

**CORE
TRANSIT**



Take the easy route

EMPLOYMENT POLICIES

ADOPTED: AUGUST 2024

Eagle Valley Transportation Authority is doing business as Core Transit

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DISCLAIMER

IMPORTANT

The policies and procedures contained in the Employment Policies do not represent a contract or covenant of employment, nor should they be relied upon as binding, inflexible promises made by Core Transit. Core Transit reserves the right to interpret, modify, amend, or repeal these policies at any time without prior notice to employees. Core Transit also reserves the right, in its sole discretion, to determine whether, and to what extent, these policies and procedures should be applied in any given circumstances. No personal contract or agreement shall be implied by these policies or the statement of any employee of Core Transit, unless in writing, signed by the Board Chair of the Core Transit Board of Directors. Nothing in the Employment Policies is intended to prohibit or restrict employees from discussing terms and conditions of employment.

INTRODUCTION

Welcome to our team! At the heart of everything we do is a simple yet powerful principle: **putting people first**. It's not just a tagline for us; it's our favorite thing to do! Our team thrives on empathy, dedication, and a steadfast commitment to doing the right thing to ensure everyone stays safe and moving.

We take immense pride in the personal impact we each contribute, finding joy in seeing how every effort seamlessly integrates into a well-functioning system. We believe that even small actions can lead to significant wins, keeping everyone safe, happy, and connected.

We encourage you to adopt our G.P.S model:

Growth Mindset: Embrace the concept of continuous learning, taking ownership and focusing on actions to problem solve.

Positive Attitude: Embrace the exciting prospect of a transit-specific organization.

Systems Focus: Collaborate to create safe and efficient systems that enhance our collective success and service.

Our vision is clear: **Together, we will become the #1 choice for getting around Eagle County because our services are so outrageously beneficial.** By living these values and focusing on our shared goals, we will create an environment where everyone thrives.

Thank you for being part of this journey. Here's to our collective growth and success!

Authority of the Core Transit Board of Directors

Ultimate responsibility for operation of Core Transit is vested in the Board of Directors of Core Transit (the "Board"). The Board acts as the governing body of Core Transit pursuant to Colorado law and is responsible for setting Core Transit policies. The Board retains the right to operate consistent with its legal authority, including, but not limited to, the right to set policy; take steps it deems necessary to maintain the efficiency and safety of operations;

determine the budget of Core Transit; determine the level of any activity or service provided by Core Transit.

The Board may exercise its authority through subordinate managerial employees, as directed or designated by the Board. If at any time Core Transit does not have an Executive Director, employees who report to the Executive Director shall report to the Board Chair, and the Board Chair shall have the decision-making authority of the Executive Director, unless otherwise determined by the Board.

The Board reserves the right to adopt, amend, or rescind any policy, procedure, or benefit.

EMPLOYMENT POLICIES

Employment At-Will

Employment with Core Transit is “at-will.” Any employee may be terminated with or without cause, a statement of reasons, a hearing, or a right to an appeal, just as any employee may resign at any time, for any reason. This policy shall be strictly construed. Nothing in the Employment Policies is intended to modify Core Transit’s at-will employment policy.

Equal Employment Opportunity Policy

Core Transit is committed to being an equal employment opportunity employer. Core Transit policies shall be applied without regard to age, race, religion, color, sex, pregnancy, gender identity or expression, sexual orientation, civil union or marital status, national origin or ancestry, military status, disability, genetic information, political affiliation, or any other status that is protected by applicable laws.

Employee Classification

Core Transit maintains appropriate classifications of employees in accordance with federal and state laws. The People & Culture Director, with the approval of the Executive Director, will identify employees in accordance with the following employee work classifications to ensure that all employees are offered the appropriate benefit enrollment opportunities. Managers are responsible for requesting necessary changes in status from the People and Culture department.

Exempt Employee: An exempt employee is any employee not eligible for overtime compensation.

Non-exempt Employee: A non-exempt employee is eligible for overtime compensation.

Full-time Employee: An employee scheduled for a minimum of thirty (32) hours or more per workweek or at least one-hundred and twenty-eight (128) hours per month, on a continuous year-round basis.

Part-time Employee: An employee who has a scheduled workweek of less than 32 hours per week or one-hundred and twenty-eight (128) hours per month, on a year-round basis, but a minimum of twenty (20) hours per workweek on a continuous year-round basis.

Temporary Employee: Those employees who work less than twenty (20) hours per week or an employee who is hired for a temporary assignment for a specified, limited period.

Seasonal Employee: Any employee appointed to an assignment or job scheduled to last less than one year or of definite length in duration.

Employee Benefits

Employee eligibility for benefits is determined by their employment status. For specific eligibility requirements and detailed information about each benefit, please refer to the Benefits Guide and the Time Off Program document. Eligible employees have access to comprehensive health insurance plans, including medical, dental, and vision coverage, retirement plans, paid time off, life insurance and employee assistance programs.

Employee Background Checks

At Core Transit, all candidates receiving a contingent job offer must complete a pre-employment background check. The company reserves the right to withdraw the job offer if the results are unsatisfactory. Employees must maintain ethical behavior and integrity both inside and outside the workplace, promptly reporting any felony or misdemeanor charges that could impact their job performance or Core Transit's ability to safely provide service. Failure to disclose such information may result in disciplinary action, up to and including termination. This policy ensures ongoing compliance with legal

and company standards while promoting a safe and trustworthy work environment.

Notice of Job Opportunities

All job opportunities will be made available for viewing by all current employees on the same calendar day and prior to making a selection decision. Such postings will include the job title, estimated compensation range, benefits, the means for applying for the position, and the application deadline.

Core Transit will notify employees with whom the selected candidate will regularly work of the name, former job title (for internal candidates only), new job title, and information on how employees can express interest in similar job opportunities in the future.

Salary Increases

Employees will be evaluated for potential salary increases annually or upon promotion.

Transfers

An employee may be transferred voluntarily through promotion or involuntarily at the direction of Core Transit, although Core Transit endeavors to minimize involuntary transfers. An employee who is temporarily transferred to a different position for thirty (30) days or less shall incur no reduction in pay during that temporary transfer.

Employee Reviews

Generally, Core Transit endeavors to conduct performance reviews annually. The review process is intended to provide employees with information concerning their employment progress and to serve as a means for developing staff and provide a basis for pay raises, if any. The review process is not meant to serve as a substitute for ongoing discussions between supervisors and employees. Each written review shall become a part of the employee's personnel record.

Accommodation Policy

Core Transit will provide reasonable accommodation when necessary and appropriate to enable qualified applicants and employees to perform the

essential functions of the job held or desired and to participate fully in all aspects of the employment relationship. Accommodations that create a direct threat or undue hardship for Core Transit will not be provided.

Religious Accommodation

Core Transit will make reasonable accommodations for sincerely held religious beliefs and observances. Accommodations that create a direct threat or undue hardship for Core Transit will not be provided.

Nursing Employees

Employees who are nursing will be provided with reasonable unpaid breaks to express breast milk as frequently as needed for up to two (2) years after the birth of a child. Core Transit will designate a private location, other than a bathroom, which is shielded from view and free from intrusion, in compliance with applicable laws.

Process for Requesting Accommodations

1. **Initiate Request:** Employees may contact the People and Culture Department to request a reasonable accommodation.
2. **Assessment:** The request will be assessed and Core Transit will engage in an interactive process with the employee to evaluate the request and accommodation options.
3. **Implementation:** If approved, the accommodation will be implemented.

Anti-Discrimination & Anti-Harassment Policy

Core Transit prohibits harassment and discrimination based on an individual's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, religion, age, national origin, ancestry, genetic information, military status, pregnancy, childbirth and related medical conditions, political affiliation or any other status protected by state or federal laws (each, a "Protected Class").

Harassment generally includes unwelcome and offensive verbal or physical conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual's or group's

membership in or perceived membership in a Protected Class. Examples of harassment include but are not limited to offensive comments and distributing or displaying written or graphic material that belittles or shows disrespect toward an individual or group. Inappropriate conduct that could lead to a claim of harassment or discrimination is expressly prohibited by this Policy. This Policy applies to employees and non-employees (such as constituents, vendors, consultants, and the Board).

Core Transit will not tolerate any form of unlawful harassment or discrimination. Core Transit takes prompt and reasonable action to stop any form of discrimination or harassment, to prevent its recurrence, and, as appropriate, to remedy its effects. Through enforcement of this Policy and by educating employees, Core Transit aims to prevent, correct, and discipline behavior that violates this Policy. Please do not assume that behavior that is not offensive to you is acceptable to others.

It is essential to report conduct that violates this Policy to ensure that prohibited conduct does not occur. All employees must report any harassment or discrimination they experience or witness in accordance with the complaint procedure listed below for discrimination, harassment, workplace violence, bullying, and reporting safety or compliance concerns.

Harassment and discrimination violating this Policy will result in disciplinary measures, up to and including termination.

Core Transit enforces this Policy in accordance with all applicable federal, state, and local anti-discrimination and anti-harassment laws and regulations. This policy applies to employees, non-employees, such as constituents, vendors, consultants, and the Board.

Sexual Harassment

Sexual harassment is prohibited by law and violates the Core Transit Anti-Harassment Policy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for any adverse employment decisions affecting that individual; or

- Such conduct has the purpose or effect of substantially interfering with an individual's job performance or creating an intimidating, hostile or offensive employment environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this Policy:

Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, social media and Internet postings; or other form of communication that is sexual in nature and offensive.

Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, and fondling and forced sexual intercourse or assault.

Sexual harassment also includes promises of benefits in exchange for sexual favors of any kind, and threats of reprisal for refusal to engage in social or sexual interactions.

If you believe there has been a violation of the Sexual Harassment policy, follow the complaint procedure listed below for discrimination, harassment, workplace violence, bullying, and safety or compliance concerns.

Workplace Bullying

Core Transit defines bullying as inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others.

The purpose of this policy is to communicate to all employees, including supervisors and managers, that Core Transit will not tolerate bullying

behavior. Employees found in violation of this policy may be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, the effect of the behavior upon the individual is primary. The following examples of bullying are intended to be guidelines and are not exclusive when determining whether there has been a violation of this Policy:

- Verbal Bullying: Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical Bullying: Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
- Gesture Bullying: Non-verbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

If you believe there has been a violation of the Workplace Bullying policy, follow the complaint procedure listed below for discrimination, harassment, workplace violence, bullying, and safety or compliance concerns.

Workplace Violence

It is Core Transit policy to promote a safe environment for its staff. Core Transit is committed to maintaining a work environment free from violence, threats of violence, intimidation, and other disruptive behavior.

Violence or threatening incidents include but are not limited to infliction of bodily injury; psychological intimidation; destruction or abuse of property; violence-related jokes or threatening comments which are veiled, direct, conditional, written, or verbal; physical abuse; vandalism; arson; unauthorized carrying or use of weapons on Core Transit premises; and/or any other threatening or abusive act which Core Transit determines to be detrimental to the workplace. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Organizational resources may not be used to threaten, stalk, or harass anyone at or outside the workplace. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including termination, criminal penalties, or both.

If you have witnessed workplace violence, immediately follow the complaint procedure listed below for discrimination, harassment, workplace violence, bullying, and safety or compliance concerns. In an emergency do not hesitate to contact law enforcement, 911 and remove yourself and others from danger.

Complaint Procedure for Discrimination, Harassment, Workplace Violence, Bullying, and Reporting Safety or Compliance Concerns

Any employee who believes they have been subject to or witnessed discrimination, harassment, workplace violence, bullying, or safety or compliance issues must report the incident to at least one of the following individuals whom the employee feels the most comfortable: their supervisor or manager, the People and Culture department, or the Deputy Director.

If a supervisor or manager receives a report, they shall immediately report it to the People and Culture Department, unless the matter involves the People and Culture department, in which case the supervisor or manager must report it immediately to the Deputy Director.

Core Transit expects employees to make a timely complaint to enable the organization to investigate and correct any behavior that may be in violation of this policy. Employees will be asked to put their concern in writing; if they are unable to do so, the person receiving the complaint will document it in writing.

All complaints will be investigated promptly and thoroughly. Investigations will be kept confidential to the extent possible given the need for a complete and fair investigation. Managers and Directors may be notified of the incident to ensure a safe work environment during the investigation. If it is determined that a violation of this Policy has occurred, Core Transit will take prompt and reasonable remedial action, which may include disciplinary action, up to and including termination of employment.

Core Transit will endeavor to report the status of the investigation to the reporting employee upon closure of any investigation, but Core Transit will not provide a detailed report to the employee, nor is the employee entitled to such reporting.

Anti-Retaliation Policy

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing, responding to, or assisting with a bona fide complaint of discrimination, harassment, or other violation of Core Transit Policy;
- Appearing as a witness in the investigation of a complaint; or
- Serving as an investigator of a complaint.

Filing a bona fide complaint or report will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing a groundless or malicious complaint or report is an abuse of this Policy and will be treated as a violation. Any person who is found to have filed a groundless or malicious complaint or report will be subject to disciplinary action, up to and including termination.

Employees who believe they have been retaliated against must promptly notify the People and Culture department or the Deputy Director in accordance with the reporting procedure set forth above for reporting discrimination, harassment, workplace violence, bullying, and safety or compliance concerns.

WORKPLACE GUIDELINES AND PROFESSIONAL STANDARDS

You're welcome at Core Transit for who you are, we want you to be yourself and represent you in a way that is 'transit professional'. Core Transit expects its employees to act in the best interests of Core Transit and its constituents. Core Transit further expects that each of its employees will behave with courtesy and respect toward other employees, consultants, and members of the public.

Ethics Policy

Employees are expected to act with integrity and uphold professional standards, complying with all applicable laws and regulations as directed by the Department of Transportation and other authorities. Unethical behavior, including fraud, theft, harassment, discrimination, or any actions that compromise safety or violate company policies, must be reported immediately in accordance with the reporting procedure set forth above for reporting discrimination, harassment, workplace violence, bullying, and safety or compliance concerns. Maintaining a professional and ethical work environment is essential for our collective success.

Supervisor Compliance and Conduct Policy

We recognize the significant influence supervisors can have on an organization. This policy mandates that anyone in a supervisory role strictly adheres to all labor laws and upholds high ethical standards due to their position of trust. Supervisors are expected to lead by example, promote a fair and inclusive work environment, stay updated with regular training on legal compliance, and report any policy violations they become aware of.

Nepotism Policy

Core Transit may employ relatives or intimate acquaintances of current employees or Board members except in the following situations:

- One would directly or indirectly supervise, appoint, or dismiss the other.
- One would directly or indirectly have authority over the other's disciplinary actions.
- One would audit or handle money received by the other.
- One would have access to confidential information, including payroll and personnel records; or
- If current employees (or Board members) become relatives during employment or employee applicants are relatives of current employees (or Board members), Core Transit should be notified so that we may determine whether a problem exists involving supervision, safety, security or morale, or a conflict of interest that would disrupt Core Transit operations.

If Core Transit determines that such a problem exists, Core Transit, in its sole discretion, may take appropriate steps to resolve the problem, which may include reassignment (if feasible), asking for the resignation of one of the employees, or termination.

Dress Code Policy

Uniformed Employees

Uniformed employees should be dressed for work in your assigned uniform. Check with your supervisor as to what is appropriate for your department.

Non-Uniformed Employees

We encourage staff to be professional in their dress in a way that is neat and clean and customary for your role and your scheduled activities for that day. If you have any questions or need more clarification about this policy, please reach out to your supervisor or the People and Culture Department. Clothing and accessories should not contain offensive, discriminatory, or inappropriate content.

Tattoos

Tattoos should not contain offensive, discriminatory, or inappropriate content. If an employee has a tattoo that falls into this category, they are encouraged to cover it during work hours.

Restroom & Locker rooms

Core Transit is committed to creating a safe, inclusive, and respectful environment for all individuals. In line with this commitment and in compliance with Colorado's anti-discrimination laws, Core Transit supports the right of employees, clients, and visitors to use the bathroom that aligns with their gender identity. This policy affirms the right of every individual to access facilities that correspond to their gender identity or expression.

Tobacco/Smoking/Vaping Policy

All Core Transit facilities, vehicles, and work sites are tobacco, smoke, and vape-free environments. Smoking, vaping, and using tobacco or tobacco replacement products, such as e-cigarettes, are prohibited in all areas of Core Transit facilities, vehicles, and outdoor work sites. Employees may only smoke or vape at least twenty-five feet outside of Core Transit facilities or vehicles or in their personal vehicles. Nicotine replacement lozenges and gum are allowed. This Policy applies to all employees and visitors, at all times, including non-business hours.

Confidentiality and Non-Disclosure

During employment with Core Transit, employees may have access to “Confidential Information.”

The terms sensitive, private, and confidential data are often used interchangeably, and generally refer to information which is protected by privacy laws or exempt from release under the Colorado Open Records Act. Examples include, but are not limited to, personally identifiable information

(name, date of birth, social security number, etc.), passwords, protected health information, certain legal and contractual information, credit or debit card information and certain personnel information.

Employees must protect this information by safeguarding it when in use, using it only for the business of Core Transit and disclosing it only when authorized to do so. This duty of confidentiality applies whether the employee is on or off Core Transit premises, during and even after the end of the employee's employment with Core Transit. This duty of confidentiality also applies to certain communications transmitted by Core Transit.

Nothing in the Employment Policies is intended to prohibit employees from discussing terms and conditions of employment with others, reporting to any government agency, including but not limited to the Equal Employment Opportunity Commission or the Colorado Civil Rights Division, possible violations of applicable law, or making any other disclosures to a governmental agency that are protected under law.

Public Record

Core Transit employees need to be aware that any written communication they send or receive may be considered a public record subject to the Colorado Open Records Act.

Employees are discouraged from using Core Transit systems for private or confidential matters that could become a source of embarrassment to the sender, recipient, or Core Transit. Employees should use discretion when sending written electronic communications. Employees should not write or transmit anything electronically that is inappropriate to say to others face-to-face.

Conflict of Interest

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The following examples are intended to be guidelines and are not exclusive when determining whether there has been a violation of this Policy:

1. Simultaneous employment by another firm that is a competitor of or supplier of Core Transit.

2. Carrying on Core Transit business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which Core Transit makes sales or from which it makes purchases.
4. Accepting gifts of substantial value or substantial economic benefit from an outside organization or agency, or which could be construed as a reward for action taken in the course of official duties.
5. Speculating or dealing in materials, equipment, supplies, services, or property purchased by Core Transit.
6. Disclosing or using confidential information acquired during the employee's official duties to substantially further the employee's financial interests.
7. Using one's position in Core Transit or knowledge of its affairs for personal gains.
8. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of Core Transit business.

Off-Duty Conduct

Core Transit reserves the right to take appropriate action in response to off-duty conduct of employees which affects job performance, impairs working relationships or has a negative impact on Core Transit's ability to perform its functions.

Use of Core Transit Property

Core Transit property is to be used for Core Transit business, in accordance with all applicable rules, operating procedures, and directives. Limited, occasional, or incidental personal use of Core Transit property is acceptable, provided it does not negatively impact Core Transit primary business functions. If unsure, please consult your supervisor to determine what is reasonable. If personal use of Core Transit telephones, copiers, or other property incurs a charge, the employee must promptly reimburse Core Transit. Employees renting Core Transit housing must refer to their lease agreement and adhere to all stipulated requirements.

No employee shall remove Core Transit property or the property of another employee from Core Transit premises or work sites without proper authorization. Employees needing to use Core Transit property outside normal working hours or at off-site events must sign out the property or equipment and are responsible for its replacement cost if lost, stolen, or irreparably damaged.

Employees issued Core Transit property, such as laptops, cell phones, IT equipment, uniforms, keys, lanyards, or other items, must return these at the end of their employment, and may be charged a reasonable fee, including a rekeying fee in the case of Core Transit keys, if the property is not returned. Any such fee may be deducted from the employee's final paycheck, subject to applicable law. Additionally, if the property is not returned, the employee may not be eligible for rehire. Core Transit will not tolerate theft, misuse, damage, waste, or destruction of its property or the property of others.

Use of Core Transit Vehicles

Core Transit vehicles are to be used for Core Transit purposes, during work hours, and only by authorized and qualified employees. Operating certain vehicles may require a valid commercial driver's license. All vehicles must be operated in compliance with all applicable laws, including traffic laws, and operators are responsible for the vehicle's condition and proper use.

Safe Driving and Communication

This policy applies to all road supervisors, managers, administrative staff, and others supporting operations who operate motor vehicles in the course and scope of their employment.

Note: Bus Operators must not use cell phones while driving Core Transit vehicles and must follow the rules set forth in the Operator Manual at all times. Additionally, all accidents must be reported immediately in accordance with Core Transit safety policy requirements.

Public safety is our top priority, if supervisors, managers, or operators must use communication devices while assisting operations they must adhere to the following:

Hands-Free Devices:

- If communication is necessary while driving, employees must use hands-free devices.
- Ensure that these devices are set up and functioning properly before starting the vehicle.
- Administrative staff using a company vehicle must either use hands-free devices or pull over to use their phone.
- Activities like texting, emailing, or web browsing while driving are strictly prohibited.

Safe Practices:

- If adjustments are needed while driving, pull over to a safe place out of traffic lanes and put the vehicle in “Park” to make the appropriate adjustment.
- Drivers must pull over safely to the side of the road or another safe location before checking messages, text messaging, emailing, or reading.

Emergency Situations:

- The only exceptions to using hands-free devices are to obtain emergency assistance (e.g., calling 911) or if the vehicle is safely parked.

Compliance:

- All employees must comply with state laws regarding cell phone use and distracted driving.
- Non-compliance may result in disciplinary actions, up to and including termination of employment.

Use of Personal Vehicle

In the event that a company vehicle is not available for use, we recommend utilizing public transportation or carpooling with colleagues to reach your destination.

On rare occasions when neither a company vehicle nor alternative transportation is available, you may seek approval from your supervisor to drive your own vehicle. Should you obtain approval and choose to use your personal vehicle, please adhere to the following guidelines:

- Ensure your vehicle is in good working condition and meets all safety standards.
- Maintain proper insurance coverage as required by law.
- Keep careful records of all mileage driven for work purposes.

Employees who use their personal vehicles for company business will be eligible for mileage reimbursement at the current IRS rate. Please submit your mileage log and any necessary documentation to the finance department for approval and processing.

When a Core Transit employee is using their personal vehicle for work purposes, the Core Transit employee/owner of the vehicle is responsible for liability insurance on the vehicle and assumes the liability if there is an accident. If there is an accident while a Core Transit employee is driving within the scope of their duties, Core Transit liability insurance policy may provide additional liability-only coverage in excess of an employee's personal liability auto coverage.

Inspections, Searches, and Privacy

Core Transit reserves the right to conduct reasonable searches and inspections of any employee, including Core Transit owned property and the employee's personal belongings, without notice. Refusal to submit to such a search may result in disciplinary action, up to and including termination.

Employees do not have a reasonable expectation of privacy in Core Transit owned property, including but not limited to vehicles, lockers, desks, filing cabinets, computers, email accounts, and Core Transit mobile phones. If an employee is found using or in possession of illegal or unauthorized items, they may face disciplinary action, up to and including termination.

TECHNOLOGY & RECORDS

Computer Systems and Internet Usage Policy

Core Transit utilizes an organization-wide computer system to enhance the efficiency and effectiveness of its operations. Information stored or communicated via Core Transit computers, phones and/or any communication systems may be subject to public record inspection under the public records law. Employees should not assume that any such information is confidential.

This system, including all related software, hardware, and peripherals, is the property of Core Transit is provided to employees under the following terms of use:

Professional and Ethical Use: All computer users must use these resources in a professional, ethical, and lawful manner. Core Transit employees must adhere to all computer and internet usage policies. Violation of such policies may result in disciplinary action, up to and including termination.

Software Usage: Only official licensed software may be used on the Core Transit computer systems. Personal software is prohibited unless expressly authorized by Core Transit. Employees may be held liable for any damage caused by unauthorized software. Employees are responsible for reporting any issues with equipment to the IT department for timely maintenance and repairs.

New Hardware, Software or Systems: IT must approve all technology acquisition. No software, hardware or other systems should be purchased or installed without IT approval.

Software Distribution: Employees are prohibited from copying and/or distributing any Core Transit owned software. Core Transit software is exclusively for business purposes.

Data Security: To maintain data security, employees must not share passwords with others. Employees are encouraged to create strong, unique passwords for different accounts and systems. Passwords must not be displayed in a public manner (e.g., sticky notes on screens, desks, and printers).

Internal and External Data Sharing: Sensitive Core Transit data must be shared only with authorized personnel. External sharing of sensitive data requires prior approval and adherence to data protection protocols.

Monitoring and Access: Core Transit reserves the right to monitor, access, retrieve, review, audit, and disclose all information and content on any computer, email, voicemail, information system, or telecommunications system provided for Core Transit purposes.

Primary Use: Core Transit computers and internet access are primarily for business use to assist employees in their job performance. Limited, occasional, or incidental personal use is permitted as long as it does not

negatively affect the system's business use, the employee's job performance, or Core Transit

No Expectation of Privacy: Employees should not expect any electronic data, including history, cookies, documents, or other electronic traces, to be confidential. Core Transit reserves the right to monitor or review any electronic data and messages to ensure compliance with the law and Core Transit policies. Erasing browser history is prohibited and may result in disciplinary action, including termination.

Website Access: Access to malicious, illegal, or harmful websites is strictly prohibited to prevent security breaches and malware infections.

Law Enforcement Cooperation: If requested and authorized by a court or warrant, Core Transit may provide real-time monitoring of an employee's internet, email, and voicemail communications to law enforcement without notifying the employee, as permitted by law.

Prohibited Use: Core Transit email system must not be used for soliciting or canvassing for commercial ventures, religious or political causes, or other non-job-related solicitations. Offensive or disruptive messages are prohibited. Hardware, software, and systems are assigned to Core Transit employees, for that sole employee's use. Core Transit hardware, software, and systems may not be shared with individuals who are not employees of Core Transit (including but not limited to family and friends).

Email Usage

Core Transit maintains an email system to assist employees in conducting business. The email system hardware and all messages composed, sent, or received are the property of Core Transit and not private. Employees may use Core Transit email system under the following terms:

Confidentiality: The confidentiality of any message should not be assumed. Messages can be retrieved even if "deleted." Unauthorized passwords or other methods to lock Core Transit electronic media are prohibited.

Respect for Privacy: Except for the Core Transit right to monitor, retrieve, audit, and access any email messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Professional Communication: Employees must use professional language and maintain a respectful tone in all email communications.

Handling Sensitive Information: Sensitive information should only be shared with authorized recipients. Employees must be vigilant against phishing scams and verify email sources before opening attachments or clicking on links.

Social Media Policy

As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Snapchat, Facebook, LinkedIn, YouTube, and Instagram, among others.

Employees must ensure that social media activity does not interfere with their work. In general, Core Transit considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. Any posts made on your personal time in a personal account with content that does not relate to Core Transit or any person or entity with whom Core Transit does business is up to your discretion. Employees shall not conduct personal social media activity on Core Transit devices.

On-duty Use of social media: Employees may engage in social media activity during work time provided it is directly related to their work, approved by their supervisor, and does not identify or reference Core Transit clients, customers, or vendors without express permission.

Core Transit equal employment opportunity and non-harassment policies extend to social media.

Conduct and Professionalism: When interacting on social media, especially with co-workers and professional contacts, employees must conduct themselves with professionalism and respect, mindful of the impact their posts and comments may have on professional relationships and Core Transit public image.

Unless otherwise protected by state or federal law, employees are prohibited from doing any of the following on social media:

- Disclosing confidential information regarding Core Transit, its constituents, or other members of the public;
- Making comments or discriminatory references that would violate Core Transit Policy if made in the workplace (i.e. comments that violate the anti-harassment or anti-discrimination policy)

A social media site is a public place, and employees should avoid comments such as ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Nothing in this policy is meant to, nor should it be interpreted to, in any way restrict communications protected by state or federal law or otherwise limit your rights under any applicable federal, state, or local laws to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Personal Communications During the Workday

At Core Transit we prioritize workplace productivity and efficiency. Employees are encouraged to limit personal calls, emails, and text messages to lunch breaks or designated break times, except in emergencies. Supervisors may exercise discretion in allowing reasonable personal communication during work hours based on operational needs. Excessive personal communication that disrupts productivity or interferes with Core Transit business is not permitted. Employees should use company devices for personal communication responsibly, ensuring such use does not compromise security or work responsibilities.

Employee Records

Employee records concerning all employees are retained by Core Transit. Such records ordinarily include applications, insurance forms, payroll deduction authorizations, performance documents, pay records, transfer and promotion forms, records of disciplinary actions, training records, and any certificates or credentials required for an employee's job.

To keep employee records current, the People and Culture Department must be notified of any change in an employee's address, phone number, marital status, or military status; any change in the name or telephone number of the person to be notified in case of emergency; any change in insurance beneficiary; and any other information needed to maintain accurate records. Each employee is responsible for providing Core Transit with records concerning any licenses or certificates required for the performance of their job, as well as any documents showing that education or training relevant to employment has been completed.

Release of Employee Information

Employee records are generally considered confidential subject to statutory requirements. Employees may examine their own personnel records, by contacting the People and Culture Department. Employees may authorize the release of specified personnel records by executing a written request designating the record(s) to be released and the person or entity to whom they may be released.

Responses to employment verification requests shall be limited confirmation or denial of dates of employment, position, and compensation paid.

Upon request from a law enforcement agency that has been authorized by a court order or warrant, Core Transit shall provide all information requested and authorized by the order or warrant without notice to the employee.

EMPLOYEE RELATIONS

Open-door Policy for Concerns and Grievances

Employees who disagree with or are dissatisfied with a Core Transit practice, application of discipline, application or interpretation of policies and procedures, or working conditions should promptly discuss the matter with their immediate supervisor, where appropriate. Employees are encouraged to initiate this discussion promptly following the matter. Discussions held in a timely manner will enhance the organization's ability to resolve concerns while it is fresh in everyone's mind.

If the immediate supervisor has not responded or the response and resolution offered is not satisfactory to the employee, or if it is inappropriate to report to the supervisor, then employees are encouraged to promptly report the matter to their Department Director or to a People & Culture Department representative.

If the problem still cannot be resolved, employees may submit a written report to the Deputy Director for review and final decision. If the Deputy Director needs more than five (5) working days to investigate the matter and make a determination, they will notify the employee in writing. In those cases where the Deputy Director is the direct supervisor or was actively involved with the interpretation or decision making regarding the policy and procedures at issue, the employee may submit their written report to the

Executive Director and request a review and determination as provided for above. If a report is submitted to the Executive Director, the Executive Director's decision shall be deemed final.

Nothing in this section is intended to prohibit employees from discussing terms and conditions of employment with others, reporting possible violations of law to any government agency, or making any other disclosures that are protected by law.

Nothing in this section constitutes an agreement of employment for a specific period or is intended to affect the at-will employment relationship.

Disciplinary Action

Core Transit expects all employees to conduct themselves pursuant to the highest professional, business, and ethical standards and will not tolerate misconduct. Core Transit, its management and supervisors, retain the right to take such disciplinary action as it deems appropriate in any given circumstance. Whether an employee's performance, conduct, or behavior warrants disciplinary action is within Core Transit discretion. Core Transit does not intend in these guidelines to create any expectation that any employee will be assured of any form of disciplinary action, such as warnings, notice, or any form of progressive discipline, prior to discharge.

Core Transit may discipline an employee for a violation of any of Core Transit policies, or for any behavior by an employee that reflects poorly on Core Transit, or evidences poor judgment or lack of common sense. The level of discipline to be imposed for the infraction shall be that which Core Transit deems appropriate under the circumstances. Core Transit management retains the right to determine in its discretion, that any of the following disciplinary actions is appropriate without using lower levels of discipline first.

Disciplinary action may include:

1. Verbal warning or reprimand, which may be accompanied by a written notation in the supervisory record or in the employee's personnel file.
2. A written reprimand, signed by the employee's supervisor and acknowledged by the employee. Written reprimands are intended to be placed in the reprimanded employee's personnel file. Employees may provide written explanations or responses to reprimands for placement in their personnel file.

3. A suspension without pay shall be accompanied by a written statement, signed by the employee and his or her supervisor, setting forth the fact of the suspension, the reason for the suspension, and the duration of the suspension.
4. A demotion shall be reflected by a written statement placed in the employee's personnel file stating that the demotion was for disciplinary purposes and setting forth the reason for the discipline.
5. Termination.

Separation From Employment

An employee may separate from employment by disciplinary termination, discharge, resignation, or retirement.

Disciplinary Termination

Employees who are terminated for disciplinary reasons shall not be eligible for re-employment.

Layoff

Core Transit reserves the right to lay off employees for reasons of efficiency, economy, lack of work, or for such other reason as the organization deems sufficient. Employees who are laid off may be eligible for re-employment but shall not have preferential rights to re-employment.

Resignation

An employee who resigns in good standing may be eligible for re-employment with Core Transit but shall have no preferential rights to re-employment. An employee resigns in good standing if the employee does not resign under threat of termination, gives Core Transit at least two (2) weeks' notice, and completes necessary exit procedures including but not limited to paying rent on Core Transit property leased to the employee and returning all company equipment, as applicable.

Retirement

Employees who retire may be eligible for re-employment but shall have no preferential rights to re-employment.

Exit Procedure

Employees who are laid off, resign, or retire shall provide all information required for separation to the People and Culture Department and make any arrangements for continuation of benefits as allowed by law. Final paychecks will be paid by Direct Deposit, mailed, or delivered at the time of termination, as applicable.

WORKING CONDITIONS

Pay Period and Defined Pay Week

The standard work week for pay periods begins at 12:00 AM on Sunday and ends at 11:59 PM on Saturday. This period is defined for the purposes of scheduling, calculating wages, and determining benefits eligibility. The standard work week for full-time operators varies based on shift schedule and will be set forth by the employee's supervisor. For all other employees, the standard work week consists of 40 hours of work.

Driving Time

Any CDL Operator knowingly exceeding the maximum Federal Motor Carrier Safety Administration requirements will be subject to disciplinary action, including and up to termination.

Break Times

Breaks will be scheduled by supervisors in a manner that ensures continuous operational coverage. If an employee remains on duty or is required to perform any work-related tasks during their break, the time must be compensated, and the employee can remain clocked in.

Responsibilities

During breaks, employees should refrain from performing any work-related tasks.

Overtime Policy

Core Transit may require employees to work overtime, which is defined as actual hours worked in excess of forty (40) hours in a single work week.

Compensation for Non-Exempt Employees

Non-exempt employees, including non-exempt temporary and seasonal employees, will receive overtime compensation at a rate of 1.5 times their regular rate of pay for each hour worked beyond forty (40) hours in a single work week, or twelve (12) hours worked in a single workday. Paid leave, such as holiday, sick leave, vacation leave, and jury duty, does not apply towards hours worked. ***Overtime shall not be worked unless approved in advance by your supervisor or manager.***

Exempt Employees

Exempt employees are not eligible for overtime compensation.

Attendance Policy

Prompt and regular attendance is essential for the effective operation of Core Transit. All employees are expected to maintain a good attendance record and report to work on time, ready to work, in accordance with business hours or shift schedules.

Notice of Absence

Unless extenuating conditions exist, employees are expected to follow their department guidelines, including notifying their supervisor before the start of their shift if they need to be absent from work.

Tardiness

Employees are expected to adhere to established work hours.

Readiness to Work

Employees are expected to be ready to work at the start of their scheduled shift. "Readiness to work" means an employee is fully prepared and capable of performing their job duties effectively. This includes being physically and mentally fit, having completed necessary training and certifications, being appropriately dressed in required uniform, understanding job responsibilities, complying with workplace policies, and maintaining alertness and focus. If an employee feels that they are not able to safely perform their duties due to illness, injury, or any other condition, they must stop working immediately and notify their supervisor. This ensures both their safety, the safety of the public and the safety of others in the workplace.

Persistent occasions of an employee not being ready to work at the start of their scheduled shift may otherwise serve as the basis for disciplinary action, up to and including termination.

Communication Channels

Employees are responsible for being aware of and utilizing the communication channels directed by their supervisors. It is the employee's duty to stay informed about any updates or changes to these communication methods as communicated by their supervisors. Employees must regularly check these channels, which may include, but are not limited to, email, company messaging apps, and other designated platforms, for updates, instructions, and important information related to their job duties. Failure to use the approved communication channels as directed by the employee's supervisor may result in reduced efficiency. If employees are unsure about the appropriate communication channels to use, they should seek clarification from their supervisors or ask for training.

PAYROLL AND COMPENSATION POLICIES

The People and Culture Department and the Finance Department oversee the administration of payroll and benefits. They are responsible for addressing employee inquiries and resolving compensation-related issues.

Pay Periods

Employees receive their pay bi-weekly on Fridays. If a payday falls on a holiday, payroll will be processed on the preceding workday.

Paycheck Distribution

Employee paychecks will be printed and provided by their supervisor unless the employee has opted for a direct deposit.

For employees opting for direct deposit, the employee may receive one printed check prior to the commencement of direct deposits to ensure the correct bank account information is verified.

It is the responsibility of the employee to provide accurate and up-to-date banking information for direct deposit. Upon the employee's authorization of direct deposit, that employee's earnings shall be deposited with the designated institution until such authorization is rescinded in writing.

Deductions Policy

It is the policy of Core Transit to comply with the applicable requirements of the FLSA. Deductions may be made from an employee's pay as authorized by the employee and/or by law (for example, deductions for income taxes and employee benefits).

If an employee does not have sufficient funds in a paycheck for any reason, the outstanding deductions will be carried forward and deducted when funds are available in subsequent paychecks.

If an employee believes that an improper deduction has been made, he or she should immediately report the deduction to Finance or People & Culture. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Employee Responsibilities

Employees should promptly report any changes to their banking information to ensure continued accuracy and avoid disruptions in payroll processing.

Timesheets

Non-exempt employees are required to maintain accurate timesheets on a weekly basis, documenting daily hours worked, overtime, and leave taken. These timesheets must be submitted to the employee's department manager or director for final approval.

Exempt employees are responsible for updating timesheets to reflect any leave taken within the pay period.

Employee Benefits

Employees are eligible for benefits based on their employment status. Benefit enrollment is offered at the start of employment. Please note that benefits may change year by year. Annually, employees will receive an updated benefit guide that outlines their benefits and access to paid time off and leave policies.

Flexible Work Arrangements

Core Transit recognizes the importance of flexibility in meeting the diverse needs of its employees while maintaining operational efficiency. Flexible work arrangements may include options such as telecommuting, compressed

workweeks, or flexible scheduling, when both the employee and the position are suited to such an arrangement. Telecommuting is not an entitlement, and it in no way changes the terms and conditions of employment with Core Transit. All telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of Core Transit.

Eligibility and Approval

Employees or Core Transit may suggest flexible work arrangements for an employee. Employee requests must be submitted to and approved by the employee's department manager and People & Culture. Approval is contingent upon the arrangement not disrupting the operations of Core Transit and ensuring that work objectives are met.

Operational Considerations

Managers will assess each request for flexibility on a case-by-case basis, considering business needs, team collaboration requirements, and customer service obligations. Flexibility may be granted on a trial basis to evaluate its impact on productivity and operational effectiveness.

Communication and Accountability

Employees granted flexible work arrangements are expected to maintain regular communication with their manager and team members. They must uphold Core Transit standards of performance, meet deadlines, and fulfill job responsibilities effectively regardless of their work location or schedule.

Core Transit reserves the right to amend or terminate flexible work arrangements based on business requirements, performance or changes in operational needs. Employees are encouraged to discuss their preferences for flexible work arrangements with their manager to explore viable options that benefit both the individual and the organization.

SAFETY & HEALTH

At Core Transit we prioritize safety and strive to foster a culture that reflects this commitment. It is the duty of every employee to familiarize themselves with and adhere to all relevant safety practices, policies, directives, and procedures. For any safety-related inquiries, employees are encouraged to consult their supervisor.

If you believe there is an immediate threat to the health or safety of any individual, or to Core Transit property, please notify your supervisor, manager or in an emergency call 911.

Each employee is responsible for the condition of equipment used on the job. Equipment that is damaged, worn, or in need of maintenance should be reported to the employee's supervisor. Employees should direct any concerns regarding the use of equipment to their supervisor. Cleanliness and orderliness are important to the operation of Core Transit. Employees are responsible for keeping their work areas clean and orderly.

Drug And Alcohol Policy

Due to the nature of the work we do at Core Transit, we have a separate Drug and Alcohol Policy that complies with all applicable laws, including those set forth by the Federal Transit Administration. **Please refer to the Drug and Alcohol Policy for more information.**

Depending on the nature of your position, you will be classified as either a safety-sensitive position or a non-safety-sensitive position; these distinctions will guide requirements such as random drug screening, mandatory pre-employment drug tests, and more.

Possession of Firearms or Other Weapons

Core Transit prohibits the possession or use of unauthorized weapons on Core Transit Property, including but not limited to, handguns, firearms, explosives, and knives with blades 3 ½" or greater, unless the employee is required to carry a concealed weapon as a job requirement or carries a lawful concealed carry permit. This guideline applies to all Core Transit employees, including contract and temporary employees, on Core Transit Property. Concealed weapons for which the employee has a permit must be unloaded or properly disarmed to render them un-dischargeable or unusable while on Core Transit Property. Any employee who carries a concealed weapon must report such carry to People & Culture or the Department Director and must present the permit to Core Transit for verification. Additional precautions may be taken depending upon the circumstances.

The term "Core Transit Property" shall mean all Core Transit-owned or leased buildings and Core Transit-owned surrounding areas; and all Core Transit-owned or leased vehicles.

Employees are responsible for ensuring that items they carry onto Core Transit Property are permissible.

Reporting Vehicular Accidents

Any event involving any Core Transit Vehicle, whether it occurs on-site or in-route, resulting in contact with another vehicle, person, or object is considered an accident. Additionally, any action leading to a driver losing control of the vehicle and departing from the roadway is deemed an accident, irrespective of contact.

All accidents must be promptly reported by following applicable department procedures, including all Core Transit safety guidelines. If you are unsure of your department procedures call Dispatch from the location of occurrence. Failure to comply with this Policy may result in disciplinary action, including termination.

Review Process

Core Transit will assess accidents for preventability within seven (7) days of the occurrence in accordance with the National Safety Council's Procedures and Guidelines. Disciplinary action, up to and including termination, may be taken based on the findings.

Appeal Procedures

Employees may contest the decision by submitting a written request for review within ten (10) days of receiving the preventability determination. The Safety Committee will review the initial decision and make a final determination. Additional details of the process can be found in the Operator Manual or department procedures.

Reporting Workers Compensation

All employment-related accidents causing injury or property damage must be reported immediately or at the earliest possible time to the employee's supervisor. Such reports must be reported immediately before leaving their shift for the day to meet the workplace guidelines and be submitted within ten (10) days following the accident to ensure workers compensation coverage. Employees are required to cooperate promptly with any written reports, forms, or requests from People & Culture Department.

Under the Colorado Workers' Compensation Act, employees are covered for work-related injuries or illnesses. Delayed reporting of such incidents may lead to a reduction in benefits under the Act.

Return to Work / Extended Absence Policy

Core Transit supports employees recovering from illness or injury. Employees returning from an illness or injury may be asked to provide a return-to-work notice from the treating physician to ensure fitness for duty.

While light-duty assignments or alternative tasks may be available, the availability of such accommodation is not guaranteed.

Conduct and Protection of General Public

The safety and well-being of our riders are paramount. All employees must take proactive steps to safeguard their riders' safety. Any instances of harassment, abuse, neglect, or exploitation towards the public will result in swift disciplinary action, up to and including termination and applicable legal prosecution.

Professional Conduct

Employees are expected to maintain professional boundaries. Physical contact should be limited to situations where necessary and appropriate. Personal relationships with riders, including children and the elderly, outside of professional duties are discouraged to prevent conflicts of interest or potential exploitation.

Restraining Orders

Employees should promptly inform the People and Culture Department or the Deputy Director of any protective or restraining order that they have obtained or are subject to that lists the workplace as a protected area. Employees are encouraged to report safety concerns, including those about domestic violence. Core Transit will not retaliate against employees making good-faith reports. Core Transit is committed to supporting victims of violence by providing referrals to Core Transit's employee assistance program and community resources.

ACKNOWLEDGEMENT OF RECEIPT

On the ___ day of _____, 2024, I, _____, received a copy of the foregoing Employment Policies, Time Off Policy and Drug and Alcohol Policy (the “Policies”). I have read, understand, and agree to comply with the policies, rules, and conditions set forth and revisions and amendments to the Policies over the course of my employment.

I understand that the Policies do not constitute a contract of employment or a promise of employment for any length of time or under any particular conditions. I understand that my employment with Core Transit is “at will” and that my employment with Core Transit may be terminated by myself or Core Transit at any time. I understand that nothing in the Policies is intended to prohibit or restrict employees from discussing terms and conditions of employment.

(Employee’s signature)

(Name Printed)

