

You may be asked to participate in an exit interview when you leave Reston Limousine & Travel Service Inc. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Organization in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

### **5.5 Open Door/Conflict Resolution Process**

Reston Limousine & Travel Service Inc strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your Manager/Supervisor and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Organization, management, its employees, vendors, customers, or any other persons or entities related to the Organization, bring your concerns to the attention of your Manager/Supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Manager/Supervisor. If you have already brought this matter to the attention of your Manager/Supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

### **5.6 Outside Employment**

Outside employment that creates a conflict of interest or affects the quality or value of your work performance or availability at Reston Limousine & Travel Service Inc is prohibited. The Organization recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Organization should be reported to your Manager/Supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

While on a leave of absence, you may not work or be gainfully employed for yourself or by another employer. If you are on a leave of absence and are found to be in violation of this policy, you will be subject to disciplinary action up to and including termination.

### **5.7 Pay Raises**

Depending on financial health and other Organization factors, efforts will be made to give pay raises consistent with Reston Limousine & Travel Service Inc profitability, job performance, and the consumer price index. The Organization may also make individual pay raises based on merit or due to a change of job position.

### **5.8 Performance Reviews**

Reston Limousine & Travel Service Inc will make efforts to periodically review your work performance. The performance review is a tool used to evaluate employee performance over the review period by assessing:

- Your performance of assigned job duties and responsibilities.
- Your achievement or lack of achievement of specific targets and goals.
- Other aspects of your performance (e.g., communication skills, professionalism, ability to collaborate, reliability, willingness to take initiative, etc.).

The performance review process will take place as business needs dictate.

The performance review process is intended to increase the quality and value of your work performance. The review process may be used:

- As a basis for employment decisions, such as promotions and demotions.
- To improve the performance of underperforming employees.
- To document employee growth at the Organization.

A positive performance review does not guarantee a pay raise or continued employment.

## 5.9 Resignation Policy

Reston Limousine & Travel Service Inc hopes that your employment with the Organization will be a mutually rewarding experience; however, the Organization acknowledges that varying circumstances can cause you to resign employment. The Organization intends to handle any resignation in a professional manner with minimal disruption to the workplace.

### Notice

The Organization requests that you provide a minimum of two weeks' notice of your resignation. If you are a Manager/Supervisor, you are requested to provide a minimum of four weeks' notice. Provide a written resignation letter to your Manager/Supervisor. If you provide less notice than requested, the Organization may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

### Final Pay

The Organization will pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify the Organization if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

### Return of Property

Return **all** Organization property at the time of separation, including vehicles, cellphones, keys, tools, tablets, laptops, Mifi/Hotspot devices, two-way radios, credit cards, fuel cards, and identification cards, etc. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Organization may pursue criminal charges for failure to return Organization property.

## 5.10 Standards of Conduct

Reston Limousine & Travel Service Inc wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Organization property (including in Organization vehicles), or on Organization business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Organization or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review

documents, intra-company communications, or expense records.

- Taking or destroying Organization property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Organization trade secrets and proprietary and confidential commercially sensitive information (e.g., financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, or trademarks) of the Organization or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Organization premises during working hours.
- Failure to dress according to Organization policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Organization.
- Gambling on Organization premises.
- Lending keys or keycards to Organization property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

## 5.11 Transfers

Reston Limousine & Travel Service Inc may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers longer than 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

## 5.12 Workforce Reductions (Layoffs)

If necessary based upon business needs, Reston Limousine & Travel Service Inc management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Organization will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

## 6.0 General Policies

### 6.1 Bulletin Boards

Reston Limousine & Travel Service Inc maintains official bulletin boards located at the Sterling VA and Capitol Heights MD locations for providing employees with official Organization notices, including wage and hour laws, changes in policies, and other employment-related notices. At times the Organization may also post information of general interest to employees on the bulletin board. You are responsible for being informed about this material by periodically reviewing the bulletin board. **Only authorized personnel may add and remove notices from the bulletin board.**

### 6.2 Computer Security and Copying of Software

Software programs purchased and provided by Reston Limousine & Travel Service Inc are to be used only for creating, researching, and processing materials for Organization use. By using Organization hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Organization policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Organization, or developed by Organization employees or contract personnel on behalf of the Organization, is and will be deemed Organization property. It is the policy of the Organization to respect all computer software rights and to adhere to the terms of all software licenses to which the Organization is a party. The IT Manager is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Organization to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your

manager's approval. All software acquired by the Organization must be purchased through the IT Manager.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Organization.

### **6.3 Driving Record**

All employees required to operate a motor vehicle as part of their employment duties at Reston Limousine & Travel Service Inc must maintain a valid driver's license and acceptable driving record. The Organization may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the Organization immediately.

**For our complete policy, please refer to the requirements in your DOT Driver Handbook.**

### **6.4 Employer Sponsored Social Events**

Reston Limousine & Travel Service Inc holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please arrange transportation.

### **6.5 Employer-Provided Cell Phones/Mobile Devices**

Reston Limousine & Travel Service Inc may issue certain employees a Organization cell phone, mobile device, tablet, laptop or other IT equipment for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving.

We understand that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the Organization, you are responsible for the cost of that usage, including all applicable taxes unless prohibited by law.

The Organization owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them.

You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Organization in operable condition.

Employees who are issued equipment under this policy are responsible for maintaining these devices in good condition and preventing loss or damage, may only use these devices for company-related purposes as approved by Reston Limousine management and IT. Damage, loss, or transfer of a device to another employee must be reported to IT immediately. Loss or damage of the devices may result in a payroll deduction to cover the cost of replacement or repair.

Violation of this policy may result in discipline, up to and including termination of employment.

Failure to return equipment at the end of employment will result in payroll deductions unless prohibited by law.

### **6.6 GPS Monitoring of Employer Vehicles**

Reston Limousine & Travel Service Inc desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting Organization vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the Organization uses GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning vehicle monitoring and/or proper use of any vehicles should be directed to your Manager/Supervisor.

If you abuse the privilege of driving company vehicles, you will be subject to corrective action, up to and including termination of employment. If necessary, the Organization will also advise law enforcement officials of any illegal conduct.

### **6.7 Nonsolicitation/Nondistribution Policy**

Reston Limousine & Travel Service Inc prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our nonsolicitation/nondistribution policy aims to ensure a balanced approach to interactions within the workplace.

## **Solicitation**

For the purposes of this policy, **solicitation** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other employees is prohibited. **Working hours** refers to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

## **Distribution**

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Organization's equal employment opportunity (EEO) and nonharassment policies, or knowingly spreads false information, is strictly prohibited. Non-employees are not permitted to distribute materials on company premises under any circumstances.

## **Statutory Rights and Communication**

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

## **Reporting Violations**

If you become aware of violations of this policy, report them to your Manager/Supervisor.

We appreciate your cooperation in maintaining a respectful and focused work environment.

## **6.8 Off-Duty Use of Employer Property or Premises**

You may not use Reston Limousine & Travel Service Inc property for personal use during working time. You are responsible for returning Organization property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Organization products, or office supplies for personal use without prior authorization.

It is Organization policy to control off duty and nonworking hour use of Organization facilities either for business or personal reasons. You are prohibited from using Organization facilities or property during off duty or nonworking hours without the written consent of your Manager/Supervisor.

## **6.9 Personal Appearance**

Your personal appearance reflects on the reputation, integrity, and public image of Reston Limousine & Travel Service Inc. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Organization, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Organization. Contact your Manager/Supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

## 6.10 Personal Cell Phone/Mobile Device Use

While Reston Limousine & Travel Service Inc permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Organization property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Organization policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a Reston Limousine & Travel Service Inc vehicle or operating a vehicle on work time, the Organization prohibits the use of personal cell phones and other mobile devices. If you need to make or receive a phone call while driving, pull off the road to a safe location for the duration of your call.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

Please refer to the DOT Driver Handbook for additional policies regarding Mobile Device Use.

## 6.11 Personal Data Changes

It is your obligation to provide Reston Limousine & Travel Service Inc with your current contact information, including current mailing address and telephone number, tax withholding status, etc. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, simply log into Paychex Flex at [paychexflex.com](https://paychexflex.com).

## 6.12 Security

All employees are responsible for helping to make Reston Limousine & Travel Service Inc a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Manager/Supervisor immediately. Refrain from discussing specifics regarding Organization security systems, alarms, passwords, etc. with those outside of the Organization.

Immediately advise your Manager/Supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Organization. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

## 6.13 Social Media

Reston Limousine & Travel Service Inc acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate employees that their social media use can:

- Pose risks to the Organization's confidential and proprietary information, reputation, and brand;
- Expose the Organization to discrimination, harassment, and other claims; and
- Jeopardize the Organization's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Organization's IT resources and communications systems are used appropriately, all employees must abide by the following policy regarding social media use.

### Social Media

For purposes of this policy, **social media** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Organization or not.

## **Use Good Judgment**

While the Organization respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the Organization as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

## **Guidelines for Posting on Social Media**

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the Organization.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the Organization as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the Organization's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of Reston Limousine & Travel Service Inc on your personal account and are posting about the Organization, make it clear that your views are your own and that you are not speaking on behalf of the Organization.

## **Using Social Media at Work**

Do not use social media while on your work time, unless it is work related as authorized by your Manager/Supervisor or consistent with policies that cover equipment owned by the Organization.

## **Media Contacts**

If you are not authorized to speak on behalf of the Organization, do not speak to the media on behalf of the Organization. Direct all media inquiries for official Organization responses to the President of the company.

## **Retaliation**

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

## **Violations**

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

This policy does not limit employees rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

## **6.14 Third Party Disclosures**

From time to time, Reston Limousine & Travel Service Inc may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Organization and should refer any call requesting the position of the Organization to the President of the company. If you have any questions about this policy or are not certain what to do when such a contact is made, contact Human Resources.

## **6.15 Use of Company Technology**

This policy is intended to provide Reston Limousine & Travel Service Inc employees with the guidelines associated with the use of the Organization information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Organization, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.]]

## General Provisions

Organization IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Organization IT resources and communications systems are the property of the Organization. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Organization electronic information and communications systems.

The Organization reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Organization IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Organization will exercise this right periodically, without prior notice and without prior consent.

The interests of the Organization in monitoring and intercepting data include, but are not limited to: protection of Organization trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Organization IT resources and communications systems.

Do not use Organization IT resources and communications systems for any matter that you would like to be kept private or confidential.

## Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Organization will also advise law enforcement officials of any illegal conduct.

### 6.16 Use of Employer Vehicles

Company vehicles are to be used for Reston Limousine & Travel Service Inc business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

If you drive a Organization vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your Manager/Supervisor.

When a Organization vehicle cannot be operated, is unsafe for use, or has been damaged, notify your Manager/Supervisor immediately.

As the driver of a Organization vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for keeping the vehicle secure, clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol, a chemical substance, or other substances that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing hands-free technology.

Multiple driving moving violations that appear on the annual state department of motor vehicle check may result in suspension of rights to drive a Organization vehicle. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

### 6.17 Workplace Privacy and Right to Inspect

Reston Limousine & Travel Service Inc property, including but not limited to lockers, phones, computers, tablets, desks, work areas, vehicles, or machinery, remains under the control of the Organization and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Organization premises including that kept in lockers and desks.

## 7.0 Benefits

### 7.1 401(k) Plan

Eligible employees may participate in the Reston Limousine & Travel Service Inc 401(k) plan after completing any applicable waiting period as defined in the plan. Refer to your Summary Plan Description (SPD) for specific information.

The Organization will notify you if you are eligible to participate in the 401(k) plan. Contact Human Resources to understand your eligibility requirements. This benefit may be canceled or changed at the discretion of the Organization, unless otherwise required by law.

### 7.2 Bereavement Leave

Reston Limousine & Travel Service Inc recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Organization will provide bereavement leave as follows:

Full-time employees who have completed 6 months of service are eligible for 2 days of paid bereavement leave for the death of an immediate family member.

You may use accrued but unused PTO if additional time is needed. Additional unpaid time off may be granted at the discretion of the Organization on a case-by-case basis.

For purposes of this policy, **immediate family member** includes the following and applies both to the family of the employee and the employee's spouse: child (including foster child and stepchild), spouse/domestic partner, sister, brother, parents (including foster parents and stepparents), grandparents.

You must provide notice of your need for bereavement leave as soon as possible. The Organization may require documentation supporting your need for bereavement leave.

### 7.3 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Reston Limousine & Travel Service Inc employees and their beneficiaries to continue health insurance coverage under the Organization health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact Human Resources to learn more about your COBRA rights.

### 7.4 Employee Assistance Program (EAP)

Reston Limousine & Travel Service Inc provides an employee assistance program (EAP) to all eligible employees and their family members/dependents after the plan's defined waiting period. The EAP provides confidential access to professional counseling services for help with personal concerns that may impact job performance.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to the Organization.

In certain circumstances, you may be referred to the EAP by your Manager/Supervisor due to job performance issues.

Plan details are described in the Summary Plan Description (SPD).

EAP services are available to eligible participants without charge. However, the cost of any treatment or rehabilitation services you are referred to outside of the EAP is your responsibility if not completely covered by insurance.

Refer to the SPD for plan information and details.

## 7.5 Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), Reston Limousine & Travel Service Inc provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

### Eligibility

To qualify for FMLA leave, you must:

- Have worked for the Organization for at least 12 months, although that time need not be consecutive;
- Have worked at least 1,250 hours in the last 12 months; and
- Be employed at a worksite that has 50 or more employees within 75 miles.

### Reasons for Leave

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is defined as a rolling 12-month period, for any of the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth);
- The adoption or foster care placement of a child with you and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition that makes you unable to perform the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave, to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent, or any other individual who stood in loco parentis to you when you were a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as their caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.

### Notice

If the need for leave is foreseeable because of an expected birth, adoption, or a planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practical (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must first consult with the Organization regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Organization.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including requests for absences under this policy. Failure to provide appropriate notice may result in the delay or denial of leave.

## **Certification**

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain medical certification forms from your Manager/Supervisor. When you request leave, the Organization will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the Organization may require an examination by a second healthcare provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practical, may delay further leave until it is provided.

The Organization also reserves the right to require certification from a covered military member's healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

## **Paid Leave Utilization During FMLA Leave**

FMLA leave is unpaid; however, you will be required to use available paid leave (e.g., vacation/paid time off/sick days/personal days) during FMLA leave as permitted by law.

FMLA leave runs concurrently with other leaves, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by applicable law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in you receiving more than 100% of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to use accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

## **Leave Increments**

### **Intermittent Leave**

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the Organization will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Organization may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

### **Parental Leave**

Leave for the birth or placement of a child may be taken in a single block or intermittently with the Organization's approval. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

### **Family Care, Personal Medical, Military Exigency, and Military Care Leave**

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

## **Fitness for Duty Requirements**

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.

## **Health Insurance**

### **Maintaining Coverage During Leave**

Your health insurance coverage will be maintained by the Organization during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

### **Payment of Premiums**

Alternatively, at our option, the Organization may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Organization may require reimbursement for the health insurance premiums paid during the leave.

## **Reinstatement**

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

## **Spouse Aggregation**

If both you and your spouse work at the Organization, you are collectively eligible for 12 weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the Organization will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

## **Failure to Return**

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Organization is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

## **Alternative Employment**

Consistent with the Organization's Outside Employment Policy, you may not work or be gainfully employed for yourself or another employer while on a leave of absence. If you are on a leave of absence and are found to be in violation of this policy, you will be subject to disciplinary action up to and including termination.

## **Interaction with State and Local Laws**

Where state or local laws intersect with the FMLA, the Organization will comply with the law that is the most favorable to you.

## **Abuse of Leave**

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action, up to and including termination.

## **Designation of Leave**

If the Organization becomes aware of any qualifying reason for FMLA leave, the Organization will designate it as such. You may not refuse FMLA designation under this policy.

## **Retaliation**

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## **Required Notice**

The Organization is required to provide you with a copy of the *Your Employee Rights Under the Family and Medical Leave Act* notice, which is attached as an addendum at the end of this handbook.

## 7.6 Federal Contractor Paid Sick Leave (Accrual Method)

Reston Limousine & Travel Service Inc provides paid sick leave to eligible employees in accordance with Executive Order 13706.

### Eligibility

All employees who perform work on or in connection with a covered federal contract (as defined by Executive Order 13706) are eligible for sick leave. For more information regarding covered contracts and your eligibility for sick leave, contact Human Resources.

### Reasons for Leave

Sick leave may be taken for the following reasons:

- To care for your own physical or mental illness, injury, or medical condition, or to obtain diagnosis, care, or preventive care from a healthcare provider;
- To care for a family member who has a physical or mental illness, injury, or medical condition; who needs diagnosis, care, or preventative care from a healthcare provider; or is otherwise in need of care; or
- If you or a family member is the victim of domestic violence, sexual assault, or stalking, to obtain additional counseling, seek relocation, seek assistance from a victim services organization, or take related legal action (including preparation for or participation in any related civil or criminal legal proceeding), or assist a family member in these activities.

**Family member** means your child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association is the equivalent of a family relationship.

### Accrual and Usage

Eligible employees accrue one hour of sick leave for every 30 hours worked on or in connection with a covered contract, up to 56 hours of sick leave each leave year. For purposes of this policy, the leave year is the employee's work anniversary. If you are full-time, leave is calculated on actual hours tracked. If you are part-time, leave is based on the typical number of hours worked on a covered contract each workweek. Once you accrue a total of 56 sick leave hours, accrual will stop. You will begin to accrue sick leave again once you have used some of the accrued hours. You may not use more sick leave than you have accrued and may not receive an advance of hours that have not yet been accrued. Unused, accrued sick leave hours are carried over to the next leave year; however, you are not entitled to more than 56 hours at any given time.

You may use sick leave in no less than full hour increments. Incremental use of leave may not exceed working hours and must be used during hours when you would be working under a covered contract.

### Notice

If the need for leave is foreseeable, you must provide at least seven days' advance notice (either verbal or written). If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

### Documentation

If sick leave is used for three or more consecutive full days, the Organization may ask you to provide certification or documentation verifying the appropriate use of leave. Information obtained related to your request for leave will be treated as confidential and will not be disclosed unless you consent or it is required under applicable law. For additional information regarding required documentation, contact Human Resources.

### Interaction with Other Leave

Sick leave will run concurrently with other leave (e.g., FMLA, state, or local leave) when permissible under applicable law.

### Payment upon Termination

You will not be paid for any unused sick leave when your employment ends.

## Reinstatement of Leave upon Rehire

The Organization will reinstate previously accrued, unused sick leave if you separate and are rehired within 12 months.

## Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## 7.7 Health Insurance

Reston Limousine & Travel Service Inc offers group health insurance benefits to all eligible employees and their eligible dependents after the plan's defined waiting period. Health insurance benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from Human Resources.

Benefits may be canceled or changed at the discretion of the Organization, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with the Organization, you may have the right to continue your health benefits under federal or state law. In such event, the Organization will provide you with information about your rights to continue your benefits coverage.

## 7.8 Holidays

Reston Limousine & Travel Service Inc is open for business 365 days a year. Reston Limousine & Travel Service Inc may request drivers to report for work on one or more federal holidays due to business needs.

### Reston Limousine & Travel Service Inc Holidays\*

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

\*Drivers who work during one of the six holidays referenced Reston Limousine & Travel Service Inc Holidays above will be paid for their hours worked and then receive ½ their hourly rate for each hour worked as holiday pay.

### Wage Determination (WD) Holidays\*\*

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Washington's Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

\*\*Drivers who work for Wage Determination Contracts are eligible to be paid for the 11 holidays referenced above, unless communicated otherwise. Employees will be paid for the holiday based on the hours they worked in the workweek prior to the work week in which the holiday occurs. For example, if an employee drove 20 hours on an eligible contract in the workweek prior to a holiday, that employee would be eligible for 4 hours holiday pay ( $20 \div 40 = 0.5 \times 8 = 4$ ).

\*\*Employees who are eligible for WD Holiday paid will only receive Holiday pay in accordance with the WD policy listed above. Employees are not eligible to be paid for both policies listed above.

\*\*Reston Limousine & Travel Service Inc may substitute any of the previously named WD holidays for another day off with pay if service is required by the contract. This will be communicated to affected employees prior to that holiday.

## **7.9 Jury Duty Leave**

Reston Limousine & Travel Service Inc encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Manager/Supervisor as soon as possible to make scheduling arrangements.

Generally, time spent on jury duty is unpaid. In such case, exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty.

If applicable law requires the Organization to compensate you for your time spent on jury duty, you will be paid accordingly.

You may substitute any portion of your unpaid jury duty leave with appropriate paid leave.

The Organization reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

If you have any questions regarding this policy, contact Manager/Supervisor.

## **7.10 Life Insurance**

Reston Limousine & Travel Service Inc provides life insurance to all eligible employees after the plan's defined waiting period. You will be required to notify the benefits administrator of your intended beneficiary. Refer to the Summary Plan Description (SPD) for details about the benefit.

## **7.11 Military Leave (USERRA)**

Reston Limousine & Travel Service Inc complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to your Manager/Supervisor. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Manager/Supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact your Manager/Supervisor.

## **7.12 Paid Time Off (PTO)**

Reston Limousine & Travel Service Inc provides employees with paid time off (PTO). PTO is accrued according to the policies defined below.

The Organization encourages you to use your PTO time. You are eligible to begin using PTO as soon as it is received.

You must request time off in writing on the appropriate form from your Manager/Supervisor as far in advance as possible, but at least 14 days in advance. The Organization will generally grant requests for PTO when possible, taking business needs into consideration. You must take PTO in increments of at least 4 hours. Unapproved requests will not be paid.

## **Accrual Methods**

### **Charter Driver PTO Accrual**

All Charter Drivers will be evaluated annually for Charter PTO accrual. Accrual is based on the employee's work anniversary. Charter PTO hours earned will be determined by the hours worked during the prior year and will be available on the driver's work anniversary.

Drivers who average 30 hours or more per week on an annual basis will accrue average weekly hours as Charter PTO on their work anniversary. Charter PTO hours will be accrued annually up to a maximum of 40 hours.

You will be allowed to carry forward 40 hours of earned, unused Charter PTO from year to year. You will also be able to cash out a maximum of 40 earned, unused hours of Charter PTO annually. Any Charter PTO available for carry forward will happen automatically. To cash out Charter PTO, complete a Leave Request form and indicate "Cash Out" in place of days/dates on the form. Cash out requests must be submitted no later than your work anniversary date. Any accrued Charter PTO in excess of 40 hours that is not used or cashed out by your work anniversary date will be lost. Your work anniversary date is visible on the left side of your paycheck along with your available Charter PTO balance. If you have any questions about your work anniversary date or available Charter PTO, you should contact your Manager/Supervisor.

Upon termination, employees will be paid for their available Charter PTO balance, only if the employee provides written notice of intent to end employment to Manager/Supervisor or Human Resources two weeks prior to their final day of work.

### **Shuttle Driver PTO Accrual**

All Full-Time Shuttle Drivers will be eligible to accrue Shuttle PTO following one year of continuous employment. Accrual is based on the employee's work anniversary. Shuttle PTO hours will be accrued per pay period up to a maximum of 40 hours annually.

You will be allowed to carry forward 40 hours of earned, unused Shuttle PTO from year to year. Any Shuttle PTO available for carry forward will happen automatically. Any accrued Shuttle PTO in excess of 40 hours that is not used by your work anniversary date will be lost. This policy does not allow for Shuttle PTO to be cashed out. Your work anniversary date is visible on the left side of your paycheck along with your available Shuttle PTO balance. If you have any questions about your work anniversary date or available Shuttle PTO, you should contact your Manager/Supervisor.

Upon termination, employees will be paid for their available Shuttle PTO balance, only if the employee provides written notice of intent to end employment to Manager/Supervisor or Human Resources two weeks prior to their final day of work.

### **Wage Determination (WD) PTO Accrual**

Drivers who work for Wage Determination Contracts anytime during the year will earn WD PTO based on the prorated portion of their hours worked at eligible contracts for the prior year at the following rates: 2 weeks paid vacation after 1 year of service, 3 weeks after 5 years, and 4 weeks after 15 years. WD PTO earned will be paid at the applicable WD contract rate of pay. For example, if a driver worked 1000 hours on an eligible contract in the year prior to their anniversary date, that driver would be eligible for 38.5 hours WD PTO on their anniversary ( $1000 \div 2,080 = 0.48$   $0.48 \times 80 = 38.4$ , rounded to 38.5).

\*\*\*Any driver who is eligible for both PTO and WD PTO will accrue WD PTO first and any remaining eligible hours will be accrued as PTO. For example, a driver who accrues 35 WD PTO hours and worked an average of 40 hours will earn 35 WD PTO and 5 PTO hours and a driver who accrues 75 WD PTO hours and worked an average of 40 hours will earn 75 WD PTO and 0 PTO hours. When a driver has accrued both PTO and WD PTO, unless designated otherwise, WD PTO will be used first.

### **During a Leave of Absence**

The Organization requires you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, or federal law.

You will not accrue PTO during unpaid leaves of absence or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.

If an employee is going to be out for any length of time, all company property needs to be turned in during that time. This includes items such as vehicle, phone, equipment, etc.

Eligibility is based on the anniversary of the driver's date of hire with the company.

If you have questions, please contact HR or Payroll for clarification.

## **7.13 Sick Pay**

Eligible Shuttle Drivers accrue Sick and Safe Leave in accordance with federal, state and local laws that may apply.

To be eligible for sick leave, you must work more than 12 hours per week on a regular basis. For more information regarding your eligibility for sick leave, contact your Manager/Supervisor.

Sick leave is accrued at a rate of one hour for every 30 hours worked up to a maximum of 40 hours annually.

This policy does not allow for Sick Leave to be cashed out or used in place of PTO. Sick Leave must be requested using the appropriate form and indicate the reason for your request.

Falsifying Sick Leave requests is strictly prohibited. Employees who falsify Sick Leave requests will be subject to discipline up to and including termination.

Your Sick Leave accrual and balance is visible on the left side of your paycheck.

Notify your Manager/Supervisor as far in advance as possible if you are going to take sick time off. There may be occasions, such as

sudden illness, when you cannot notify your Manager/Supervisor in advance. In those situations, provide notification of your circumstances as soon as possible. You may also be requested to provide a certificate of illness to your Manager/Supervisor.

You may use sick leave benefits for dental or doctor visits or to care for immediate family members who are sick. There may also be state mandated use of sick time. Unused sick days may not be converted to a cash payment. You may be required to use available sick leave during family and medical leave, disability leave, or other leave.

Where applicable, federal, state and local laws supersede the policy defined above.

If you have any questions, you should contact your Manager/Supervisor.

## **7.14 Workers' Compensation Insurance**

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Reston Limousine & Travel Service Inc, no matter how slightly, you are to report the incident immediately to your Manager/Supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Manager/Supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

## **8.0 Safety and Loss Prevention**

### **8.1 Drug and Alcohol Policy**

Reston Limousine & Travel Service Inc is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Organization to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

**Please refer to your DOT Driver's Handbook.**

### **8.2 Drug-Free Workplace (Federal Contractors)**

#### **Drug-Free Workplace Act**

As a federal contractor, Reston Limousine & Travel Service Inc must comply with the requirements of the Drug-Free Workplace Act of 1988, which is a part of Public Law 100-690, Anti-Drug Abuse Act of 1988. The federal Drug-Free Workplace Act of 1988 (§ 5152) covers grants and contracts for the procurement of any service with a value of \$25,000 or more.

To comply with the act, federal agency contractors and federal grant recipients must provide a drug-free workplace. These federal contractors and grant recipients will:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against employees for violations.
- Distribute a copy of the policy statement to employees engaged in the performance of a federal grant or contract.
- Notify employees that compliance with the policy is a condition of employment on such grant or contract and that employees must abide by the terms of the policy statement. The policy statement includes the requirement that employees notify the Organization of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.
- Impose a sanction as required under this act on employees who are so convicted.
- Establish a program of drug-free awareness, informing employees about the organization's policy of maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug-abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

#### **Americans with Disabilities Act**

In addition to complying with the federal Drug-Free Workplace Act of 1988, the Organization must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

## **Drug-Free Workplace Policy**

The Organization, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.
- Any employees convicted of a criminal drug statute violation occurring in the workplace must notify their Manager/Supervisor of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, the Organization must inform contracting or granting agencies of such convictions within 10 days after receiving notification or otherwise receiving notice of a conviction.
- Upon receiving such notification, the Organization, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected individual to continue employment with the Organization, the individual must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

The Organization will evaluate its obligations in accordance with state and other applicable laws where required, on a case by case basis.

## **8.3 General Safety**

It is the responsibility of all Reston Limousine & Travel Service Inc employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Organization health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Organization also requires that all occupational illnesses or injuries be reported to your Manager/Supervisor as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

## **8.4 Workplace Tobacco Usage**

Reston Limousine & Travel Service Inc is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited in the following:

- Organization offices.
- Organization vehicles.
- Client areas.
- Restrooms.
- Areas where signs are posted prohibiting smoking.

The Organization also prohibits the use of smokeless tobacco (e.g., chewing tobacco, dip, and snuff) in such areas.

## **8.5 Workplace Violence**

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Reston Limousine & Travel Service Inc, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

## **Zero Tolerance Policy**

The Organization has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

## **Prohibited Conduct**

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Organization property or while performing Organization business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

## **Reporting Incidents of Violence**

Report to your Manager/Supervisor or Human Resources, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

## **Violations**

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

## **Retaliation**

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Human Resources.

## **9.0 Trade Secrets and Inventions**

### **9.1 Confidentiality and Nondisclosure of Trade Secrets**

As a condition of employment, Reston Limousine & Travel Service Inc employees are required to protect the confidentiality of Organization trade secrets, proprietary information, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Organization. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Manager/Supervisor or Human Resources.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

## **10.0 Customer Relations**

### **10.1 Customer, Client, and Visitor Relations**

Reston Limousine & Travel Service Inc strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your Manager/Supervisor immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your Manager/Supervisor or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Organization as a leader in its field.

# District of Columbia Policies

## Hiring and Orientation Policies

### EEO Statement and Nonharassment Policy

#### Equal Opportunity Statement

Reston Limousine & Travel Service Inc is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age; race; color; national origin; ancestry; religion; sex; sexual orientation (including transgender status, gender identity or expression); pregnancy (including childbirth, lactation, and related medical conditions); reproductive health decisions; family responsibilities; marital status; personal appearance; matriculation; political affiliation; credit information; employment status; homeless status; physical or mental disability; genetic information (including testing and characteristics); veteran status; uniformed servicemember status; status as a victim or family member of a victim of domestic violence, sexual offense, or stalking; or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, fringe benefits, and other compensation, the application of disability and/or temporary disability policies, termination, and all other terms, conditions, and privileges of employment.

The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against any employees who provides information about, complains about, or assists in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Manager/Supervisor or any other designated member of management.

#### Policy Against Workplace Harassment

**Harassment** is defined as conduct, whether direct or indirect, verbal or nonverbal, that unreasonably alters an individual's terms, conditions, or privileges of employment or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Reston Limousine & Travel Service Inc has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

#### Sexual Harassment

**Sexual harassment** is defined as any conduct of a sexual nature that constitutes harassment (as defined above), including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;

- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

## Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify Manager/Supervisor or Human Resources.

The Organization prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Organization determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

## Alternative Reporting

In addition to the Organization reporting process, if you believe you have been subjected to harassment, you may file a formal complaint with the District of Columbia Office of Human Rights (OHR) or the federal Equal Employment Opportunity Commission (EEOC). Complaints must be filed with the OHR within one year, or with the EEOC within 300 days, of the date you believe you were discriminated against. Using the Organization complaint process does not prohibit you from filing a complaint with the OHR or the EEOC.

You can obtain a complaint form or file your complaint online with the OHR at <https://ohr.dc.gov/service/file-discrimination-complaint>. Contact the OHR by phone at (202) 727-4559 or by email at [ohr@dc.gov](mailto:ohr@dc.gov).

To file a claim with the EEOC, contact your local EEOC office. More information about filing a claim with the EEOC is available at <https://www.eeoc.gov/employees/howtofile.cfm>.

## Wage and Hour Policies

### Accommodations for Nursing Mothers

Reston Limousine & Travel Service Inc will provide nursing mothers reasonable unpaid break time to express milk for their infant child.

If you are nursing, the Organization will provide you a private, sanitary room or other location in close proximity to the work area, other than a restroom, to express milk. The room or location will be shielded from view and free from intrusion from coworkers and the public. The location:

- May be a childcare facility in close proximity to your work location; or
- If at the work area, will have adequate lighting, ventilation, and an electrical outlet (if necessary for the pumping device).

The break time must, if possible, run concurrently with any break time already provided. If you are nonexempt, clock in and out/record the start and end time for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid as permissible under applicable law.

You are encouraged to discuss the length and frequency of these breaks with your Manager/Supervisor.

The Organization will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

## Meal and Rest Periods

Reston Limousine & Travel Service Inc strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Manager/Supervisor regarding procedures and schedules for rest and meal breaks. The Organization requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Manager/Supervisor know; in addition, notify your Manager/Supervisor as soon as possible if you were unable to or prohibited from taking a meal or rest period.

The District of Columbia does not have a general law governing meal and rest periods.

## Overtime

If you are nonexempt, you may qualify for overtime pay. All unscheduled overtime must be approved in advance, in writing, by your Manager/Supervisor.

At certain times Reston Limousine & Travel Service Inc may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

## Pay Period

At Reston Limousine & Travel Service Inc, the standard pay period is biweekly for all employees. Pay dates are on Fridays. If a pay date falls on a holiday, you will be paid on the preceding business day.

Review your paycheck for accuracy. If you find an issue, report it to your Manager/Supervisor immediately.

## Benefits

### Paid Family Leave

Reston Limousine & Travel Service Inc provides paid family leave (PFL) benefits to eligible employees in accordance with the District of Columbia Universal Paid Leave Act. The District's PFL program provides eligible employees with partial wage replacement benefits when they take leave from work to bond with a new child, care for a family member, for their own serious health condition, or for prenatal care during their pregnancy. The PFL program is administered by the DC Office of Paid Family Leave (OPFL), and benefits are funded through a quarterly payroll tax.

### Eligibility

You are generally eligible for PFL if you work more than 50% of your time for the Organization in the District of Columbia (including teleworking or telecommuting).

You may not receive PFL benefits if you are currently receiving unemployment or long-term disability benefits.

### Qualifying Events and Length of Leave

If eligible, you may take leave as follows:

- **Parental leave:** Up to 12 weeks of leave in a 52-week period to bond with your new child after birth, after adoption or foster care placement, or after legally assuming parental responsibility.
- **Family leave:** Up to 12 weeks of leave in a 52-week period to care for a family member with a serious health condition.
- **Medical leave:** Up to 12 weeks of leave in a 52-week period to care for your own serious health condition.
- **Prenatal leave:** Up to two weeks of leave in a 52-week period during your pregnancy for:
  - Routine and specialty appointments, exams, and treatments associated with a pregnancy provided by a healthcare provider, including prenatal check-ups and ultrasounds;
  - Treatment for pregnancy complications;
  - Bedrest that is required or prescribed by a healthcare provider; and
  - Prenatal physical therapy.

**Family member** means:

- Your biological, adopted, foster, or step child; legal ward; child of your domestic partner; or person to whom you stand in loco parentis.
- Your biological, foster, or adoptive parent; parent-in-law; stepparent; legal guardian; or person who stood in loco parentis to you when you were a child.
- Your domestic partner or spouse.
- Your grandparents (including a biological, adopted, foster, or step parent of your biological, adopted, foster, or step parent).
- Your siblings (including your biological, adopted, foster, half or step sibling, or sibling-in-law).

The maximum amount of leave for any combination of parental, family, and medical leave is 12 weeks. However, pregnant employees are eligible for two weeks of prenatal leave while pregnant and 12 weeks of parental leave after giving birth, for a maximum of 14 weeks.

PFL may be taken intermittently or continuously.

## Applying for Benefits

If you have experienced a qualifying event, you must apply for PFL benefits through the OPFL web portal at <https://dcpaidfamilyleave.dc.gov/>. PFL benefits are determined on a sliding scale based on your reported income and are paid at up to 90% of your average weekly wage for each week you are on leave. PFL benefits are funded through a quarterly payroll tax.

For additional information regarding the PFL benefits, refer to the *DC Paid Family Leave Employee Handbook* provided by OPFL.

## Notice

If the need for leave is foreseeable, you must provide at least 10 days' written notice. If you are unable to provide 10 days' notice due to an emergency, provide notice as soon as possible or before the first work shift that you would miss due to the event. If you are unable to provide notice before missing work, you or someone on your behalf must give notice no more than two days after the emergency event. Verbal notice must be followed by written notice as soon as possible.

Notice must include:

- The type of leave requested;
- The expected duration of leave;
- The expected start and end dates of leave; and
- Whether the leave will initially be used continuously or intermittently.

## Interaction with Other Laws

PFL leave will run concurrently with available leave under the federal Family and Medical Leave Act (FMLA) or the District of Columbia Family and Medical Leave Act (DCFMLA) where permitted by applicable law.

## Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy. If you believe your rights to PFL have been violated, you may file a complaint with the District of Columbia Office of Human Rights (<https://ohr.dc.gov/>).

## Paid Sick Leave

Reston Limousine & Travel Service Inc provides paid sick leave benefits to eligible employees in accordance with District of Columbia law.

## Eligibility

You are eligible to accrue paid sick leave at the beginning of employment if you spend more than 50 percent of your time working for the Organization within the District of Columbia.

## Qualifying Reasons for Leave

If eligible, you are entitled to paid sick leave for any of the following:

- Your own illness and your own medical or dental appointments.
- The illness and medical or dental appointments of your family member.
- To obtain social or legal services if you or your family member is a victim of stalking, domestic violence, or sexual abuse, in order to:
  - Seek medical attention for physical or psychological injury or disability caused by stalking, domestic violence, or sexual abuse;
  - Obtain services from a victim services organization;
  - Obtain psychological or other counseling;
  - Temporarily or permanently relocate;
  - Take legal action, including preparing for or participating in any civil or criminal legal proceeding; or
  - Take any other actions to enhance your own health or safety or that of a family member, or to enhance the safety of those who associate or work with you.

As used in this policy, **family member** means the following individuals:

- Spouse.
- Domestic partner.
- Child (including foster child or grandchild).
- Parents.
- Parents of a spouse.
- Brothers and sisters.
- The spouse of a child, brother, or sister.
- Other family member to whom you are related by blood, legal custody, or marriage.
- A person you have lived with for the past 12 months, and with whom you maintain a committed relationship.
- A child who lives with you and for whom you have permanently assumed parental responsibility.

## Accrual and Usage

You will begin to accrue paid sick leave on your first day of employment at the rate of one hour of leave for every 87 hours worked up to a maximum of three days per calendar year. You will begin to accrue paid sick leave on the date you become eligible.

You may begin to use paid sick leave after 90 days of service. You may only use up to seven days of paid sick leave per calendar year. You may carry over unused leave from year to year.

Unused leave will not be paid out on termination of employment for any reason.

The Organization may reduce payment for paid sick leave by any amounts payable to you under any other benefits plan to which the Organization contributes or under any federal or state workers' compensation law that covers your absence.

## Transfers

If you are transferred to a division, branch, office, or other location outside the District of Columbia and then transferred back to a division, branch, office, or other location within the District, your previously accrued paid sick leave will be reinstated and immediately available for use.

## Reinstatement of Paid Sick Leave Upon Rehire

If you are separated from employment with the Organization and rehired within 12 months, your previously accrued paid sick leave will be reinstated and immediately available for use (provided you were previously eligible to use the leave).

## Notification

You must make reasonable efforts to schedule paid sick leave in a manner that does not unduly disrupt Organization operations.

You must submit a written request for paid leave, which must include a reason for the absence involved and the expected duration of the paid leave. If the paid leave is foreseeable, you must submit the request at least 10 days, or as early as possible, in advance of the paid leave. If the paid leave is unforeseeable, you must submit an oral request for paid leave prior to the start of the work shift for which the paid leave is requested. In the case of an emergency, you must notify the Organization prior to the start of the next work shift or within 24 hours of the onset of the emergency, whichever occurs sooner.

## Certification

The Organization may require that paid leave for three or more consecutive days be supported by reasonable certification. Reasonable certification may include:

- A signed document from a health care provider affirming your illness;
- A police report indicating that you were a victim of stalking, domestic violence, or sexual abuse;
- A court order; or
- A signed statement from a victim and witness advocate, or domestic violence counselor affirming that you are involved in a legal action related to stalking, domestic violence, or sexual abuse.

If certification is required, you must provide a copy of the certification to the Organization upon your return to work.

The requirements for certification will not require a health care professional to disclose information in violation of § 1177 of the Social Security Act (110 Stat. 2029; 42 U.S.C. § 1320d-6), or the regulations according to § 264(c) of the Health Insurance Portability and Accountability Act of 1996, (110 Stat. 2033; 42 U.S.C. § 1320d-2, note).

Information provided to the Organization will not be disclosed by the Organization, unless the disclosure is:

- Requested or consented to by you;
- Ordered by a court or administrative agency; or
- Otherwise required by applicable federal or local law.

## Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## Parental Leave

Reston Limousine & Travel Service Inc will provide eligible employees up to 24 hours of leave during any 12-month period to attend or participate in school-related events for their children. A school-related event is an activity sponsored by either a school or an associated organization, such as a parent-teacher association (PTA) and includes, but is not limited to, the following:

- A student performance such as a concert, play, or rehearsal.
- The sporting game of a school team or practice.
- A meeting with a teacher or counselor.
- Any similar type of activity.

To be eligible for parental leave, you must be:

- A parent, legal guardian, or individual with legal custody of a child;
- An aunt, uncle, or grandparent of a child; or
- A person married to, or in a domestic partnership with, a parent, legal guardian, individual with legal custody, aunt, uncle, or grandparent of a child.

To qualify for leave under this policy, the child must be involved in the meeting or event as a participant or as the subject; not as a spectator.

You must notify your Manager/Supervisor at least 10 calendar days before a school event, unless attendance is not reasonably foreseeable, in which case you must provide as much notice as possible. Your request may be denied if granting leave would unduly disrupt business operations.

Leave under this policy is unpaid; however, exempt employees will not incur any reduction in pay for a partial week's absence. You may elect to substitute accrued vacation/PTO time during the unpaid leave.

You will not lose any employment benefit or seniority accrued while on leave.

The Organization will not retaliate against any employees who request or take leave in accordance with this policy.

## Voting Leave

Reston Limousine & Travel Service Inc encourages all employees to exercise their right to vote. Upon request, the Organization will

provide you with at least two hours of paid leave to vote if you are scheduled to work during the time for which you are requesting leave.

If you require time off to vote, you must provide reasonable advance notice to your Manager/Supervisor. The Organization may require you to take leave:

- During a period designated for early voting instead of on the day of election; or
- At the beginning or end of your work shift.

The Organization will not:

- Deduct from your salary, wages, or accrued leave for taking voting leave;
- Interfere with, restrain, or deny your right to take leave under this policy; or
- Retaliate against you for taking leave in accordance with this policy.

# Maryland Policies

## Hiring and Orientation Policies

### EEO Statement and Nonharassment Policy

#### Equal Opportunity Statement

Reston Limousine & Travel Service Inc is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age, race (including traits associated with race, which includes hair texture, Afro hairstyles, and protective hairstyles such as braids, twists, and locks), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, credit history, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Manager/Supervisor or any other designated member of management.

#### Policy Against Workplace Harassment

Reston Limousine & Travel Service Inc has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

#### Other Harassment

Harassment includes unwelcome and offensive conduct based on an individual's membership in a protected class (listed above) where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or (3) based on the totality of the circumstances, the conduct creates a working environment that a reasonable person would perceive as abusive or hostile. Such conduct need not be severe or pervasive.

While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of such conduct:

- The use of disparaging or abusive words, phrases, or slurs; negative stereotyping; or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

#### Sexual Harassment

Sexual harassment includes conduct that consists of unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting the individual; or (3) based on the totality of the circumstances, the conduct creates a working environment that a reasonable person would perceive as abusive or hostile. Such conduct need not be severe or pervasive.

Again, while it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples

of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors;
- Any unwanted physical touching or assaults, or blocking or impeding movements; and
- The spreading or participation in dissemination of gossip or rumors of a sexual nature related to coworkers.

## **Reporting Discrimination and Harassment**

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify Manager/Supervisor or Human Resources.

The Organization prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Organization determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

## **Wage and Hour Policies**

### **Accommodations for Nursing Mothers**

Reston Limousine & Travel Service Inc will provide nursing mothers reasonable unpaid break time to express milk for their infant child.

If you are nursing, the Organization will provide you a private, sanitary room or other location in close proximity to the work area, other than a restroom, to express milk. The room or location will be shielded from view and free from intrusion from coworkers and the public. The location:

- May be a childcare facility in close proximity to your work location; or
- If at the work area, will have adequate lighting, ventilation, and an electrical outlet (if necessary for the pumping device).

The break time must, if possible, run concurrently with any break time already provided. If you are nonexempt, clock in and out/record the start and end time for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid as permissible under applicable law.

You are encouraged to discuss the length and frequency of these breaks with your Manager/Supervisor.

The Organization will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

### **Meal and Rest Periods**

Reston Limousine & Travel Service Inc strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Manager/Supervisor regarding procedures and schedules for rest and meal breaks. The Organization requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Manager/Supervisor know; in addition, notify your Manager/Supervisor as soon as possible if you were unable to or prohibited from taking a meal or rest period.

## Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Manager/Supervisor.

At certain times Reston Limousine & Travel Service Inc may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

## Pay Period

At Reston Limousine & Travel Service Inc, the standard pay period is biweekly or all employees. Pay dates are on Fridays. If a pay date falls on a holiday, you will be paid on the preceding business day.

Review your paycheck for accuracy. If you find an issue, report it to your Manager/Supervisor immediately.

## Benefits

### Civil Air Patrol Leave

Reston Limousine & Travel Service Inc will provide eligible employees with at least 15 days of unpaid Civil Air Patrol leave per calendar year to respond to an emergency mission of the Maryland Wing of the Civil Air Patrol.

### Eligibility

To be eligible for Civil Air Patrol leave, you must:

- Be employed by the Organization for at least 90 days before beginning leave; and
- Be a volunteer member of the Maryland Wing of the Civil Air Patrol.

### Use of Leave

You will not be required to exhaust any paid leave in order to take Civil Air Patrol leave.

### Notice

If eligible, you must provide as much notice as possible of the intended dates leave will begin and end. After arriving at an emergency location, you must provide the Organization with an estimated amount of time needed to complete the emergency mission. You must report to the Organization necessary changes in the time required to complete the mission.

### Certification

The Organization may require certification from the proper Civil Air Patrol authority verifying your eligibility for the leave requested or taken. The Organization may deny the leave if you fail to provide the required certification.

### Restoration

Upon return from leave, you will be restored to your previous position or a position with equivalent seniority status, benefits, pay, and conditions of employment.

### Benefits

Taking Civil Air Patrol leave under this policy will not result in the loss of any benefits accrued before the date on which the leave commenced.

### Retaliation

The Organization will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

## **Bone Marrow and Organ Donation Leave**

Reston Limousine & Travel Service Inc will provide eligible employees with:

- Up to 30 days of unpaid leave in a 12-month period to serve as a bone marrow donor.
- Up to 60 days of unpaid leave in a 12-month period to serve as an organ donor.

## **Eligibility**

To be eligible for donation leave, as of the date the requested leave begins, you must have:

- Been employed by the Organization for at least 12 months; and
- Worked at least 1,250 hours for the Organization during the previous 12 months.

## **Leave Request**

To request donation leave, you must provide the Organization with written verification from a physician that you are an eligible bone marrow or organ donor and there is a medical necessity for the donation.

## **Pay**

Donation leave is unpaid. You may choose to use available accrued but unused paid sick time in lieu of unpaid leave.

## **Interaction with Other Laws**

Leave cannot be taken concurrently with leave under the federal Family and Medical Leave Act (FMLA).

## **Return to Work**

Upon returning to work at the end of donation leave, you will be restored to your previous position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

## **Maintenance of Health Benefits**

If the Organization provides you with health benefits under a group health plan, the Organization will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken donation leave.

## **Retaliation**

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## **Court Attendance and Witness Leave**

Reston Limousine & Travel Service Inc realizes that, on occasion, employees may be subpoenaed to testify as a witness in court. In such cases, you will be provided unpaid leave to attend. Notify your Manager/Supervisor as soon as possible to make scheduling arrangements. You may opt to use PTO in place of unpaid leave.

The Organization reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## **Crime Victim Leave**

If you are the victim of a crime, or have a special relationship to a victim of a crime, you may take time off from work to attend any proceeding relating to the crime, provided you have the right to appear. You are eligible for leave under this policy if you are:

- The victim of the crime or juvenile delinquent act at issue in the proceeding;
- The victim's next of kin or guardian when the victim is deceased or disabled; or
- The victim's representative.

**Representative** means a person who is designated by:

- The next of kin or guardian of a victim who is deceased or disabled; or
- The court in a dispute over who will be the representative.

Notify your Manager/Supervisor of your need to take leave as soon as possible to make scheduling arrangements.

Time off under this policy will be without pay; however, exempt employees will not incur any reduction in pay for a partial week's absence for leave under this policy. You may opt to use PTO in place of unpaid leave.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## Flexible Leave

In accordance with the Maryland Flexible Leave Act, you may use earned and available paid leave for the illness or death of an immediate family member.

For purposes of this policy:

- **Immediate family** means a child, spouse, or parent.
- A **child** is an adopted, biological, or foster child, a stepchild, or a legal ward who is either: 1) under the age of 18; or 2) at least 18 and incapable of self care due to a mental or physical disability. A **parent** is an adoptive, biological, or foster parent, a stepparent, a legal guardian, or a person standing in loco parentis.
- **Paid leave** means paid time away from work that is earned and available to an employee: 1) based on hours worked; or 2) as an annual grant of a fixed number of hours or days of leave for performance of service. Paid leave includes sick leave, vacation time, paid time off, and compensatory time.

The age requirement for children does not apply in regard to leave taken for the death of an immediate family member.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## Leave for Family Members on Active Duty

If eligible, Reston Limousine & Travel Service Inc will allow you to take unpaid leave from work on the day an immediate family member is leaving for, or returning from, active duty outside the United States as a member of the U.S. Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard, National Oceanic and Atmospheric Administration, or Public Health Service.

To be eligible for leave, you must:

- Be employed by the Organization either full time or part time;
- Have worked for the Organization for the last 12 months; and
- Have worked at least 1,250 hours during the last 12 months.

When requesting leave, you may be required to submit proof verifying that the leave is being taken for appropriate purposes.

The Organization will not require you to use sick, vacation, or other paid leave when taking leave under this policy.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## Paid Sick Leave (Accrual Method)

Reston Limousine & Travel Service Inc provides paid sick leave to eligible employees in accordance with Maryland's Healthy Working Families Act.

### Eligibility

To be eligible for sick leave you must work more than 12 hours per week on a regular basis. For more information regarding your eligibility for sick leave, contact your Manager/Supervisor.

### Reasons for Leave

Sick leave may be taken for the following reasons:

- To care for your own, or a family member's, mental or physical illness, injury, or condition, including the need to obtain preventive medical care.
- For maternity or paternity leave.
- For absences from work when such absences are necessary because you or your family member have been a victim of domestic violence, sexual assault, or stalking and the leave is used:
  - To obtain medical or health attention;
  - To obtain services from a victim services organization;
  - For legal services or proceedings; or
  - Because you have temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

**Family member** means:

- Your biological, adopted, foster, or step child;
- A child for whom you have legal or physical custody or guardianship;
- A child for whom you stand in loco parentis, regardless of the child's age;
- You or your spouse's biological, adoptive, foster, or step parent;
- You or your spouse's legal guardian or ward;
- Your spouse;
- An individual who acted as a parent or stood in loco parentis to you or your spouse when you or your spouse was a minor;
- Your biological, adopted, foster, or step grandparent; and
- Your biological, adopted, foster, or step sibling.

## Accrual and Usage

Eligible employees accrue one hour of sick leave for every 30 hours of work up to a maximum of 40 hours per year. New employees begin accruing sick leave on their first day of employment. For this calculation, employees exempt from overtime under the Fair Labor Standards Act will be assumed to work 40 hours each workweek.

.For purposes of this policy the leave year is year from an employee hire date.

You are not entitled to earn sick leave during:

- A two-week pay period in which you worked fewer than 24 hours total;
- A one-week pay period if you worked fewer than a combined total of 24 hours in the current and preceding pay period; or
- A pay period in which you were paid twice per month and you worked fewer than 26 hours in the pay period.
- You may carry over up to 40 hours of accrued unused sick leave to the following leave year.

However, you may not:

- Accrue more than 40 hours of sick leave in a year;
- Accrue more than 64 total hours of sick leave at any time; or
- Use more than 64 hours of sick leave in a year.

You may not use sick leave during the first 106 calendar days of employment. To use sick leave between the 107th through the 120th calendar days after beginning employment, you must have agreed at the time of hire to provide verification that the use of leave was appropriate.

## Notice

If the need for leave is foreseeable, you must provide notice at least seven days before the first day sick leave is used. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

You may be denied leave if you fail to provide notice and your absence will cause a disruption to the Organization.

## Documentation

The Organization may obtain documentation of the appropriate use of leave if the leave:

- Was used for more than two consecutive scheduled shifts; or
- Was used between the 107th and 120th calendar days of employment and you agreed to provide verification at the time of hire.

## Payment Upon Termination

You will not be paid for any unused sick leave when your employment ends.

## Reinstatement of Sick Leave Upon Rehire

The Organization will reinstate previously accrued, unused sick leave if you separate and are rehired within 37 weeks.

## Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## Public Health Emergency Leave for Essential Workers

Reston Limousine & Travel Service Inc provides paid public health emergency leave to eligible essential employees in accordance with the Maryland Essential Workers' Protection Act.

## Eligibility

To be eligible for public health emergency leave, you must:

- Perform a duty or work responsibility during an emergency that cannot be performed remotely or is required to be completed at the work site; and
- Provide services that the Organization determines to be essential or critical to its operations.

## Reasons for Leave

You may use public health emergency leave:

- To isolate, without an order, because you have been diagnosed with or are experiencing symptoms associated with the communicable disease that is the subject of the emergency and are awaiting results of a test to confirm the diagnosis;
- To seek or obtain a medical diagnosis, preventive care, or treatment because you have been diagnosed with the communicable disease that is the subject of the emergency;
- To care for a family member who is isolating, without an order to do so, because of a diagnosis of the communicable disease that is the subject of the emergency;
- Due to a determination by a public health official or healthcare professional that your presence at your place of employment or in the community would jeopardize the health of other individuals because of your exposure to, or exhibited symptoms associated with, the communicable disease that is the subject of the emergency, regardless of whether you have been diagnosed with the communicable disease;
- To care for a family member due to a determination by a public health official or healthcare professional that the family member's presence at their place of employment or in the community would jeopardize the health of others because of their exposure to, or exhibited symptoms associated with, the communicable disease that is the subject of the emergency or due to symptoms exhibited regardless of whether the family member has been diagnosed with the communicable disease; or
- To care for a child or other family member because the care provider of the family member is unavailable due to the emergency or their school or place of care has been closed by a federal, state, or local public official or at the discretion of the school or place of care due to the emergency, including if the school or place of care is physically closed but providing instruction remotely.

Paid public health emergency leave is in addition to any other leave or benefit, including paid sick leave under the Maryland Healthy Working Families Act.

## Notice

Provide notice of your need for leave as soon as practical.

## Compensation

Leave under this policy is paid. You will be compensated at the rate provided in the federal program, order, law, or regulation. If not specified, you will be compensated as follows:

- If you are a full-time essential worker who regularly works 40 or more hours per week, you will be compensated for 112 hours;

- If you are a part-time essential worker who regularly works less than 40 hours per week, you will be compensated for an amount of hours equivalent to the average hours worked during a typical four-week working period;
- If your work schedule varies from week to week, you will be compensated for the average number of hours that you were scheduled per week over the six-month period ending on the date on which the emergency is declared or proclaimed; or
- If you did not work during the six-month period ending on the date on which the emergency is declared or proclaimed, you will be compensated an amount equal to your reasonable expectation at the time of hiring or the average number of hours per week that you would normally be scheduled to work, whichever is greater.

## Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## Voting Leave

If your work schedule prevents you from voting on Election Day, Reston Limousine & Travel Service Inc will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Manager/Supervisor, consistent with applicable legal requirements. The time will be paid if it otherwise would have been work time.

## Montgomery County Sick and Safe Leave

Reston Limousine & Travel Service Inc provides paid sick and safe leave to eligible employees in accordance with Montgomery County's Earned Sick and Safe Leave Act.

## Eligibility

All employees who regularly work in Montgomery County for more than eight hours each week are eligible for sick and safe leave.

## Reasons for Leave

Sick and safe leave may be taken for the following reasons:

- To care for or treat your own or a family member's mental or physical illness, injury, or condition;
- To obtain preventive medical care for you or your family member;
- If the Organization's place of business has closed by order of a public official due to a public health emergency;
- If the school or childcare center for your family member is closed by order of a public official due to a public health emergency;
- To care for your family member if a health official or health care provider has determined that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease; or
- If the absence from work is due to domestic violence, sexual assault, or stalking committed against you or your family member and the leave is used:
  - By you to obtain the following for yourself or your family member: medical attention needed to recover from a physical or psychological injury due to domestic violence, sexual assault, or stalking; services from a victim services organization related to the domestic violence, sexual assault, or stalking; or legal services, including preparing for or participating in a civil or criminal proceeding related to the domestic violence, sexual assault, or stalking; or
  - During the time that you have temporarily relocated due to the domestic violence, sexual assault, or stalking.

**Family member** means:

- Your child (including biological, adopted, or foster child, stepchild, legal or physical ward or guardian, and child for whom you are primary caregiver).
- Your parent or your spouse's parent (including biological, adoptive, foster parent, or stepparent).
- Your legal guardian or primary caregiver when a minor.
- Your spouse.
- Your grandparent or spouse of grandparent.
- Your grandchild.
- Your sibling or spouse of a sibling (including biological, adopted, or foster sibling).

## Accrual and Usage

Eligible employees accrue one hour of sick and safe leave for every 30 hours worked in Montgomery County up to a maximum of 56

hours per year. New employees begin accruing sick and safe leave on their first day of employment. If you are classified as exempt, you are presumed to work 40 hours per week, unless you are normally scheduled to work fewer than 40 hours, in which case sick and safe leave accrues based on your normal schedule. For purposes of this policy, the leave year is the employee's work anniversary year.

You may begin using sick and safe leave after your 90th calendar day of employment and you may use up to 80 hours of sick and safe leave per leave year. The smallest increment of sick and safe leave you may take is four hours. You may carry over up to 56 hours of unused earned sick and safe leave to the following leave year.

## **Compensation**

You will be compensated for sick and safe leave at the same rate and with the same benefits as you normally earn. If you are a tipped employee, you will receive at least the applicable Montgomery County minimum wage.

## **Notice**

If the need for leave is foreseeable, you must make a good faith effort to provide advance notice. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

## **Documentation**

If you use sick and safe leave for more than three consecutive days, you may be required to provide reasonable documentation that leave is being used for a covered purpose.

## **Interaction with Other Leave**

Sick and safe leave will run concurrently with other types of leave where permitted under applicable law.

## **Payment upon Termination**

You will not be paid for any unused sick and safe leave when your employment ends.

## **Reinstatement of Leave upon Rehire**

The Organization will reinstate previously accrued, unused sick and safe leave if you separate and are rehired within nine months.

## **Retaliation and Right to File Complaint**

The Organization will not retaliate against employees who request or take leave in accordance with this policy. You have the right to file a complaint with the Montgomery County Office of Human Rights for a violation of any rights granted by this policy.

# Virginia Policies

## Hiring and Orientation Policies

### EEO Statement and Nonharassment Policy

#### Equal Opportunity Statement

Reston Limousine & Travel Service Inc is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), race (including traits historically associated with race, which includes hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, ethnic or national origin, ancestry, religion (including any outward expression of religious faith, which includes adherence to religious dressing and grooming practices and carrying or displaying religious items or symbols), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), marital status, military status (including status as a uniformed servicemember, a veteran, or dependent of a servicemember), or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Manager/Supervisor or any other designated member of management.

#### Policy Against Workplace Harassment

Reston Limousine & Travel Service Inc has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

#### Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors;
- Any unwanted physical touching or assaults or blocking or impeding movements; and
- The spreading or participation in dissemination of gossip or rumors of a sexual nature related to coworkers.

## Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

## Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify Manager/Supervisor or Human Resources.

The Organization prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain about, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Organization determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

## Wage and Hour Policies

### Accommodations for Nursing Mothers

Reston Limousine & Travel Service Inc will provide nursing mothers reasonable unpaid break time to express milk for their infant child.

If you are nursing, the Organization will provide you a private, sanitary room or other location in close proximity to the work area, other than a restroom, to express milk. The room or location will be shielded from view and free from intrusion from coworkers and the public. The location:

- May be a childcare facility in close proximity to your work location; or
- If at the work area, will have adequate lighting, ventilation, and an electrical outlet (if necessary for the pumping device).

The break time must, if possible, run concurrently with any break time already provided. If you are nonexempt, clock in and out/record the start and end time for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid as permissible under applicable law.

You are encouraged to discuss the length and frequency of these breaks with your Manager/Supervisor.

The Organization will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

### Meal and Rest Periods

Reston Limousine & Travel Service Inc strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Manager/Supervisor regarding procedures and schedules for rest and meal breaks. The Organization requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Manager/Supervisor know; in addition, notify your Manager/Supervisor as soon as possible if you were unable to or prohibited from taking a meal or rest period.

## **Overtime**

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Manager/Supervisor.

At certain times Reston Limousine & Travel Service Inc may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

## **Pay Period**

At Reston Limousine & Travel Service Inc, the standard pay period is biweekly for all employees. Pay dates are on Fridays. If a pay date falls on a holiday, you will be paid on the preceding business day.

Review your paycheck for accuracy. If you find an issue, report it to your Manager/Supervisor immediately.

## **Benefits**

### **Bone Marrow and Organ Donation Leave**

Reston Limousine & Travel Service Inc will provide eligible employees with:

- Up to 30 business days of unpaid leave in a 12-month period to serve as a bone marrow donor.
- Up to 60 business days of unpaid leave in a 12-month period to serve as an organ donor.

### **Eligibility**

To be eligible for donation leave, as of the date the requested leave begins, you must have:

- Been employed by the Organization for at least 12 months; and
- Worked at least 1,250 hours for the Organization during the previous 12 months.

### **Leave Request**

To request donation leave, you must provide the Organization with written verification from a physician that you are an eligible bone marrow or organ donor and there is a medical necessity for the donation.

### **Pay**

Donation leave is unpaid. You may choose to use available accrued but unused PTO in lieu of unpaid leave.

### **Interaction with Other Laws**

Leave cannot be taken concurrently with leave under the federal Family and Medical Leave Act (FMLA).

### **Return to Work**

Upon returning to work at the end of donation leave, you will be restored to your previous position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

### **Maintenance of Health Benefits**

If the Organization provides you with health benefits under a group health plan, the Organization will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken donation leave.

### **Retaliation**

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## **Civil Air Patrol Leave**

Reston Limousine & Travel Service Inc will provide unpaid leave to employees who are members of the Civil Air Patrol to engage in training for emergency missions with the Civil Air Patrol or to respond to an emergency mission as a Civil Air Patrol volunteer.

## **Duration of Leave**

Leave used for training is limited to 10 workdays per federal fiscal year. Leave used to respond to an emergency mission is limited to 30 workdays per federal fiscal year.

You will not be required to exhaust any other leave to which you are entitled prior to taking Civil Air Patrol leave.

## **Notice**

Provide as much notice as possible of your intent to take leave. You must provide:

- Certification that you have been authorized by the U.S. Air Force, the governor, or a department, division, agency, or political subdivision of the state to respond to or train for an emergency mission; and
- Verification from the Civil Air Patrol of the emergency need of your volunteer service.

## **Retaliation**

The Organization will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

## **Court Attendance and Witness Leave**

Reston Limousine & Travel Service Inc realizes that, on occasion, you may be summoned or subpoenaed to appear as a witness in a civil or criminal proceeding. In such cases, you will be provided unpaid leave to attend. Notify your Manager/Supervisor as soon as possible to make scheduling arrangements. You may opt to use PTO in place of unpaid leave.

The Organization reserves the right to require you to provide proof of the need for leave to the extent authorized by law.

This policy does not apply to employees seeking leave because they are a defendant in a criminal case.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## **Crime Victim Leave**

Reston Limousine & Travel Service Inc will provide employees who are victims of a crime leave from work to attend any criminal proceedings. Criminal proceedings are proceedings at which the victim has the right or opportunity to appear involving a crime against the victim, including all of the following:

- The initial appearance of the person suspected of committing the criminal offense against the victim.
- Any proceeding in which the court considers the post-arrest release of the person accused of committing a criminal offense against the victim or the conditions of that release.
- Any proceeding in which a negotiated plea for the person accused of committing the criminal offense against the victim will be presented to the court.
- Any sentencing proceeding.
- Any proceeding in which post-conviction release from confinement is considered.
- Any probation revocation disposition proceeding or any proceeding in which the court is requested to terminate the probation of a person who is convicted of committing a criminal offense against the victim.
- Any proceeding in which the court is requested to modify the terms of probation or intensive probation of a person if the modification will substantially affect the person's contact with or safety of the victim or if the modification involves restitution or incarceration status.

You are eligible for leave under this policy if:

- You have suffered physical, psychological, or economic harm as a direct result of the commission of a felony or of assault and battery, stalking, sexual battery, attempted sexual battery, maiming or driving while intoxicated;

- You are a spouse or child of the victim;
- The victim is a minor and you are the victim's parent or legal guardian; or
- The victim is physically or mentally incapacitated or was a homicide victim and you are the victim's spouse, parent, sibling, or legal guardian.

You are not eligible for leave if you are the person who committed the crime or the relative or guardian of an individual who committed the crime.

Prior to taking leave, provide your Manager/Supervisor with a copy of the form provided to you by the applicable law enforcement agency and, if applicable, provide a copy of the notice of each scheduled criminal proceeding that is provided to you as victim.

The Organization may limit the leave provided under this policy if the leave creates an undue hardship.

Leave under this policy is without pay; however, the wages of exempt employees will not be reduced for a partial week's absence. You may elect to use accrued PTO.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

## **Election Worker Leave**

Reston Limousine & Travel Service Inc will provide employees who are election workers with unpaid leave to:

- Serve at a polling place on Election Day; or
- Serve at a meeting of the electoral board following the election to determine the results of such election.

***Election worker*** means a member of a local electoral board, a deputy general registrar, or an officer of election.

You must provide reasonable notice of your need to take leave.

If you serve four or more hours (including travel time), you will not be required to start any work shift that begins on or after 5 p.m. on the day of your service or begins before 3 a.m. on the day following your service.

The Organization will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

## Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Reston Limousine & Travel Service Inc Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Organization has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the President of the Organization. I also understand that any delay or failure by the Organization to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Organization or affect the right of the Organization to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Organization representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Organization representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Reston Limousine & Travel Service Inc.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources .

---

Signature

---

Date

---

Print Name

# **APPENDIX**

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

