



Triad
Broadcasting
Company

EMPLOYEE HANDBOOK

Seventh Edition
JUNE 2011



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Triad Broadcasting Company

EMPLOYEE HANDBOOK
JUNE 2010

ABOUT TRIAD BROADCASTING COMPANY

It is our pleasure to welcome you as an employee to Triad Broadcasting Company ("Triad"). We feel a very strong commitment to you as an employee. We want you to feel good about a job well done and we will try our best to give you the tools, direction and support necessary to enable you to be successful. If there is anything you need as we all strive to please our clients, just speak with any of the management staff.

Congratulations on becoming part of our team!

ABOUT THIS HANDBOOK

One of our objectives is to provide a work environment that is conducive to both personal and professional growth. This handbook is designed to acquaint you with Triad and to provide you with information about working conditions, benefits and policies affecting your employment. Unless otherwise stated, the policies contained in this Employee Handbook dated June 2011 apply to all employees. To the extent there is any conflict between the terms of this Handbook and an individual's Employment Agreement, the Employment Agreement shall prevail. This updated version supersedes and replaces all previously communicated policies both in written and verbal form. This handbook does not create a contract, express or implied. If you have questions about any of the contents, you should seek clarification from the Market Manager.

You should read, seek necessary clarification and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed to benefit you.

No employee handbook can anticipate every circumstance or question about policy. As we continue to grow, the need may arise to change policies described in the handbook. Triad therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook, other than the policy of at-will employment, from time to time as is deemed appropriate. Employees will be notified of revisions/updates to these policies. The policy of at-will employment may be modified only in writing signed by both the Market Manager and the employee, which specifically cites that it is a modification to the at-will policy. However, To the extent there is any conflict between the terms of this Handbook and an individual's Employment Agreement, the Employment Agreement shall prevail.

Triad has operations in many states. In the event state regulations differ from information in this handbook, the provisions that provide the greatest protection to the employee will apply.

Understandably, you will have questions throughout the course of your employment. We encourage you to first ask these questions of your immediate supervisor. If your supervisor is unable to answer your questions, you should then speak with the Business Manager or Market Manager of your market. In the event that you do not feel comfortable asking such questions of your supervisor, the Business Manager or Market Manager, you should then contact the Corporate

Human Resources office at (831) 655-6350.

We are committed to engaging our employees in ongoing, meaningful dialogue regarding all matters of employment. We anticipate that our employees will bring their issues and concerns to us and encourage them to do so before discussing such matters with agents outside Triad.

EXCEPTIONAL SERVICE POLICY

Our goal is to leave a positive lasting impression with our clients and listeners. We accomplish this through continuously striving to improve the quality of service we provide, by anticipating our clients and listener's needs and not only meeting, but *exceeding* their expectations in every way possible. Many of our clients and listeners will choose our company again and again because we provide excellent quality service, and thus will recommend us to their friends and business associates.

What we say and *how* we say it are the basic building blocks in enhancing the satisfaction of our clients and listeners. This requires a committed, team approach. We are all expected to accommodate client and listener requests and needs as they arise. The primary tools in accomplishing this are *Knowledge* of your job, the products and services we provide, and your *Attitude* when delivering that knowledge, service or product. Remember to interact with the people we do business with in the most pleasant and efficient and ethical manner.

ADDRESSING CLIENT AND LISTENER NEEDS

Our clients and listeners are interested in courteous, prompt service and high quality products. Our primary concern at all times should be client and listener satisfaction, at the same time ensuring that our employees work in a safe and respectful environment. If you encounter difficulties with any client or listener, please communicate directly with management.

EMPLOYMENT POLICIES

NATURE OF EMPLOYMENT

Employees of Triad Broadcasting are free to terminate their employment with Triad Broadcasting at any time, with or without reason, and Triad Broadcasting has the right to terminate any employee's employment at any time, with or without reason. Although Triad Broadcasting may choose to terminate employment for cause, cause is not required. This is called at-will employment. Additionally, other terms and conditions of employment such as compensation, benefits, title, duties, and corrective action may be modified at the discretion of management. The policy of at-will employment may be modified only in writing signed by both the Market Manager and the employee, which specifically cites that it is a modification to the at-will policy.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Triad Broadcasting Company will be based on merit, qualifications and abilities. Employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, creed, sex, gender, gender identity, sexual orientation, registered domestic partner status, national origin, age (40+), citizenship status, marital status, medical condition, pregnancy, childbirth related conditions, physical or mental disability, ancestry, political affiliation, veteran

status, genetic characteristics, or any other characteristic protected by federal, state or local law.

It is our intent to comply with the provisions of disability anti-discrimination requirements, and to make reasonable accommodations for qualified applicants and employees with known disabilities if the person is otherwise qualified to safely perform all the essential functions of the position and if the accommodation does not constitute an undue hardship on Triad. Therefore, if an applicant or employee feels they need reasonable accommodation to perform the essential functions of their job, they should contact their supervisor or the Market Manager and request such an accommodation. Triad and the applicant or employee will engage in an interactive process to identify and evaluate possible accommodations. If an accommodation is identified that is reasonable and will not impose an undue hardship, Triad will make the accommodation, in accordance with the Americans with Disabilities Act (“ADA”) and state law.

This policy governs all aspects of employment including selection, job assignment, compensation, corrective action, termination and access to benefits and training.

If questions or concerns arise about any type of discrimination in the workplace, employees are encouraged to bring these issues to the attention of their supervisor, the Business Manager, Market Manager or the Corporate HR office. Concerns and reports may be made without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to corrective action, up to and including termination of employment.

IMMIGRATION LAW COMPLIANCE

We are committed to full compliance with federal immigration laws and will not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility before commencing work. Required documentation must be presented within 72 hours of a new employee’s first report to work. Failure to present documentation within 72 hours will preclude the employee from returning to work without the required documentation. Former employees who are rehired must also complete the form if they have not completed an I-9 with Triad within the past three years, or if their previous I-9 is no longer retained or valid. Employees may raise questions or complaints about immigration law compliance without fear of reprisal by Triad.

EMPLOYEE RELATIONS

This employee handbook outlines our expectations of employees and what they can expect of us. We strongly believe that the working conditions, wages and benefits offered are competitive with those offered by other employers in this industry. If there are concerns about working conditions or compensation, these concerns should be discussed openly and directly with management.

Our experience has shown that when employees deal openly and directly with one another, the work environment can be excellent, communications can be clear, and attitudes can be positive. Open communication is a “two way street,” so if there are *any* concerns or questions, feel free to address them with management.

DRUG AND ALCOHOL USE

Triad is committed to providing a drug-free, healthful, and safe workplace. To promote this goal, all employees are required to report to work fit to perform their jobs in a satisfactory manner. While on Triad premises and while conducting business-

related activities off Triad premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, sale, purchase, distribution, dispensation, possession, or use of illegal drugs.

Violations of this policy may lead to corrective action, up to and including immediate termination of employment.

No alcoholic beverage may be brought onto, retained or consumed on Triad Broadcasting Company's property and being under the influence of, or the use of alcoholic beverages on Triad premises/property or while on Triad business is prohibited. In the rare occasion that Triad hosts a business function on and/or off Triad premises, the function must be sanctioned and approved by the VP/Market Manager.

Employees who are required to represent Triad Broadcasting Company at various dinners, meetings and business functions, who participate in the moderate consumption of alcohol in accordance with this policy must avoid intoxication or visible impairment or drive an automobile while under the influence of alcohol and may at no time be over the required alcohol limit as set forth by each individual state. Employees are required to follow the Code of Conduct whenever attending any of these functions on or off the premises. Violations will result in corrective action up to and including termination of employment.

If an employee is suspended from work due to unsatisfactory job performance resulting from alcohol and/or drug use, dependency, or abuse, such employee may be referred for counseling and/or treatment. If such an option is provided, the employee may be required to provide written verification that arrangements have been made for professional counseling. Additionally, the employee may be asked to provide periodic verifications of continued counseling sessions. Failure to provide such documentation or a repeat of occurrence of unsatisfactory job performance resulting from alcohol and/or drug dependency or abuse while at work may result in termination. Employees participating in a rehabilitation program will be required to meet all job performance standards and work rules.

The legal use of prescribed drugs is permitted on the job only if it does not impair the employee's ability to perform the essential functions of his/her job effectively and in a safe manner that does not endanger themselves or other individuals in the workplace.

Employees with any questions on this policy, or issues related to substance abuse in the workplace are encouraged to talk with their supervisor, the Business Manager, Market Manager, or the Corporate HR office

INTERACTIVE COMMUNICATION PROCESS

We are committed to engaging in ongoing, meaningful dialogue regarding all matters of employment and therefore we encourage employees to bring any issues and concerns to us before discussing such matters with persons outside Triad. Such issues and concerns should immediately be brought to the attention of the supervisor, Business Manager, Market Manager or the Corporate HR office in order to begin the process of an interactive dialogue in a timely manner. Management will make every effort to develop a reasonable solution based on a variety of factors, including, but not limited to: employee recommendation, specific circumstances, and available resources. The Problem Solving policy described later in this Employee Handbook provides additional details on the preferred process.

PROHIBITED HARASSMENT POLICY

Triad is committed to providing all of its employees with a workplace free of harassment and discrimination. We maintain a strict policy prohibiting sexual harassment and discrimination as well as harassment or discrimination on the basis of sex, race, color, national origin, religion, physical or mental disability, age, veteran status, genetic characteristics, gender, gender identity, medical condition, citizenship status, marital status, sexual orientation, pregnancy, or any other characteristic protected by federal, state or local law.

This prohibition applies to all employees, vendors, clients, listeners, and advertisers with Triad. No employee of Triad is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in Triad business.

This policy prohibits unlawful harassment and discrimination in any form including verbal, physical and visual harassment. It also prohibits retaliation of any kind against individuals who file complaints or who assist in Triad's investigation of a harassment or discrimination complaint.

This policy also prohibits discrimination and harassment in the form of sexual favoritism, which occurs when individuals are qualified for but are denied an employment opportunity or benefit because the person who received the employment opportunity or benefit submitted to sexual advances or requests. Favoritism or preferential treatment in the terms and conditions of employment on the basis of sexual conduct, sexual attraction, appearance, and/or physical characteristics or attributes is also prohibited.

Sexual Harassment Defined

There are two distinct categories of sexual harassment:

- Sexual harassment occurs when submission to or rejection of unwelcome conduct is used as a basis for employment decisions affecting the individual, including granting of employment benefits; in addition
- Sexual harassment occurs when unwelcome sexual conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment, even if it does not lead to tangible or economic job consequences.

Harassment may take many forms, but the most common forms include:

Verbal Harassment such as jokes, epithets, derogatory jokes or comments, slurs, negative stereotyping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or talents, references to women as "honey," "doll," or "sweetheart," questions about a person's sexual practices, or patronizing terms or remarks;

Physical Harassment such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, staring at a person's body, and threatening, intimidating or hostile acts that relate to a protected characteristic;

Visual Harassment such as offensive, derogatory, sexually oriented, or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures, display of sexually suggestive or lewd objects, e-mail, computer graphics or images, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual because of a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on

Triad's premises or circulated among employees or in the workplace.

The three most common types of sexual harassment complaints are those in which:

- An employee is fired or denied a job or an employment benefit because he/she refused to grant sexual favors or because he/she complained about harassment. Retaliation for complaining about harassment is illegal, even if it cannot be demonstrated that the harassment actually occurred.
- An employee quits because he/she can no longer tolerate an offensive work environment, referred to as a "constructive discharge." If it is proven that a reasonable person in the victim's position, under like conditions, would resign to escape the harassment, the employer may be held responsible for the resignation as if the employee had been discharged.
- An employee is exposed to an offensive work environment. Exposure to various kinds of behavior or to unwanted sexual advances alone may constitute harassment.

Sexual harassment can occur between employees of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.

Off-duty conduct may in certain instances constitute actionable harassment. Employees therefore should use good judgment and refrain from any behavior that could be construed as sexual harassment at and outside the workplace in communicating with or about co-workers and others affiliated with Triad, such as through the use of social media.

Complaint Procedure

Any employee who believes he or she has been subjected to harassment or discrimination whether or not specifically noted as an inappropriate behavior as described in this policy should immediately tell the harasser or person acting in a discriminatory manner to stop his/her unwanted behavior and immediately report that behavior, preferably in writing, to their direct supervisor, their Business Manager or Market Manager, the corporate HR office, or a member of senior management.

If an employee becomes aware of harassing or discriminating conduct engaged in or suffered by a Triad employee, regardless of whether such harassment or discrimination directly affects that employee, the employee should immediately report that information, preferably in writing to their own supervisor, their Business Manager or Market Manager, the corporate HR office, or a member of senior management.

Complaints should include details of the incident(s), names of individuals involved, and the names of any witnesses. No adverse action will be taken against an employee who makes a report or cooperates in the investigation of a report of harassment or discrimination. Supervisors and managers must immediately refer all harassment and discrimination complaints to the Market Manager, who must then refer all complaints to the corporate HR office.

Whenever management is made aware of a situation which may violate this

policy, Triad will conduct an immediate, thorough and objective investigation of any harassment or discrimination claims through an interactive process with the employee. At the conclusion of its investigation, it will attempt to determine whether unlawful harassment or discrimination has occurred. Triad will look at the totality of the circumstances, including the nature of the conduct and the context in which it occurred.

Triad will protect the confidentiality of the harassment allegations to the extent possible. However, Triad cannot guarantee complete confidentiality, since we cannot conduct an investigation without revealing certain information to the alleged harasser and potential witnesses. At the conclusion of our investigation, we will attempt to determine whether unlawful harassment or discrimination has occurred. The totality of the circumstances will be reviewed, including the nature of the conduct and the context in which it occurred. Triad will communicate our findings, as promptly as possible, if appropriate, and the remedial action (if any) to be taken, to the accused, to the complainant, and, when appropriate, to other persons who are directly concerned.

If it is determined that prohibited harassment or discrimination have occurred, Triad will take appropriate action against a person found to have engaged in prohibited harassment or discrimination to ensure that the conduct will not reoccur. A determination regarding the alleged harassment or discrimination will be made and communicated to the person claiming harassment or discrimination as soon as practical. The type of corrective action administered will be dependent upon the severity of the conduct, as well as any other factors presented in the particular circumstances. Employees violating the policy (including coworkers, supervisors and managers), however, are subject to corrective action up to and including termination. Triad will also take steps as necessary in an effort to prevent any further harassment or discrimination.

No Retaliation

Retaliation is strictly prohibited against any person by another employee or by Triad for using this complaint procedure, reporting harassment or discrimination, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by Triad or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit to the person participating in an investigation.

We do not consider conduct in violation of this policy to be within the course and scope of employment and do not sanction such conduct on the part of any employee, including management employees.

Triad encourages all employees to immediately report any incidents or harassment and/or discrimination forbidden by this policy so that complaints can be resolved promptly.

Additional Enforcement Information

In addition to notifying Triad about harassment or retaliation complaints, any and all affected employees may also direct their complaints to Triad's Hot Line, which is an alternate channel available 24 hours a day, 365 days a year. It is operated on our behalf by National Hotline Services, Inc. an independent firm. The Hotline number is: 1-800-826-6762.

We will not allow any retribution or retaliation against an employee who reports a compliance issue in good faith.

In addition to Triad's internal complaint procedure and Hotline, employees should also be aware that the Equal Employment Opportunity Commission (*EEOC*) and similar state divisions investigate and prosecute complaints of sexual harassment and discrimination in employment. Employees who believe that they have been harassed or been subjected to discrimination may file a complaint with either of these agencies; using Triad's internal complaint procedure does not extend the time period for filing a claim with these agencies. Employees can contact the EEOC or the nearest state division by checking the State Government listings in the local telephone directory.

For more information, please contact the Corporate HR office.

EMPLOYMENT APPLICATIONS

All employees are required to fully complete Triad Broadcasting Company's Employment Application. We rely upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination from employment.

EMPLOYMENT CATEGORIES

There are employment classifications that determine your employment status and benefits eligibility, though these classifications do not guarantee employment for any specified period of time and do not alter your status as an at-will employee. Your position is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT positions are entitled to overtime pay and other provisions of federal and state wage and hour laws. EXEMPT positions are excluded from overtime and other specific provisions of federal and state wage and hour laws. You will be advised of the exempt or non-exempt status of your position upon hire.

In addition to the above classifications, each employee is in one of the following employment categories:

INTRODUCTORY

Management and employees will, in the initial 90 days of employment, closely evaluate compatibility, ability, and interest in the position. This is applicable for all newly hired, promoted or transferred employees. See Introductory Period below for more detailed information.

REGULAR

FULL-TIME Regular full-time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work 30 hours or more per week.

PART-TIME Regular part-time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week.

TEMPORARY

Temporary employees are those who are hired as interim replacements to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Although a temporary position has an established length of time, there is no guarantee that if hired to perform a temporary position, an employee will be

retained throughout the entire period of the assignment. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change.

INTRODUCTORY PERIOD

All new and rehired employees work on an introductory basis for the first 90 calendar days after their start date. The introductory period is intended to give a new employee the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. This period is also used to evaluate their capabilities, work habits, and overall performance. However, successful completion of the introductory period does not guarantee continued employment and does not alter the employee's at-will status. Either the employee or Triad may end the employment relationship at any time during or after the introductory period, with or without cause or advance notice.

Any significant absence will automatically extend an introductory period by the length of the absence. If management determines that the designated introductory period does not allow sufficient time to thoroughly evaluate an employee's performance, the introductory period may be extended for a specified length of time. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

Employees who are promoted or transferred must complete a secondary introductory period of the same length with each reassignment to a new position. In cases of promotions or transfers within Triad, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time. If this occurs during the secondary introductory period they may be allowed to return to their former job if available, or to a vacant comparable job for which they are qualified, depending on the availability of such positions and the needs of Triad. Benefits eligibility and employment statuses are not changed during the secondary introductory period that results from a promotion or transfer.

JOB DESCRIPTIONS

We believe employees should have a clear understanding of their primary job responsibilities and expected performance. Therefore, it is our goal to develop and provide a Job Description that outlines and explains the duties and responsibilities of each position. Once an employee receives their job description, they are responsible for becoming familiar with the Job Description, and bringing questions or concerns to the attention of their supervisor. We also expect that, as an employee performs their duties, they will make note of any recommended revisions to their Job Description to be sure it is kept current, and that it is an accurate reflection of their current position.

PERFORMANCE REVIEWS

In general, management will provide feedback sessions on any performance issues in lieu of formal performance appraisals. Feedback sessions are discretionary and are not standard or mandatory. These feedback sessions may be written or verbal. However, this does not preclude management from doing formal performance appraisals. If there are any questions an employee should ask their supervisor, Business Manager or contact the Corporate HR office.

If there are any questions about performance, or what may be done to improve

performance, they may be discussed in private with the employee's supervisor. We maintain an "open door" policy with regard to personnel matters and welcome comments anytime.

ACCESS TO PERSONNEL FILES

Personnel files are the property of Triad and access to the information they contain is restricted. Generally only management with a legitimate reason to review information in a personnel file is allowed to do so. If an employee wishes to review their own personnel file, they may discuss this with the Business Manager. A review of the file will be authorized if given reasonable advance notice, and if the review is conducted in the presence of authorized management personnel.

INFORMATION CHANGES

It is the responsibility of each employee to promptly notify the Business Manager of any changes in important information such as: name, address, telephone number, person(s) to be notified in case of an emergency, changes in marital status, or the addition/deletion of dependents which may require a change in the number of exemptions claimed for income tax or benefit eligibility withholding purposes.

SECURITY INSPECTIONS

It is our wish to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the possession, transfer, sale, or use of such materials on its premises is strictly prohibited. We ask for the cooperation of all employees in administering this policy. Desks, lockers, or other storage devices may be provided for employee's convenience, but remain the sole property of Triad. Accordingly, they, as well as any articles found within them, can be inspected by any agent or authorized representative of Triad at any time, either with or without prior notice.

COMPUTER VIRUS PROTECTION AND COPYRIGHT POLICY

Considering the cost of computer systems and the negative consequences of it being shutdown, we continually attempt to protect our systems against computer viruses. In attempting to keep viruses to a minimum, as well as ensuring that only work-related software is being used, all software and/or disks brought onto the premises must first be approved by the market's IT person who may initiate a virus scan prior to loading such software onto any system. Of course, the loading of "pirated" versions of programs will not be permitted; only licensed software may be loaded onto Triad-owned machines.

EMPLOYMENT SEPARATION

We hope all employment relationships with Triad are rewarding and satisfying. However, separation of employment is an inevitable part of the personnel activity within any organization. Upon separation, all company property, including keys, pagers, handbooks, manuals, vehicles, computers, cellular phones and any other company items and documents, must be returned.

Management may schedule an Exit Interview This interview will allow the employee's views on the work experience to be shared with our company including the job requirements, general operations, and training needs.

These exit interviews will either be conducted by the market's Business Manager,

by telephone or on-line interview through an independent company, the National Hot Line. These are available 24 hours a day, 7 days a week at 1-877-815-0142 or at <http://www.exitinterviewservice.com>.

Below are examples of the more common circumstances under which employment is separated:

Resignation is an employment separation initiated by an employee who chooses to leave voluntarily. Resigning employees are requested to submit a written Notice of Resignation and are requested to give no less than 2 weeks notice. Managers and employees in key positions are asked to provide 4 weeks written notice of their intention to resign. This advance notice does not include vacation or any other compensated or non-compensated working time.

Circumstances may exist where management may exercise its right to accept a resignation immediately or to accelerate the final date of employment. Whether the date designated by the employee or a date selected by management becomes the employee's last day of work, the employee's personnel records will normally indicate voluntary resignation. The final paycheck will be through the last day actually worked.

In most circumstances, employees who fail to report to work for two (2) consecutive work shifts without proper notification will be considered to have abandoned their job and to have voluntarily resigned.

Termination is an employment separation initiated by Triad either during or after the introductory period.

Layoff / Reduction in Force is an involuntary employment separation initiated by Triad for non-disciplinary reasons. There may be circumstances in which Triad may need to restructure or reduce its workforce. If it becomes necessary to restructure our operations or reduce the number of employees, any advance notice required by federal or state law will be provided. Where no federal or state legal requirements apply, Triad will attempt to provide as much advance notice as possible so as to minimize the impact on those affected. Employees who are subject to restructure or reductions will be informed of the nature and the foreseeable duration of the restructure or reduction, whether short-term, long-term or permanent.

In determining which employees will be subject to a restructure or reduction, we will take into account, among other things, operational requirements, skills, productivity, ability and past performance of those involved and also, where feasible, the employee's length of service.

Retirement is a voluntary employment separation initiated by the employee. Employees who would like to retire should discuss their retirement with management. Retiring employees are asked to provide the same notification as employees who voluntarily resign.

REHIRING EMPLOYEES

If an employee voluntarily leaves the employment of Triad in good standing their personnel records will indicate that they are eligible for rehire if they should seek employment with us in the future. Employees who are involuntarily terminated, or whose work record is unsatisfactory will generally not be considered eligible for rehire for any position within Triad.

EMPLOYMENT REFERENCE CHECKS

We are extremely concerned about the accuracy of information provided to individuals outside our company regarding current or former employees. Any inquiries, which are received either by telephone or in writing regarding a present or past employee, are to be referred to the market's Business Manager or the Corporate HR office who will only provide dates of employment and positions held by the employee. No other employees of Triad may provide (either on or off-the-record) any information regarding current or former employees.

EMPLOYEE CONDUCT AND WORK RULES

CODE OF CONDUCT

To assure orderly operations and provide the best possible work environment, we require all employees to follow the rules of conduct listed below, which will help protect the interests and safety of employees, co-workers, clients, and any guests in the area. This policy in no way minimizes or eliminates employees' at-will employment status. It is, of course, not feasible to list all the forms of behavior that are considered unacceptable in the workplace. Accordingly, conduct that is unacceptable in management's opinion, whether specifically listed below or not may result in corrective action up to and including termination.

- Theft or inappropriate removal or possession of property
- Falsification of employment records, employment information, timekeeping records or other company records
- Working under the influence of alcohol or illegal drugs, or while impaired by prescription medication
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage or destruction of company-owned or client and listener-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or any other unlawful harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, fax machines, mail system, copiers, computers, or other company-owned equipment, materials, or facilities
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies or unsatisfactory performance or conduct
- Failure to provide physician or medical certification when requested or required to do so
- Using abusive language at any time when on company premises or while performing work
- Sleeping or malingering while on-duty
- Making or accepting excessive personal calls during working hours, except in cases of emergency or extreme circumstances
- Working overtime without authorization or refusing to work assigned overtime
- Committing a fraudulent act or a breach of trust under any circumstances
- Engaging in criminal conduct whether or not related to job performance

CORRECTIVE ACTION

Management may give employees notice of problems with conduct or performance in order to provide an opportunity to correct those problems. This may include verbal counseling, written counseling, or suspension. However, whenever management deems, in its sole discretion, that circumstances warrant the elimination of one or more of these corrective action steps, employment may be terminated immediately, without any corrective action. Certain conduct or performance problems may result in termination even for the first offense. While management may when appropriate utilize due process to give employees a

chance to make corrections, this in no way minimizes or eliminates at-will employment status.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, employees are required to be reliable and punctual. They should be ready to work at their workstation at the time their shift begins. Absenteeism and tardiness place a burden on other employees and on working operations. In the event there is an anticipated tardiness or absence the employee's supervisors should be notified as soon as possible –a message should not be left with a coworker. Supervisors should be notified first, and if an employee's supervisor is not available, then the Business Manager should be notified, and if the Business Manager is not available, then the Market Manager should be notified.

Excessive absenteeism and tardiness (*excused or not*) may result in counseling or corrective action up to and including termination of employment. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances. In most circumstances, if an employee fails to report for work for two (2) consecutive work shifts without any proper notification to management, it will be considered that they have abandoned their job and voluntarily resigned.

PERSONAL APPEARANCE AND GROOMING

Work attire and grooming standards should complement an environment that reflects an efficient, orderly operated business. Such standards will vary from market to market – the Market Manager of each market will have specific standards that will be communicated to employees.

Triad has a wide variety of positions, and therefore, employees in one position may have a dress standard that is different from another position. In general all employees are to dress in good taste and in accordance with the requirements of their position, including any health and safety requirements. When an employee is required to represent Triad in public, they should keep in mind that their appearance is a direct reflection on their employer.

At times, it may be necessary for management to inform employees of personal appearance and grooming that does not meet expectations of acceptable dress and/or appearance. If there are any questions or guidance is needed regarding dress and appearance standards, employees should initiate a discussion with their supervisor, the Business Manager or the Market Manager.

USE OF EQUIPMENT

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using company property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Supervisors must be notified if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repair can prevent deterioration of equipment and possible injury to employees or others. A supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of

equipment can result in corrective action, up to and including termination of employment.

CONFIDENTIALITY

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of your work, you may have access to confidential information that could be in the oral or written form, regarding Triad's suppliers, clients, listeners, supporters, fellow employees, and others who do business with Triad or who use our services. You may also have access to or become acquainted with information of a proprietary or private nature that may be related to the present or future business of Triad. It is your responsibility not to reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor and the President/CEO. The protection of confidential business information and trade secrets is vital to our success. Such confidential and proprietary information includes, but is not limited to, the following examples:

- All proprietary information
- Copyright materials
- Company produced copy for use on the air or promotion
- Personnel information, including contact information, that is difficult to obtain
- Compensation data
- Financial information
- Marketing strategies
- Client (advertisers) lists or information, including contact information, that is difficult to obtain
- Any data that could be of value to competitors

Any employee who discloses trade secrets or confidential business information will be subject to corrective action, up to and including possible termination of employment, even if they do not actually benefit from the disclosed information.

CONFLICTS OF INTEREST

All employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Transactions with outside firms must be conducted within a framework established by the supervisor. Supervisors are required to report transactions to the Market Manager. Business dealings with outside firms should not result in unusual gains such as bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both.

An actual or potential conflict of interest may occur when an employee is in a position to influence a decision that may result in personal gain for that employee, for a relative, or for any other individual as a result of Triad's business dealings.

If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that these are disclosed to the Market Manager as soon as possible. The existence of any actual or potential conflicts of interest needs to be discussed so that safeguards can be established to protect all parties.

The materials, plans, ideas, and data of Triad are the property of Triad and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of materials or disclosure of information, even though it is not apparent that there was personal

gain by such action, constitutes unacceptable conduct. Employees who participate in such a practice will be subject to corrective action, up to and including possible termination of employment.

PAYOLA/PLUGOLA

Every employee is prohibited from accepting any money, service or other valuable consideration from any person or source other than Triad for broadcasting any material over the air. The receipt of such consideration, known as “payola” or “plugola,” violates the law and conflicts with Triad’s interest.

Employees in programming positions must exercise particular caution to ensure compliance with the law. Triad requires all employees in the following positions to sign affidavits acknowledging their understanding of and agreement to comply with the payola/plugola regulations:

- Programmers (including Program Directors and Operations Managers)
- Music Directors
- Air Personalities
- Announcers
- Any other employee designated by the Program Director and/or Market Manager

Employees in these positions will be required to sign affidavits at the time they are hired and a minimum of once a year thereafter.

MEDIA RELATIONS

Only Triad’s President/CEO is responsible for releases to the media with regard to company-wide matters. Additionally, only the Market Manager is responsible for routine, media relations regarding local issues.

Employees must refer all inquiries from communications media (press, radio, television, etc.) to the Market Manager for proper handling; who will then refer all appropriate matters to the President/CEO. No statement regarding Triad, its policies or employees is to be released verbally or in writing without specific authorization.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must enter at the main entrance. Authorized visitors will receive directions or be escorted to their destination. If an unauthorized individual is observed on company premises, employees are encouraged to politely ask if they need assistance – unauthorized individuals should be escorted to the receptionist so that the proper visitor procedures can be taken.

Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside their work area.

COMPANY PROPERTY

Employees are responsible for items issued by Triad or in their possession or control. Such items may include, but are not limited to the following:

- Pagers
- Cellular Phones
- PDAs
- Computers
- Keys
- Vehicles
- Handbooks
- Written Materials

All company property, including desks, storage areas, work areas, lockers, file cabinets, computer systems, office telephones, modems, facsimile machines, copy machines and vehicles must be kept clean and neat and maintained in good working order. All company property may be used only for business purposes. Employees, who lose, misuse or misappropriate company property may be personally liable for replacing or fixing the item and may be subject to corrective action, up to and including termination of employment. This policy does not alter the at-will policy stated earlier in this Handbook. All company property must be returned immediately upon request or upon separation of employment. Triad may take all action deemed appropriate to recover or protect its property.

INFORMATION/COMMUNICATION SYSTEMS

Monitoring & Access of Company Systems/Devices —Computers, phones, PDA's and other electronic systems/devices are important company assets and have been installed to facilitate business transactions. Although employees may be able to use codes to restrict access to information left on the systems/devices, it must be remembered that these systems/devices are intended for business use and are company property. Therefore, designated company personnel will maintain the ability to access and monitor any information on the systems/devices. Because Triad reserves the right to obtain access to all voicemail, computer files, E-mail, Text Messages, Internet sites visited, etc., employees should not assume that such information is confidential or that access by Triad's designated representatives will not occur. Access to these systems/devices may be conducted before, during, or after working hours, and in the presence or absence of the employee.

Employees should always receive prior authorization before changing any access codes. In addition, employees are prohibited from unauthorized use of access codes of other employees to gain access to voicemail or computer network systems/devices.

Computer, Email, Internet, & Voicemail Use — Some employees are provided access to company information and communication systems/devices for business reasons. These systems/devices are to be used for business purposes. Personal use of the computer systems, email, and the Internet are to be kept to an absolute minimum. Use of these systems for non-business purposes should be done only during breaks or meal periods. No one is allowed to access or send pornographic, offensive, harassing, or discriminatory material via company systems.

We strive to maintain a work environment that is friendly and relaxed yet highly professional. The use of an e-mail and voicemail system can sometimes lead to inappropriate business demeanor and inappropriate casual communication. Conversations and electronic communications need to be appropriate in a work

setting, and should not cross the line into areas that could offend anyone. Of course, employees are not allowed to use company information systems in any way that may be disruptive or offensive to others, including the transmission of anything that may be construed as harassment or disparaging of others. Inappropriate use of company information systems will result in corrective action up to and including termination.

Telephone Use — Personal phone calls placed or received should be kept to a minimum to ensure that clients can effectively communicate with us. Personal phone calls should be made during breaks or meal periods whenever possible. If it is necessary to make a personal, long distance telephone call, please keep it to a minimum and charge any toll calls to a personal calling card. Messages of an emergency nature will be delivered promptly and our telephones are always available for use on an emergency basis.

Cell Phones – In the interest of the safety of our employees and other drivers, Triad employees are discouraged from using personal or company cell phones while operating a motor vehicle for Triad business and/or on Triad time. In the event a call must be made/taken, drivers should complete calls while the vehicle is parked and/or use the phone in a “hands free” mode via a headset or speaker. Due to the safety risks, Text Messaging is not allowed while operating a motor vehicle for business purposes. While driving, attention to the road and safety should always take precedence over using the phone.

Personal Communication Devices – The use of personal cellular phones, PDAs, earpods, iPods, Blackberrys, MP3 Players, pagers, and any other personal communication devices can be distracting and can portray a negative image to any individual (management, coworkers, clients, vendors and guests) who may see employees using such devices while at work. Employees are asked to refrain from using such devices while working.

Mail & Postage Use —Personal mail should not be sent to the Triad location. The use of company-paid postage for personal mail is not permitted.

Social Media - Employees should be aware that their Facebook and other social media postings, and other communications may be viewed by Triad, even if they are sent or posted on a personal cell phone, computer, or electronic device. Therefore employees should not expect that such communications and social media postings are private, and if such communications contain content that violates Triad’s policies or damage its business, the employee may be subject to discipline, up to and including termination of employment.

SUPPLEMENTAL EMPLOYMENT

There are no objections to an employee holding another job providing they can effectively meet the performance standards for their position with us, and that the additional position does not conflict with the interests of Triad or reflect adversely upon it. We ask that employees inform their supervisor and discuss the appropriateness of supplemental employment. All employees will be held to the same standards of performance and scheduling demands. Exceptions cannot be made because an employee maintains additional employment.

VEHICLE OPERATION

The following policy applies to all employees who operate a company or personally owned vehicle for company business.

It is company policy that motor vehicle reports will be run prior to employment and annually thereafter on all employees who drive on company business. Anyone who is not an employee or anyone who has not had a motor vehicle report clearance may not drive a company or personal vehicle on company business.

All employees must be 21 years of age or older to drive company vehicles. Any exceptions to the age restriction must be approved by the Market Manager and the Corporate office Sr. Management.

All employees who drive on company business must comply with all traffic laws at all times and maintain a current valid driver's license. Employees have an affirmative obligation to notify the Market Manager promptly of any moving violation, or other violations of motor vehicle laws, which may affect their driver's license, insurability or restriction, or result in suspension of their driver's license. In the event that their license is revoked and their position requires driving an automobile for work, their position may no longer be available at Triad.

Seat belts/shoulder harnesses are to be worn at all times by such employees and being under the influence of alcohol, drugs or other substances while operating a vehicle for company business is not allowed. Failure to comply with the above regulations may result in immediate termination of employment, even for the first offense.

PROBLEM SOLVING

In any workplace, there are bound to be problems that arise in the course of employment. Such problems may concern working conditions, the interpretation or application of policies and procedures, or any other matter related to employment. Efforts will be made to provide all employees with the opportunity to raise concerns or problems in confidence. A "problem or concern" under this policy is defined as any disagreement by an employee over the application of a personnel policy, or any personnel action they feel has been unfairly applied. Written policies or regulations are conditions of employment and are not themselves subject to this policy; only supervisory interpretation or application of a policy may be addressed through this problem solving procedure.

All employees, including those employees involuntarily terminated, have access to the problem solving procedures. We want to encourage employees to address and attempt to resolve problems as quickly as possible; therefore, a problem or concern presented to management later than thirty (30) calendar days after such incident has occurred will be considered at management's discretion.

Any problems or concerns should be discussed with an immediate supervisor with a serious attempt to resolve the situation at that level. If the problem or concern is not resolved after discussion with the supervisor, the Business Manager and/or the Market Manager may get involved to work with the employee and the supervisor to resolve the conflict or problem. In the event that the problem is not resolved through this problem solving process, a member of the Corporate HR office may become involved to help resolve the problem. *(If at any time, an employee feels uncomfortable discussing a problem or complaint with their immediate supervisor, they may address these concerns or problems with the Market Manager or the Corporate HR office directly.)*

Mediation may be used in this problem solving procedure. Mediation is a voluntary process in which the employee and Triad select a trained neutral person, not an employee or official of Triad, who will attempt to resolve the conflict in a confidential meeting. The mediator will have no power to make a decision, but will act as an impartial facilitator.

This procedure, which Triad believes is important for both the employee and Triad, cannot result in every problem being resolved to the employee's satisfaction. However, Triad values the input of every employee and every employee should feel free to raise issues of concern, in good faith.

The problem solving procedure outlined above is intended to encourage open communication and improve working conditions. However, the procedure outlined above does not alter the at-will nature of employment with Triad, and either the employee or Triad can terminate the employment relationship at any time without using or completing the problem solving procedure.

EMPLOYEE BENEFITS

GENERAL

Eligible employees are provided a wide range of benefits. A number of the programs, such as COBRA, Social Security, Workers' Compensation and Unemployment Insurance, cover all employees in the manner prescribed by law.

In addition, the following benefit programs are also available to eligible employees. Please note that though some of these programs may be described briefly in this handbook, the Summary Plan Descriptions and Plan Documents control all aspects of the programs, where applicable. Eligible employees will be provided such documents.

The employee's supervisor or the Business Manager can assist in determining which benefits employees are eligible for, and can also provide further information regarding the benefits.

VACATION BENEFITS

Paid vacation is available to regular, full-time employees who are regularly scheduled to work 30 or more hours per week, to provide opportunities for rest, relaxation and personal pursuits. Part-time and Temporary employees are not eligible to participate in paid vacation benefits (see unpaid Time-Off for more information).

Commissioned Sales Employees. Commissioned sales employees adhere to the same vacation time off schedule and will continue to receive any earned commission only pay.

If eligible, vacation accrual begins upon employment; however, accrued vacation is not available for use until completion of 90 days continuous employment with Triad, thereafter, vacation benefits may be taken as they are earned.

The amount of paid vacation time earned each year increases with the length of employment as shown in the following schedule:

VACATION EARNING SCHEDULE

YEARS of ELIGIBLE SERVICE	VACATION DAYS BEING EARNED EACH MONTH	VACATION DAYS BEING EARNED EACH YEAR
Upon Eligibility	.833 Days	2 Weeks (10 Days)
After Completing 5 Years (upon starting the 6 th year)	1.250 Days	3 Weeks (15 Days)

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when an employee starts earning vacation time.

For those employees located in states that allow it, Triad has a "Use it or Lose it" vacation policy. All employees are required to take all of their paid vacation time by December 31st of each year. The Market Manager will have the sole discretion

and authority to approve any exceptions to this policy.¹

As a general rule, paid vacation time can be used in minimum increments of 1 hour for non-exempt employees and full days for exempt employees. The maximum amount that can be used at one time is two weeks. To take vacation, employees must request approval from their supervisor as far in advance as possible, but in no event less than four weeks prior to requested time off. All requests for time off require approval by the VP/Market Manager and will be reviewed based on a number of factors, including business needs, seniority, frequency of request, advance notice provided, and staffing requirements. Vacations for the air staff should not occur during rating periods. The amount of compensation received while on vacation is based on the base pay rate at the time of vacation; it does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

Upon separation of employment, employees will be paid for accrued, but unused vacation time earned in the final year of employment through the last day of work in those states that allow "Use it or Lose it" vacation policies. Vacation may be taken in advance of accrual with the approval of the Market Manager and upon execution of an agreement signed by the Market Manager and the employee that, if the employee's employment is terminated for any reason, the employee's final paycheck will be adjusted to deduct the vacation time advanced. Upon rehire, employees will begin to accrue vacation according to the above schedule with no carry-over of previous years of eligible service.

TIME-OFF (Unpaid)

It is understandable if an employee occasionally requests time-off without pay. To request time-off, employees must make a request to their supervisor at the earliest convenience. All requests for time off require approval by management and will be reviewed based on a number of factors, including business needs, seniority, staffing requirements, and availability of paid time off benefits.

HOLIDAYS

We attempt to balance the reality that we serve our listeners with programming 365 days per year, with the desire to recognize certain holidays. Therefore, while many employees may work on holidays, the following 8 holidays are recognized:

New Year's Day January 1st
Memorial Day Last MONDAY in May
Independence Day July 4th
Labor Day First MONDAY in September
Thanksgiving Day Fourth THURSDAY in November
Christmas Day December 25th
Two Additional Days designated by the Market Manager

All regular full-time, non-exempt employees who **work** on a designated holiday that falls on a workday will receive holiday pay at 1 times their regular rate of pay (as of the date of the holiday), for the number of hours worked, **in addition** to receiving their regular pay for all hours worked.

All regular full-time, non-exempt employees who **do not work** on a designated holiday that falls on a workday, will receive holiday pay at 1 times their regular rate of pay (as of the date of the holiday) times the number of hours that would have otherwise been worked on that day.

¹ For employees located in California, please see the Employee Handbook Supplement for California Employees.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick time), holiday pay will be provided and the paid absence will not be reduced. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

SICK TIME BENEFITS

Sick Time benefits are available to all regular full-time employees in order to minimize the economic hardships which may result from an unexpected short-term illness or injury. Eligible employees accumulate up to a maximum of six days of sick time annually. Eligible employees begin sick time accumulation upon employment and may begin using it after successful completion of 90 calendar days of employment.

Sick time benefits are available and payable only in the case of actual illness or injury to the employee, their spouse and children, who reside in their household²; they are not to be used as "extra" vacation days. Sick time benefits are designed only to assist when work is missed due to an actual illness or injury and benefits are not available or payable for any other reason. Failure to follow reporting procedures outlined in the Attendance and Punctuality policy may result in an unexcused absence. A doctor's certificate and/or release may be required as proof of need for an absence of three (3) consecutive work shifts or more and to medically release the employee for return to work.

Commissioned Sales Employees. Commissioned sales employees adhere to the same sick time off schedule and will continue to receive any earned commission only pay.

Sick time benefits do not carry-over year to year and sick time benefits are not paid upon separation of employment for any reason, including retirement.

HEALTH INSURANCE

Triad has available a company-sponsored group health and welfare plan. To be eligible, employees must have completed 30 days in an eligible employment category. Coverage begins on the 1st or 15th of the month, whichever comes first, following the date of eligibility.

Triad pays for a portion of Triad's current contracted group health plan for employees who are regularly scheduled for 30 or more hours each week in regular (non-temporary) positions.

Plan booklets will be forwarded to employees as they become eligible for coverage under these plans. Additional information can also be requested from the Business Manager.

BENEFITS CONTINUATION (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under a company's group health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation, or a dependent child no longer meeting eligibility requirements.

² See Employee Handbook Supplement for California Employees concerning issues of "kin care."

Under COBRA, the employee or beneficiary pays the full cost of coverage at Triad's group rates plus an administration fee.

Each eligible employee will be provided a written notice describing the rights granted under COBRA when they become eligible for coverage under Triad's health insurance plan. The notice contains important information about the employee's rights and obligations.

401(k) PLAN

Triad Broadcasting Company has adopted a 401(k) Plan designed to help meet financial needs during retirement years. This plan allows employees to have **pre-tax** deductions placed into a tax-deferred account. Saving money through the plan can reduce the tax burden now as income is set aside for retirement. Triad does have a matching program; however, an employer matching contribution is determined annually by the Board of Governors and is discretionary.

The plan allows for voluntary pre-taxed employee contributions via payroll deductions. Information on waiting periods, entry dates, and vesting periods will be provided, and more information is available from the Business Manager.

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Eligible employees can opt, through a payroll deduction, to set aside **pre-tax** monies for expected benefit options i.e., employee provided premiums, flexible spending and dependent care. Additional information will be provided, and more information is available from the Business Manager.

WAGE REPLACEMENT INSURANCES

Social Security Insurance

Employees are covered under the provisions of the Federal Social Security Law (FICA). A deduction from wages is made for social security taxes; this amount is matched by Triad. The total contribution by the employee and Triad is credited toward Social Security benefits, which may be available at the time of retirement. In addition, disability and survivors' benefits are financed through Social Security deductions.

Unemployment Insurance

If employment ends with Triad, employees may be eligible to receive Unemployment Insurance Benefits. This insurance is fully paid by Triad and is administered by the State. A claim must be filed in order to collect this benefit. Benefits are generally available to employees who are out of work through no fault of their own. Eligibility for benefits is determined by the Employment Development Department of each state.

Workers' Compensation Insurance

A comprehensive Workers' Compensation Insurance program is provided. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period or, if hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform a Supervisor immediately.

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Employees will be furnished an "Employee's Claim Form" within one (1) business day of reporting the injury, which must be completed and returned to their market's Business Manager as soon as possible.

A one-time treatment of **minor** scratches, cuts, burns, splinters or other minor injuries will be treated as a first aid case, as long as there is no lost work time beyond the date of the injury. If additional care and treatment is needed, or if time is lost from work after the date of the injury, it will no longer be considered a "first aid" claim, but will be processed as a claim under Workers' Compensation Insurance.

If treatment is required, management will send (or arrange transportation, if necessary) for the employee to the medical facility noted on the Workers' Compensation poster. An employee must receive medical attention from this facility unless they have notified Triad in writing of their personal physician before the injury. A written notice by the physician is required to authorize a return to work. Should the physician indicate physical limitations upon return to work, such limitations must be discussed with and approved by management.

All employees should be aware that anti-fraud laws state that any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying Workers' Compensation benefits or payments is guilty of a felony.

Neither Triad nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during voluntary participation in any off-duty company sponsored recreational, social or athletic activity .

LEAVES OF ABSENCE

WORKERS' COMPENSATION DISABILITY LEAVE

Workers' compensation disability leave will be granted in accordance with state law when an occupational illness or injury has been sustained. Triad may offer a modified work schedule in accordance with state and federal law if requested.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums and dependent coverage as applicable will continue to be paid by Triad to the same degree it was provided before the leave began in accordance with the Family Medical Leave Act ("FMLA") policy (set forth below) or, for employees who take leave for their own serious health condition but are not eligible for FMLA, for the duration of the disability, up to a maximum of twelve weeks. At that time an employee will become responsible for the full costs of these benefits if coverage is to continue (see COBRA policy). At the time of returning from leave, benefits will again be provided by Triad according to the applicable plans. In some instances, Triad may recover premiums it paid to maintain health coverage if the employee does not return to work following Workers' Compensation disability leave.

Benefits accrual such as vacation, sick time and holiday benefits, will be suspended during the leave and will resume upon return to active employment.

Under certain circumstances, an employee who uses the leave intermittently or uses the leave to reduce their regular work schedule will earn fringe benefits at the same level and under the same conditions as if he or she had continued to work for a 30 day grace period. Thereafter, the employee will earn prorated vacation and sick time benefits for the actual hours worked. Holiday pay is available in accordance with Triad's holiday policy based on the agreed reduced schedule.

Upon submission of a medical certification stating that the employee is able to return to work, they will be reinstated in accordance with applicable law. Should the physician indicate physical limitations upon return to work, such limitations must be discussed with and approved by management. We are committed to engaging our employees in ongoing, meaningful dialogue regarding modifications at work.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Entitlement to Leave Triad shall provide family and medical leave to eligible employees under the provisions of the Family and Medical Leave Act (FMLA)³ and any applicable state family and medical leave requirements. This policy applies to all employees who have worked for Triad for at least 12 months and worked at least 1,250 hours during the 12 months preceding the leave.

Upon notice by an eligible employee of the need for FMLA leave, or upon Triad's designation of leave as FMLA, the employee will receive Triad's FMLA packet explaining the process.

Eligibility In order to qualify to take FMLA, the employee must meet ALL of the following conditions:

1. The employee must have worked for Triad for at least 12 months, or 52 weeks. The 12 months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee

³ See Employee Handbook Supplement for California Employees concerning California employee rights under California's Moore-Brown-Roberti Family Rights Act (CFRA).

will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2. The employee must have worked at least 1250 hours during the 12-month period immediately before the date when the leave is scheduled to begin.
3. The employee must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite.

Types of Leave Covered

Triad will grant unpaid family and medical leave to eligible employees for up to 12 weeks within a 12-month period for any one or more of the following reasons:

1. Birth of the employee's child;
2. The placement of the child with the employee in connection with an adoption or foster care;
3. To provide medically necessary care for an employee's spouse, child or parent who has a serious health condition; or
4. Due to the employee's own serious health condition that prevents the employee from performing the essential functions of his or her position.
5. Because of a Qualifying Exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call to active duty) in the U.S. Armed Forces, National Guard, or Reserves.

In addition, eligible employees may take FMLA leave for up to a total of 26 workweeks in a single 12 month period if the employee is the spouse, son, daughter, parent, or next of kin of a Covered Servicemember who has a Serious Injury or Illness. This type of FMLA Leave is called Military Caregiver Leave.

Where Triad finds that an employee has not requested a qualified Family and Medical Leave of absence, it may choose to place an employee on Family and Medical Leave of absence at its own discretion. When Triad exercises its authority, it will notify the employee in writing within 5 business days of receiving sufficient information to determine whether the employee's leave will be designated as Family and Medical Leave.

To the maximum extent permitted by law, any leave of absence that is granted to an employee under this policy or any other policy for a purpose specified above shall be credited against the 12-week leave limit (or 26 week leave limit for Military Caregiver Leave) contained in this policy.

Employees who timely return to work upon expiration of Family and Medical Leave will be reinstated to the same or comparable position.

Request for Leave/

Designation of Leave The market's Business Manager will have the FMLA packet, which will include all the necessary information and forms, which are as follows:

FMLA policy, including any applicable state addendum, which explains employee rights and obligations the use of accrued leave, and the payment requirements for group insurance benefits, if applicable;

Letter of FMLA Designation which outlines how the provisions of the policy apply to the employee's leave;

FMLA Certification of Health Care Provider;

Physician's/Practitioner's Authorization to Return to Work, if the leave request is based on the employee's own serious medical condition.

Triad will not interfere with, restrain, or deny the exercise of any right provided by this law, or discharge or discriminate against any employee because of involvement in any proceeding related to FMLA. All FMLA leaves of absence will be administered in accordance with federal and applicable state laws.

Definitions

The following definitions apply:

1. **Twelve-Month (12) Period.** For all FMLA Leaves except Military Caregiver Leave, 12-month period means a rolling 12-month period measured backward from the date leave begins and continuing with each additional leave day taken. For Military Caregiver Leave, 12-month period means a fixed 12-month period that begins on the first day of Military Caregiver Leave and ends 12 months later. For any leave for birth or placement of a child, the leave must conclude within 12 months after the birth or placement. Military Caregiver Leave shall run concurrently with leave taken under the Family Medical Leave Act for other qualifying reasons. **Employees 1) whose medical leave exceeds 12 weeks; 2) who do not have another company-approved leave available; and 3) who do not return to work on the first work day following the end of the approved FMLA leave will be deemed to have voluntarily resigned their employment.**
2. **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 18 years of age or is 18 years of age or older and incapable of self-care because of mental or physical disability.
3. **Covered Servicemember.** Means a current member of the U.S. Armed Forces, including a member of the National Guard or Reserves, or a member of the U.S. Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a Serious Injury or Illness incurred in the line of duty on active duty that occurred any time during the five years preceding the date of treatment, for which he or she is undergoing medical treatment, recuperation, or therapy; or is otherwise in outpatient status; or otherwise on the temporary disability retired list.
4. **Eligible Employee.** Means an employee who has 12 months of service with Triad and who has at least 1,250 hours of service

with Triad during the 12-month period preceding the leave. In any case where both parents are employed by Triad, the total leave for both employee-parents in connection with the birth, care, or placement of a child with the employee or to care for an employee's parent with a serious health condition may be limited to a combined total of 12 weeks, and the total leave Military Caregiver Leave for both employee-parents may be limited to a combined total of 26 weeks.

5. Employment in the Same or a Comparable Position. Means employment in a position that has the same or similar duties and pay that can be performed at the same or similar geographic location as the position held prior to leave.
6. Health Care Provider means any person determined by the United States Secretary of Labor to be capable of providing health care services under the Federal Family and Medical Leave Act of 1993.
7. Medical Certification: Child, Son, Daughter, Spouse, Next of Kin, or Parent With Serious Health Condition. Triad requires that an employee's request for leave to provide medically necessary care for a child, a spouse, or a parent, who has a Serious Health Condition or Serious Illness or Injury, be supported by a certification on the forms provided by Triad, issued by the health care provider of the individual requiring care.

That certification shall include all of the following:

- a. The date on which the Serious Health Condition, or Serious Injury or Illness commenced.
- b. The probable duration of the condition.
- c. An estimate of the amount of time that the health care provider believes the employee is needed to provide medically necessary care for the individual requiring the care.
- d. A statement that due to the Serious Health Condition, or Serious Injury or Illness, it is medically necessary that the employee provide care during a period of the treatment or supervision of the individual requiring care.

Upon expiration of the time estimated by the health care provider, Triad may require the employee to obtain recertification in accordance with the above procedures, if additional leave is requested.

8. Medical Certification: Employee Serious Health Condition. Triad requires that an employee's request for leave because of the employee's own Serious Health Condition be supported by a certification on the form provided by Triad issued by the employee's health care provider. The certification shall be provided as soon as practicable, and no later than fifteen days of the employee's request for leave. That certification shall include all of the following:

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- a. The date on which the Serious Health Condition commenced.
 - b. The probable duration of the condition.
 - c. A statement that, due to the Serious Health Condition, the employee is unable to perform the essential functions of his or her position.
 - d. In the case of an intermittent leave or reduced schedule leave, a statement that the intermittent leave or reduced schedule is medically necessary, and the probable duration of such a schedule or intermittent leave.

With the employee's consent, the certification may identify the nature of the Serious Health Condition involved.

Triad may require that the employee obtain subsequent recertification regarding the employee's Serious Health Condition in accordance with the above procedures, if additional leave is requested.

- 9. Second Opinion-Employee Serious Health Condition. Triad may require, at Triad's expense, that the employee obtain a second certification from a health care provider, designated or approved by Triad, concerning any certified information.
 - a. The health care provider designated or approved by Triad to provide the second opinion shall not be employed on a regular basis by Triad.
 - b. In any case in which the second opinion differs from the opinion in the original certification, Triad may require, at Triad's expense, that the employee obtain certification from a third health care provider, designated or approved jointly by Triad and the employee, concerning the certified information.
 - c. If a third opinion is obtained, the opinion of the third health care provider concerning the certified information shall be considered to be final and shall be binding on Triad and the employee. Otherwise, the second opinion shall be considered final and binding on Triad and the employee.
- 10. Certification: Qualifying Exigency. If the employee is requesting leave because of a Qualifying Exigency arising out of the fact that the employee's spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the U.S. Armed Forces, National Guard, or Reserves, the employee must provide active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service.

The certification must contain the following information:

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- a. A statement or description, signed by the employee, of appropriate facts regarding the Qualifying Exigency for which FMLA leave is requested.
 - b. The approximate date on which the Qualifying Exigency commenced or will commence;
 - c. If an employee requests leave because of a Qualifying Exigency for a single, continuous period of time, the beginning and end dates for such absence;
 - d. If an employee requests leave because of a Qualifying Exigency on an intermittent or reduced schedule basis, an estimate of the frequency and duration of the Qualifying Exigency; and
 - e. If the Qualifying Exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting (such as the name, title, organization, address, telephone number, fax number, and e-mail address) and a brief description of the purpose of the meeting.

11. Next of Kin of Covered Servicemember. Means the nearest blood relative other than the Covered Servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the Covered Servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the Covered Servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When such designation has been made, the designated individual shall be deemed to be the Covered Servicemember's only next of kin.

12. Parent. Means a biological, foster or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

13. Qualifying Exigency. Means a nonmedical event arising out of the covered military member's:

- a. Short-notice deployment. To address any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty seven or less calendar days prior to the date of deployment.
- b. Military events and related activities (in advance of and during deployment).
- c. Childcare and school activities. To arrange for alternative childcare or to provide childcare on an urgent, immediate need basis when the active duty or call to active duty status of a covered military member

necessitates a change in the existing childcare arrangement. To enroll a child in a new school or day care facility, or attend meetings with staff at a school or a daycare facility, when such meetings are necessary due to circumstances arising from the active duty or call to active duty status of a covered military member.

- d. Financial and legal arrangements.
- e. Counseling, provided that the need for counseling arises from the active duty or call to active duty status of a covered military member.
- f. Rest and recuperation. Up to five days to spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment.
- g. Post-deployment activities.
- h. Additional activities arising out of the covered military member's active duty or call to active duty status provided that the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

14. Serious Health Condition. For leave taken due to the employee's or eligible family member's Serious Health Condition means an illness, injury, impairment or physical or mental condition that involves either of the following:

- a. Inpatient care in a hospital, hospice or residential care facility; or
- b. Continuing treatment or continuing supervision by a health care provider.

The term "serious health condition" is intended to cover conditions or illnesses that affect an employee's health to the extent that he or she must be absent from work on a recurring basis or for more than three (3) calendar days of treatment or recovery, or, in the case of a child, spouse, registered domestic partner, or parent, he or she is similarly unable to participate in school or in his or her regular activities. "Serious health condition" is not intended to cover short-term conditions for which treatment and recovery are brief and do not include minor illnesses which last less than three (3) days and surgical procedures which typically do not involve hospitalization and require only a brief recovery period.

15. A "Serious Injury or Illness" means an injury or illness incurred by a Covered Servicemember in the line of duty on active duty that occurred any time during the five years preceding the date of treatment, that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

16. Son or Daughter. Means the employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the

employee stood in loco parentis, of any age.

Intermittent Leave An employee may take the leave provided under this policy provision in one or more periods. The employee may take the leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule when there is a medical need for the leave and that need can best be accomplished through an intermittent or reduced leave schedule.

Transfers Except when leave is taken due to a Qualifying Exigency, the employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.

Use of Paid and Unpaid Time

As set forth in the chart below, any employee who is granted a FMLA leave of absence and who is not collecting disability payments or workers' compensation payments may use accrued vacation and sick leave during the period of the leave taken for the employee's serious health condition, or for the birth of a child. If FMLA is taken to care for an eligible family member or a service member the employee may use accrued vacation and sick leave.⁴ If FMLA is taken for adoption of a child or foster care, the employee may use accrued vacation but may not use accrued sick leave. If FMLA is taken for a qualifying military exigency, the employee may use accrued vacation but may not use accrued sick leave. Absent written instructions from the employee to the contrary, any such available paid time will automatically be applied to the beginning of the leave period. An employee who receives disability insurance benefits or workers' compensation benefits may use accrued vacation and sick leave during FMLA leave to supplement the disability or workers' compensation benefits, or after the disability or workers' compensation benefits cease. The receipt of vacation, sick leave, or any applicable disability or workers compensation insurance benefits will not extend the length of the FMLA leave. Vacation and sick leave will not accrue while the employee is on unpaid leave.

TYPE OF LEAVE	VACATION PAY BENEFIT	SICK TIME BENEFIT
Birth of a Child	May Use All Available	May Use All Available
Placement of a child for adoption or foster care	May Use All Available	N/A
Family Care or Service Member Family Leave	May Use All Available	May Use All Available
Employee's Serious Health Condition	May Use All Available	May Use All Available
Qualifying Military Exigency	May use all available	N/A

When an employee has used accrued paid vacation for a portion of the leave, or an employee has used both accrued vacation and accrued sick leave for a portion

⁴ See Employee Handbook Supplement for California Employees regarding kin care.

of the leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks (or 26 weeks for Military Caregiver Leave). The aggregate amount of leave taken, paid and unpaid, shall not exceed 12 workweeks in a 12-month period (or 26 weeks for Military Caregiver Leave).⁵

Notice Requirements When the need for FMLA leave is foreseeable, the employee is required to give reasonable advance notice of the need for a leave. The request should be submitted in writing to the immediate supervisor, with a copy to the Business Manager. Triad considers 30 days notice in the event of foreseeable leave to be reasonable advance notice. In unexpected or unforeseeable situations, or in cases of a Qualifying Exigency, an employee should provide as much notice as is practicable, such as verbal notice within one or two business days of when the need for leave becomes known. Failure to give 30 days notice when it was possible for a foreseeable leave, with no reasonable excuse for delay, may result in denial of the leave until 30 days after the employee provides notice. In all cases of intermittent leave, employees are required to provide 30 days' advance notice of the need for leave if the leave is foreseeable. If 30 days' notice is not possible, the employee is required to give notice as soon as practicable, which ordinarily means at least verbal notification to your supervisor within one or two days of when the need for leave becomes known to the employee. The employee is also required to inform the supervisor as soon as practicable if the dates of scheduled leave change. While on leave, employees are requested to report periodically to the Business Manager regarding the status of the return to work date, and his or her intent to return to work.

Leave Scheduling If the employee's need for leave is foreseeable due to a planned medical treatment or if the employee is requesting leave due to medically necessary treatment of an eligible family member, the employee is required to make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of Triad, subject to the approval of the health care provider of the individual requiring the treatment or supervision.

**Use of Intermittent
Leave/Reduced
Hours**

If the employee requests intermittent leave or a reduced hour schedule for his/her serious health condition, or due to a Qualifying Exigency, or to provide care for a Covered Servicemember, or when it is medically necessary for the employee to care for a family member with a serious health condition, or Serious Illness or Injury, the employee and the employee's supervisor will discuss the intermittent leave or reduced hour schedule request and make a reasonable effort to schedule the leave so as not to unduly disrupt Triad's operations, subject to approval of the employee's or family member's health care provider. The employee is entitled to intermittent leave or reduced hour schedule only in cases of medical necessity, as distinguished from voluntary treatments and procedures. If an employee is on intermittent leave or a reduced schedule due to the employee's own serious health condition and Triad has reasonable safety concerns regarding the employee's ability to safely perform his or her job, Triad may require the employee to provide a fitness for duty certification every 30 days.

In all cases of scheduled medically necessary treatment, the employee and Triad will work together to schedule the leave in a manner that meets the needs of the employee and Triad. The employee is required to make a reasonable effort to arrange scheduled medical treatments to minimize disruption to Triad's operations. Triad may require certification of the medical necessity of the need

⁵ See Employee Handbook Supplement for California Employees regarding the rights of California employees.

for intermittent leave or a reduced hour schedule, as provided below. After consulting with your supervisor, please contact the Business Manager as soon as you are aware of your need for leave.

Employee's Return to Work

As a condition of an employee's return from FMLA leave taken because of the employee's own serious health condition, Triad requires the employee to obtain a Physician's or Practitioner's Authorization to Return to Work form from his or her health care provider stating that the employee is able to perform the essential functions of his/her position.

If the employee's total period of leave does not exceed 12 weeks (or 26 weeks for Military Caregiver Leave), he or she will be reinstated to his or her former position or a comparable position with comparable pay, benefits, status and authority. The employee's right to reinstatement terminates upon expiration of the 12 week FMLA leave (or 26 weeks for Military Caregiver Leave).

Effect on Benefits

An employee granted a leave under this policy will continue to be covered under Triad's group health insurance plan under the same conditions as coverage would have been provided if the employee had been continuously employed during the FMLA leave period, up to a maximum of 26 weeks for Military Caregiver Leave, and 12 weeks for all other types of FMLA.

Any employee contributions for insurance or benefits due while the employee is on FMLA leave will be required or insurance benefits may be discontinued. The employee will be advised in writing at the beginning of the FMLA leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.

Benefits such as vacation, sick time, and holiday benefits will be suspended during the leave and will resume upon return to active employment.

Triad's obligation to maintain health benefits during FMLA leave stops if and when an employee's premium payment is more than thirty days late. Triad will provide written notice at least fifteen days before coverage will stop, advising the employee that coverage will stop if payment is not received. Alternatively, in its sole discretion, Triad may pay the employee's contributions for health coverage. If Triad pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse Triad for delinquent payments (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.

Under certain circumstances, an employee who uses the leave intermittently or uses the leave to reduce their regular work schedule, will earn fringe benefits at the same level and under the same conditions as if he or she had continued to work for a 30 day grace period. Thereafter, the employee will earn prorated vacation and sick time benefits for the actual hours worked. Holiday pay is available in accordance with Triad's holiday policy based on the agreed reduced schedule.

When available, employee benefit plans, including life insurance, are provided under the same conditions as apply to unpaid leave taken for purposes other than FMLA.

With respect to retirement plans, any period of unpaid FMLA shall not be treated as or counted toward a break in service but will not be treated as credited service for purposes of benefit accrual, vesting and eligibility to participate. Also, if the

plan requires an employee to be employed on a specific date in order to be credited with a year of service for vesting, contributions or participation purposes, an employee on unpaid FMLA on that date shall be deemed to have been employed on that date.

If the employee fails to return from leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), Triad will seek reimbursement from the employee for the portion of the premiums paid by Triad on behalf of that employee during the period of FMLA leave.

An employee is not entitled to benefit accruals during periods of unpaid leave, but will not lose anything accrued prior to leave. During a leave period, the employee shall retain employee status with Triad.

BEREAVEMENT LEAVE

A leave of absence with pay for up to three days will be granted in the event of death of an immediate family member of an employee. At the discretion of the Market Manager, this leave may be extended with or without pay in cases of great distance or severe emotional hardship. Immediate family members are defined as spouse, child, parent, sibling, grandparent, grandchild, and all "step" and "in-law" variations of the preceding list, in addition to an individual who was a member of your immediate household at the time of death.

With prior approval, time off without pay may be arranged for an employee who wishes to attend the funeral of other relatives or close friends or other persons to whom it may be reasonably deemed is owed respect.

JURY DUTY

We encourage all employees to fulfill their civic responsibilities by serving jury duty as required. When an employee receives a notice to report for jury duty, they are asked to notify management immediately so arrangements can be made to accommodate their absence. Of course, they are expected to report for work whenever the court schedule permits. Jury duty time off is provided to regular full-time employees on a paid basis for a maximum of three days.

PERSONAL LEAVE

Triad may grant a leave of absence without pay to employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request personal leave as described in this policy. An employee may request personal leave only after having completed 365 calendar days of service. As soon as an employee becomes aware of the need for a personal leave of absence, they should request a leave from their supervisor, but no later than 30 days in advance of the requested leave.

Personal leave may be granted for a period of up to 30 calendar days in any 12-month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. With supervisor's approval, any available vacation leave may be used as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors,

including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, Triad will provide health insurance benefits until the end of the month in which the approved personal leave begins. At that time, the employee will become responsible for the full costs of these benefits if they wish coverage to continue. When returning from personal leave, benefits will again be provided according to the applicable plans. (See Benefit Continuation, COBRA.)

If an employee does not return to work from an unpaid Personal Leave, or returns for less than 30 days and then resigns, Triad will require the employee to reimburse Triad the amount it paid for the employee's health insurance premiums during the leave period.

Under certain circumstances, an employee who uses the leave intermittently or uses the leave to reduce their regular work schedule may be subject to reduced earnings; paid for all hours worked on an hourly basis.

Benefit accruals, such as vacation, sick time, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

Under certain circumstances, an employee who uses the leave intermittently or uses the leave to reduce their regular work schedule, will earn fringe benefits at the same level and under the same conditions as if he or she had continued to work for a 30 day grace period. Thereafter, the employee will earn prorated vacation and sick time benefits for the actual hours worked. Holiday pay is available in accordance with Triad's holiday policy based on the agreed reduced schedule.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar position for which the employee is qualified. However, reinstatement cannot be guaranteed. If the employee fails to report to work promptly at the expiration of the approved leave period, it will be assumed they have resigned.

Medical Leaves - If an employee is requesting a *Personal Leave of Absence* due to the employee's own medical condition, a physician's statement must be provided verifying a medical condition exists and its beginning and expected ending dates. Any changes in this information must be promptly reported to management. At the conclusion of the leave, a written notice by the health care provider is required to authorize a return to work. Should the health care provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management.

MILITARY LEAVE

A military leave of absence will be granted for the purpose of attending scheduled drills or training or if called to active duty with the U. S. armed services in accordance with all federal and state requirements. The leave will be unpaid. However, employees may use any available paid time off for the absence.

Under USERRA (The Uniformed Services Employment and Reemployment Rights Act) employees have the following rights:

- To be reemployed in their job when they leave the job to perform service in the uniformed service and:
 1. the employer has received advance written or verbal notice of service

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- 2. the employee has five years or less of cumulative service in the uniformed services while working with the particular employer
 - 3. the employee returns to work or applies for reemployment in a timely manner after conclusion of service and
 - 4. the employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.
- To elect to continue existing employer-based health plan coverage for employee and dependents for up to 24 months in the military at the employee's expense
 - The right to be reinstated in the employer's health plan when reemployed.
 - The right to be free from discrimination and retaliation for initial employment, reemployment, retention in employment; promotion or any benefit of employment.

RECORDKEEPING AND COMPENSATION

REST AND MEAL PERIODS (non-exempt positions)

Management will schedule rest and meal periods to accommodate operation requirements in accordance with any applicable state laws. Employees will be relieved of all active responsibilities and restrictions during meal periods, and will not be compensated for that time. Since meal periods are unpaid, employees are required to clock in and out for meal periods.⁶

TIMEKEEPING (non-exempt positions)

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require accurate record keeping of time worked in order to calculate employees' pay and benefits. Time worked is the time actually spent on the job performing assigned duties. In addition to clocking in at the beginning and end of each shift, employees must clock-in at the beginning and end of each meal period, the beginning and end of any split shift or departure from work for personal reasons. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in corrective action, up to and including termination of employment.

The employee is responsible for signing their time record to certify the accuracy of all time recorded and submitting it to their supervisor for approval. In addition, if corrections or modifications are made to the time record, both the employee and management must verify the accuracy of the changes by initialing the time record.

TIME AWAY FROM WORK RECORDKEEPING

Maintaining accurate employment records and ensuring that employees' benefit and/or leave banks are appropriately debited and/or credited is critical to the administrative operations. **Immediately** upon return to work from any unforeseen absence (i.e. sick time, bereavement leave) and prior to the leave for foreseeable absences (i.e. vacation, jury duty, FMLA, personal leave, and military leave) employees are required to submit a Personal Action Form (PAF), which will be provided, stating the type of absence or leave as well as the total length of the absence or leave. Both the employee and the supervisor must sign this form before it is submitted to the business office.

OVERTIME (non-exempt positions)

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees will be assigned or given the opportunity to volunteer for overtime work assignments. Overtime assignments will be distributed as equitably as practical to all non-exempt employees qualified to perform the required work.

As required by law, overtime pay is based on actual hours worked. Time on vacation, un-worked holidays, sick time, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization (written or verbal) from management may result in corrective action, up to and including possible termination of employment. Compensation is paid to non-exempt employees in accordance with federal and state laws and is subject to

⁶ See Employee Handbook Supplement for California Employees regarding meal and rest periods concerning California employees.

change. The current rate is posted and can be obtained by asking a supervisor. The workweek begins at 12:00am on Monday and ends at 11:59pm on the following Sunday of each week.

COMPENSATORY TIME OFF (Comp. Time)

All non-exempt employees will be paid for all work performed during the pay period, including any overtime, and may not request or earn Compensatory Time in lieu of additional hours worked. Exempt employees are paid a set salary regardless of the number of hours worked, and are therefore not eligible to receive Compensatory Time. Any questions on this policy should be discussed with an employee's supervisor or the VP/Market Manager.

COMPENSATION STRUCTURE

Triad strives to establish equitable wage rates and benefits. Every employee is paid according to working conditions, responsibilities, and requirements of the job and Triad endeavors to keep pay rates equal to or better than competitors in our industry and with employers in our area.

In addition, Triad believes in rewarding employees based on their individual performance.

Merit Increases

Merit increases are based on a number of factors including job performance. An employee's performance is measured against standards of performance for their particular job, as well as their department's performance standards and Triad goals and objectives in general.

Merit Increase Amounts

Financial resources and other economic factors are used in the development of the wage and salary budget. There is no guarantee that merit increases will be made annually or otherwise. The average amount of merit increase is based on the current annual wage and salary budget.

Triad reserves the right to increase, alter and/or modify employee's job duties at any time with or without altering the employee's compensation.

TRADE POLICY

Personal trade may be made available to employees for bonuses, incentives or as part of their salaries. However, all personal usage must have the prior written approval of the Market Manager and must be reported for payroll taxation purposes as Taxable Fringe Benefits. (TBA)

PAYDAYS

All employees are paid twice monthly on the 15th and the last day of the month.

Salaried pay periods cover the 1st through the 15th with the payday on the 15th of the month, and from the 16th through the last day of the month with the payday on the last day of the month.

Hourly pay periods cover the 1st through the 15th with the payday on the last day of the month, and from the 16th through the last day of the month with the payday on the 15th day of the following month.

If a payday falls on a weekend, the preceding business day will generally be the

payday. If a payday falls on a holiday that Triad or banks are closed, the workday before the holiday will generally be the payday.

PAY DEDUCTIONS

The law requires certain deductions from paychecks. Among these are applicable federal and state taxes, and Social Security taxes up to a specified limit. Employers match the amount of Social Security taxes paid by each employee. If there are questions concerning deductions made from a paycheck or how they were calculated, the Business Manager should be contacted.

BUSINESS EXPENSES

All business travel must be approved in advance by management. Employees will be reimbursed for reasonable travel expenses incurred while on assignments away from the normal work location. When expenses/travels are completed, employees should submit completed expense reports to management. Employees are expected to limit expenses to reasonable amounts, and expense reports should be accompanied by receipts for all individual expenses. Vehicle expenses will be reimbursed at the current IRS mileage rate or actual expenses. Abuse of this business expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for corrective action, up to and including termination of employment.

HEALTH AND SAFETY

WORKPLACE VIOLENCE

Triad is committed to providing a safe, violence-free workplace and strictly prohibits employees, members, visitors or anyone else on company premises or engaging in a company-related activity from behaving in a violent or threatening manner. As part of this policy, in order to prevent workplace violence before it begins management reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

There is “zero tolerance” for actual or threatened violence against co-workers, visitors, or any other persons on company premises or attending company business-related activities. Employees are required to report any incident involving a threat of violence or act of violence, or any violation of this policy to their supervisor immediately.

Workplace violence includes:

1. Threats of any kind (*including those that are meant as “humorous” or a “joke”*);
2. Threatening or violent behavior, such as intimidation of or attempts to instill fear in others;
3. Other behavior that suggests a propensity toward violence. This can include belligerent speech, excessive arguing or swearing, theft or sabotage of company property, or a demonstrated pattern of refusal to follow company policies and procedures;
4. Defacing company property or effecting physical damage to the facilities; or
5. Bringing weapons or firearms of any kind on company premises, in company parking lots, or while conducting company business.

If any employee observes or becomes aware of such actions or behavior by an employee, member, visitor, or anyone else, they should notify the Business Office immediately. Further, an employee should notify the Business Office if any restraining order is in effect, or if a potentially violent non-work-related situation exists which could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, management will inform the reporting individual of the results of the investigation. To the extent possible, management will maintain the confidentiality of the reporting employee and of the investigation, but may need to disclose results in appropriate circumstances in order to protect individual safety. Triad will not tolerate retaliation against any employee who reports workplace violence.

If management determines that workplace violence has occurred, they will take appropriate corrective action. The appropriate corrective action will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, management will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

SAFETY RULES

Triad is concerned with the health and safety of every employee and visitor to our location. Safety is everyone's responsibility! All employees are required to be alert to potential hazards, be well informed about specific safety requirements of their job, and to adhere to established Safety Rules.

If injuries occur on the job, no matter how slight, they should be reported immediately to the employee's supervisor. If unsafe conditions are noticed in any company location they should be reported IMMEDIATELY to management so they can be corrected. Employees who report unsafe work conditions or practices may do so without fear of reprisal. In addition, follow these safety guidelines.

1. Whether anyone is hurt or not, immediately report all accidents to management. In case of injury, seek first aid at once.
2. A good worker is a safe worker. Be sure to know the safe way to perform any job that has been assigned. If there is any doubt about the safety of a practice or procedure, talk to management.
3. Horseplay and practical jokes are dangerous and against the rules
4. Lift properly. Keep the back straight, then squat down at the knees to reach the object being lifted. Do not twist the body when lifting. If it is necessary to turn, shift your feet. Do not attempt to lift heavy objects alone. Get help!
5. Prevent slips and falls. Watch for spills or loose objects on floors. Clean up spills and pick up debris immediately.
6. Electrical cords are hazards. Do not allow cords to extend across doorways, aisles or other walkways. Grasp the plug when removing from receptacles. Don't remove by pulling on the cord.
7. Use special safety equipment wherever provided . . . do not take a chance "just this once." That is usually when an accident happens.

SECURITY

One of the responsibilities of employees is the protection of company assets, and the safety of individuals at work or on location. This effort requires each employee's full dedication.

The following information provides a number of ideas about what can be done to assist in the security of grounds and buildings. While no one expects every employee to be an expert in security, awareness and assistance will be a tremendous asset to this effort.

What Should Be Done

1. If anyone appears to be acting suspiciously, they should be reported to management immediately. Suspicious activity includes someone waiting or loitering in an area not designed for that purpose, i.e.: a reception area, parking lot, or other public or restricted area. Also, if a non-employee is in an area designed for employees only, they should be reported.
2. Report any loud or unusual noises. This would include mechanical noises, alarms, loud yelling, etc.
3. If confronted by a thief, don't try to be a hero! Give that person everything he/she wants. Our employee's safety is more important to us than anything the thief may get away with.



ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

Effective June 2011

This is to acknowledge that I have received a copy of the Employee Handbook and understand that it contains important information on many of Triad Broadcasting Company's general personnel policies and on my privileges and obligations as an employee. The policies contained in this Employee Handbook dated June 2011 apply to all employees and supersede and replace all previously communicated policies both in written and verbal form. To the extent there is any conflict between the terms of this Handbook and an individual's Employment Agreement, the Employment Agreement shall prevail. If I am a California employee, I understand that the Employee Handbook Supplement for California Employees also applies to me. I acknowledge that I am expected to read, understand, and adhere to these policies and will familiarize myself with the material in the handbook. Additionally, I agree to abide by any new or revised policy. I have been given an opportunity to ask questions about policies I do not understand.

I understand that I am governed by the contents of the handbook and that other than the policy of at-will employment, any policies, benefits or practices described in the handbook may be changed, rescinded or added to from time to time at Triad's sole and absolute discretion with or without prior notice. Employees will be advised of material changes within a reasonable time. I also understand that since every issue that may arise during my employment cannot be anticipated, if I have any questions regarding any policy or procedure, I will contact my immediate supervisor, Business Manager or the Market Manager. In addition, I commit to engage in an ongoing, meaningful dialogue with management regarding all matters of employment, before discussing such matters with agents outside Triad.

I further acknowledge and agree that employment with Triad Broadcasting Company is at-will, and may be terminated by either Triad or me at any time with or without cause or notice. However, To the extent there is any conflict between the terms of this Handbook and an individual's Employment Agreement, the Employment Agreement shall prevail. Additionally, other terms and conditions of employment such as compensation, benefits, title, duties, and corrective action may be modified at the discretion of management. This Acknowledgement supersedes all prior or contemporaneous oral or written statements to the contrary. The terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me and the Market Manager with a statement that it is a modification to this Acknowledgment and at-will employment.

I understand it is my responsibility to read, understand, and comply with the provisions contained in Triad Broadcasting Company Employee Handbook. If I am unable to understand any part of the handbook, I will arrange to have it translated or explained to me. I further understand that if I am unable to arrange for such help, I will immediately notify my supervisor who will make arrangements for needed assistance.

Employee Signature

Date

Print or Type Name