



"Working with you"

Progressive Ag Center, LLC

EMPLOYEE HANDBOOK



All American Co-op Employee Handbook

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All American Co-op Employee Handbook

Welcome to All American Co-op!

On behalf of your colleagues, I welcome you and wish you every success here.

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook outlines the policies, programs, and benefits available to eligible employees. It was also developed to describe some of the expectations we have of our employees. The employee handbook will answer many questions about employment with All American Co-op so I suggest that familiarize yourself with the contents of the employee handbook as soon as possible

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Glenn Lutteke
General Manager

All American Co-op Employee Handbook

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with All American Co-op and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment.

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees. One of our objectives at All American Co-op is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, All American Co-op reserves the right to add new policies, and to change or cancel existing policies at any time. The only exception is that our employment-at-will policy will not be changed or cancelled. The employment-at-will policy permits you or All American Co-op to end the employment relationship at any time for any reason. We will notify you of any changes to the handbook as they occur.

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EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about All American Co-op and I understand that I should consult the Office Manager or direct supervisor regarding any questions not answered in the handbook.

I have entered into my employment relationship with All American Co-op voluntarily and acknowledge that there is no specified length of employment. Accordingly, either All American Co-op or I may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the handbook are subject to change as needed, I acknowledge that revisions to the handbook may occur, except to the employment-at-will policy of All American Co-op. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that only the General Manager of All American Co-op has the ability to adopt revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

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CUSTOMER RELATIONS

Customers are among our organization's most valuable assets. Each of you represents All American Co-op to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

If a customer wishes to make a specific comment or complaint, you should direct that person to a Department Manager for appropriate action. Remember that your contacts with the public in person, over the telephone, and through all your communications reflect not only on you but on All American Co-op as a whole. Positive customer relations will not only enhance the public's image of All American Co-op, but also pay off in greater customer loyalty and increased sales and profit.

All American Co-op Employee Handbook

101 Nature of Employment

Effective Date: 8/1/2013

Revision Date:

This handbook is intended to provide you with a general understanding of the personnel policies of All American Co-op and to answer many common questions. You are encouraged to review all the policies in the handbook and become familiar with them.

However, this handbook cannot anticipate every situation or answer every question about employment. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind. Since employment at All American Co-op is based on mutual consent and is at will, either you or All American Co-op have the right to end the employment relationship at any time, with or without cause or advance notice.

In order to retain necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will. The only recognized deviations from the policies in this handbook must be authorized and signed by the General Manager of All American Co-op.

All American Co-op Employee Handbook

103 Equal Employment Opportunity

Effective Date: 8/1/2013

Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at All American Co-op will be based on merit, qualifications, and abilities. All American Co-op does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of your supervisor. At All American Co-op, be assured that you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

All American Co-op Employee Handbook

104 Business Ethics and Conduct

Effective Date: 8/1/2013

Revision Date:

The successful business operation and reputation of All American Co-op is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to All American Co-op, our customers, and shareholders to act in ways that will merit the continued trust and confidence of the public.

As an organization, All American Co-op will comply with all applicable laws and regulations and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor. If necessary, you may also contact the General Manager for advice and consultation.

It is the responsibility of every All American Co-op employee to comply with our policy of business ethics and conduct. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

All American Co-op Employee Handbook

107 Immigration Law Compliance

Effective Date: 8/1/2013

Revision Date:

All American Co-op is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation if 1) they have not completed an I-9 with All American Co-op within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

If you have questions or want more information on immigration law issues, you are encouraged to contact the Office Manager. At All American Co-op you can raise questions or complaints about immigration law compliance without fear of reprisal.

All American Co-op Employee Handbook

108 Conflicts of Interest

Effective Date: 8/1/2013

Revision Date:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which All American Co-op wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Department Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of All American Co-op's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of All American Co-op as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which All American Co-op does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving All American Co-op.

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110 Outside Employment

Effective Date: 8/1/2013

Revision Date:

All American Co-op employees may hold outside jobs as long as they can satisfactorily perform their All American Co-op job and there is no interference with our scheduling demands.

All employees will be held to the same standards of performance and scheduling expectations, regardless of any outside job. If we determine that outside work is impacting your performance or the ability to meet our requirements, which may change over time, you will be asked to terminate the outside job in order to stay employed at All American Co-op.

If your outside employment has an adverse impact on All American Co-op, it will be considered a conflict of interest.

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112 Non-Disclosure

Effective Date: 8/1/2013

Revision Date:

It is vital to the interests and success of All American Co-op that we protect our confidential business information and trade secrets. Confidential information includes, but is not limited to, the following examples:

- customer lists
- prospect names and lists
- sales data/accounts
- existing or potential business opportunities
- financial information
- personnel information
- litigation/legal matters
- trade secrets
- contracts
- price lists
- pending projects and proposals

You may be asked to sign a non-disclosure agreement as a condition of your employment.

Because we consider security breaches very serious, if you improperly use or disclose trade secrets or confidential business information, you will be subject to disciplinary action, up to and including termination of employment, even if you do not actually benefit from the disclosed information.

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114 Disability Accommodation

Effective Date: 8/1/2013

Revision Date:

All American Co-op is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

All American Co-op is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. All American Co-op will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. All American Co-op is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

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116 Job Posting

Effective Date: 8/1/2013

Revision Date:

Our job posting program provides you with the opportunity to indicate your interest in open positions and advance within the organization according to your skills and experience. In general, we post all regular, full-time job openings, although All American Co-op reserves its right to not post a particular opening.

Job openings will be posted on the employee bulletin board and will remain open for as long as needed. Each job posting notice will include the job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, you must have performed competently for at least 90 calendar days in your current position. If you have a written warning on file, or are on probation or suspension, you are not eligible to apply for posted jobs. You may only apply for posted jobs for which you possess the required skills, competencies, and qualifications.

To apply for an open position, submit an application to the Manager listed on the job posting. Make sure to include your job-related skills and accomplishments. You should also describe how your current experience with All American Co-op and prior work experience and/or education qualifies you for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. We may also use other recruiting sources to fill open positions when it is in the best interest of the organization.

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117 Employee Referral Incentive

Effective Date: 10/13/14

Revision Date:

All American Co-op/Progressive Ag Center, LLC realizes our current employees can be effective in soliciting new employees. Our employee referral incentive aims to reward employees who bring quality personnel to our organization by using their personal network of family, friends and acquaintances. The referral incentive can be earned by any All American Co-op/Progressive Ag Center, LLC employee with regular full-time employee status. Referral incentives are paid on regular full-time positions that have been posted as open internally and/or externally. A total bonus of \$1,000 may be earned per referral.

An All American Co-op/Progressive Ag Center, LLC employee will receive \$500 of the employee referral incentive once following conditions are met:

- The All American Co-op/Progressive Ag Center, LLC employee must notify the hiring manager of the prospective employee's name prior to the applicant submitting a resume or application.
- The applicant will have to pass all pre-employment screenings, and complete 30 days of employment for All American Co-op/Progressive Ag Center, LLC.

The referring All American Co-op/Progressive Ag Center, LLC employee will receive the remaining \$500 of referral incentive after the referred employee has completed six months of employment at All American Co-op/Progressive Ag Center, LLC.

The incentive bonuses will appear under "special pay" on the next bi-weekly paycheck after referral conditions are met. Applicable taxes and other payroll deductions will be in effect.

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201 Employment Categories

Effective Date: 8/1/2013

Revision Date:

Understanding the definitions of the employment classifications at All American Co-op is important because your classification is one of the factors that determine your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Since employment with All American Co-op is based on mutual consent, either you or All American Co-op have the right to terminate the employment relationship at will at any time, with or without cause or advance notice.

Depending on your position, you are designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NON-EXEMPT classification may be changed only with written notification by All American Co-op management.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

REGULAR FULL-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule at All American Co-op. Generally, regular full-time employees are eligible for all All American Co-op benefit programs, subject to the terms, conditions, and limitations of each benefit program.

SEASONAL employees are employees 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. Employment beyond the initially stated period does not in any way imply a change in employment status. Seasonal employees retain that status unless and until they are notified of a change. While seasonal employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all other All American Co-op benefit programs.

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202 Access to Personnel Files

Effective Date: 8/1/2013

Revision Date:

All American Co-op maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of All American Co-op, and access to the information they contain is restricted. Generally, only supervisors and management personnel of All American Co-op who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Office Manager. With reasonable advance notice, employees may review their own personnel files in All American Co-op's offices and in the presence of an individual appointed by All American Co-op to maintain the files.

If an employee's position requires access to confidential personnel information, that employee is responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

All American Co-op Employee Handbook

203 Employment Reference Checks

Effective Date: 8/1/2013

Revision Date:

To help select the best person for the job, All American Co-op checks the employment references of job candidates. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

All American Co-op Employee Handbook

204 Personnel Data Changes

Effective Date: 8/1/2013

Revision Date:

To help us keep records and benefit program information accurate, please notify All American Co-op of any changes to your personal information. The information we need includes your mailing address, telephone numbers, your marital status, changes to your dependents' information, who to contact in case of an emergency, educational accomplishments, and other possibly relevant information. To make changes or if you have questions about what information is required, contact the Office Manager.

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208 Employment Applications

Effective Date: 8/1/2013

Revision Date:

All American Co-op relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.

All American Co-op Employee Handbook

209 Performance Evaluation

Effective Date: 8/1/2013

Revision Date:

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Merit-based pay adjustments are awarded by All American Co-op in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

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301 Employee Benefits

Effective Date: 8/1/2013

Revision Date:

All American Co-op provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner required by the laws.

Your eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand exactly which benefit programs you are eligible for, talk to your supervisor. You will find details about many of these programs elsewhere in the employee handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document for that benefit.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- * 401(k) Savings Plan
- * Bereavement Leave
- * Cafeteria
- * Dental Insurance
- * Employee Assistance Program
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Life Insurance
- * Paid Time Off (PTO)
- * Profit Sharing
- * Severance Pay
- * Short-Term Disability
- * Supplemental Life Insurance
- * Vision Care Insurance

While some of the benefit programs we offer may require you to contribute to the cost, many programs are fully paid by All American Co-op.

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305 Holidays

Effective Date: 8/1/2013

Revision Date:

All American Co-op gives holiday time off on the following holidays:

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

We provide holiday time off with pay to eligible employees immediately upon assignment to an eligible employment classification. If you are eligible for paid holidays, your holiday pay will be calculated on your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked on that day. Employees in the following employment classifications are eligible for paid holiday time off:

- * Regular full-time employees

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, the employees will be paid 1 1/2 times their regular hourly pay. In addition, one additional hour of vacation will be granted for each hour worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining overtime pay.

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306 Workers' Compensation Insurance

Effective Date: 8/1/2013

Revision Date:

All American Co-op provides a comprehensive workers' compensation insurance program at no cost to employees. 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 the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor or the Office Manager 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.

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309 Bereavement Leave

Effective Date: 8/1/2013

Revision Date:

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 1 day of paid bereavement leave will be provided if the funeral is in the town where the employee lives. Up to 2 days of paid bereavement leave will be provided if the funeral is out of town. Bereavement leave is paid to eligible employees in the following classification(s):

* Regular full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include overtime or any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

If an employee has been asked to be a pallbearer for a friend or distant relative, one day with pay will be allowed.

All American Co-op defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, sibling, grandparents or any blood relative living in the employee's household.

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311 Jury Duty

Effective Date: 8/1/2013

Revision Date:

All American Co-op encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees should contact their supervisor as soon as possible to arrange for time off. Of course, employees are expected to report for work whenever the court schedule permits.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

* Regular full-time employees

Either All American Co-op or the employee may request an excuse from jury duty if, in All American Co-op's judgment, the employee's absence would create serious operational difficulties.

All American Co-op will continue to provide health insurance benefits for the full term of the jury duty absence.

Jury duty will not affect the employee's normal vacation schedule.

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313 Benefits Continuation (COBRA)

Effective Date: 8/1/2013

Revision Date:

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

Under COBRA, the employee or beneficiary pays the full cost of coverage at All American Co-op's group rates plus an administration fee. All American Co-op provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under All American Co-op's health insurance plan. The notice contains important information about the employee's rights and obligations.

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315 Paid Time Off (PTO)

Effective Date: 8/1/2013

Revision Date: 2/1/2016; 1/1/2018

All American Co-op provides Paid Time Off (PTO) for eligible employees to use for vacation, illness or injury, and personal business. Paid Time Off combines traditional vacation and sick leave plans into one flexible, paid time-off policy. Employees in the following employment classifications are eligible to earn and use PTO:

- * Regular full-time employees

Once you enter an eligible employment classification, you begin to earn PTO according to the schedule. You can use earned PTO in the year it is accrued.

The maximum number of hours an employee can have in their PTO bank at any time is 80 hours over their yearly accrued PTO hours. An employee who has reached the maximum hours allowed will not accrue additional PTO until the balance is below the maximum.

The amount of PTO employees accrue during each year increases with the length of your employment as shown in the following schedule:

- * Employees with under 2 years of eligible service will receive 3.077 hours of PTO per pay period for a total of 80 hours (10 days) each year. The maximum number of hours employees in this classification can have in their PTO bank is 160 hours (20 days).
- * After 2 years of eligible service the employee will receive 4.615 hours of PTO per pay period for a total of 120 hours (15 days) each year. The maximum number of hours employees in this classification can have in their PTO bank is 200 hours (25 days).
- * After 12 years of eligible service the employee will receive 6.154 hours of PTO per pay period for a total of 160 hours (20 days) each year. The maximum number of hours employees in this classification can have in their PTO bank is 240 hours (30 days).
- * After 20 years of eligible service the employee will receive 7.692 hours of PTO per pay period for a total of 200 hours (25 days) each year. The maximum number of hours employees in this classification can have in their PTO bank is 280 hours (35 days).

The length of eligible service is calculated on the basis of a "benefit year." A "benefit year" is defined as the 12-month period that begins when you start earning PTO. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leave has no effect on the benefit

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year calculation.) See the leave of absence policies in this handbook for more information.

Available PTO will be used on any work week under 40 hours. 8 hours of PTO (if available) will be used for every full day off work.

If you have an unexpected need to be absent from work, you should notify your supervisor before the scheduled start of your workday if possible. Your supervisor must also be contacted on each additional day of unexpected absence.

To schedule planned PTO, you should first request advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

PTO is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

If you voluntarily end employment at All American Co-op you will be paid for any unused PTO that has been earned through your last day of work provided that you have given a minimum of two weeks' notice. However, if All American Co-op, in its sole discretion, terminates your employment for cause, or you voluntarily end employment without giving a minimum two weeks' notice, your unused PTO may be forfeited. No PTO will be paid out to employees who voluntarily leave employment or are involuntarily dismissed from employment with less than six months of full-time service time.

All American Co-op Employee Handbook

316 Health Insurance

Effective Date: 8/1/2013

Revision Date:

All American Co-op's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- * Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between All American Co-op and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Office Manager for more information about health insurance benefits.

All American Co-op Employee Handbook

317 Life Insurance

Effective Date: 8/1/2013

Revision Date:

Life insurance offers you and your family important financial protection. All American Co-op provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- * Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between All American Co-op and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Office Manager for more information about life insurance benefits.

All American Co-op Employee Handbook

318 Short-Term Disability

Effective Date: 8/1/2013

Revision Date: 1/1/2018

All American Co-op provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

* Regular full-time employees

Eligible employees may receive STD according to the following schedule:

- After 2 years of service, but less than 5 years, a maximum of 1/2 of base pay rate after 1st week through the 8th week.
- After 5 years of service, but less than 10 years, a maximum of 2/3 of base pay rate after 1st week through the 13th week.
- After 10 years of service, a maximum of 3/4 of base pay rate after 1st week through the 16th week.

To receive STD pay it will be necessary to be under the care of a medical doctor.

Available PTO will be used in addition to STD to meet the weekly 40 hours base pay amount of the employee. If the employee PTO bank is at 40 or fewer hours the employee may elect to use PTO in addition to STD or receive STD pay only.

Disabilities covered by workers' compensation are excluded from STD coverage.

Contact Human Resources for more information about STD benefits.

All American Co-op Employee Handbook

320 401(k) Savings Plan

Effective Date: 8/1/2013

Revision Date:

All American Co-op has established a 401(k) savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 401(k) savings plan, you must complete 12 months of service and be 21 years of age or older. You may join the plan only during open enrollment periods. Eligible employees may participate in the 401(k) plan subject to all terms and conditions of the plan.

The 401(k) savings plan allows you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs. All American Co-op also contributes an additional matching amount to each employee's 401(k) contribution.

Because your contribution to a 401(k) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions.

Complete details of the 401(k) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Office Manager for more information about the 401(k) plan.

All American Co-op Employee Handbook

324 Employee Assistance Program

Effective Date: 8/1/2013

Revision Date:

All American Co-op cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), All American Co-op provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. Call the EAP at 800-432-5155 to contact an EAP counselor.

More information on EAP can be found on the employee web.

All American Co-op Employee Handbook

326 Flexible Spending Account (FSA)

Effective Date: 8/1/2013

Revision Date:

All American Co-op provides a Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, you can reduce your taxable income without reducing your real income, so that you can keep more of the money you earn.

Employees in the following employment classifications are eligible to participate in the Flexible Spending Account program:

- * Regular full-time employees

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. You must enroll for each plan year. You determine how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year. You may contribute up to a maximum of \$2,500 dollars each year for your Health Care FSA. The maximum contribution for your Dependent Care FSA is \$5,000 dollars per year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to you for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, you should take care not to over-fund your account.

Details of the Flexible Spending Account program are described in the Summary Plan Description (SPD). Contact the Office Manager for more information on the Flexible Spending Account program and to obtain enrollment and reimbursement forms and worksheets with examples of reimbursable and non-reimbursable expenses.

All American Co-op Employee Handbook

401 Timekeeping

Effective Date: 8/1/2013

Revision Date:

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require All American Co-op to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. If working for different departments within the company please mark your time for every department you worked in.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

All American Co-op Employee Handbook

403 Paydays

Effective Date: 8/1/2013

Revision Date:

All employees are paid biweekly on every other Wednesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees have the choice to either receive a paycheck or to have pay directly deposited into their bank accounts. If direct deposit is chosen, employees will receive a paystub detailing their wages. Please see the Office Manager to set up direct deposit.

All American Co-op Employee Handbook

405 Employment Termination

Effective Date: 8/1/2013

Revision Date:

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with All American Co-op is based on mutual consent, both the employee and All American Co-op have the right to terminate employment at will, with or without cause, at any time.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

All American Co-op Employee Handbook

407 Severance Pay

Effective Date: 8/1/2013

Revision Date: 6/26/2014

All American Co-op provides severance pay to eligible employees whose employment is terminated by All American Co-op through no fault of their own for reasons other than misconduct or the failure of the employee to meet the standards of All American Co-op. Misconduct includes, but is not limited to, behavior that in some way brings harm to All American Co-op, as determined by All American Co-op in its sole discretion.

Employees in the following employment classifications are eligible for severance pay (other than the exclusions described later in this policy):

- * Regular full-time employees

These are exclusions to this policy. You will not receive severance pay if you were hired as a temporary employee for a specified period of time; if you voluntarily terminated your employment, if you retire; if you were offered but refused to accept another suitable position with All American Co-op; or if you were given the opportunity to be retained for any length of time by an employer who acquired All American Co-op.

Severance pay will be paid at 40 hours for every two years of continuous employment. Severance will be paid out as a lump sum with the employee's last pay check.

All American Co-op Employee Handbook

410 Pay Deductions and Setoffs

Effective Date: 8/1/2013

Revision Date:

The law requires that All American Co-op make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. All American Co-op also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." All American Co-op matches the amount of Social Security taxes paid by each employee.

All American Co-op offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by All American Co-op, usually to help pay off a debt or obligation to All American Co-op or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Office Manager can assist in having your questions answered.

All American Co-op Employee Handbook

501 Safety

Effective Date: 8/1/2013

Revision Date:

To assist in providing a safe and healthful work environment for employees, customers, and visitors, All American Co-op has established a workplace safety program. This program is a top priority for All American Co-op. The Safety Director has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

All American Co-op provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. A labor-management safety committee, composed of representatives from throughout the organization, has been established to help monitor All American Co-op's safety program and to facilitate effective communication between employees and management about workplace safety and health issues.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Safety Director. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Safety Director or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

All American Co-op Employee Handbook

502 Work Schedules

Effective Date: 8/1/2013

Revision Date:

The normal work schedule for all employees is 8 hours a day, 5 days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

All American Co-op Employee Handbook

504 Use of Telephones

Effective Date: 8/1/2013

Revision Date:

Employees may be required to reimburse All American Co-op for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

All American Co-op Employee Handbook

506 Rest and Meal Periods

Effective Date: 8/1/2013

Revision Date:

If you are a full-time or seasonal employee, you will be given two rest periods each workday. Your supervisor will advise you of the regular rest period length and schedule. This is the time of the day to take care of personal calls and personal matters so that no distractions are taking place during your work day.

All employees working 8 or more hours per day are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. During meal periods, you will be relieved of all work responsibilities and restrictions and will not be compensated for that time.

All American Co-op Employee Handbook

507 Overtime

Effective Date: 8/1/2013

Revision Date:

There may be times when All American Co-op cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to let you know in advance of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

All non-exempt employees will be paid overtime compensation in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

All American Co-op Employee Handbook

508 Use of Equipment and Vehicles

Effective Date: 8/1/2013

Revision Date:

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using All American Co-op property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

You should notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

Only company personnel are allowed to ride in or drive company vehicles. Company insurance will not cover non-employees that may be riding or driving any company vehicle. All American Co-op prohibits non-employees to ride or drive any company vehicle.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

All American Co-op Employee Handbook

514 Visitors in the Workplace

Effective Date: 8/1/2013

Revision Date:

To better protect the safety and security of employees as well as All American Co-op property and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps to maintain safety standards, safeguard employee and customer welfare, protect equipment and confidential information against theft, and reduce potential distractions and disturbances.

All visitors should enter All American Co-op at the main entrance. Once authorized, visitors will receive directions or be escorted to their destination. When you have outside visitors, you are responsible for their conduct and taking steps to ensure their safety.

If you see an unauthorized person on our premises, please notify your supervisor immediately or direct the individual to the main entrance.

All American Co-op Employee Handbook

516 Computer and Email Usage

Effective Date: 8/1/2013

Revision Date:

All American Co-op may give employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

You should notify your supervisor, the Department Manager or any member of management if you learn about a violation of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

All American Co-op Employee Handbook

517 Internet Usage

Effective Date: 8/1/2013

Revision Date:

All American Co-op may provide employees with Internet access to help them do their jobs. This policy explains our guidelines for using the Internet responsibly and productively.

All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of All American Co-op. Therefore, All American Co-op reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or is stored in our computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Employees whose Internet usage violates laws or All American Co-op policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation

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- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Passing off personal views as representing those of the organization
- * Sending anonymous email messages
- * Engaging in any other illegal activities

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518 Workplace Monitoring

Effective Date: 8/1/2013

Revision Date:

All American Co-op may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

The computer equipment and systems and Internet access that employees may use are always the property of All American Co-op. Therefore, we reserve the right to monitor computer activities. We also reserve the right to retrieve and read any computer files or data that are composed, sent, or received through Internet connections or stored in our computer systems.

Because we are sensitive to the legitimate privacy rights of our employees, we will make every effort to guarantee that workplace monitoring is always done in an ethical and respectful manner.

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522 Workplace Violence Prevention

Effective Date: 8/1/2013

Revision Date:

All American Co-op is committed to preventing workplace violence and to maintaining a safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that might occur during business hours or on our premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

All American Co-op will not tolerate conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to your supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible.

Be sure to report any suspicious person or activities as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person who made the report will be protected to the extent practical. To maintain workplace safety and the integrity of its investigation, All American Co-op may suspend an employee, either with or without pay, pending investigation.

Any person who violates these guidelines will be subject to disciplinary action, up to and including termination of employment. Violations include making a threat of violence or actually committing a violent act.

If you are having a dispute or differences with another employee, we encourage you to discuss it with your supervisor, the Office Manager, or the General Manager before the situation escalates into potential violence. All American Co-op is eager to assist in the resolution of employee disputes and we will not discipline an employee for raising these types of concerns.

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526 Cell Phone Allowance

Effective Date: 8/1/2013

Revision Date:

All American Co-op understands that some positions need to use cell phones to conduct business. For this reason, All American Co-op may reimburse certain positions for their cell phone usage.

Listed below are the positions and reimbursement amounts:

<u>Position</u>	<u>Reimbursement Amount</u>
Feed Truck Drivers and Grain Semi Truck Drivers	\$15/month
Seasonal Drivers and Applicators	\$15/month up to 6 months
Managers and Salesman	\$30/month

The cell phone allowance will be handled through payroll. It will be paid bi-weekly up to the monthly allowable amount.

If you use a cell phone for business, always remember you are representing All American Co-op and apply normal business etiquette by keeping your conversations private and non-disruptive to others.

All American Co-op Employee Handbook

605 Military Leave

Effective Date: 8/1/2013

Revision Date:

All American Co-op will grant a military leave of absence to employees who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You are required to give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

The military leave will be unpaid. However, you may use any available accrued paid time off, such as vacation or sick leave, for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Employees who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

When you return from military leave (depending on the length of military service in accordance with USERRA), you will be placed either in the position you would have attained if you had remained continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Office Manager for more information.

All American Co-op Employee Handbook

615 Court Appearance Leave

Effective Date: 8/1/2013

Revision Date:

If you are the victim of a crime or a witness to a crime, or a member of your family is a crime victim, you may request time off to participate in court proceedings related to the crime.

A crime includes domestic violence, sexual assault, and stalking, as well as other crimes that require the victims to appear in court. A family member includes your daughter, son, parent, husband, or wife.

If you request court appearance leave, you will be asked to give advance notice whenever possible of the need for leave to the Office Manager, and to provide written documentation showing the need for the leave. Documentation may be:

- * a police report indicating that you or a member of your family was a victim of a crime;
- * a court order protecting or separating you or a member of your family from someone who committed an act of domestic violence, or other evidence from the court or prosecuting attorney showing that you or your family member has appeared in court; or,
- * documentation from a medical professional, domestic violence advocate, health care provider or counselor that you or your family member was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault or other crime.

Court appearance leave may be requested to:

- * prepare for and attend court proceedings;
- * receive medical treatment or attend to medical treatment for a victim who is your daughter, son, parent, husband or wife; or,
- * get services needed to remedy a crisis caused by domestic violence, sexual assault, stalking, or any other crime.

While this leave is unpaid, you may use leave you have already earned while you are on court appearance leave.

All American Co-op will do all that we can to protect the confidentiality of any information you give us as certification of your need for court appearance leave.

All American Co-op Employee Handbook

701 Employee Conduct and Work Rules

Effective Date: 8/1/2013

Revision Date:

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees and All American Co-op.

Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping 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
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Since employment with All American Co-op is based on mutual consent, either you or All American Co-op have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

All American Co-op Employee Handbook

702 Drug and Alcohol Use

Effective Date: 8/1/2013

Revision Date:

All American Co-op wants to provide a drug-free, healthful, and safe workplace. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a satisfactory manner.

While on All American Co-op premises or while conducting business-related activities off All American Co-op premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. We permit the legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. Additionally, we may require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

All American Co-op Employee Handbook

703 Sexual and Other Unlawful Harassment

Effective Date: 8/1/2013

Revision Date:

All American Co-op is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. We provide ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

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

All American Co-op Employee Handbook

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Office Manager or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Office Manager or any member of management so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

All American Co-op Employee Handbook

704 Attendance and Punctuality

Effective Date: 8/1/2013

Revision Date:

As an employee of All American Co-op, we expect you to be reliable and punctual by reporting for work on time and as scheduled. When you are absent or late, it places a burden on other employees and can impact productivity and service. In the rare instances when you cannot avoid being late or are unable to work as scheduled, be sure to notify your supervisor as soon as possible so that appropriate arrangements can be made.

Because unplanned absences can be disruptive to work, a poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment.

All American Co-op Employee Handbook

705 Personal Appearance

Effective Date: 8/1/2013

Revision Date:

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image All American Co-op presents to the community.

During business hours or when representing All American Co-op, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

All American Co-op Employee Handbook

708 Resignation

Effective Date: 8/1/2013

Revision Date:

Resignation is defined as a voluntary act initiated by an employee to terminate employment with All American Co-op. Although there is no requirement that you give advance notice, doing so can reduce the impact on your co-workers and productivity. We request a resigning employee give notice of resignation at least two weeks in advance.

All American Co-op Employee Handbook

716 Progressive Discipline

Effective Date: 8/1/2013

Revision Date:

This policy describes the policy for administering equitable and consistent discipline for unsatisfactory conduct at All American Co-op. We believe that the best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

We also believe that it is in the best interests of All American Co-op to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and All American Co-op have the right to terminate employment at will, with or without cause or advance notice, All American Co-op may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

All American Co-op recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and All American Co-op.

All American Co-op Employee Handbook

880 Uniform Policy

Effective Date: 8/1/2013

Revision Date: 8/30/2017

The image of our cooperative is very important and the appearance of our employees impacts the way customers form an image of our employees and cooperative. Suppliers and customers visit our facilities and we wish to put forth an image that will make us all proud to be All American Co-op/Progressive Ag Center, LLC employees.

Employee appearance helps convey a positive image. The Co-op provides an annual uniform allowance to all full-time employees. Uniforms are ordered twice a year, in the spring and in the fall. New full-time employees are set up with appropriate quantities to get them started in their new job. If you feel you need more items than what your allowance allows you may order additional items and a payroll deduction will take place for the amount over your allowance.

All full-time employees are **required** to wear these uniforms and keep them clean and neat. For safety reasons, employees are expected to wear clothing that fits properly.

If your attire does not meet company standards you may be asked to change. If you are asked to change, you will be asked to punch out, go home and return with the appropriate attire.

For more information on the administration of the uniform policy please see the employee uniform order catalog. More details are found in the front pages.