

AT WILL EMPLOYMENT POLICY

PURPOSE

To describe the relationship between LADD and employees.

SCOPE

This policy applies to all individuals employed by LADD.

POLICY

At-will employment describes the employment relationship between Employer/LADD and its employees. This type of employment relationship means that the company does not offer tenure or guaranteed employment for any period of time to any employee without an employment contract or written direction from the Executive Director /Board President.

DEFINITIONS

At-will means that an employer can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.

STANDARDS

Employment with LADD is **At Will** and entered into voluntarily by reviewing the company Mission, Vision and Values and completing an application requesting employment. Employees are free to resign at any time, for any reason, with or without notice. Similarly, LADD is free to conclude the employment relationship at any time, with or without cause or notice. Personnel practices, including the right to hire, transfer, suspend or separate from employment, to relieve employees from duty, and to maintain discipline and efficiency of employees rests EXCLUSIVELY with LADD. The company may introduce new administrative methods, job requirements, personnel policies/procedures and disciplinary rules as needed.

The employee has certain obligations to the employer. Among these are to follow the company Mission, Vision and Values, work with reasonable skill and care, carry out legal employer orders and not disclose confidential company information. The Employee Handbook/Code of Conduct provides additional guidance. It is recommended that an employee gives his/her employer a 2 week notice when quitting. This notice allows the employer and employee to finalize employment issues and people supported to say their goodbyes. It also gives the opportunity to begin looking for a new employee before the old one leaves, minimizing the amount of time the position is unfilled.

This employment **At Will** relationship exists regardless of any other written statements or policies contained in the Employee Handbook/Code of Conduct or any other company documents or any verbal statement to the contrary.

PROCEDURE

For the convenience of all employees, the LADD Employee Handbook/Code of Conduct is available at the employee log in area on the website within the online LADD Directory, as well as employees can receive a written copy at any time from the Human Resources Department. It is neither an “employment agreement” nor a “contract of employment”. It is a resource for LADD to provide a more uniform approach to personnel practices and policies among employees. The Employee Handbook/Code of Conduct includes general rules of conduct, safety regulations, and disciplinary rules. These policies govern unless a new law supersedes particular rules, policies, procedures, etc. contained within the Handbook/Code of conduct are specifically superseded by law.

Nothing in the Employee Handbook/Code of Conduct operates to change an employee’s status from **At Will** to any other status. All disciplinary provisions in the Employee Handbook/Code of Conduct are only deemed advisory. LADD expressly reserves the right to separate from employment any employee at its sole discretion.

The Executive Director, or a person expressly authorized by the Board, is the sole person who has the authority to make a decision to separate from employment.

While LADD may normally attempt to provide advance notice of any change, LADD reserves the right to alter these policies at any time without advance notice. Any questions concerning the terms or conditions of employment should be addressed to the Human Resources Department.

No one has the right to alter this Employee Handbook/Code of Conduct except the Executive Director and/or Board of Directors. If an employee feels that they have been told something other than what is in the Employee Handbook/Code of Conduct or feel they have been treated unfairly, then they need to notify the Human Resources Department. If resolution is not found and/or further clarification is needed, then notify the Executive Director. Finally, if resolution is not found with the Executive Director, the Board of Directors will review any written issues addressed to them via the Corporate Office address.

