

X. Other Policies

Computer Software (Unauthorized Copying)

The PFD does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as \$250,000, and jail terms of up to five years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

Entering and Leaving the Premises

At the time you are hired, you will be advised about the proper entrances and exits for our employees. You are expected to abide by these rules at all times. Failure to do so may lead to disciplinary action.

Expense Reimbursement

You must have your manager's written authorization (requisition/purchase order, etc.) prior to incurring an expense on behalf of the PFD. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and approved by your manager. Expense reports/vouchers are to be submitted on the 15th and at the end of the month only.

If you are asked to conduct District business using your personal vehicle, you will be reimbursed at the current IRS rate of \$0.31 per mile. Please submit this expense on your expense report/voucher.

First Aid

Federal law ("OSHA") requires that we keep records of all illnesses and accidents which occur during the workday. The Washington State Workers' Compensation Act also requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact your manager for assistance. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your manager for more information.

Layoff and Recall

In the event of a reduction in workforce, employees will be laid off based on skills, abilities, and the needs of the organization.

Outside Activities

If your financial situation requires you to hold a second job, part time or full time, or if you intend to engage in a business enterprise of your own, we would like to know about it. Before accepting any outside employment it would be a good idea to discuss the matter with your manager.

Personal Phone Calls and Mail

Because the District telephone is an important tool for conducting daily business, personal telephone calls should be limited.

Please do not use the PFD as a personal mailing address and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft.

Personal Use of District Property

PFD equipment or tools should not be used for personal benefit. As a PFD employee, you accept full financial responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment if used for any unauthorized purposes.

Property and Equipment Care

It is your responsibility to understand the equipment you need to use to perform your duties. Good care of any equipment that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the PFD. If you find that a piece of equipment is not working properly or in any way appears unsafe, please notify your manager immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate equipment you deem unsafe, nor should you adjust or modify the safeguards provided.

Recycling, Waste Prevention and Conservation

We are all aware of the many reasons to recycle and conserve our natural resources. While the PFD understands that using paper, plastic, aluminum and other materials is a necessary event throughout the course of everyday life and work, we strongly encourage all employees to be aware of the amounts which are being consumed and to curtail usage and eliminate waste whenever possible. Not only will this practice conserve our natural resources, but also save you time, lengthen the "life" of our printers and other equipment, and save money in annual paper and printing costs. In the long run, you will benefit by helping to reduce operating costs.

To promote recycling and conservation efforts the PFD has designated paper recycling bins stationed in each copy room. The lunch area has a bin for paper and one for aluminum cans. Additionally, your desk should have some kind of recycling receptacle placed under your desk.

References

The PFD does not respond to oral requests for references. All requests must be in writing and on District letterhead. In the event you leave the employ of the PFD we may be able to provide references to potential employers, depending upon the circumstances, your employment history, etc. However, you must first provide written approval, allowing us to release reference information beyond merely confirming that you worked at the PFD for a specific period of time and your position.

As an employee, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive a request for a reference, you should forward the request to the appropriate department for a response.

Return of District Property

Any PFD property issued to you, such as computers and tools, must be returned to the PFD at the time of your dismissal or resignation, or whenever it is requested by your manager or a member of management. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization for this purpose.

Safety Rules

Safety is to be given primary importance in every aspect of planning and performing all PFD activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production. Please report all injuries (no matter how slight) to your manager immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your manager or department head may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk -- don't run.
- Use stairs one at a time.
- Report to your manager if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Smoke only outside of District premises.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Sit firmly and squarely in chairs that roll or tilt.
- Wear or use appropriate safety equipment as required in your work.
- Avoid "horseplay" or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- Keep your work area clean and orderly, and the aisles clear.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job, and use it correctly.
- Wear gloves whenever handling castings, scrap, barrels, etc.
- Operate motorized equipment only if authorized by your immediate manager. All operators must be licensed by the PFD.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Security

Maintaining the security of the PFD buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep your personal belongings properly secured. If you are aware that personal belongings are being insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave the PFD's premises make sure that all entrances are properly locked and secured.

Substance Abuse

Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. The PFD has no desire to intrude into its employees' personal lives. However, both on-the-job and off-the-job involvement with any mood altering substances can have an impact on our workplace and on the PFD's ability to achieve its objectives of safety and security. Therefore, you are expected to report to the workplace with no mood altering substances in your body. While you may make your own lifestyle choices, the PFD cannot accept the risk in the workplace which substance use or abuse may create. The possession, sale or use of mood altering substances at the workplace, or coming to work under the influence of

such substances shall be a violation of safe work practices and will be subject to disciplinary action, including possible dismissal.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how the PFD can be made a better place to work, our products improved, and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your immediate manager. He or she can help you bring our idea to the attention of the people in the District who will be responsible for possibly implementing it.

Theft

Property theft of any type will not be tolerated by the PFD. We consider property theft to be the unauthorized use of District services or facilities or the taking of any District property for personal use.

Visitors

Our insurance coverage and good common sense prohibits unescorted visitors in our facilities. Unescorted visitors are not permitted in the PFD office working areas. If you are expecting visitors, please inform the receptionist and escort them to the appropriate office or meeting room.