

# 2015 Employee Handbook

*For Temporary Employees*



# 2015 EMPLOYEE HANDBOOK FOR TEMPORARY EMPLOYEES



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## Introduction

### Welcome to the Midcontinent Team

It is a privilege to welcome you to our team. You are joining a vibrant organization which grew from a small motion picture theater business in the mid-1930's into the Midwest's leader in connecting people to the world of information and entertainment. We are proud of our history, our team, and the reputation we have earned for being an industry leader by providing high quality services, products and positive customer service.

Our Mission and Values statements provide the core ideals which govern how we conduct business and how treat each other. We believe every employee contributes to the success of Midcontinent through a shared commitment and purpose: a desire for personal success accompanied by a passion to serve our communities. It is the hope of Midcontinent for every employee to succeed in their job, feel like a member of the Midcontinent Community and of the communities we serve. We can achieve this success by working together towards a common goal.

As part of the Midcontinent team, we hope you will discover that each day presents new challenges and opportunities. My hope is that your pursuit of excellence in approaching these challenges and opportunities leads to a rewarding career at Midcontinent and that you feel accomplished because of the difference you can make by doing your best.

Thank you for your decision to join our team.

A handwritten signature in black ink, appearing to read "D. Stang".

Debbie Stang  
Vice President of Human Resources

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## Your Connection to Human Resources

Midcontinent values the many talents and abilities of its employees and seeks to foster an open, cooperative, and dynamic environment where employees and the Company alike thrive. There are many things an employee needs to know about Midcontinent Media, Inc. and Midcontinent Communications (hereafter “Midcontinent” or “the Company”). As a temporary employee, you are being provided with selections from Midcontinent’s Employee Handbook, which contains excerpts from the 2015 Employee Handbook relevant to temporary staff. If you would like to review the full handbook, please ask your manager.

Company policies and procedures provide the framework for establishing and maintaining a professional and productive work environment for our customers and employees. It is important that employees know, understand, and comply with these policies and procedures so that company business can be conducted in a professional, safe, and efficient manner. If an employee would like further information or has questions about the policies and procedures outlined in this handbook, they should feel free to bring them to the attention of a member of the Human Resources team.

**No provision in this excerpted handbook is intended to create a contract or an offer of a contract between Midcontinent and any employee, or to limit the rights of the Company and its employees to terminate the employment relationship at any time, with or without cause.** Rather, this document is a general statement of policy, to be modified and applied by the Company at its discretion.

It is not possible to anticipate or address every question that might arise in the course of employment. While this handbook provides information about topics most often of interest to employees, questions or concerns may arise, on occasion, that are not addressed by this handbook. In these instances, you employees should direct such questions to their supervisor or to Human Resources.

This handbook includes only an overview of company rules and policies. It is not exhaustive. It is designed to be a reference tool for both new and existing employees. Policies may be changed, modified, revoked, or terminated at any time by action of Midcontinent, with or without notice. In case of a conflict between any language in this handbook and an actual plan or policy, the plan document or policy itself will control.

This handbook supersedes all previously issued handbooks.

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### Employee Handbook Acknowledgement

The excerpted employee handbook describes important information about Midcontinent Media, Inc. and Midcontinent Communications (referred to as the Company). I understand that as a condition of my employment, it is my responsibility to be familiar with and to comply with the information described in this handbook. I should consult the Vice President of Human Resources regarding any questions not answered in the handbook.

I understand and agree that nothing in the Employee Handbook nor this excerpted handbook creates, or is intended to create, a promise or representation of continued employment at Midcontinent Media, Inc. or Midcontinent Communications. I understand that my employment is at-will and may be terminated at the will of the Company or by me at any time, for any reason, with or without cause, and with or without notice. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I understand that the information described in this handbook is for temporary staff is an overview of company rules and policies, and is subject to change. I acknowledge that revisions to the handbook may occur and will supersede any and all prior notifications, practices, oral or written representations, or statements regarding the terms and conditions of my employment with the Midcontinent Media, Inc., Midcontinent Communications, or Midco Sports Network ®.

My signature below acknowledges that I have received and have access to the excerpted employee 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. I understand that I have access to the full Employee Handbook upon request.

\_\_\_\_\_  
Employee First and Last Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee ID Number (EMPL ID)

Return to HR via email at [HR@mml.net](mailto:HR@mml.net) or fax at 1.952.844.2688 or post at 3600 Minnesota Drive, Suite 700, Edina, MN, 55435

A tear-out page is provided at the back of the handbook.

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### Mission Statement

#### **Our mission at Midcontinent is:**

*Valuing our customers as honored guests by creating and delivering high-quality services that customers want, in exchange for a fair price, developing our employees and treating them fairly, and contributing to the communities in which we are a part.*

### Values Statement

*At Midcontinent we believe in holding true to our values. This should be visible in the way we conduct business with our customers and in the way we treat each other. We should all strive to uphold these values each day.*

#### **Our Values are:**

- We are honest in all interactions and we keep our promises. We don't speak negatively about competitors, and we keep our focus on making our own business better.
- We are in the people business; we treat everyone with kindness, dignity and respect.
- We exist to serve each customer and add value to their life or business. We consider each customer a partner and we are always respectful of their property, their time and their concerns. Winning each customer's loyalty is our goal.
- We invest in our staff by providing training, coaching and mentoring so that each employee becomes an expert in his/her field. We believe in doing things right the first time, but if we make a mistake, we own up to it and fix the problem promptly.
- We welcome competition, challenges and innovations because they make us stronger.
- We embrace inclusiveness and diversity in our workplace to help us better understand and meet the needs of our employees and our customers.
- We are all sales people who take pride in the company we work for and help educate others about our services.
- We are conscientious of our financial responsibility to provide a return on investment to our owners and a stable workplace for our employees.
- We are a team; we do not point fingers or assign blame. We work together to address challenges.
- We contribute to our communities with charitable giving as well as the time and talents of our employees and our resources.



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## Chapter 1: Standard Employment Practices

### At-will Employment

All employees of Midcontinent are at-will employees. This means that each company and its employees have the right to end their employment relationship at any time, for any reason, with or without cause, and with or without notice. Nothing in this handbook, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time, nor does this handbook change the 'at-will' employment relationship between Midcontinent and any of its employees.

Employees have the right to terminate the employment relationship with Midcontinent at any time, with or without notice, for any reason. Midcontinent has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law.

### Equal Employment Opportunity

Midcontinent is committed to the principles of Equal Employment Opportunity and will comply with all related federal, state or local laws. Midcontinent will not discriminate against, or allow the harassment of, any employee or applicant on the basis of race, color, religion, national origin, age, gender, sexual orientation, gender identity, disability, veteran status, marital status, genetic information, pregnancy, family status, public assistance, or any other basis prohibited by law. As a provider of services or products to the federal government, Midcontinent has an affirmative action program for women, minorities, individuals with disabilities and covered veterans. Applicants and employees should contact human resources (HR@mmi.net) with any questions. The Equal Employment Opportunity Policy of Midcontinent applies to all phases of employment, including selection, promotion, demotion, transfer, compensation, benefits, layoff, recall, and termination, and all other conditions of employment.

Any employee with questions or concerns about any type of discrimination, harassment, or inappropriate or offensive conduct in the workplace is directed to bring these issues to the attention of their supervisor, department head, or any other member of the management team, including **Judith Cummings, HR Compliance Counsel and Affirmative Action Leader (952.844.2620), Debbie Stang, Vice President of Human Resources (952.844.2612), or Pat McAdaragh, President and CEO (952.844.2621).**

Midcontinent is committed to creating a positive and professional workplace free of any kind of discrimination or harassment, including retaliation.

Retaliation will not be tolerated against any employee raising concerns or making reports of any kind of discrimination or harassment.

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It is the responsibility of each employee to uphold and cooperate fully with the Equal Employment Opportunity Policy and help to ensure that his or her work environment is free of discrimination, harassment, and inappropriate or offensive conduct. Anyone who violates the Company's Equal Employment Opportunity Policy will be subject to discipline, up to and including immediate termination of employment.

### **Diversity and Inclusion**

As an industry leader in our markets, Midcontinent is committed to understanding, respecting and leveraging diversity and inclusion in the workplace. This refers to the coming together of people from different ages, genders, races, ethnic backgrounds, cultural perspectives, geographic origins, levels of education, physical abilities, etc. We are committed to promoting the respect, value and celebration of these differences. Including people of differing backgrounds and perspectives enhances our business and the quality of the services we deliver.

We need the fresh ideas, innovations, and solutions that diversity and inclusion cultivate to ensure Midcontinent and its employees continued success in our dynamic marketplaces. This means that every individual within the Company must take personal responsibility to think and act in a way that includes and values others. Failing to do so will be detrimental to both the Company and the individuals who make our success possible.

### **Americans with Disabilities Act**

Midcontinent is committed to full compliance with the Americans with Disabilities Act (ADA) and any applicable state law ensuring equal employment opportunity for qualified individuals with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

In accordance with all applicable laws, Midcontinent will participate in an interactive process to attempt to make reasonable accommodation for the known physical or mental limitations of qualified individuals with disabilities. Disabilities are defined under the ADA as physical or mental impairments that substantially limit one or more major life activities. Accommodations can include adjustments to how a job is performed or how a policy is applied. The goal of accommodation is to allow the employee to perform the essential functions of their job and meet all performance and quality requirements. Working together, the company and the employee will explore options that will make this possible. The company makes the final determination of what accommodation, if any, is reasonable and will be offered to the employee or applicant. Employees who believe that they have a disability as defined under the ADA and believe that they need an accommodation to perform the essential functions of their position should contact human resources at HR@mmi.net with a request for accommodation.

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, and lines of progression just as other qualified individuals.

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Leave of all types will be available to all employees on an equal basis in accordance with all eligibility and qualifying criteria for such leave.

Medical information for individual employees is treated confidentially and is maintained separately from the employee's personnel file. Midcontinent will take reasonable precautions to protect such information from inappropriate disclosure. In order to facilitate the protection of employee medical information, supervisors should not accept medical reports or doctor's notes that have not been requested by the company. Employees who are applying for benefits that require medical information will be informed what information is needed and to whom it should be sent.

Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination, at management's discretion.

All employees and applicants are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation. Human Resources is responsible for implementing and administering this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

Midcontinent will not discriminate against any qualified employee or applicant because they are related to or associated with a person with a disability. Midcontinent will follow any applicable state or local law that provides individuals with disabilities greater protection than the ADA. Midcontinent is committed to working with any employee who believes he or she has a disability under federal law and requires a reasonable accommodation in order to perform the essential functions of their position. Reasonable accommodations can include adjustments to policies or practices, assistive equipment, or other options. If an employee believes they have a disability and requires a reasonable accommodation to perform the essential functions of their position, they should contact Human Resources at [HR@mmi.net](mailto:HR@mmi.net).

Midcontinent 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.

### **Non-Discrimination and Anti-Harassment**

Midcontinent is committed to providing a work environment in which people are treated with dignity and respect, and is free from unlawful discrimination and harassment. Employment decisions will be made on the basis of merit and business need. Company policy prohibits unlawful discrimination based on genetic characteristics or information, race, color, creed, sex, gender, gender identity, marital status, age, national origin or ancestry, physical or mental

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disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws.

Midcontinent will not tolerate discrimination or harassment. Through enforcement of this policy and education of its employees, Midcontinent will seek to prevent, correct, and discipline any behavior that violates this policy. All employees are required to participate in annual sexual harassment training.

This policy prohibits all acts of discrimination, harassment, or inappropriate or offensive conduct in the work environment, whether engaged in by a supervisor, management employee, coworker, agent of the company, or visitor on the company premises. Acts of discrimination, harassment, retaliation, or inappropriate or offensive conduct, is strictly prohibited and is subject to disciplinary action, depending on the circumstances, up to and including immediate termination, at management's discretion. If a non-employee violates this policy, steps will be taken by the company in its discretion to assure that violations are stopped immediately.

Discrimination may include, but is not limited to, any conduct or action directed toward or about any employee, or with respect to any employee, because of that employee's genetic characteristics or information, race, color, religion, national origin, sex or gender, age, disability or handicap, veteran or military discharge status, or membership in any other legally protected category.

### **Sexual harassment may include, but is not limited to:**

1. Any unwelcome or unwanted sexual advance; or
2. Requests for sexual acts or favors; or
3. Other verbal, physical, visual, or other acts of a sexual or sex or gender-based nature between members of the same or opposite sex when:
  - a. Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment
  - b. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is not limited just to sexual advances or expressions of sexual desire. It may also include expressions of hostility or dislike or other inappropriate conduct toward another based on that individual's gender. Harassment may also occur when an employee overhears or observes an offensive comment or action, even if that employee was not the intended recipient. Additionally, the offender or victim of sexual harassment may be either a man or a woman and sexual harassment can occur between persons of the same or opposite sex.

Discriminatory harassment may include, but is not limited to, verbal, physical, visual, or other conduct relating to an individual's genetic information or characteristics, race, ethnic

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background, religion, gender, color, national origin, age, disability or handicap, veteran or military discharge status, or other legally protected status, where the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

### **Some examples of prohibited harassment, discrimination, or inappropriate or offensive conduct, include, but are not limited to:**

- Pressure to go out on dates or provide sexual favors;
- Ethnic or racial slurs;
- Inappropriate "jokes" or comments;
- Display or transmission of sexually explicit, obscene, or offensive pictures in the workplace, including those viewed or displayed via the Company's computer systems through the Internet, e-mail, the use of text messaging, social networking sites, telephone voice mail, or other electronic means;
- Suggestive gestures or remarks, sexual advances, flirtations, innuendos, explicit sexual propositions or demands for sexual favors in exchange for favorable treatment or continued employment;
- Sexually oriented kidding, teasing, practical jokes, or horseplay;
- Physical assault or any kind of unwelcome physical contact, such as touching, patting, pinching, or brushing against another's body;
- Teasing or jokes referring to race, national origin, ethnicity, or any other legally protected category;
- Referring to an individual's race, age, physical or mental condition, particularly when making decisions affecting that individual in the workplace or which affect the individual's ability to perform his or her job.

This list describing discrimination, harassment, and inappropriate and offensive conduct is not exhaustive or all inclusive. The absence of any conduct from this list does not mean the conduct is not harassing, discriminatory, or inappropriate. Midcontinent retains the right, and will use its discretion in all situations, to discipline any employee it finds has engaged in harassing, discriminatory, or inappropriate conduct, regardless of whether the conduct is specifically described.

If an employee has a complaint of discrimination, harassment, or inappropriate or offensive conduct by anyone, including supervisors, managers, co-workers, or visitors, they must immediately bring the problem to the attention of their supervisor, department head, or other manager, including **Judith Cummings, HR Compliance Counsel (952.844.2620), Debbie Stang, Vice President of Human Resources (952.844.2612) or Pat McAdaragh, President and CEO (952.844.2621).**



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This is important because prompt reporting results in a more rapid response and resolution of objectionable behavior or conditions for both the complaining employee and any other affected employees.

If a complaint involves someone in the employee's direct line of command, then they must bring the complaint to the attention of **Judith Cummings, HR Compliance Counsel (952.844.2620), Debbie Stang, Vice President of Human Resources (952.844.2612) or Pat McAdaragh, President and CEO (952.844.2621)**. Employees may call collect.

**Knowledge and Responsibility:** Further, if any person in a supervisory position knows of, or has reason to know of, discriminatory, harassing, inappropriate, or offensive conduct, or receives a complaint directly from someone, they in turn are responsible for immediately taking all possible corrective action and reporting the complaint to **Judith Cummings, HR Compliance Counsel (952.844.2620), Debbie Stang, Vice President of Human Resources (952.844.2612), or Pat McAdaragh, President and CEO (952.844.2621)**.

Failure to address the conduct and report the situation to the appropriate individual is grounds for discipline, up to and including termination.

All allegations of discrimination, harassment, or inappropriate or offensive conduct will be investigated. Appropriate disciplinary action, up to and including immediate discharge may result if the facts support the allegations. Information necessary to complete the investigation, including the identity of the alleged employee engaging in the conduct, the employee who is the target of such conduct, the content of the accusations, and the interviews of witnesses, will be disclosed as necessary during the investigation. Other information will be disclosed only on a need to know basis at management's discretion.

**No Retaliation:** Midcontinent will not retaliate against any employee who makes a good faith report of discrimination, harassment, or inappropriate or offensive conduct, or assists in or cooperates in an ensuing investigation. Nor will the Company permit any employees to retaliate. All employees shall respect the right of their fellow co-workers to make valid, legitimate complaints under this policy. Employees should not gossip, spread rumors about, or ignore or be hostile towards co-workers who have made complaints under this policy. If an employee believes that he or she has been retaliated against in any way, he or she should report such retaliation in the same manner as set forth previously.

If an accusation results in a finding that an individual made false or bad faith accusations of discrimination or harassment, the accuser may be subject to disciplinary action, up to and including immediate termination.

All inquiries, complaints, and investigations are treated confidentially. Information is revealed strictly on a 'need to know' basis. Information contained in a formal complaint is kept confidential. However, the identity of the complainant is usually revealed to the respondent and witnesses. Human Resources takes adequate steps to ensure that the complainant is protected from retaliation during the period of investigation. A copy of the investigation report and the

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final decision will be included in the personnel file of the respondent only if the investigation concludes that the individual engaged in prohibited conduct. No record of a complaint will be kept in the complainant's personnel file, unless the investigation concludes that the complainant was reckless, frivolous, or vexatious in filing a complaint.

Any employee who disagrees with the results of an investigation may request a review of the findings. This information must be submitted within five business days upon receipt of the outcome of the investigation and must include the specifics to support the basis for the disagreement. The information must be submitted in writing to **Judith Cummings, HR Compliance Counsel (952.844.2620), Debbie Stang, Vice President of Human Resources, or Pat McAdaragh, President and CEO**, at 3600 Minnesota Drive, Suite 700, Minneapolis, MN 55435.

### Code of Conduct and Business Ethics

The success of Midcontinent is dependent on the trust and confidence earned from employees, customers and other business associates. We gain credibility through honorable conduct and adhering to our commitment of displaying honesty and integrity to reach company goals. Midcontinent employees are expected to maintain a positive work atmosphere by acting and communicating in a manner so that they get along with customers, clients, co-workers, and management.

Midcontinent will comply with all applicable laws and regulations and expects all employees to conduct business in accordance with the letter and spirit of relevant laws, and to refrain from dishonest or unethical conduct.

Employees shall, during both working and non-working hours, act in a manner which will inspire public trust in their integrity, impartiality, and devotion to the best interests of the Company, its customers, and the community, particularly when the employee is identifiable as a Midcontinent employee, such as driving a company vehicle, or wearing Midcontinent branded clothing or a uniform. Employees must strive to uphold the values of Midcontinent while conducting business fairly, impartially, in an ethical and proper manner with customers, suppliers, citizens, communities, and among employees. The highest standard of ethical business is required of employees in performance of their responsibilities. All employees are responsible to build trust and credibility and help create a positive working environment.

#### **To ensure ethical and impartial business, it is prohibited for employees to:**

1. Be dishonest, unethical, or unfair in their conduct;
2. Engage in conduct or activity that raise questions as to the Company's honesty, impartiality or reputation or otherwise cause embarrassment to the Company;
3. Offer, accept, or solicit money, property, service, or other items of value by way of gift, favor, inducement, or loan with the intent to influence the recipient beyond what is allowed and stated below: Gifts, favors and payments given to others at the Company expense is allowed if they meet all the following criteria:

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- a. They are consistent with accepted business practices;
- b. They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff;
- c. They are not in violation of applicable law and generally accepted ethical stands; and
- d. Public disclosure of the facts would not embarrass the Company

Gifts, favors, entertainment, and payments received from business associates shall not be allowed without legitimate business purposes, public disclosure of the facts would not embarrass the Company, and are limited to:

- a. Occasional meals, refreshments and entertainment if shared with the associate;
  - b. Gifts of small value such as mugs, calendars, pens, t-shirts and other novelty promotional items;
  - c. Tickets to events when accompanied by the business associate unless approval is obtained from the department head;
  - d. Gifts to commemorate a special occasion such as flowers, fruit baskets and other modest presents.
4. Use your position, uniform, or badge to secure special advantage in business, personal gain, or other benefit derived from such relationship.
  5. Use any company-owned facility, building, equipment, materials, or vehicle for your personal use or benefit, or for the personal use or benefit of any other individual, without prior approval from their immediate supervisor.
  6. Invest or hold a financial interest, directly or indirectly, in any business entity, transaction, or business endeavor that would create a conflict between the company and your duty to uphold the public trust and your private interest.
  7. Be involved in a conflict between personal interests and the interest of the Company.
  8. Reveal, use, or mishandle confidential product information, data on decisions, plans, or other information which might be contrary to the interest of the Company without prior authorization.
  9. Deceive others through fraudulent conduct including but not limited to:
    - a. Misappropriation of funds, securities, supplies or other assets;
    - b. Impropriety in the handling or reporting of money or financial transactions;
    - c. Profiteering as a result of insider knowledge of company plans or activities;
    - d. Disclosing confidential and proprietary information to outside parties;
    - e. Intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to procure an advantage, benefit or gain;
    - f. Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials beyond what is permissible in item 3;
    - g. Destruction, removal, or unauthorized use of records, furniture, fixtures, and equipment;
    - h. Any similar or related irregularity.

At Midcontinent, everyone should feel comfortable to speak his or her mind in a professional manner, particularly with respect to ethics concerns. Every employee has the responsibility to ask questions, seek guidance, and report suspected violations and express concerns regarding the compliance of this policy. Midcontinent will investigate all reported instances of questions or



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unethical behavior. In every instance where improper behavior is found to have occurred, the Company will take appropriate action. Retaliation against employees for using these mechanisms to raise genuine concerns will not be tolerated.

In general, the use of good judgment, based on high ethical principles, will be the guide with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter must be disclosed to your supervisor, department head, or **Debbie Stang, Vice President of Human Resources (952.844.2612) or Pat McAdaragh, President and CEO (952.844.2621)**. Violations of business ethics is considered a serious matter and may result in appropriate disciplinary action, up to and including termination, at management's discretion.

### Whistleblower and Complaints of Business/Legal Misconduct

If you have knowledge of ethical or legal misconduct relating to a business activity, policy, or practice, you must bring the problem to the attention of **Debbie Stang, Vice President of Human Resources (952.844.2612)**.

You will not be responsible for investigating the activity or for determining fault or actions to be taken.

Employees must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Insofar as possible, the confidentiality of the employee making the report will be maintained. Identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

Midcontinent will not retaliate against any employee who makes a good faith report disclosing acts of misconduct. Employees who believe that he/she is being retaliated against must contact **Debbie Stang, Vice President of Human Resources (952.844.2612)** immediately.

### Job Classifications and Definitions

**Employee** – Any person on the payroll of Midcontinent

**Full-time Employee** – An employee who consistently works 30 or more hours in the work week, for at least 48 weeks per year and was not hired on a temporary basis.

**Part-time Employee** – An employee who consistently works less than 30 hours in the work week, for at least 48 weeks per year, and who does not meet the definition of a full-time employee.

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**Temporary Employee** – An employee hired for a specific, short term position, such as interim replacements, interns, or residents.

Non-temporary employees hired as part-time who work 30 or more hours for at least 48 weeks per year may be full-time employees. If an employee believes they meet this classification they must speak to their supervisor. Status changes will take effect upon final approval.

### Nepotism

Midcontinent permits members of the same family to work for the Company. The Company will not, however, permit individuals whose employment relationship would result in an actual, perceived or potential supervisor/subordinate relationship or in a possible conflict of interest.

Midcontinent does not permit family member involvement in hiring, discipline, or other employment concerns.

**Relatives are defined as:** parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a close personal relationship such as a domestic partner, romantic partner, or co-habitant.

If you have a question regarding a possible or current employment of a relative, please contact **Debbie Stang, Vice President of Human Resources (952.844.2612)**.

### Background and Motor Vehicle Checks

As part of the application process for employment, promotion, reassignment, and/or retention of employment, Midcontinent will perform a background check, for employment purposes in accordance with the Fair Credit Reporting Act.

Depending on the position, a motor vehicle or credit check may also be performed.

### Employee Performance

Supervisors and employees are encouraged to discuss job performance, expectations, requirements and goals on an informal, day-to-day basis, or as needed.

### Corrective Action

Supervisors will communicate any performance concerns and inform employees of any policy violations in a timely manner so the employee can take actions to correct their behavior. The supervisor may address these concerns in a verbal or written format. Should the company

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determine that verbal or written corrective action has been or would be unsuccessful, involuntary termination may occur.

### **Grievances**

If an employee believes that an unfair or inaccurate evaluation or corrective action notice was delivered, they are to notify their supervisor verbally at the time of the meeting or within three working days of the discussion. If the issue is not resolved, the employee may file a grievance with Human Resources within five days of the date of the notification.

This grievance must be submitted in writing, and must clearly state the problem and the specific standards, responsibilities, facts, circumstances and issues involved, along with the appropriate documentation to support the allegations. The grievance must also identify or propose potential resolution to the issue.

A review of the complaint will be performed, including the collection of additional details from the employee and supervisor. At the conclusion of the review, a written recommendation will be provided to the employee and the supervisor to: uphold the evaluation or corrective action, make specific changes to the evaluation or corrective action, and/or complete a special follow up by a specified date.

### **Termination of Employment**

Employees are directed to meet with their supervisor prior to termination. As a part of that meeting, employees will be asked to sign a form identifying the reason(s) for termination. If the termination is voluntary, employees will be asked to sign the Voluntary Resignation Form. The employee will also be asked for their personal email address to participate in the online exit interview survey.

### **Return of Property**

All Company property must be returned upon termination, including, but not limited to: company vehicles, tools, keys, door cards, cellular, smart, and/or mobile phones, phone headsets, computer equipment, confidential information (including trade secrets and proprietary information), etc.

Employees are responsible for all property, materials and written information issued to them or in their possession or control.

**When permitted by applicable laws, the Company may choose to take one or more of the following actions if Company property is not returned:**

- Withhold the employee's final paycheck until the equipment is returned

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- Count the cost of the item as taxable fringe benefit and withhold appropriate taxes
- Make the employee ineligible for rehire with the Company
- Take legal action deemed appropriate to recover and protect its property

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## Chapter 2: Private Information

### Confidentiality

Midcontinent employees may have access to sensitive proprietary business information, including trade secrets and other confidential information. As such, confidentiality within and outside of the Company is required. It is essential that all business matters, including but not limited to, operations, accounts, policies, and new developments are kept confidential. This information must be utilized only for business-related purposes and must not be disclosed to any employee or third-party for reasons unrelated to Midcontinent business interests. Employees obtaining access to such confidential information are to use the information only as necessary to perform their job duties. The Company also respects the trade secrets and confidential information of others. If you become aware that any employee has misused the Company's confidential information or has obtained or is using confidential information improperly, please notify your department head immediately.

***A violation of this confidentiality is considered to be a serious matter and may result in appropriate disciplinary action, up to and including termination, at management's discretion. Additionally, employees may be subject to criminal prosecution under applicable laws.***

### Personnel Files

Personnel files contain employment-related documentation on each employee. These files are the property of Midcontinent. Information contained in the files will not be released to parties outside the Company except as required by law, court or agency order, or validly issued subpoena. Access to files will, to the extent possible, be limited to supervisors and management personnel with a legitimate reason to review information in a file. In addition, in accordance with the Americans with Disabilities Act, all information regarding an employee's disability will be maintained in a confidential file, separate from the employee's personnel file.

Representatives of government or law enforcement agencies, in the course of their business, and with proper authorization, may be allowed access to personnel file information. This decision will be made at the discretion of the Vice President of Human Resources in response to a qualifying request, a legal subpoena, or court order.

Employee personnel files are maintained by Human Resources and are considered confidential. Managers and supervisors other than Human Resources may only have access to personnel file information on a need-to-know basis.

Employees may review their personnel file by making a written request to Human Resources ([HR@mmi.net](mailto:HR@mmi.net)). Within seven (7) working days of receiving the request, Midcontinent will make available for review either the original file or an accurate copy of the file. The employee will

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have access to the file during normal operating hours at the job site or a nearby location. Midcontinent may require that the review take place in presence of a manager or designee. After an employee has had the opportunity to review the file, he or she may make a written request for a copy of the file. Former employees may also request a copy of their file by making a written request to Human Resources. If, after reviewing the file, an employee disputes specific information, Midcontinent may agree to remove or revise the disputed information. If Midcontinent does not choose to do so, the employee may submit a written statement of no more than five (5) pages explaining the employee's position. The position statement will be included in the personnel file.

Midcontinent will abide by any applicable state law regarding employee access to personnel records.

### **Employment and Wage Verifications**

Requests from mortgage companies, banks, and other commercial institutions for verification of employment or wage information will be handled in accordance with state and federal laws.

Written requests must be sent to:

Midcontinent Media, Inc.  
Human Resources  
3600 Minnesota Drive, Suite 700  
Minneapolis, MN 55435

Verbal requests for employment verifications are to be directed to Human Resources at 800.931.9371.

## Chapter 3: Attendance at Work

### Non-Exempt Employees

**Non-Exempt Employees:** A non-exempt employee is an employee who is subject to the overtime provisions of the FLSA. Non-exempt employees are paid overtime at the rate of 1-1/2 times their regular hourly pay for hours worked in excess of 40 hours per work week and under other circumstances as more fully discussed in this handbook under the Overtime section. Compensatory (or “comp”) time cannot be used instead of overtime pay.

### Work Hours

A normal work week is 40 hours. For payroll purposes, the work week begins at 12:01 am on Sunday and ends at midnight the following Saturday. Shifts and working hours may vary from department to department. Employees should speak with their department for information and details regarding scheduled working hours, defined on-call practices, etc., within the department.

### Break Periods

As working hours vary from department to department, employees should contact their supervisor for information on scheduled breaks and lunch or dinner periods.

### Attendance and Punctuality

To maintain a productive work environment, employees are expected to be reliable and punctual in reporting as scheduled for work. Absenteeism and tardiness place a burden on other employees, the Company, and our customers.

Consistent and predictable attendance is a requirement for all positions at Midcontinent Communications. However sometimes employees find it necessary to be absent from work due to health issues, family needs, and other reasons. There are two aspects to addressing absences from work:



## Chapter 4: General Workplace Policies and Procedures

### Grooming and Attire

To sustain a positive public image, promote productivity and to comply with health and safety standards, Midcontinent expects employees to present a clean and neat appearance, and to dress according to the expectations of their position.

*Employees may be sent home to change if their dress attire is inappropriate for the work environment. Grooming and attire guidelines are subject to management's discretion. Some departments may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of the job. Employees should consult with their manager if they have questions as to what constitutes appropriate or inappropriate attire beyond these general guidelines.*

Employees who wear a uniform with a Midcontinent logo or an employee badge at work are requested to change out of their logo uniform and remove their employee badges before engaging in any post-work activities.

#### **Examples of Inappropriate Attire:**

*Slogans or pictures* - Obscene or offensive language, symbols, or images constitute inappropriate attire. Political slogans, advertisements for a competitor, or promotion of products such as alcohol, drugs or tobacco, or suggestive cartoons or drawings and clothing with gang insignias are all considered inappropriate workplace attire and are prohibited.

*Revealing attire* - Clothing that exposes areas of the body that are usually covered in a professional environment is prohibited. This includes, but is not limited to: halter-tops, tank tops, miniskirts, low cut necklines, and any clothing exposing the waistline. Clothing made of see-through material or that exposes undergarments is prohibited. Clothing that is inappropriately tight or short is not allowed. Shorts, skirts, and dresses must be business appropriate in length. Leggings are permitted but cannot be paired with dresses or skirts that do not meet the length requirement.

*Torn or frayed clothing* - Torn or frayed clothing is unacceptable and inappropriate in the workplace.

*Jogging suits, or sweat-suits* - Such attire is not professional and is not permitted unless approved by the employee's manager.

*Shoes and sandals* - Shoes or sandals must be worn at all times and must meet departmental standards. If your job does not require special footwear for safety reason, or if you are not required to do carrying and lifting in your position, non-beachwear type sandals may be permitted. Beachwear sandals include footwear such as thong-style flip flops.



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*Hats and baseball caps* – No baseball caps or hats of any kind, unless company issued and part of a required uniform.

This is not an all-inclusive list; thus, management reserves the right to determine appropriateness. Employees should contact their manager for more information as to what may be considered appropriate or inappropriate for their team.

### **Examples of Inappropriate Grooming Practices:**

In an effort to satisfy customers and maintain a desirable company image, reasonable grooming requirements may be imposed. Employees should contact their manager for more information on grooming standards for their team.

*Perfume and cologne* - Employees must be considerate of co-workers and customers with possible allergies. Midcontinent's work environments must be perfume and cologne free to accommodate employees with severe sensitivity to perfume and cologne scents. Accordingly, employees are asked not to use scented lotions at their desks.

## **Alcohol and Drug Abuse**

Midcontinent recognizes that alcohol and drug dependence are illnesses which, in many cases, can be successfully treated. An employee with an alcohol or drug dependency problem is encouraged to voluntarily enter a drug or alcohol rehabilitation program before the problem affects or jeopardizes their employment. Any employee convicted of a criminal drug violation must notify their supervisor in writing within five calendar days of the conviction. Employees convicted of a criminal drug violation are subject to progressive disciplinary action and may be required to enter rehabilitation. If the employee fails to successfully complete the rehabilitation program or repeatedly violates the policy, they will be subject to disciplinary action up to and including termination of employment. Entry in such a program will not excuse the employee from meeting the performance expectations of the job and will not insulate the employee from discipline. Employees who violate the Company's Alcohol and Drug Abuse Policy are subject to discipline despite participation in a program or a request for assistance.

It is not the intent of Midcontinent to intrude into the private lives of the employees; however, the effect of drug and alcohol abuse on safety, work quality, attendance, lost productivity and medical expenses require this policy:

It is prohibited for employees to manufacture, use, possess, distribute, transfer, sell, or be under the influence of alcohol or unauthorized or illegal drugs while on the job or performing any duties for or on behalf of Midcontinent, on Company business, on Company premises, or in any Company parking lot, storage area, job site, equipment, or vehicle.

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The term “illegal drugs” as used in this policy means a drug or other substance as defined in applicable federal and state criminal law.

An employee, under a physician’s guidance, taking prescription drugs or other medication affecting the employee’s ability to work safely may not perform his or her job duties if doing so poses a threat to the employee or others.

Any violation of this policy may result in discipline, up to and including termination of employment.

Beginning January 1, 2015 applicants for positions requiring operation of a company vehicle will be subject to post-offer, pre-employment drug testing. Effective April 1, 2015 all employees will be subject to reasonable suspicion and post-accident testing. Applicants for positions where the assigned work location is in Minnesota and employees whose primary work location is in Minnesota are subject to the drug and alcohol testing terms outlined in the Minnesota Supplemental Employee Handbook. For all other employees and applicants the following processes apply.

***Pre-employment:*** All applicants for positions requiring the operation of a company vehicle must pass a drug test before beginning work. Offers of employment in these positions are contingent on passing a drug test. Refusal to submit to testing will result in disqualification for further employment consideration for the position.

***Post-Accident and Reasonable Suspicion:*** Effective April 1, 2015 employees are subject to drug and alcohol testing for two reasons:

- Observations by management of apparent workplace use, possession or impairment by the employee on the job; or
- When employee appears to have caused or contributed to accidents that seriously damage a Midcontinent vehicle, machinery, equipment or property or result in an injury to themselves or others requiring offsite medical attention.

Human Resources and a member of the Senior Leadership Team should be consulted before sending an employee for testing.

If the reason for testing is based on reasonable suspicion that the employee is using drugs or alcohol while working or at the workplace, is impaired by the use of drugs or alcohol while working or at the workplace, or is in possession of drugs or alcohol while working or at the workplace, supervisors making this decision must document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs or alcohol. The manager or supervisor and another member of management should present the employee with the documentation and notify the employee that a drug or alcohol test is being requested.

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If the reason for the testing is an accident that has caused serious damage to property or resulting in an injury to a person requiring offsite medical attention, the manager or supervisor will notify the employee that a drug or alcohol test is being requested. Refusal to be tested will result in disciplinary action up to and including termination.

Testing should occur within three hours of the observation or accident. Under no circumstances will the employee be allowed to drive to the testing facility. A manager or supervisor must escort the employee to the testing facility and make arrangements for the employee to be transported home. The employee will be placed on a leave of absence until the results of the test are received by the Company.

**Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending on the circumstances and the employee's work history/record, Midcontinent may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Midcontinent for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate discharge from employment.

### Tobacco Free / No Smoking

In keeping with the Company's intent to provide a safe and healthy work environment, smoking is not permitted in undesignated areas. This restriction applies to all company premises, whether owned or leased, and includes all offices, buildings and vehicles. This policy applies equally to all employees, customers and visitors. *The use of any tobacco product is prohibited when on a customer's property. Employees working an event for Midco Sports Network ® must comply with all university or high school smoking guidelines, including any smoke-free requirements when working a sporting event.*

### Weapons, Workplace Violence, and Unauthorized Materials

In the interest of employee safety, Midcontinent prohibits the possession of weapons, alcohol, unauthorized or illegal drugs, or any dangerous or unauthorized materials in the workplace, which includes all Midcontinent buildings and premises, owned or leased, or while performing any work duties or acting on behalf of Midcontinent.

"Weapons" is broadly defined to include firearms, knives, explosives, and any other item which can be used as a weapon or to inflict bodily harm. Midcontinent also prohibits all forms of violence including, but not limited to, any verbal or physical threats or threatening behavior or

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other behavior intended to cause or causing apprehension on the part of another employee, customer, or visitor.

All employees of Midcontinent are responsible for notifying their supervisor, department head, another manager, or **Debbie Stang, Vice President of Human Resources (952.844.2612)**, **Steve Grosser, CFO (952.844.2611)**, or **Pat McAdaragh, President and CEO (952.844.2621)** of any threats they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on a company-controlled site.

***This policy is to be strictly enforced.*** Any person who makes threats, exhibits threatening behavior, engages in violent acts, possesses a weapon, alcohol, unauthorized or illegal drugs, or any dangerous or unauthorized materials on company property or at a company worksite will be removed from the premises as quickly as safety permits and shall remain off premises pending the outcome of an investigation.

Violations of this policy may result in suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved.

Employees who obtain a protective or restraining order that lists company locations as protected areas must provide a copy of any temporary or permanent protective or restraining order that is granted, to their supervisor or department head. Midcontinent has confidentiality procedures recognizing and respecting the privacy of the reporting employee(s).

### Personal Possessions on Company Property

Midcontinent is not responsible for the loss or damage of personal possessions while on company property or while conducting company business at an offsite location.

### Copyright Policy

The purpose of copyright, as articulated in the United States Constitution, is to “promote the Progress of Science and useful Arts.” Midcontinent has a responsibility towards the use of copyrighted works in the workplace. As creators of copyrighted works, we appreciate the incentive that copyright holds for the dissemination and preservation of our creative efforts. As users of copyrighted works, we honor both the opportunities for and limitations of using the intellectual property of others. We are acutely aware of the importance of striking an appropriate balance, as the law does, between the rights of intellectual property owners to govern the dissemination and use of their works and our need to use information quickly and efficiently in our workplace. To that end, it is essential that all Midcontinent employees understand and adhere to copyright use laws and Midcontinent’s copyright policy.

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### **What is protected by copyright?**

The copyright holder has important and exclusive rights. Copyright law protects original works such as writings, music, visual arts, and films by giving the copyright holder a set of exclusive rights in that work. These rights include the right to copy, distribute, adapt, perform, display, and create derivative or collected works. In general, any use of copyrighted materials requires permission from, and potentially payment of royalties to, the copyright holder unless the use falls within an exemption in the law, such as the fair use exemption.

**Midcontinent's Copyright Policy:** Copyrighted materials belonging to entities other than Midcontinent may not be transmitted on the Company's networks. Midcontinent prohibits copying, retrieving, modifying or forwarding copyrighted materials, except with proper permission or as a single copy to reference only. Failure to comply with Midcontinent's copyright policy may result in disciplinary action, up to and including termination.

When Midcontinent employees plan to use a copyrighted work in the performance of their duties, they must examine the specifics of their use within the context of the law in order to determine whether they should seek permission for the use or depend upon the fair use exemption. Any questions about copyright usage or protections should be directed to your manager or supervisor. If the issue is time sensitive and your manager or supervisor is not available, please contact **Steve Schuster, Director of Treasury and Risk** ([Steve\\_Schuster@mmi.net](mailto:Steve_Schuster@mmi.net) or 952.844.2657).

## **Safety**

It is the intent of Midcontinent to at all times provide a safe working place for employees. The cooperation of all employees in making and keeping the work environment safe is required.

Because safety regulations vary depending on the job involved, supervisors will advise employees of any safety equipment that is required and/or provided. Employees are expected to observe all applicable safety policies of the Company, including any occupational safety and health standards issued by OSHA.

Failure to obey all safety procedures is grounds for discipline, up to and including termination, at management's discretion.

## **Use of Cell Phones and Hand Held Devices While Driving**

Midcontinent recognizes that employees are our most valuable asset, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of employees and strives to do everything possible to provide a safe working environment. To further this goal, Midcontinent Communications has developed a Cell Phone/Hand Held

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Device Use Policy for employees whose job responsibilities include regular or occasional driving.

The purpose for the policy is to address driver inattention which is considered a major factor in causing vehicle accidents. With this policy we not only address the welfare of employees, but also the welfare of others who could be put in harm's way by inattentive driving.

As a driver, an employee's first responsibility is to pay attention to the road. When driving a company vehicle and when driving while conducting business on behalf of the company, employees are required to adhere to all federal, state and local rules and regulations regarding the use of cell phones and other hand-held devices. This includes but is not limited to texting while driving.

In addition, employees are expected to refrain from using their phone and hand held devices while driving. Regardless of the circumstances, including little to no traffic or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussions that are complicated or emotional and keep their eyes on the road. Employees may be provided hands-free devices if deemed necessary to perform the duties of their job.

Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

### Company Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. More importantly, when equipment and vehicles are not operated safely, employees or others may be injured as a result. When using Company property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Employees must also take measures to reduce the risk of loss or theft of equipment.

This includes but is not limited to, not leaving tools, including laptop computers, unattended and not leaving Company vehicles unlocked or leaving laptop computers or other electronic equipment in unlocked vehicles.

Employees must notify their supervisor immediately 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 possible injury to employees or others and deterioration of equipment. Employees must also notify their supervisor immediately upon the



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discovery that equipment, machines, tools, or vehicles are lost or stolen. Many times, these tools are essential to the successful performance job duties and must be replaced quickly. Employees are required to follow all department processes, such as inventory checks and tool sign-in/return.

Neither the employee, nor any individual with any personal relationship to the employee, may use, for personal purposes, company property. Minimal personal use by the employee (such as to stop for a personal errand between two business destinations) is permitted when using a vehicle owned or leased by the Company with prior approval from the immediate supervisor or Department Head.

***If driving is part of the employee's job duties with Midcontinent, the driving record, both on and off the job, is important. Employees who develop poor driving records may be terminated, at the Company's discretion. Motor vehicle checks will be periodically performed on any employee who drives a company vehicle or is required to use a personal vehicle for company business as part of their job.***

### **Use of Vehicles for Company Business**

There are five situations in which an employee may be required to drive a motor vehicle on company business:

1. When the employee is assigned a company vehicle;
2. When the employee uses company fleet vehicles;
3. When the employee drives his or her own private vehicle on company business during all or part of 25% or more of their days worked in a month;
4. When the employee drives his or her own private vehicle on company business during all or part of less than 25% of their days worked in a month; and
5. When an employee rents a vehicle to drive on company business.

### **In all these situations, the following apply when operating the vehicle on company business:**

- The employee must be physically and mentally able to drive safely.
- The employee may not use alcohol or other substances that could affect the ability to operate the vehicle while operating the vehicle or eight hours before operating the vehicle.
- The employee must conform to all traffic laws, signals, and markings, and make proper allowance for adverse weather and traffic conditions.
- The employee must be courteous at all times, respecting the rights of other drivers and pedestrians.
- The employee and all passengers must wear seatbelts and all other available active restraints.
- The employee must have a valid license for the vehicle being operated.
- The employee must have and keep a favorable driving record and be willing to permit a periodic review of his or her driving record if requested by the Company.
- The employee must assure that the vehicle is in safe driving condition.
- The employee must notify his or her manager and Risk Management of any property or injury accident occurring while operating the vehicle on company business.

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### **For employees who have been assigned a company vehicle, the following is expected:**

- The employee is required to take Defensive Driving Training by an approved Company instructor.
- Newly hired employees are expected to take the Defensive Driving Training course prior to beginning their sixth month of employment.
- The employee is expected to complete the driver's training review annually.
- Employees must notify their manager immediately in the event of a suspension of driver's license.
- Employees must notify their manager immediately upon receipt of a moving violation, either while driving a company vehicle or while driving their personal vehicle.

### **For employees using company fleet vehicles, the following is expected:**

- The employee is required to take Defensive Driving Training by an approved Company instructor.
- Newly hired employees are expected to take the Defensive Driving Training course prior to beginning their sixth month of employment.
- The employee is expected to complete the driver's training review annually.
- Employees must notify their manager immediately in the event of a suspension of driver's license.
- Employees must notify their manager immediately upon receipt of a moving violation, either while driving a company vehicle or while driving their personal vehicle.

### **For employees who drive their own private vehicles for company business during all or part of 25% or more their days worked in a month, the following is expected:**

- When an employee is driving their personal auto on company business, the employee's personal automobile insurance policy serves as primary coverage. One component of the per mile expense reimbursement rate is the employee's cost of automobile insurance. As such, the company effectively reimburses the employee for the cost of the employee's auto insurance premium on a per mile basis.
- Employees driving personal vehicles must be prequalified to drive as would any other driver of company *owned* vehicles. This will include the company requesting a Department of Motor Vehicle report (MVR).
- The employee is required to take Defensive Driving Training by an approved Company instructor.
- The employee is expected to complete the driver's training review annually.
- Drivers are required to provide proof of ownership/registration prior to vehicle being approved for business use.
- Employees should attest that their vehicles meets today's general standards of safety in regards to brakes, lighting and tires and is in generally good running condition and appearance. In states where there are mandatory safety inspections, employee shall provide current proof of passed safety inspections. Employee is to provide this proof as inspections are renewed.
- Employees must provide and maintain current proof of insurance (e.g.: insurance card, policy declarations sheet, etc.) with minimum limits of Liability \$300,000 per person,



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\$100,000 CSL, Med Pay \$300,000 plus Uninsured and Underinsured Motorist Coverage (where required). These limits and coverage will be reviewed by the Director of Treasury and Risk annually and updated as needed.

- Supervisors are to review of all pertinent documentation including insurance and registration information and vehicle condition statement.
- Non-owned vehicles will be operated in accordance with the policies and procedures applicable to company owned vehicles.

### **For employees who drive their own private vehicles for company business during all or part of less than 25% of their days worked in a month, the following is expected:**

- When an employee is driving their personal auto on company business, the employee's personal automobile insurance policy serves as primary coverage. One component of the per mile expense reimbursement rate is the employee's cost of automobile insurance. As such, the company effectively reimburses the employee for the cost of the employee's auto insurance premium on a per mile basis.
- Midcontinent's insurance coverage is in excess of the employee's coverage and does not provide protection until the employee's primary coverage is used up.

### **For employees renting a vehicle for company use, the following is expected:**

- Prior to renting the vehicle, the employee must obtain the written permission of their manager.
- Upon their manager's recommendation, employees who frequently rent vehicles for company use may be required to complete an approved Defensive Driving course.
- The vehicle may only be used for company business and for transporting the driver and other employees to meals or work-related events. Any exceptions must be approved in writing by the employee's manager.
- Employees renting a private passenger vehicle for company business should take the additional physical damage insurance coverage offered by the rental company.
- Employees should purchase liability coverage if given the option by the rental agency.
- Employees renting high value vehicles, trucks or other special use vehicles should request a copy of the rental agreement prior to the day of rental and should forward the agreement to Risk Management (Fax: 952-844-2660). Both liability and physical damage insurance coverage should be taken through the rental company for these classes of vehicles.
- If an employee has an accident while driving on Midcontinent business with a rented vehicle, they should provide all details of the accident to the rental company promptly and send a copy of all accident related paperwork to Risk Management (Fax: 952-844-2660). Any requests for payment for repairs from the rental company should be referred to the Risk Management Office.

## **Theft or Inappropriate Removal of Possession of Property**

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Midcontinent views theft as the unauthorized removal of anything from the Company's or a customer's premises, or the unauthorized use of company property for non-company use. Furthermore, an unauthorized or unacceptable entry on a customer account or a company account and inappropriate or false reporting for the purpose of gain are also considered theft. Anyone found to have violated this policy will be subject to discipline up to and including immediate discharge and possible criminal prosecution under applicable laws.

### Business Travel

**Business Expense Reimbursement:** Midcontinent will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location, in accordance with IRS regulations. All business travel must be approved in advance by a supervisor or department head. When approved, the actual cost of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Company. Where arrangements for lodging and meals are made and paid for by the Company, no reimbursement will be provided. All expenses must be documented in accordance with applicable rules and regulations. The highest ranking employee present is responsible for paying for business related expenses.

***Abuse of business travel expenses and reimbursement requests can be grounds for disciplinary action, up to and including termination of employment, at management's discretion.***

**Accident Reporting:** If an employee is involved in an accident while traveling on company business, the incident must be reported promptly to the employee's immediate supervisor and the **Risk Management Department at 952.844.2610.**

### Conflicts of Interest

Employees must avoid any relationship or activity that may impair, or even appear to impair, the ability to make objective and fair decisions when performing their jobs. At times, employees may be faced with situations where the business action taken on behalf of the Company may conflict with personal or family interests. If the proposed course of action to be taken is not the best course of action for the Company, employees have a duty to act in the best interest of the Company. Employees must never use company property or information for personal gain.

**This includes, but is not limited to:**

1. Employees are expected to avoid a potential conflict of interest with the Company. A conflict of interest is an activity or interest, which is or may be inconsistent with the legitimate best interests of the Company.
2. It is the responsibility of each employee to exercise best judgment, to determine whether a particular activity or interest could cause the employee to take action that might be damaging to the Company. If an employee is in doubt as to whether a particular situation

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may constitute a conflict of interest, the employee must discuss the matter with the respective Vice President or Director of his/her business unit. Should the Vice President or Director determine that a conflict of interests exists, they must report such conflict in writing to **Steve Schuster, Director of Treasury and Risk (952.844.2657)**.

3. In order to help employees comply with this policy, the items below identify certain situations that may create a potential conflict of interest. However, because of the variety of interests and activities in which employees may become involved, it is impossible to identify in advance all such situations. The following situations are examples of potential conflicts of interest between an employee and the Company:
  - a. For an employee, or a member of his/her immediate family, to seek or accept from anyone doing or seeking to do business with Midcontinent, or competing with Midcontinent, any loans (except with banks or other financial institutions), gifts (other than non-cash gifts of nominal value), services, payments, discounts, travel, or excessive entertainment.
  - b. For an employee, or member of his/her immediate family, to benefit personally from a purchase of good or services by the Company.
  - c. For an employee, or a member of their immediate family, to derive personal gain from outsiders for actions taken or associations made in the course of the employee's duties within Midcontinent.
  - d. For an employee, or member or his/her immediate family, to have any interest in or be employed by any organization which has, or seeks to have, business dealings with the Company, or a competitor of Midcontinent.
  - e. For an employee to serve as an employee or consultant of another business entity which is a competitor of Midcontinent, or which does or is seeking to do business with the Company.
  - f. For an employee to use or reveal (without proper authorization) confidential or copyright protected property or information concerning the Company's business plans, positions, decisions or activities. Special emphasis is placed on the requirement that employees must refrain from the unauthorized use or disclosure of confidential information, including confidential financial information that is not available to the general public.
  - g. For an employee to spend time during working hours on outside activity, unless the employee has prior written authorization from the Vice President or Director, or to devote working time to charitable activities or community affairs without such authorization. Employment or outside activities, which do not occupy the employee's time during normal working hours, are not considered to be conflicts of interest unless they are otherwise inconsistent with the interests of the Company.

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- h. There may be other situations that could create a potential conflict of interest. It is the responsibility of each employee to determine whether a potential conflict may exist.

**The terms “Immediate Family Member” and “other relationship” are defined as having one of the following relationships:**

1. *By blood or adoption:* Parent, child, sibling, first cousin, uncle, aunt, nephew, or niece.
2. *By marriage:* Current or former spouse, brother– or sister-in-law, father– or mother-in-law, son– or daughter-in-law, step-parent, or step-child.
3. *Other relationship:* A current or former relationship, occurring outside the work setting, which would make it difficult for the individual with the responsibility to make a decision or recommendation to be objective, or which would create the appearance that such individual could not be objective. Examples include, but are not limited to, amorous or intensely personal relationships and significant business relationships.

Failure to comply with the rules of disclosure as outlined in this policy may result in disciplinary action up to and including termination of employment.

### Trades and Sponsorships

It shall be the policy of Midcontinent that there will be no trades of Company advertising time, goods or services, in exchange for the goods or services of others. No exceptions to this policy are permitted, aside from sponsorships approved in advance by **Tom Simmons, Senior Vice President of Public Policy (605.357.5491)**.

### Endorsements

Employees are prohibited from making any endorsements of, or for, any supplier or company or person doing business with Midcontinent or any of its subsidiaries without the express written permission of **Pat McAdaragh, President and CEO (952.844.2621)**.

### Media Inquiries

Midcontinent is a high-profile company in our community and, from time to time, employees may be approached by reporters and other members of the media. In an effort to speak with one voice and provide accurate information about the Company, employees must direct all media inquiries to **Tom Simmons, Senior Vice President of Public Policy at (605.357.5491)**. All press releases must be approved in advance by the Senior Vice President of Public Policy.

### Identification Badges

#### Company Employees

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As a vital part of our security system, employees are required to wear a company issued identification badge in plain view while on Midcontinent Communications company property, construction or other work sites, and at customer homes and businesses. It is particularly important that technicians who enter customer homes or businesses and our door-to-door sales representatives clearly identify themselves. The ID badge may include the employee name and photo or will be a generic ID badge with the company or department logo.

Lost or stolen badges must be reported immediately to your manager and to the **NOC Manager, at 605-357-5710**. Failure to wear your ID badge, excessive loss or damage to badges, and failure to report lost badges may lead to disciplinary action.

If the identification badge is lost, stolen, or damaged (by reasons other than natural wear and tear and working on the job), employees are required to obtain a replacement. Cards damaged from natural wear and tear will be replaced for free, which is generally two (2) years or more. A fee will be assessed, unless an exception is requested in writing by the department head to the NOC Manager.

- 1st replacement = \$10
- 2nd replacement = \$15
- 3rd replacement = \$20
- 4th replacement = \$25

Funds should be made payable to Midcontinent Communications and forwarded to the accounting department at the 3901 N Louise location in Sioux Falls. Fees should be paid within 2 weeks of receiving the replacement badge.

Upon termination, employees are required to return ID badges to their supervisor. ID badges should then be routed to the NOC Manager for removal of secured access.

***All employees of Midcontinent are encouraged to question and/or report anyone to a supervisor immediately who is not recognized as being authorized to be in secured work locations.***

### Solicitation

Employees are not permitted to solicit other employees for commercial, social, charitable or other interests during working time. Employees are not allowed to use company technology at any time to solicit or to distribute literature or written information unrelated to company business nor to personally distribute literature or written information that is not authorized company business to another employee during working time or in working areas. Individuals who are not employees of the Company may not solicit or distribute on company property at any time, whether or not the property consists of a work area or non-work area. Company bulletin boards are for company communications only. Employees may not post written literature of any kind on company owned or leased property unless directed to do so by the company.

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**Definitions:** Solicitation is when someone is asking another person to take some action such as buy something, donate something, attend an event or other actions. Working time is a time when an employee's duties require that he or she be engaged in work tasks, but does not include non-work time such as meals, scheduled breaks, and time before and after a shift.

### Visitors

To ensure the safety and security of Midcontinent Communications employees, its visitors, and its property, only authorized personnel shall have access to company facilities, according to the following policy:

#### Passes

All non-employees on company property must be issued a pass by the appropriate administrative associate or receptionist. Passes shall be properly designated as "Visitor" or "Contractor." Exceptions may be made for smaller worksites and with the approval of the respective Vice President, Director or local manager.

**Non-Exempt and Hourly Employees** are not permitted access to a company facility during their off-duty hours unless approval is received by from their supervisor or manager.

**Visitors** must sign in and out according to the prescribed register. Visitors must be issued a dated visitor's pass which must be returned to the issuing party when signing out. Any unauthorized visitor failing to secure a pass will be asked to leave the premises until one can be obtained. Exceptions may be made for smaller worksites and with the approval of the respective Vice President, Director or local manager.

**Safety:** All employees and non-employees are to comply with all safety rules, regulations, and policies while on company property or in company vehicles.

### Housekeeping

Cleanliness and orderliness reduce accidents, improve health conditions, shows pride of workmanship and add to the efficiency of your job operation. All employees are urged to keep their work area neat and clean. This may be a requirement for positions where safety standards must be maintained.

### Recreational and Sports Activities

Organized recreational and sports activities such as softball, basketball, golf, volleyball and bowling are often participated in after working hours by many employees. However, the Company assumes no liability if an employee is injured while participating in such activities. Any such injuries are not work related and will not be covered by Workers' Compensation insurance. The coverage provisions of your health plan may apply in the event of an accidental injury and in accordance with Plan documents.



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## Chapter 5: Communication

### Open Door Policy

At Midcontinent, we are committed to fostering a professional culture in which all persons are treated with dignity and respect, and to providing a positive, productive work environment. To foster this environment, Midcontinent will, to the extent reasonably possible, and in its discretion, preserve the confidentiality of 'Open Door' communication.

If an employee has ideas, suggestions, concerns, or comments, they should be communicated directly to the employee's supervisor, department head, members of the management team, and/or **Debbie Stang, Vice President of Human Resources (952.844.2612)**. The Company will give such input due consideration and review.

If an employee has concerns relating to discrimination, harassment, or retaliation, they should refer to the Non-Discrimination and Anti-Harassment Policy located in this Handbook, and immediately report it to their supervisor, department head, **Judith Cummings, HR Compliance Counsel (952.844.2620)**, **Debbie Stang, Vice President of Human Resources (952.844.2612)** or **Pat McAdaragh, President and CEO (952.844.2621)**.

### Company Communication

Midcontinent communicates to employees through various means. When possible, this communication is done through managers and supervisors. However the Company frequently utilizes other methods, especially e-mail. All employees are responsible for checking their e-mail frequently. Checking e-mail daily is recommended. Temporary employees will not be issued a company email and must ensure their personal email address is on file with their department.

**In addition to in-person communications and email, the Company also utilizes some of the following means of communication:**

- *Orientation:* New employees will go through a orientation process. Orientation is designed to introduce new employees to the culture of the Company and to explain some of the policies and procedures relating to employment. If at any time an employee has questions about company policies and procedures, or the benefits for which they may be eligible, the employee should talk to their supervisor or contact Human Resources for clarification.
- *Meetings:* From time to time, meetings with management may be scheduled for specific departments only or company-wide. Such meetings give employees an opportunity to ask questions they might have about the Company or its policies and procedures.

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- *E-mails:* Important information is often communicated through e-mail. When initiating an e-mail, employees must be sure to adhere to company e-mail guidelines.
- *Employee Self Service (ESS):* ESS is an online tool for employees. It houses employees' personalized information, including payroll information, online W-2 forms, and more. ESS is also interactive, allowing employees to update address information, change tax withholding, add or delete direct deposit information, etc.

### Employee Communication

Communication is a two-way street. Employees are responsible for keeping the Company up to date with their personal information. Changes such as address, marital status, number of dependents, beneficiary updates, etc. can all be updated directly by employees online Employee Self Service (ESS). This information will automatically be transmitted to Human Resources. Some of this information may be subject to deadlines. Employees must be sure to provide updates in a timely manner.

### Answering Questions and Solving Problems

Questions and problems arise in every organization. Midcontinent wants to minimize issues that may produce misunderstandings or discord. We believe that problems and concerns cannot be resolved unless brought to the attention of those in a position to resolve them. It is our belief that success can only be attained in an open, candid atmosphere where mutual respect for every individual is practiced by all.

#### Questions and concerns should be directed as follows:

- *Manager or Supervisor:* The employee's immediate supervisor should be given the first opportunity to resolve any job-related matters and is usually the best source for answers.
- *Department Manager:* If the matter is not resolved to the employee's satisfaction by their immediate supervisor, the employee may refer the matter to their department manager for review.
- *Human Resources:* If the matter cannot be resolved with the employee's supervisor or department manager, either the employee or their supervisor may contact Human Resources for further guidance.

### Employee Suggestions

We value employees and their ideas. If employees have a product or procedural suggestion that would benefit customers or employees, the Company wants to hear it. Employees should direct



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such communication to their immediate supervisor for consideration. Recognition and, in some cases, monetary rewards, may be given when such suggestions are implemented.

### Rumors

The Company is committed to providing employees with timely, reliable information. However, sometimes rumors develop. Most rumors are misleading and become increasingly inaccurate as they pass from person to person. Employees are advised to be careful to avoid spreading rumors, and to contact a supervisor to verify questionable information. Employees should be aware that spreading rumors involving other employees or customers may be considered hostile work environment and their actions subject to the Company's anti-harassment policies.

### Use of Technology Systems and Resources

All company supplied technology, including but not limited to, computers, computer systems, computer files, the Internet, the electronic mail (e-mail) system, cell phones, smart phones, mobile phones, and software furnished to employees are property of Midcontinent, and are intended for business use only. Employees should have no expectation of privacy in the use of information stored, transmitted, or received through Midcontinent technology systems and resources. Using a password to access a file or retrieve any stored communication or information is not allowed without authorization by the employee's supervisor. Additionally, the assignment of a personal password to access various systems or information does not guarantee or imply any right of privacy or confidentiality.

Company technology systems and resources are not to be used for personal matters, personal gain, to solicit for commercial interest, or to support or advocate personal causes or organizations. Internet and e-mail messages are valuable business records that will be maintained and managed to ensure that the Internet and e-mail systems are being used solely for business purposes. Midcontinent reserves the right to monitor, review, and retain all Internet usage and messages and all e-mail messages sent to and/or from Midcontinent and any of its affiliates, as well as any information obtained, created, or stored on the company computers. Privacy in the use of the Internet, e-mail, or the Company's computer systems should not be expected.

Internet and e-messages must be preserved and protected like other company business records. Midcontinent reserves the right to store and retain all Internet and e-mail messages in order to comply with existing records retention programs and other corporate or legal requirements. To help ensure this capability, non-corporate e-mail accounts must not be used as your primary business e-mail account unless specifically approved by the Director of Information Security. Internet or e-mail messages deleted on an employee's computer may not be permanently deleted from company records. To ensure the proper retention of records, use of 3rd party e-mail systems as primary business e-mail accounts is prohibited. In addition, e-mail from an account on the internal e-mail system (Outlook/Exchange) shall not be auto-forwarded to an outside email

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system without permission of the Company Security Administrator (**Jim Kilian, Director of Information Security 605-357-5705**).

The use of non-approved instant messaging and/or chat software is prohibited on company owned computers, unless prior approval is received from Help Desk Services. This includes, but is not limited to, AOL Instant Messenger, MSN Messenger, ICQ, and Yahoo! Messenger.

Due to potential security problems associated with the transmission of electronic data, the use of Internet or e-mail can jeopardize the proprietary and/or confidential information of the Company or of our customers, suppliers, and business associates. Pre-approval from the employee's supervisor is required prior to using the Internet or e-mail as a communications medium with customers, suppliers, and other business associates for the discussion or exchange of proprietary or confidential information. Internet or e-mail contacts with attorneys retained by Midcontinent or its affiliates must be approved in advance by **Scott Anderson, VP Legal and General Counsel (605-274-3020)**.

Midcontinent is committed to providing a workplace free of harassment and sensitive to the diversity of its employees. Midcontinent prohibits the use of company supplied technology, including but not limited to, computers, software, the Internet and e-mail in ways that are disruptive, offensive, or harmful to others. Under no circumstances shall any computer systems or resources be used in a fashion that defames anyone on the basis of religion, sex, race, ethnicity, or any other legally protected characteristic, and under no circumstances shall profanity be used in an Internet or e-mail message. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Copyrighted materials belonging to entities other than Midcontinent may not be transmitted on the Company's networks. Midcontinent prohibits copying, retrieving, modifying, or forwarding copyrighted materials, except with proper permission or as a single copy to reference only.

Midcontinent prohibits the illegal duplication of software and its related documentation. The Company purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Company does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Employees are not allowed to load any form of software on company owned computers without the approval of Help Desk Services in consultation with the Director of Information Security. Exceptions may be granted in special situations.

Employees are not allowed to illegally duplicate software and its related documentation. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Employees are not allowed to load any form of software on

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company owned computers without the approval of Help Desk Services in consultation with the Director of Information Security. Exceptions may be granted in special situations.

Employees must obtain approval to take data files back and forth from the office to their home PC, or download files via e-mail or from the Internet. Employees who engage in these activities are required to perform appropriate virus detection procedures to prevent viruses from entering the Company's computer network. Employees must contact their supervisor for an instruction sheet on virus detection. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment, at management's discretion.

**Access to Internal Networks:** Midcontinent prohibits the connection of any personally owned computer equipment to its internal networks.

For access to all internal systems or data from outside the work location, with the exception of webmail and the Company intranet, employees must contact their supervisor to receive the Network Access Policy and Request form. Employees will be required to sign the Request Form stating that they have reviewed and understand the Network Access Policy and that they are aware that violations of this policy may result in discipline up to and including termination of employment.

### Network Access and Security

One of Midcontinent's most valuable resources is the data we store on our internal networks. In light of a growing need to access our internal data from points outside of our Local Area Network, and to balance that need with the need to protect our information systems from intruders, Midcontinent requires special authorization for any employee to access internal information from an external source. Employees must contact their supervisor for information and approval to allow such access.

### Social Media Policy

Midcontinent recognizes the importance of respectful and knowledgeable interactions with others using the Internet. In the workplace, social networking platforms are valuable tools to share information between employees, customers, business associates and others. The Company is supportive of employees' rights to interact knowledgeably and socially through blogging and social media sites in their personal time. Consequently, the following guidelines have been created to help employees communicate appropriately on work-related sites and content while protecting the privacy, confidentiality and interests of the Company. Nothing in these policies and guidelines is intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities.

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**General Provisions:** Social media covered under this policy involves all forms of social media including, but not limited to, video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Midcontinent.

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of Midcontinent. Employees are expected to protect the privacy of Midcontinent, its employees, and clients, and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes, but is not limited to, customer information, personal employee information, trade secrets, financial information and strategic business plans.

**Employer Monitoring:** Midcontinent reserves the right to use content management tools to monitor, review or block content on Company blogs that violate Company blogging rules and guidelines.

**Reporting Violations:** Midcontinent requests and strongly urges employees to report violations, or possible or perceived violations, to supervisors, managers or Human Resources. Violations include discussions of Midcontinent and its employees and clients, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

**Discipline for Violations:** Violation of the Company's social networking policy may result in disciplinary action up to and including termination of employment. Discipline or termination will be determined based on the nature and factors of the circumstances. The Company reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

**Authorized Social Networking Rules and Guidelines:** The goal of authorized social networking and blogging is to become a part of the industry conversation and promote the web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about Company products and services, promote and raise awareness of the Midcontinent brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department specific activities and events.

When social networking, blogging or using other forms of web-based forums, Midcontinent must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Authorized social networking and blogging must be done on Company time and applies to all Midcontinent-related blogs and social networking entries, including subsidiaries or affiliates of Midcontinent.

Only authorized employees can prepare and modify content for Midcontinent's blog and social networking entries located on Midcontinent web sites. Content must be relevant, add value and

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meet at least one of the specified goals or purposes developed by Midcontinent. If uncertain about any information, material or conversation, discuss the content with your manager.

All employees must identify themselves as employees of Midcontinent when posting comments or responses on the employer's blog or on the social networking site.

Any copyrighted information, where written reprint information has not been obtained in advance, cannot be posted on Midcontinent's blog.

Business units and departments are responsible for ensuring all blogging and social networking information complies with Midcontinent's written policies. Business unit and department heads are authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

Midcontinent expects all guest bloggers to abide by all rules and guidelines of this policy. The Company reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. The Company also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

**Personal Blogs Rules and Guidelines:** Midcontinent respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression and does not discriminate against employees using this media for personal interests and affiliations or other lawful purposes. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

Employees will be held personally responsible for commentary on blogs and social networking sites linked to the employee that is considered defamatory, obscene, proprietary or libelous by any offended party, not just Midcontinent. The use of social media to post or display comments about coworkers or supervisors or the Company that are threatening, harassing, or a violation of the Company's workplace policies against discrimination or harassment on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status or characteristic is prohibited.

Employees cannot use employer-owned equipment, including computers, Company-licensed software or other electronic equipment, nor facilities or Company time, to conduct personal blogging or social networking activities.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with Midcontinent. If an employee chooses to identify himself as an employee of Midcontinent, please understand that some readers may view such an employee as a spokesperson for Midcontinent. Because of this possibility, the Company asks that employees state that views expressed in their blog or



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social networking area are their own and not those of the Company, nor of any person or organization affiliated or doing business with Midcontinent.

Employees cannot post on personal blogs or other sites the name, trademark or logo of Midcontinent or any business with a connection to The Company. Employees cannot post Company privileged information, including copyrighted information or Company-issued documents.

Employees cannot post on personal blogs or social networking sites photographs of clients, vendors or suppliers, nor can employees post photographs of persons engaged in Company business or at Company events.

Employees cannot post on personal blogs and social networking sites any advertisements or photographs of Company products, nor sell Company products and services.

All contact with the media or press is managed by Tom Simmons, Senior Vice President of Public Policy. Employees are required to speak with Tom Simmons before discussing posts that relate to Midcontinent business or employees and get prior permission before responding to the media or press.

Employees should address questions relating to this policy, personal blogs or social networking to their manager or supervisor.

### **Use of Phone, Fax Machines, and Mail Systems**

It is important that Company phone lines, fax lines, and voice mail be kept open for business use. Personal phone calls are limited to necessary and/or urgent situations. No personal long distance calls are allowed.

To ensure effective telephone communications, employees must always speak in a courteous and professional manner.

The use of company-paid postage for personal correspondence is not permitted. A violation of this policy is grounds for disciplinary action, up to and including termination, at management's discretion.

### **Cell, Smart, and Mobile Phone Usage**

*For purposes of this policy, 'cell phone' refers to cellular, smart, and mobile devices.* Employees may be provided the use of a Company cell phone, if determined necessary by the supervisor, to perform the job. Supervisors will provide mobile device policies and forms to employees who are assigned a company cell phone or who are authorized to use an employee-owned cell phone for business purposes. For safety purposes, employees are not allowed to use cell phones while driving and are required to adhere to the Company's cell phone policy at all times.



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Some departments may permit personal cell phone use in certain positions. If use of personal cell phones is allowed, the frequency, duration, and volume of calls made and/or received must not interfere with on-going work nor distract fellow employees. Abuse of this privilege may lead to disciplinary action up to and including termination, at management's discretion.

### Recording Devices in the Workplace

Midcontinent prohibits employee use of cameras, camera phones, video cameras, tape recorders, or other recording devices in the workplace (other than in the normal course business) as a preventative measure to secure employee privacy, trade secrets, confidentiality, and other business information.

This policy applies to all employees and all visitors while on company premises. Employees who have visitors are responsible for ensuring that those visitors are made aware of this policy and that such devices are left in visitor vehicles or in the reception area.

Employees are prohibited from bringing cameras or other video or audio recording devices into the workplace to be used for recording purposes unless specific, advance, and written authorization has been obtained from their department head. This restriction also applies to cellular phones, PDAs, laptops, etc. with built-in cameras or other recording capabilities. Employees are also prohibited from arranging for others (including non-employees) to engage in the recording of any meetings, conversations or activities in the workplace.

Authorization to use such devices may be granted when a specific business purpose will be served (for example, to record a meeting), and when such activity will not violate employee privacy. In such cases, all parties to the meeting, conversation, or activity that is to be recorded must be informed in advance of the intent to record, and must have consented to such activity prior to the event.

Employees should regard this policy as an explicit statement that Midcontinent does not consent to the recording of any meetings, conversations, or activities without advance written authorization. Authorization to bring a recording device into the workplace that will not be used for recording may be granted in limited personal circumstances on a case by case basis.

Be advised that such authorization can be revoked at any time, for any reason. In such cases, the employee will be given reasonable time to remove the equipment from the premises.

#### General Guidelines:

1. Recording devices belonging to employees should not be kept or left out in the open except in employee break areas or at company social events. While at work, employees are asked to keep such devices in or with their other personal belongings (such as purses, briefcases, etc.). Camera equipped devices are not to be used in the facility for the purpose of recording information.

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2. Camera-equipped devices issued by the Company to designated employees are permitted in most work areas with the exception of research areas or restrooms.
3. No camera equipped devices are permitted in the Company's designated research areas at any time without express written consent of the Midcontinent Officer for that area:
  - **Pat McAdaragh, President and CEO (952.844.2621)**
  - **Dick Busch, COO (605.357.5703)**
  - **Steve Grosser, CFO (952.844.2611)**
4. No camera-equipped devices are to be taken into any company restrooms at any time. Midcontinent will revise this policy to comply with any applicable state or federal law. Employees should direct any questions to their supervisor or to **Debbie Stang, Vice President of Human Resources (952.844.2612)**.

## Chapter 6: Compensation

### Pay

Midcontinent is committed to paying employees for all time worked as required by law. Each employee is responsible for accurately reporting all time worked for payroll purposes, and for checking their bi-weekly pay received to ensure the payment amount is accurate. While non-exempt employees are discouraged from working unauthorized overtime, Midcontinent will pay employees for all hours worked, whether or not they have been authorized.

Midcontinent will correct all payroll errors identified and reported. If an employee notices an error in their pay, they must contact a manager or a member of the Human Resources team as soon as possible.

### Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime worked by non-exempt employees must receive a supervisor's prior authorization. Non-exempt employees working overtime without obtaining the required authorization will be subject to discipline, up to and including termination, at management's discretion.

Non-exempt employees will be paid one and one-half times their regular rate of pay for all hours worked in excess of forty hours in one work week.

Exempt employees do not receive overtime pay.

### Payroll Deductions

The law requires that Midcontinent make certain deductions from every employee's compensation. Among these are Social Security and Federal Income Tax, Medicare, and, where applicable, State Income Tax, garnishments, and court-ordered wage assignments. These deductions will be itemized on the employee's pay statement.

The amount of taxes withheld depends on the information that is provided on the W-4 form. To complete a new W-4 or change existing W-4 information, go to the Employee Self Service section on e-LINK.

If an employee has questions about deductions on their pay check or how they were calculated, they should see their supervisor or contact Human Resources.

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### Paychecks

Earnings and deduction details for each paycheck are available online through Employee Self Service (click on the Pay and Taxes tab and choose Pay Statements). It is the employee's responsibility to immediately report any errors or discrepancies on their pay check to their supervisor or Human Resources.

### Replacement Payroll Checks and W-2s

Lost and damaged payroll checks can be replaced. If an employee loses their paycheck, or if it is damaged, they must notify their supervisor immediately. Please note that the replacement process may take up to two weeks.

Employees requesting a duplicate W-2 form may view and print a copy on their own by logging into Employee Self Service (click on the Pay and Taxes tab and choose Annual Statements). For older W-2s not included on Employee Self Service (ESS), please contact Human Resources.

### Garnishments, Levies, and Child Support Notices

A wage garnishment is a legal procedure through which the earnings of an individual are required by court order to be withheld by an employer for the repayment of a debt. Midcontinent is required by law to answer and/or comply with such orders.

Title III of the Consumer Credit Protection Act prohibits Midcontinent from discharging an employee whose earnings have been subject to garnishment and protects employees by limiting the amount of their earnings that may be garnished in any work week.

The amount of wages garnished for child support payments are mandated by a court of law. Midcontinent is required to withhold the amount stated on the court order. Child Support garnishments take priority over all other garnishments.

It is the policy of Midcontinent that any order received for a garnishment, tax levy, or child support, or any other court-ordered withholding decree, be immediately forwarded to Human Resources:

Midcontinent Media, Inc.  
Human Resources  
3600 Minnesota Drive  
Suite 700  
Minneapolis, MN 55435

## Chapter 7: Employee Benefits

Benefit Eligibility is determined by employment status (full-time, part-time, or temporary status). Temporary and part-time employees are generally not benefit eligible, unless otherwise noted. To be Benefit Eligible, employment must be full-time working at least 30 hours per week and non-temporary. Full-time employees are eligible for most benefits on the 31st day of employment. Length of service, and number of hours worked may also be used to determine benefit eligibility.

Midcontinent reserves the right to amend, modify, revoke, or terminate any benefits or benefit programs, including leave policies, or to require employees to contribute to any benefit at its discretion.

### Part-Time Employees

Persons meeting the definition of a “Part-time employee” are not generally eligible for benefits, with these exceptions:

1. If the Plan eligibility requirements of age and hours worked are met, a part-time employee may participate in the Midcontinent 401(k) Plan
2. Part-time employees are eligible for participation in the Employee Assistance Program and the Wellness Program.

### Temporary Employees

Temporary employees receive all legally mandated benefits (such as Workers’ Compensation insurance and Social Security), but are not eligible for other benefit programs, with the exception of the 401(k) plan, if eligibility requirements are met.

### Benefits for the Future

Midcontinent offers employees a 401(k) Plan that is intended to help employees meet the challenge of preparing for the future. The company also shares the cost of annual FICA contributions that count toward Social Security benefits, which are intended to provide basic retirement income.

**401(k) Plan:** All Midcontinent employees are eligible to participate in the 401(k) plan once they have attained the age of 21, completed three (3) months of service, and have worked at least 250 hours in the enrollment period. If you do not complete 250 hours of service within your first three months of employment, to be eligible for participation you must meet the 250 hours of service requirement in a following calendar year quarter. If you do not enroll when you are

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initially eligible, you may enroll at any time going forward once the eligibility requirements have been met.

Employees who enroll in this benefit are eligible for a matching contribution equal to 50% of the first 8% of pay contributed. Contributions are deducted from payroll on a pre-tax basis and can be changed bi-weekly. Employee contributions are always 100% vested. Midcontinent's contributions are subject to a three-year vesting schedule. The plan does not allow for loans or in-service withdrawals for individuals under age 65. See e-LINK for details. Enrollment required. Employees determine their contributions. Midcontinent shares part of the cost by making matching contributions.

### Leave and Time Away from Work Benefits

To manage absences related to non-work-related injuries and other kinds of absences leave under the Family and Medical Leave Act (FMLA) may be available. For part-time employees, FMLA leave may be available if they meet the time in service requirements. In addition part-time employees may request time off the schedule in one week increments pursuant the guidelines below and department requirements.

#### Family and Medical Leave Act (FMLA) Leave

- **Eligibility:** Midcontinent will, except as provided otherwise by law, provide up to twelve (12) weeks of unpaid job-protected leave in a twelve-month period for certain family and medical reasons for employees who have worked for Midcontinent for at least 12 months and for at least 1,250 hours in the 12 months preceding the projected start of leave. The time worked (12 months) does not need to be consecutive. Employees who are re-hired by Midcontinent may count time worked in their prior role. Any time worked prior to a 7 year break in service does not count toward 12 month eligibility. In determining how many weeks of FMLA leave an employee had taken in year, the company will look back at a rolling twelve-month period measured from the date an employee uses any FMLA leave; or for the military family leave the twelve-month period will be measured forward from the date any employee's first FMLA leave begins.
- **Eligible Reasons For Taking FMLA Leave:** Midcontinent will provide approved FMLA leave to eligible employees for the following reasons:
  - For the birth of an employee's child or for placement of a child in the employee's care for adoption or foster care;
  - To care for the employee's spouse or parent, who has a serious health condition;
  - To care for the employee's child who has a serious health condition. A child is any person under the age of 18, or incapable of caring for him/herself due to mental or physical disability. The child must be biological, adopted, foster, legal ward or any child for which the employee has day-to-day responsibility (both practical care and financially); or



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- For a serious health condition that makes the employee unable to perform the employee's job.
- Military Family Leave: up to 12 weeks of leave to address a qualifying exigency arising out of the fact that an immediate family member (spouse, son, daughter, parent) is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces (including a member of the National Guard or Reserves).
  - Covered active duty is defined as:
    - In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
    - In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101 (a)(13)(B) of title 10, United States Code.
- Military Caregiver Leave: This is available for up to 26 weeks (in a single 12 month period) to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury that was incurred in the line of duty on active duty, or was incurred prior to active duty and was aggravated by service in line of duty on active duty, or is a veteran of the armed forces at any time during the period of 5 years preceding the date of medical treatment, recuperation or therapy.
- **Increments of Leave:** Continuous leave may be approved for FMLA leaves. In addition, FMLA leaves taken for reasons of the employee's own health condition or the health condition of a family member may be granted to be taken as intermittent leave or in the form of a reduced leave schedule. Leave taken for the birth of a child or placement of a child for adoption or foster care can be taken in as a continuous leave, intermittently, or in the form of a reduced schedule leave. However special permission must be granted to use reduced schedule leave. In addition all leave to be taken for the birth or placement of a child must be completed within one year of the date of birth or placement of the child.
- **Application for FMLA Leave including Advance Notice and Medical Certification:** All requests must be made by the employee first notifying their supervisor or Human Resources. They must also immediately contact Prudential, our third party FMLA leave administrator, at 877-367-7781. An employee must provide thirty (30) days advance notice when a leave is foreseeable. Employees who are absent from work while an application for leave is pending must notify their supervisor of the continuing absence on each scheduled workday. Medical certification is required to support a request for leave due to a serious health condition for the employee or his/her family member. Certification is also required for the qualifying need or serious injury/illness of the covered service member under the military leave. Prudential will require employees to complete the authorization form included in the telephonic brochure. The brochure can be obtained from Human Resources, your supervisor, or by accessing the Company intranet. In

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addition, Prudential may request additional certification forms. For the leave to be protected under the FMLA, the employee will be required to supply the requested forms to Prudential within the specified timeframes. Second or third certifications may be required at the Company's expense. Leave may be denied or postponed if these requirements are not met. Prudential will notify employees if the leave will be counted towards the eligible job-protected leave as allowed under the FMLA.

- **Job Benefits and Protection:** During FMLA leave, Midcontinent will pay the company portion of the health coverage under any group health plan the employee is enrolled in prior to the leave. The employee must continue to pay his or her portion of the benefits by payroll deduction when applicable, or by check submitted to Human Resources. Upon timely return from FMLA leave, except as otherwise provided by law, the employee will be returned to the original or equivalent position with equivalent pay, benefits and other employment terms. Human Resources will provide information on continuation of other benefits during the employee's leave. Continuation of benefits is subject to the terms, conditions and limitations of the applicable plans. Employees on FMLA leave may use PTO to cover the cost of benefit premiums. If no PTO is available, employees are responsible for this cost. Contact Human Resources for details on specific benefits payment amounts and for information on where to send payment if a payroll deduction is not used to cover the cost.
- **Responsibilities during Leave:** Employees should perform no work during their leave periods. Any time spent performing work from home must be reported both to Prudential and to the supervisor. Depending on the length of leave and other factors, employees may be required to turn in laptops and other equipment and their access to company systems and email may be suspended. Employees on a continuous leave are not required to report to their supervisors on a daily basis. However employees on intermittent leave must provide supervisors with a minimum of one hour notice when taking an increment of leave. All intermittent leave taken must be reported to Prudential.
- **Return from Leave:** Employees who are completing their continuous leaves of absence should notify their manager at least one week before the expected date of return. Employees on FMLA leaves are also responsible for reporting anticipated return to work to Prudential. Prudential may require a fitness for duty report or other medical release prior to return to work.
  - FMLA is a federal law; some individual states also have statutes regarding family or medical leave. In states where leave statutes are in existence, the benefits provided under both laws will be coordinated. Where state benefits are more generous, those benefits will be offered.

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### Employee Handbook Acknowledgement

The excerpted employee handbook describes important information about Midcontinent Media, Inc. and Midcontinent Communications (referred to as the Company). I understand that as a condition of my employment, it is my responsibility to be familiar with and to comply with the information described in this handbook. I should consult the Vice President of Human Resources regarding any questions not answered in the handbook.

I understand and agree that nothing in the Employee Handbook nor this excerpted handbook creates, or is intended to create, a promise or representation of continued employment at Midcontinent Media, Inc. or Midcontinent Communications. I understand that my employment is at-will and may be terminated at the will of the Company or by me at any time, for any reason, with or without cause, and with or without notice. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I understand that the information described in this handbook is for temporary staff is an overview of company rules and policies, and is subject to change. I acknowledge that revisions to the handbook may occur and will supersede any and all prior notifications, practices, oral or written representations, or statements regarding the terms and conditions of my employment with the Midcontinent Media, Inc., Midcontinent Communications, or Midco Sports Network ®.

My signature below acknowledges that I have received and have access to the excerpted employee 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. I understand that I have access to the full Employee Handbook upon request.

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**Employee First and Last Name (Print)**

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**Employee Signature**

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**Date**

---

**Employee ID Number (EMPL ID)**

**Return to HR via email at [HR@mmi.net](mailto:HR@mmi.net) or fax at 1.952.844.2688 or post at 3600 Minnesota Drive, Suite 700, Edina, MN, 55435**