

# **BROOKSIDE PROPERTIES, INC.**

## **TABLE OF CONTENTS**

<b>Introduction .....</b>	<b>Page 3</b>
<b>History .....</b>	<b>Page 7</b>
<b>Operating Philosophy .....</b>	<b>Page 8</b>
<b>Compliance</b>	
<b>Equal Employment Opportunity .....</b>	<b>Page 10</b>
<b>Americans With Disabilities Act.....</b>	<b>Page 11</b>
<b>Sexual Harassment.....</b>	<b>Page 12</b>
<b>Employee Policies</b>	
<b>Orientation.....</b>	<b>Page 14</b>
<b>Code of Ethics.....</b>	<b>Page 15</b>
<b>Attire Standards.....</b>	<b>Page 16</b>
<b>Employee Inquiries .....</b>	<b>Page 17</b>
<b>Substance Abuse.....</b>	<b>Page 18</b>
<b>Nepotism .....</b>	<b>Page 21</b>
<b>Absenteeism / Tardiness .....</b>	<b>Page 21</b>
<b>Inclement Weather.....</b>	<b>Page 21</b>
<b>Compensation</b>	
<b>Performance Evaluations .....</b>	<b>Page 22</b>
<b>Time Sheets.....</b>	<b>Page 23</b>
<b>Garnishments .....</b>	<b>Page 23</b>
<b>Overtime .....</b>	<b>Page 24</b>
<b>Mileage Reimbursement.....</b>	<b>Page 25</b>
<b>Benefits</b>	
<b>Holidays.....</b>	<b>Page 26</b>
<b>Vacations.....</b>	<b>Page 27</b>
<b>Bereavement Leave .....</b>	<b>Page 28</b>
<b>Jury Duty .....</b>	<b>Page 28</b>
<b>Sick Leave / Personal Leave .....</b>	<b>Page 28</b>
<b>Family Medical Leave.....</b>	<b>Page 29</b>
<b>Disability Leave .....</b>	<b>Page 31</b>
<b>Health Insurance</b>	
<b>Group Insurance .....</b>	<b>Page 31</b>
<b>Cobra.....</b>	<b>Page 32</b>
<b>Continuing Education.....</b>	<b>Page 32</b>
<b>401 (k).....</b>	<b>Page 32</b>
<b>Workers' Compensation .....</b>	<b>Page 33</b>
<b>Standards of Conduct</b>	
<b>Discipline Policy .....</b>	<b>Page 35</b>
<b>Employee Termination .....</b>	<b>Page 37</b>