



Triad
Broadcasting
Company

EMPLOYEE HANDBOOK

Third Edition
AUGUST 2007



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Triad Broadcasting Company

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AUGUST 2007

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. Triad Broadcasting Company and its radio stations are great places to work and we hope you will always feel like a member of a family here. 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 the Company and to provide you with information about working conditions, benefits and policies affecting your employment. The policies contained in this Employee Handbook dated August 2007 apply to all employees and supersede and replace all previously communicated policies both in written and verbal form. This handbook does not create a contract, expressed or implied. If you have questions about any of the contents, you should seek clarification from the VP/Market Manager. In any case where state law differs from a policy, we will comply with the applicable state law.

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. The Company 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.

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 VP/Market Manager of your market. In the event that you do not feel comfortable asking such questions of your supervisor or VP/Market Manager, you should then contact the Corporate HR office at (831) 655-6350.

We are committed to engaging our employees in ongoing, meaningful dialog regarding all matters of employment. We anticipate that our employees will bring their issues and concerns to us, before discussing such matters with agents outside the Company.



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 manner.

DISCUSSING COMPANY BUSINESS

Whenever you are on duty or on company property it is important that you not discuss company business, work difficulties, or any work matters with a client or listener which might place the Company in a negative light. Understandably, our clients and listeners are interested in courteous, prompt service and high quality products, not excuses or complaints from any of us. Our primary concern at all times should be client and listener satisfaction. Our clients and listeners neither want nor need to learn of our internal affairs. Communicate directly with management when any problems or difficulties arise.



EMPLOYMENT POLICIES

NATURE OF EMPLOYMENT

Employment is at-will; neither an employee nor Triad Broadcasting Company is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time. 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 VP/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, sex (including gender), national origin (including language use and restrictions), age (40+), medical condition (including cancer/genetic characteristics), physical and mental disability (including HIV/AIDS), ancestry, political affiliation, veteran status 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 the Company. Therefore, if an employee feels they need reasonable accommodation to perform the essential functions of their job, they should contact their supervisor or the VP/Market Manager to begin an interactive process in determining the appropriateness of accommodation.

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 VP/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. 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 Company premises and while working off company 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, and/or referral to participation in a substance abuse rehabilitation or treatment program.

If an employee is suspended from work due to unsatisfactory job performance resulting from alcohol and/or drug 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.

In certain circumstances, employees who are required to represent Triad 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 and may not drive an automobile while under the influence of alcohol. 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.

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

INTERACTIVE COMMUNICATION PROCESS

We are committed to engaging in ongoing, meaningful dialog 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 the Company. Such issues and concerns should immediately be brought to the attention of the supervisor, the VP/Market Manager or the Corporate HR office in order to begin the process of an interactive dialog 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

The Company is committed to providing all of its employees with a workplace free of harassment. We maintain a strict policy prohibiting sexual harassment and harassment on the basis of sex, race, color, national origin, religion, physical or mental disability, age, veteran status, or any other characteristic protected by applicable law.

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

Sexual Harassment Defined

Sexual harassment prohibited by this policy includes any unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

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.

The following is a partial list of conduct that would be considered sexual harassment:

-
- Unwanted sexual advances.
 - Offering employment benefits in exchange for sexual favors.
 - Making or threatening retaliation after a negative response to sexual advances
 - Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
 - Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress.
 - Written communications of a sexual nature distributed in hard copy or via a computer network.
 - Verbal sexual advances or propositions.
 - Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
 - Physical conduct such as touching, assault, impeding or blocking movements.
 - Retaliation for making harassment reports or threatening to report 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.

Other Types of Harassment

Other types of prohibited harassment include but are not limited to the following examples of offensive conduct:

- Verbal conduct such as threats, epithets, derogatory comments or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures.
- Written communications containing statements that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.
- Physical conduct such as assault, unwanted touching or blocking normal movement.
- Retaliation for making or threatening to make harassment reports to the Company, or for participating in an investigation into harassment allegations.

Complaint Procedure

Any employee who believes he or she has been subjected to harassment whether or not specifically noted as an inappropriate behavior as described in this policy should immediately tell the harasser to stop his/her unwanted behavior and immediately report that behavior, preferably in writing to their supervisor, the VP/Market Manager, or the corporate HR office.

If an employee becomes aware of harassing conduct engaged in or suffered by a company employee, regardless of whether such harassment directly affects that employee, the employee should immediately report that information, preferably in writing to their supervisor, the VP/Market Manager, or the corporate HR office.

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. Supervisors and managers must immediately refer all harassment complaints to the VP/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 claims through an interactive process with the employee.

Triad will protect the confidentiality of the harassment allegations to the extent possible. However, the Company 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 has occurred. The totality of the circumstances will be reviewed, including the nature of the conduct and the context in which it occurred. The Company 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 has occurred, the Company will take appropriate action against a person found to have engaged in prohibited harassment to ensure that the conduct will not reoccur. A determination regarding the alleged harassment will be made and communicated to the person claiming harassment 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.

No Retaliation

Retaliation is strictly prohibited against any person by another employee or by the Company for using this complaint procedure, reporting harassment, 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.

Additional Enforcement Information

Another resource available to all employees, including supervisors and managers, is the Company'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 the Company'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 in employment. The EEOC and similar state divisions serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

For more information, 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. 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 will be 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. 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 initial 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 the Company, 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 or to a comparable job for which they are qualified, depending on the availability of such positions and the needs of the Company. 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 attempt to maintain an "open door" policy with regard to personnel matters and welcome comments anytime.

ACCESS TO PERSONNEL FILES

Personnel files are the property of the Company 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 the Company. Accordingly, they, as well as any articles found within them, can be inspected by any agent or authorized representative of the Company 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 company-owned machines.

EMPLOYMENT SEPARATION

We hope all employment relationships with our company 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 the Company either during or after the introductory status.

Layoff / Reduction in Force is an involuntary employment separation initiated by the Company for non-disciplinary reasons. There may be circumstances, in which the Company may need to restructure or reduce its workforce. If it becomes necessary to restructure our operations or reduce the number of employees, we will attempt, whenever possible, to provide advance notice 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. The Company does not have a mandatory retirement age so employees who would like to retire should discuss their retirement with management. Retiring employees are asked to provide the same notification of employees who voluntarily resign.

REHIRING EMPLOYEES

If an employee voluntarily leaves the employment of the Company, in good standing, and after having provided proper notice, 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, whose work record is unsatisfactory, or who do not provide proper notice will generally not be considered eligible for rehire for any position within the Company.

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 for proper handling. No other employees of the Company 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 expect 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. 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
- 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 clients and listener-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or any other unlawful harassment
- 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 will usually 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, exceptions or deviations from the normal procedures may occur whenever management deems, at their sole discretion, that circumstances warrant the elimination of one or more of these steps. 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 expected 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, if not available, then the Business Manager, and if not available, the VP/Market Manager.

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 without any notification to management for a period of two (2) consecutive work shifts, 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 VP/Market Manager of each market will have specific standards that will be communicated to employees.

The Company 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 the Company 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 or VP/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

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
- Compensation data
- Financial information
- Marketing strategies
- Client (advertisers) lists or information
- 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 VP/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 the Company'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 VP/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 the Company are the property of the Company 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 the Company for broadcasting any material over the air. The receipt of such consideration, known as "payola" or "plugola," violates the law and conflicts with the Company's interest.

Employees in programming positions must exercise particular caution to insure compliance with the law. The Company 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 VP/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 the Company's President is responsible for releases to the media with regard to company-wide matters. Additionally, only the VP/Market Manger is responsible for routine, media relations regarding local issues.

Employees must refer all inquiries from communications media (press, radio, television, etc.) to the VP/Market Manager for proper handling; who will then refer all appropriate matters to the President. No statement regarding the Company, 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 the Company 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. All company property must be returned immediately upon request or upon separation of employment. The Company may take all action deemed appropriate to recover or protect its property.

INFORMATION/COMMUNICATION SYSTEMS

Monitoring & Access of Company Systems—Computers, phones, and other electronic systems 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, it must be remembered that these systems are intended for business use and are company property. In keeping with this intention, designated company personnel will maintain the ability to access and monitor any information on the systems. Because the Company reserves the right to obtain access to all voice mail and computer files including e-mail messages sent/received and Internet sites visited, employees should not assume that such information is confidential or that access by its designated representatives will not occur. Access to these systems 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.

Computer, Email, Internet, & Voicemail Use— some employees are provided access to company information and communication systems for business reasons. These systems 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, 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 prohibited from using personal or company cell phones while operating a motor vehicle for Company business and/or on Company time. Drivers should complete calls while the vehicle is parked and/or use the phone in a “hands free” mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over 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 Company location. The use of company-paid postage for personal mail is not permitted.

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 the Company 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 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 VP/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 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 the Company. 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. It is important to note that discussing or “*complaining*” about such issues with coworkers will not lead to a solution and may even escalate the problem.

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 complaint" is defined as any disagreement by an employee over the application of a personnel policy, or on any personnel action they feel has been unfairly applied. Written policies or regulations are conditions of employment and are not themselves subject to challenge; only supervisory interpretation or application of a policy may be subject to question.

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 complaint presented to management later than thirty (30) calendar days after such incident has occurred will be considered at management's discretion.

Any problems or complaints should be discussed with an immediate supervisor with a serious attempt to resolve the situation at that level. If the problem or complaint is not resolved after discussion with the supervisor, the VP/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 VP/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 the Company select a trained neutral person, not an employee or official of the Company, 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.

Under no circumstances should a problem or complaint be discussed with a client, listener, visitor, vendor or any other non-employee.

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 the Company, and either the employee or the Company 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, (excluding commissioned sales employees) 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). If eligible, vacation accrual begins upon employment; however accrued vacation is not available for use until completion of 90 days continuous employment with the Company, 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. Commissioned sales employees will not be eligible for any paid vacation time.

The Company 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 VP/Market Manager will have the sole discretion and authority to approve any exceptions to this policy.

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 through the last day of work. Vacation may be taken in advance of accrual with the approval of VP/Market Manager and upon execution of an agreement 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 Daysdesignated by the VP/Market Manager

All regular full-time, non-exempt employees who **work** on a designated holiday 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, 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.

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 household; 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.

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

The Company 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.

The Company pays for a portion of the Company'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 requirement.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the company'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 the company'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. The Company does have a matching program; however, employer matching contributions are determined annually by the Board of Governors.

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.

125 CAFETERIA PLAN

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 the Company. The total contribution by the employee and the Company 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 the Company, employees may be eligible to receive Unemployment Insurance Benefits. This insurance is fully paid by the Company 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 the Company 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 the Company 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. The Company 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 the Company to the same degree it was provided before the leave began in accordance with the FMLA policy or, for employees not eligible for FMLA, through the end of the following month in which the leave began. 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 the Company according to the applicable plans. In some instances, the Company 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 the company'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 dialog regarding modifications at work.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Entitlement to Leave The Company will grant or designate up to 12 weeks of leave during any 12-month period to eligible employees, in accordance with the federal Family and Medical Leave Act of 1993 (FMLA) and any applicable state family and medical leave requirements. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy.

Upon notice by an eligible employee of the need for FMLA leave, or upon the Company's designation of leave as FMLA, the employee will receive the Company'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 the Company for at least 12 months, or 52 weeks. The 12 months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee 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.

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2. The employee must have worked at least 1250 hours during the twelve-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

Leave under FMLA may be taken for any one or more of the following reasons:

1. The birth of a child of the employee;
2. The placement of a child with the employee for adoption or foster care;
3. The care of the employee's spouse, child or parent with a "serious health condition";
4. The "serious health condition" (described below) of the employee, which prevents the employee from performing the essential functions of his or her job.

A "serious health condition" is one that requires in-patient care in a hospital or other medical care facility, or continuing treatment or supervision by a health care provider. This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences.

An employee may take a leave under FMLA to care for his or her spouse, child or parent only if the family member is unable to care for his or her basic needs or the employee is needed to provide psychological comfort or safety, as certified in writing by a health care provider. Leave may be taken intermittently or on a reduced schedule when medically necessary.

Duration of Leave

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The 12-month period will be measured backwards as a rolling 12-month period from the date an employee uses any leave under this policy.

Parents who are both eligible employees of the Company for leave to care for a newborn child, for placement of a son or daughter with the employee for adoption or foster care, or in certain circumstances, for the care of the employee's parent with a serious health condition, are entitled only to a combined total of 12-weeks of leave.

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.

Request for / Designation of FMLA

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.

The Company 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.

**Employee Status
& Benefits During
Leave**

PLEASE NOTE: If the employee is eligible for benefits from any disability insurance, such benefits from the applicable plans will be coordinated with the FMLA leave. The Business Manager can assist in helping employees understand how these benefits work together.

While an employee is on FMLA, the employee's health benefits and dependent coverage as applicable will continue during the leave period at the same level and under the same conditions as if the employee had continued to work. The maximum entitlement for continued health benefits is up to 12 weeks during a 12-month period of paid coverage.

Any share of health insurance premiums that are paid by the employee prior to FMLA must continue to be paid by the employee during the leave. Employee contributions may vary according to coverage selection.

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 the company'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 chooses not to return to work for reasons other than a continued serious health condition, or fails to work 30 calendar days once returning from leave, the employee will be required to reimburse the amount paid for the employee's health insurance premium during the unpaid portion of the leave period. Additionally, if an employee does not return at the end of the leave period, the employee's notification of his or her intent not to return will be the COBRA qualifying event. See the Business Manager regarding the Company's COBRA policy.

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Use of Paid and Unpaid Time

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	May Use All Available	May Use All Available
Employee's Serious Health Condition	May Use All Available	May Use All Available

Certification of the Serious Health Condition

An employee seeking FMLA must provide the Company with a medical certification from his or her health care provider establishing the need for the leave returning it as soon as possible and at least within 15 calendar days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification must be provided by using the **CERTIFICATION OF HEALTH CARE PROVIDER** form.

Certification of the serious health condition shall include: 1) the date when the condition began; and, 2) its expected duration. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind, or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance, and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment, and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The Company has the right to ask for a second opinion, (for employees, *not* family members). If the Company has reason to doubt the certification, we will pay for the employee to get a certification from a second doctor, which the Company will select. In case of a conflict between the original certification and the second opinion, the Company will require the opinion of a third doctor. The Company and the employee will jointly select the third doctor, and the Company will pay for the opinion. This third opinion will be considered final.

Prior to returning from FMLA for an employee's own serious health condition, the employee will be required to provide the Company with a PHYSICIAN'S OR PRACTITIONER'S AUTHORIZATION TO RETURN TO WORK form completed by the employee's health care provider releasing him or her to return to work.

Reinstatement After Leave

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one that entails substantially equivalent skill, effort, responsibility and authority.

**Procedure for
Requesting Leave**

Except where leave is not foreseeable, all employees requesting leave under this policy should submit the request in writing to their immediate supervisor, with a copy to the Business Manager. When an employee plans to take leave under this policy, the employee should give 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is asked to make a reasonable effort to schedule the treatment to minimize disruptions to the Company's operations.

If an employee fails to provide 30 days notice for foreseeable leave with no reasonable explanation for the delay, the leave request may be denied until at least 30 days from the date the Company receives notice. While on leave, employees are requested to report periodically to the Business Manager regarding the status of the medical condition, and his or her intent to return to work.

The provisions for leaves under this policy can be confusing. Employees are encouraged to seek additional information from the Business Manager.

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 VP/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

The Company 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, the Company 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, the Company will require the employee to reimburse the Company the amount it paid for the employee's health insurance premiums during the leave period.

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 the company'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
 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

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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.

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 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

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

In addition, the Company 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 the Company 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.

The Company 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 VP/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 the Company 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

The Company 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 no 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. The Company 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

The Company 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, ie: 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 August 2007

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 August 2007 apply to all employees and supersede and replace all previously communicated policies both in written and verbal form. 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 the Company'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 supervisor or the VP/Market Manager. In addition, I commit to engage in an ongoing, meaningful dialog with management regarding all matters of employment, before discussing such matters with agents outside the Company.

I further acknowledge and agree that employment with Triad Broadcasting Company is at-will, and may be terminated by either The Company or me at any time without cause or notice. 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 VP/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 such help, I will immediately notify my supervisor who will make arrangements for needed assistance.

Employee Signature

Date

Print or Type Name

