EMPLOYMENT AT-WILL

I. Policy Statement

You have voluntarily entered into your employment with NJ Advance Media (NJAM) on an at-will basis and, accordingly, are free to resign at any time, with or without reason, and with or without prior notice. Similarly, NJ Advance Media (NJAM) may terminate this relationship at any time, for any lawful reason, with or without prior notice.

No document issued by NJ Advance Media (NJAM) or its representatives, will alter this at-will relationship. Employment with NJ Advance Media (NJAM) is not for any definite period of time.

NJ Advance Media (NJAM) reserves the right and discretion to modify, improve or eliminate any benefit, compensation plan, practice or policy with appropriate notice.
CONFIDENTIAL INFORMATION & DISTRIBUTION OF SENSITIVE INFORMATION

I. Policy Statement

Information generated by or used in any business activity is considered confidential. This includes, but is not limited to, information regarding NJ Advance Media (NJAM)’s finances, purchases and vendor pricing, originating from direct access to computer systems, information carried over networks, information preserved on portable electronic media, and information appearing in hardcopy format.

Additionally, in our business we deal with confidential information every day, not only from news sources, but also from advertisers. Generally, we should not divulge such confidential matters.

NJ Advance Media (NJAM) requires that each of its employees be personally responsible for safeguarding confidential information, in all of its various forms, from disclosure to anyone who lacks either authorization or the “need-to-know”.

II. Procedures

Distribution of sensitive information (including, but not limited to payroll data) must be password protected. Please contact the help desk (tech_support@advancepubs.com) if you do not know how to password protect information, it is considered a serious breach of NJ Advance Media (NJAM) policy to divulge or act on any confidential advertiser information that you may be aware of. This would include any pricing information, the amount or date of sales space purchased by an advertiser, or any pre-published promotions. Our long-term relationship with advertisers can be ruined overnight if people show up at their stores with knowledge of promotions prior to publication date. This is especially true of preprinted inserts that contain discount coupons -- promotion plans assume one coupon per customer. Obviously, someone with a handful of preprints showing up at a store can mean the end to an advertiser’s use of these papers. Therefore, unauthorized removal of preprints is considered to be a serious offense.

As always, if you have any questions, contact your supervisor, Department Head, the Human Resources Department, or Matt Kraner.
CODE OF BUSINESS CONDUCT

Integrity and credibility are our most important assets. Without them, we cannot command the respect of our readers, our advertisers, our vendors or our community. Each of us is responsible for the integrity of our organization, and each of us must be willing to raise ethical concerns. Additionally, managers have a special responsibility to demonstrate high ethical standards and create an environment that yields ethical behavior.

A Statement of our Ethical Principles

We will deal fairly and honestly with all people and treat each other as we would expect others to treat us. We will be truthful. If there is a mistake or misunderstanding, we will correct it immediately. We will trust and respect each other and maintain an environment where people feel comfortable to ask questions, or make comments and suggestions regarding Company practices. We will respect the dignity of each individual. We will undertake only those actions and activities that will withstand public ethical scrutiny and our own standards of integrity. We will disclose any conflict of interest we may have regarding our responsibilities to NJ Advance Media (NJAM) and remove the conflict where required. We will not use our position at NJ Advance Media (NJAM) for any actual or perceived personal gain.

Individual judgment: These guidelines provide you with general guidance, but ultimately, you should use your own good judgment in deciding the proper course of action. Your manager and Human Resources are available to help you if any questions or issues should arise.

Co-worker relationships: Basic to our relationship with each other is the recognition of the value and worth of each individual. NJ Advance Media (NJAM) strives to provide a working climate that protects and supports all employees’ well-being.

We are committed to providing equal employment opportunity: we will employ and promote those employees who are best qualified for the job. We will listen carefully and value the opinions and experience of employees and respect their diverse backgrounds, cultures, religions, experiences and beliefs. We are committed to providing a workplace free of harassment.

Customer/Vendor relationships:

We must work with our community to understand and anticipate their needs. We must accurately represent our products and services in our marketing, advertising and sales efforts. We will select vendors and suppliers based on high quality products, service and low cost. We want long-term relationships with our vendors and suppliers. We will represent our audience and circulation figures accurately and uniformly.

Please remember that our integrity and reputation in the community is only a conglomeration of how others perceive the behavior, actions and decisions of each of us. Only by working together, treating others with dignity and respect, and acting at all times with integrity, can we continue to earn our community’s respect.
COMMUNICATIONS POLICY

I. Policy Statement

NJ Advance Media (NJAM) bulletin boards and common area postings are only for authorized organization generated purposes, not for personal use. These communication avenues will not be used to solicit others for purposes that include any cause or organization outside the auspices of our NJ Advance Media (NJAM).

As always, should you have any questions regarding postings in our common areas or on bulletin boards, please contact your Department Head, Human Resources or Matt Kraner.
SPOKESPERSON POLICY

I. Policy Statement

Employees are not authorized to speak to members of the media (including our own reporters) on behalf of NJ Advance Media (NJAM), regarding any matter, without prior approval of management. If you have any questions, please contact your Department Head, the Human Resources Department or Matt Kraner.
CONFLICTS OF INTEREST POLICY

I. Policy Statement

Integrity in everything we do is one of the foundations of NJ Advance Media (NJAM). The policy is designed to provide everyone with guidelines that will enable you to avoid conflicts of interest that might undermine not only NJ Advance Media (NJAM)’s objectivity or fairness but in certain situations the perception of that objectivity or fairness. The following guidelines are aimed at helping you deal with specific situations. They are also aimed at reminding employees of the importance of discussing potentially compromising situations with their Department Head when an issue is not clear-cut. It is imperative that each of us maintain, and be perceived as maintaining, high standards of professional conduct.

II. Procedures

Confidential Information
Information obtained in the course of employment with NJ Advance Media (NJAM), which is not generally available to the public, is confidential and proprietary information that is strictly the property of NJ Advance Media (NJAM). Employees may not use confidential information, directly or indirectly, for their own or any other person’s financial gain. Further, employees may not disclose to anyone confidential information obtained in connection with their employment with NJ Advance Media (NJAM).

Gifts, Meals and Items of Value
Employees may not accept, directly or indirectly, any gift, entertainment or reimbursement of expenses of more than a nominal value or that exceeds customary courtesies, nor should they accept, directly or indirectly, payment, loan, services, employment or any other benefit from any company or individual that furnishes or seeks to furnish news, material, equipment, supplies or services to NJ Advance Media (NJAM).

Employees should use common sense and good manners when it comes to meals. Generally, employees should split the tab or pay it when it comes to dining with or entertaining sources or vendors. Good manners may allow others to pay, with the understanding that the employee will reciprocate in the future.

Employees should not accept free admission to events unless the events are free to the public or if the public is not invited. Employees are not permitted to accept free transportation or lodging (i.e., junkets) offered by companies, individuals or governmental agencies.

Political Contributions and Personal Gain
NJ Advance Media (NJAM) does not contribute, directly or indirectly, to political campaigns or to political parties or groups seeking to raise money for political parties or political campaigns.

Employees may not use their position or the name of NJ Advance Media (NJAM) to gain advantages in personal activities or financial dealings.
EQUAL EMPLOYMENT POLICY

I. Policy Statement

NJ Advance Media (NJAM) is an equal opportunity employer and prohibits discrimination against any employee or applicant for a position with NJ Advance Media (NJAM) on the basis of race, color, creed, religion, sex, sexual orientation, national origin, age, mental or physical disability, genetic information, and/or any other classification protected under applicable federal, state or local laws. This policy applies to all terms, conditions and privileges of employment and includes hiring, rates of pay and other forms of compensation, training, promotion, and disciplinary action, including demotion and dismissal.

We will continue to make our employment decisions on the basis of job requirements, individual merit and business needs.

If you have any comments or questions regarding this policy, contact Human Resources.
1. Policy Statement

Information security is an important responsibility of every NJ Advance Media (NJAM) employee. Simple steps, such as maintaining a “clean desk” policy, locking cabinets, drawers and offices, and adhering to safe-computing practices, such as regularly changing passwords in accordance with our computing policies, are critical to maintaining confidentiality and protecting proprietary information. In addition to taking these precautions, each of us needs to be on guard against two common techniques used to steal organization information: “social engineering” and “phishing.”

- **Social Engineering**
  Social engineering is the practice of manipulating employees into divulging confidential information using deception. This often takes place over the phone. Once they engage an employee in conversation, skilled social engineers are very good at eliciting information they can use to their advantage—and to NJ Advance Media (NJAM)’s disadvantage. Someone with malicious intent may, for instance, pose as a technical support technician who is trying to resolve a problem, and ask the employee to share passwords or other confidential information. In other cases, the social engineer may claim to have a friend in NJ Advance Media (NJAM) whose specific number they cannot recall, or be looking for information about a “former employee.”

- **Phishing**
  Phishing refers to a variety of techniques that use deceptive online practices to lure victims into divulging confidential information. The targets of phishing expeditions can include individuals as well as corporations. Phishing tactics include emails that claim to be from a bank that ask recipients to click on a link to verify personal information, such as account numbers and passwords. But the site to which the link directs may, in fact, be one created expressly to capture confidential information. In other cases, recipients may be asked to open an attachment—one that contains “malware” or a virus that can provide hackers a gateway into corporate computer systems.

A few common-sense precautions can protect you – and NJ Advance Media (NJAM) – against social engineering and phishing.

- Don’t engage strangers in phone conversations. If you receive a phone call at the office from someone who claims to be from “technical support” but you have not submitted a ticket that would warrant a call or don’t recognize the person or the number from which they are calling, ask the caller for his/her name and number and tell him/her that you will call them back. Contact NJ Advance Media (NJAM) Support Center to verify that the caller was actually from Technical Support. If the caller was not from Technical Support, please forward the caller’s contact information as well as the details to Human Resources.

  Employees who receive a call from someone claiming to be looking for a former employee or saying he or she is a friend of a current employee should transfer the caller to Human Resources, which will work with the caller to ascertain the legitimacy of the inquiry.

- Never click on a link or open an attachment sent to you by someone you don’t know. As noted above, although they may seem innocuous, links and attachments can be used, sometimes very effectively, for malicious intent. The bottom line is that if you don’t know the sender, or have any suspicions that the sender is not legitimate, don’t click the link or open the attachment.
There are several online resources that can help you learn more about social engineering, phishing and other techniques used to steal information. One such site is maintained by a division of the Department of Homeland Security at http://www.us-cert.gov/cas/tips/ST04-014.html.

If you suspect you have been targeted by a social engineer or a phishing expedition attempting to obtain confidential NJ Advance Media (NJAM) information, please do not hesitate to bring the matter to the attention of Human Resources or your manager.
Electronic Communications, Information and Internet Usage Policy

This Electronic Communications, Information and Internet Usage Policy (the “Policy”) governs and applies to, without limitation:

- all employees of Advance Publications Inc. and its domestic subsidiary companies, except Advance Magazine Publishers Inc. and its subsidiary companies, (“the Company”) and, where applicable, all others who are granted access to the Company’s Computing and Communication Systems, Electronic Information and Internet Usage (all as defined below), whether as an independent contractor with a direct contractual relationship to the Company or as an employee, contractor, sub-contractor, agent, or representative of an individual or entity with a direct contractual relationship to the Company (collectively, “User(s)”);

- all hardware (including, without limitation, desktops, smart phones, tablets, laptops and any other consumer or enterprise-type devices), and shared resources and peripherals (including, without limitation, network servers, printers, storage, routers, switches, internet and local bandwidth and telecommunications) provided to Users or made available to Users by the Company;

- all software, whether standalone or shared, server or cloud-based, and whether accessed using Company-provided equipment or user-owned equipment, both onsite and remotely. All of the systems listed in this bullet point and the second bullet point will be known collectively as the "Computing and Communications Systems";

- all electronic information owned, generated, transmitted, received or otherwise controlled by the Company, including information created or received by any User in connection with Company business, regardless of its format, physical location, or ownership of the equipment on which it resides or from which it is accessed (the "Electronic Information"); and

- all internal network and internet usage using the Computing and Communications Systems, including the World Wide Web, intranets, extranets, email, instant messaging, social media sites, blogs, wikis, podcasts, chat rooms, virtual worlds or any other online platforms or forums and whether owned by the Company, its affiliates or third parties ("Internet Usage").

All Users are required to read and abide by this Policy. The Company may, from time to time, change this Policy at its sole discretion and with only such notice as the Company reasonably deems appropriate. Any violation of this Policy by an employee may result in disciplinary action, up to and including immediate discharge and/or legal action. Any violation of this Policy by a User who is not an employee may result in, as applicable, termination of the User’s relationship with the Company or termination of the User’s authorization to provide services to the Company and/or legal action. Furthermore, use of the Computing and Communications Systems and Electronic Information, and/or Internet Usage, creates an understanding and affirmation of a User’s consent to this Policy and its provisions.

The Computing and Communications Systems and the Electronic Information are the property of the Company. Use of the Computing and Communications Systems and Electronic Information, and Internet Usage, must be in compliance with this policy, the Company’s Document Retention policy.
and all other policies and agreements governing, as applicable, a User’s employment or a User’s arrangement to provide services to the Company, such as, in the case of employees, the Company’s Equal Employment Opportunity and Anti-Harassment Policies. You can find this policy and other company policies on our Mylinks page at: https://mylinks.advancecentralservices.com/njam/. This policy is not intended to limit Users’ communications that are protected under state and/or federal laws.

Use of the Computing and Communications Systems and Electronic Information

The Company provides the Computing and Communications Systems primarily for business-related purposes. Unless otherwise indicated for a particular service, occasional, incidental use of the Computing and Communications Systems for non-business reasons is permitted, provided that such usage does not interfere with normal business activities or with the operation of the Computing and Communications Systems. All such non-business use is subject to and must be in compliance with all of the provisions of this policy and, where applicable, all other Company policies, including but not limited to the Company’s Information Security Policy and may be prohibited in the future in the Company’s sole discretion. Excessive or inappropriate non-business use of the Computing and Communications Systems is prohibited.

Unless it is for a bona-fide business-related purpose and used with appropriate discretion to avoid unnecessary exposure to others not directly involved in the business-related activity, the Computing and Communications Systems may NOT be used to create, transmit, gain access to, review, use, store or retrieve:

- data or information that is discriminatory or harassing (e.g., comments that discriminate or are derogatory or offensive based on an individual’s race, color, national origin, gender, age, disability, religion, or any other characteristic protected by applicable laws) or otherwise violate the Company’s Equal Employment Opportunity and Anti-Harassment Policies.

- data or information that is unlawful or defamatory;

- data or information that contains more than occasional vulgarities and obscenities;

- data or information that contains sexually explicit or pornographic images or messages of any kind;

- data or information in violation of the copyright, trademark, patent, trade secret, or other intellectual property rights of the Company, or another person or entity;

- solicitations for purposes that include any causes or organizations (e.g. charitable or religious organizations) outside the auspices of the Company’s business and related professional activities;

- data or information of any kind that would compromise the legitimate business or privacy interests of the Company, its employees, its affiliates, customers, advertisers or subscribers;

- chain letters; and/or
malicious content (e.g. viruses, spam and phishing scams).

Users must not make the Computing and Communications Systems and the Electronic Information available to unauthorized persons. Users must not use the Computing and Communications Systems to gain unauthorized access to outside computer information services, intranets, extranets or other restricted information sites, nor may they use the Computing and Communications Systems to create web pages, social media portals or information sites (whether Company-related or otherwise) without appropriate authorization.

Users are strongly encouraged to only access, operate or store Electronic Information and to conduct Company business on the Computing and Communications Systems. Only properly licensed software (including stand-alone software, as well as databases, plug-ins, toolbars, apps and similar technology) may be used on the Computing and Communications Systems at all times. If necessary, Users may install open source software or software available on reputable websites or app-stores in the public domain, provided they take great care to ensure that doing so will not harm the Company's Computing and Communications Systems or put the Electronic Information at risk. A User may be held responsible for any damage caused by the installation of software not provided by the Company. Be mindful that most downloadable software does not have any warranties or support, and can even subject a User and the Company to liability for patent and copyright violations in the software. At any time, the Company may issue a list of software which Users are prohibited from using on the Computing and Communications Systems. Use of prohibited software by a User may result in, as applicable, termination of employment, termination of the User’s relationship with the Company, or termination of the User’s authorization to provide services to the Company. Users may not copy any software or install software owned by the Company on more than one computer, unless specifically authorized by the purchase or license agreement.

Accessing, operating or storing Electronic Information and/or conducting Company business on hardware on in software that is not provided by the Company (e.g. is not part of the Computing and Communications Systems) is strongly discouraged. However, if it becomes necessary, such use must be in strict accordance with this Policy and the User must take reasonable steps to ensure that the Electronic Information is not damaged or improperly disclosed. A User may be held responsible for any damage to the Electronic Information.

Any voice mail, e-mail, instant message or other electronic communications (such as Twitter "tweets," Facebook messages, blog or LinkedIn postings, Instant Messages, Chatter posts) sent, received or accessed via the Computing and Communications Systems must comply with this Policy. The same level of care and professionalism should be used in preparing e-mail messages and other electronic communications and entering information on our Computing and Communications Systems as in any other business-related correspondence or documentation. Remember that the recipient(s) of an e-mail or other electronic communication may retain it on their own computer(s), post it online, or may without much effort or thought forward it to numerous other people, including people Users may not want to see the communication or document. Therefore, Users should consider that e-mail messages and other electronic communications may continue to exist for a long time in other peoples’ hands. Users should not transmit anything in an e-mail message or other electronic communication that he/she would not be comfortable writing in a letter or memorandum which would be seen or reviewed by a supervisor or customer. Care should be used to send, reply to, or forward
such messages only to individuals to whom they actually intend to send them.

Any conduct on the Company’s Computing and Communications Systems that is prohibited under this Policy will also be prohibited, consistent with applicable laws, if conducted from any device, whether provided by the Company or not, if it compromises or reasonably could be perceived to compromise the legitimate business interests of the Company, its employees, affiliates, customers, advertisers or subscribers, or otherwise reflects poorly on or negatively impacts the Company’s reputation and good-will.

**Personal Data**

The Company is not in any way responsible for personal data stored on the Computing and Communications Systems. Personal data includes non-business emails, music, pictures, notes, contacts and other non-business data.

**Privacy**

As noted above, the Computing and Communications Systems are the property of the Company and, accordingly, all Users of the Company using the Computing and Communications Systems waive any right to, or expectation of, privacy in the use of these systems and any information, including personal data, which resides on these systems as a result of their use. The Company or its designated vendor has the ability and reserves the right to access, monitor, suspend or prohibit (with or without notice) any use of the Computing and Communications Systems, and/or limit access to Electronic Information. The reasons for doing so are in the Company’s discretion, but may include retrieving business information, investigating or resolving network or communications problems, preventing system misuse, ensuring compliance with legal and regulatory requirements or requests, conducting an investigation, and enforcing this Policy and other Company policies.

In addition, if, under any circumstance, a User is using personal devices (smartphone, tablet or laptop, for example) or personal accounts, including password-protected, web-based e-mail accounts, cloud storage or file sharing repositories (collectively “Personal Devices, Personal Accounts or Personal Storage Repositories”) for Company business purposes and/or to store, access or operate Electronic Information, the User is providing consent to the Company or its designated vendor, to the extent permitted by applicable law, to access those Personal Devices, Personal Accounts, or Personal Storage Repositories for the purpose of retrieving, reviewing and/or preserving any information generated by such use.

**Personally Identifiable Information (“PII”) and Other Sensitive Company Information**

Personally Identifiable Information (PII) is information that can be used to identify, distinguish or trace an individual’s identity, either alone or when combined with other information. PII may include the name, address, zip code, e-mail address, telephone number(s), i.p. address, and other information collected from or about an individual or his/her device such as usage, location or contacts data or statistics and other aggregated information that can be linked back to a specific individual. PII also includes highly sensitive information such as driver’s license number, credit, debit, bank or payment card number or account information, other financial account information, and social security number (“Sensitive Information”). The Company takes seriously its obligations to protect PII particularly as concerns Sensitive Information. For this reason, Users may not at any time i) transmit Sensitive
Information in or as an attachment to an email or otherwise without appropriate password protection or encryption, or ii) upload or transmit Sensitive Information to a hosted service, or any other location where the infrastructure and/or platform running the application is owned and managed by someone other than the Company, unless the location is approved by the Company and Users follow any guidelines put in place for the use of such service.

Retention

Unless otherwise required by law or authorized by the Company, the Company’s e-mail system is configured to delete messages from individual e-mail boxes and the central server within 90 days of receipt, whether read, unread or stored in Sent Items, Deleted Items or personal folders. Every User with access to a Company email address is responsible for monitoring his/her individual e-mail box. Users may not circumvent the retention policy under any circumstances. However, when necessary for appropriate legal, regulatory or business purposes, Users may retain Company e-mails for longer periods of time. The only permissible way to retain such e-mails electronically is in consultation with the Company's Information Systems department, who will set Users up with the appropriate system.

The Company's voice mail system is configured to retain messages contained in an individual box for 30 days. Every User with access to a Company voice mail account is responsible for monitoring his/her voice mail messages to ensure that they are timely reviewed and deleted.

Legal Holds – All Users must undertake to preserve any data that is subject to a legal hold in accordance with the instructions provided in the relevant legal hold notice. This may include data that resides on personal devices, personal accounts or personal storage repositories. Notwithstanding the above-referenced retention policies, Users should not delete, alter or move e-mail, voicemail or any other communications or documents subject to a legal hold until they have been informed otherwise in writing. If Users have any questions as to whether certain communications or information is covered by a legal hold notice, they should contact the issuer of the legal hold notice and if not an employee, consult with an appropriate advisor, but under no circumstance should such communications or information be deleted, altered or moved, without the written approval of the appropriate Company representative.

Security

All Users of the Company using the Computing and Communications Systems and Electronic Information are required to comply with the Company’s Information Security Policy.

If there are any questions regarding this Electronic Communications, Information and Internet Usage Policy, please contact the Human Resources Department.
This section applies to markets using Chatter only:

Electronic communication has transformed the way in which business is conducted and how we communicate, but it must be used appropriately. The purpose of this document is to provide guidelines for the appropriate use of Salesforce Chatter (“Guidelines”).

These Guidelines apply to employees of “the Company” as well as to independent contractors granted access to Salesforce Chatter for Company related business purposes. For purposes of these Guidelines, “independent contractors” include those individuals with a direct contractual relationship with the Company and individuals who are employees, sub-contractors, agents or representatives of an individual or entity with a direct contractual relationship with the Company. (employees and independent contractors are collectively “Users”).

Salesforce Chatter, as an electronic communication tool, is covered within the Company’s Electronic Communications, Information and Internet Usage Policy (ECIIUP), Information Security Policy, Document Retention Policy, Equal Employment Opportunity Policy and Anti-Harassment Policy. As applicable to any User, the terms of each of the above policies apply in full to the use of Salesforce Chatter. To the extent, however, any of the above policies is inconsistent with these Guidelines, the Guidelines govern. As in the ECIIUP, electronic communication is the property of the Company and, as such, the Company has the right to review, access, copy or disclose electronic communication for any purpose. You should have no expectation of privacy in anything that you create, store, send or receive on the Salesforce Chatter system. Salesforce Chatter posts will be monitored from a legal, regulatory and business rules compliance perspective and, as applicable, a human resource perspective.

Standards for appropriate Salesforce Chatter usage are set out below, but common sense should be your ultimate guide. If you fail to comply with these Guidelines, the Company may take disciplinary action, which for employees may include termination of your employment and for non-employee Users may include termination of your relationship with the Company or termination of your access to Salesforce Chatter.

Acceptable Use of Salesforce Chatter

Chatter is a feature-rich tool. As such, it is important that its functionality is understood. To that end, each User must participate in any training (initial or ongoing) provided by the Company for its use.

Despite the social networking look and feel of Salesforce Chatter, the Company is granting you access to it solely as a business tool. While other electronic communications systems and devices to which a User is granted access may be used for incidental personal use, Salesforce Chatter is to be used strictly for business activities, and the use of Salesforce Chatter for personal or other non-business related reasons is prohibited.

Most importantly, treat Salesforce Chatter posts with the same care as all other business communications. Only post items that you would be comfortable writing in an email, memo or document which would be seen or reviewed by a supervisor or customer. Salesforce Chatter data will be subject to the same retention requirements in the event of a litigation hold as any other Company owned data.
Unacceptable Use of Salesforce Chatter

In addition to those activities prohibited in the Company's ECIIUP, and any other applicable Company policy, when using Salesforce Chatter, you may never:

- Post confidential and/or sensitive private or personally identifiable information on your home page, anyone else’s home page or in a public posting;
- Use any Salesforce Chatter tool or functionality to violate or compromise the confidentiality or security of business or sensitive personally identifiable information of the Company, any User or any non-User. For example, do not create a private group which includes Users who are not authorized to see or discuss the information to be discussed within the private group;
- Breach the security/confidentiality of business deals or documents stored in Salesforce by posting to or commenting on those deals or documents publicly or in any other manner that does not respect the security inherent in Salesforce;
- Use Salesforce Chatter under the appearance of a User other than you;
- Reveal your password to others or allow use of your account by others.

If you have any questions regarding these Guidelines, please contact the Human Resources Department.

This section to be used when creating Chatter consent forms:

NJAM Email Text

Please review the attached Guidelines for use of Salesforce Chatter. After you have read through the Guidelines, please copy and paste the below acknowledgment text and send it to CRM Systems – Leonard Silon (Leonard_Silon@advancecentralservices.com) at ACSI via return email to confirm that you have read, understood and agree to follow these Guidelines. You will not be granted access to Salesforce Chatter until CRM Systems receives the acknowledgement.

Thank you for your cooperation.

Acknowledgment
(to be sent via return email)

I have read, understand and agree to follow the Salesforce Chatter Guidelines.
HARASSMENT PREVENTION POLICY

I. Policy Statement

It is NJ Advance Media (NJAM) ’s longstanding policy to maintain a professional working environment free of harassment, or discrimination, based on an individual’s race, color, creed, religion, sex, sexual orientation, national origin, age, mental or physical disability, genetic information, and/or any other classification protected under applicable federal, state or local laws.

NJ Advance Media (NJAM) will not tolerate any offensive, intimidating or hostile conduct that may interfere with the performance of any employee's job or endanger the safety and well-being of anyone while on our premises, or in the course of performing his or her job. Our personal behavior should always be above reproach. Employees must use mature judgment and maintain the highest standards of performance and personal conduct at all times.

II. Sexual Harassment

Harassment includes such things as verbal abuse, sexual, ethnic or racial slurs or jokes that are unacceptable and offensive to others. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical acts of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. An employment decision is based on an individual’s acceptance or rejection of such conduct; or
3. Such conduct interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment can be verbal, physical, written or visual. Examples of specific behavior prohibited by NJ Advance Media (NJAM) include, but are not limited to:

- Physical assaults or other physical conduct of a sexual nature, including unwanted touching;
- Sexual innuendoes or jokes, either directed at an employee or made in his/her presence;
- Remarks about an employee's anatomy or comments involving demeaning sexual stereotypes;
- Unwanted sexual advances, propositions or other sexual comments;
- Obscene or sexually oriented messages;
- Unwanted sexual advances from an advertiser, vendor or other third party;
- Any behavior that interferes with an individual’s work performance or creates hostile or stressful work conditions even if an employee’s compensation, opportunities or benefits are not involved; and/or
- Romantic and/or sexual relationships between managers or supervisors and their reports.

III. General Harassment

Some examples of prohibited conduct are set forth below:
1. Verbal abuse, ethnic, sexual oriented, racial or religious slurs, jokes or kidding that is considered unacceptable and offensive to others;
2. Threatening or profane language towards others;
3. Fighting, assaulting or injuring another person; and/or
4. Pranks, practical jokes or other conduct considered disorderly by NJ Advance Media (NJAM).

IV. Procedure – Complaints of Harassment

Any employee who feels that he or she has been subjected to any kind of harassment should immediately notify his/her supervisor, Department Head, any member of management, Human Resources or Matt Kraner. If the employee’s supervisor or manager is the accused harasser, the employee is not required to go to that person first. If the harassment involves the General Manager, the employee should immediately report the incident to Human Resources.

If an employee feels he/she has been harassed, he/she should tell the offender, regardless of his or her position in NJ Advance Media (NJAM), that the behavior is unwelcome and ask the person to stop. We recognize, however, that this is not always possible or effective, and employees are not required to do so before making a complaint. Please do not assume that NJ Advance Media (NJAM) is aware of what is happening.

Reports of harassment will be promptly investigated in the most confidential manner possible and appropriate action will be taken. The report will be investigated to determine the nature of the offense, and whether the alleged conduct constitutes harassment. The Human Resources Department has the responsibility of investigating and resolving complaints of harassment.

NJ Advance Media (NJAM) prohibits any form of retaliation against an employee who has lodged a complaint about harassment or assisted in the investigation of a harassment complaint. Anyone found to have engaged in retaliation in violation of this policy will be subject to appropriate discipline, depending on the circumstances, up to and including dismissal.

V. Disciplinary Action

At NJ Advance Media (NJAM), harassment and discrimination are considered major offenses that will result in disciplinary action up to and including dismissal.

This policy applies to the actions of all employees, supervisors, managers, vendors, service representatives and all others doing business with NJ Advance Media (NJAM). Any person found to be in violation of this policy is subject to remedial action up to and including dismissal. If the harassment or discrimination involves a vendor, service representative or someone doing business with NJ Advance Media (NJAM), a supervisor, Department Head or Human Resources should be notified so NJ Advance Media (NJAM) can take appropriate action.

If any party involved directly in a harassment investigation is dissatisfied with the outcome or resolution, he or she should pursue a review of the decision by contacting the General Manager, or Matt Kraner. Any comments or questions regarding this policy should be directed to the Human Resources Department.
OPEN DOOR GUIDELINES

We value employees’ opinions and suggestions and encourage open dialogue between staff, managers and Human Resources. NJ Advance Media (NJAM)’s goal is to build a productive and collaborative workplace.

Suggestions, comments, questions, concerns are welcome and encouraged. Employees are encouraged to talk to their manager, and if not available, to their manager’s manager.

If you have something important to discuss and you feel no one is listening, please go to Matt Kraner or any department head.
SIGNING DOCUMENTS POLICY

I. Policy Statement

Only designated employees from each department may sign any agreements or other documents that affect reporting activities, NJ Advance Media (NJAM)’s purchases, or anything else on behalf of NJ Advance Media (NJAM).

II. Procedures

If you are asked to sign any such documents (including, but not limited to, restrictions on the use of information that you obtain from an interview subject, restrictions on credentials from sports leagues or others, releases from photograph subjects), do not sign them. Instead, you should immediately refer the document to your editor, director or his/her designee, who will refer it to the appropriate persons.

If you have any questions regarding this policy, please contact your supervisor, Department Head or the Human Resources Department.
SOLICITATION AND DISTRIBUTION POLICY

I. Policy Statement

A. Employees. To promote a productive and efficient work environment, where employees and business operations may function without interruption, employees should not solicit fellow employees or others during working time (while either they or fellow employees are supposed to be working).

Distributing literature and circulating papers for examination by others during working time or in working areas is also prohibited.

B. Non-Employees. To prevent littering and interference with work by employees, the solicitation and distribution of literature by any person outside of NJ Advance Media (NJAM) is strictly prohibited at all times on Company property, including hallways, break rooms, parking lots and vehicles.

II. Definitions

“Working time” refers to time, on NJ Advance Media (NJAM) premises, while employees are supposed to be working. It does not include time before or after work or during authorized breaks.

“Working areas” are all areas on NJ Advance Media (NJAM)’s premises other than break rooms.
SUBSTANCE ABUSE POLICY

I. Policy Statement

NJ Advance Media (NJAM) is committed to maintaining a healthy and safe environment for its work force, and one that is free from the effects of alcohol and drug abuse. Similarly, employees have a responsibility to perform their duties in a manner consistent with NJ Advance Media (NJAM)’s and the public’s standards and expectations.

This policy is applicable to all employees, regardless of department or job.

II. Prohibited Employee Practices

- The use or abuse, sale, transfer or possession of alcohol, illegal drugs, or controlled substances on NJ Advance Media (NJAM) premises or vehicles, or in the ordinary course of assigned duties off premises during working hours.
- Reporting to work or working while performance is impaired by, or while under the influence of, alcohol or unauthorized drugs.
- Having detectable amounts of alcohol, illegal drugs or controlled substances in the system when reporting to work or on NJ Advance Media (NJAM) property, regardless of when or where the substance was consumed.
- Dealing illicit drugs, whether on or off NJ Advance Media (NJAM) property and whether during or after working time.
- Refusal to cooperate with an investigation or test conducted pursuant to this policy.
- Altering or adulterating a drug/alcohol test sample or result.

Any employee convicted of violating a criminal drug statute as the result of an illegal act must notify NJ Advance Media (NJAM) within five (5) days of such conviction.

NJ Advance Media (NJAM) will cooperate with law enforcement agencies in the investigation of illegal conduct in connection with the administration of this policy.

III. Procedures

Drug and alcohol testing may be utilized in the following situations:

- Pre-employment – Applicants who refuse to be tested or test positive will not be considered for employment.
Post-Accident – After any occurrence involving injury, medical treatment or damage to a vehicle or any equipment or property (it is essential that employees involved in such an accident immediately contact a supervisor, Department Head or Human Resources representative for the purposes of reporting the accident and arranging for the drug test).

Reasonable Cause – When NJ Advance Media (NJAM) has reason to believe that drugs or alcohol may be in an employee’s system.

Post-Treatment – When an employee has returned to work following a Company-sponsored chemical dependency course or treatment and rehabilitation. Testing may be unscheduled or periodic at the discretion of management.

Random Testing – For our employees who drive commercial vehicles.

IV. Consequences

Complete cooperation with this policy is a condition of employment. Any employee found in violation of this policy, which includes a delay in reporting an accident or failure to cooperate with others administering any aspect of this policy, may be subject to discipline up to and including discharge. NJ Advance Media (NJAM) retains the discretion, in circumstances it deems appropriate, to grant any employee who tests positive an opportunity for counseling and rehabilitation.
IDENTIFICATION BADGE POLICY

I. Policy Statement

The purpose of our electronic I.D. badge system is to provide security for our organization.

II. Procedures

Employees must use their ID badges to enter NJ Advance Media (NJAM)’s buildings (except for certain Distribution Centers.)

If your badge is damaged and does not work properly, please notify IS&T.

Allowing others to use your identification badge is prohibited.

All visitors must sign in at the front desk where they will be given a visitor’s badge. All visitors must wear their badges visibly.

Do not allow visitors to gain access to our buildings without directing them to the front desk. All visitors must be escorted while in the building.

Thank you for your cooperation and assistance as we try to provide a secure environment for all of us. If you have any questions, please contact the Human Resources Department.
WORKER SAFETY

Employee safety is of the utmost importance to the Company. It is our goal to provide a safe work environment for all.

The Company has put in place programs designed to maintain safe and healthful working conditions and will supplement and modify those programs in the future, as appropriate.

Employees must observe all safety rules and procedures established by the Company. Employees must immediately report to their supervisors, managers or Human Resources injuries sustained on the job, work related vehicle accidents, and damaged Company property. Additionally, employees must immediately report any unsafe working conditions to a supervisor, a manager, or Human Resources.
HOLIDAYS

NJ Advance Media (NJAM) has seven (7) regular paid holidays:

- New Year's Day
- President's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Christmas

**Full-time hourly employees**

If you work on a designated holiday, you will receive 8 hours of “holiday pay,” in addition to your regular pay. As an alternative, you may elect to forego the “holiday pay” and instead “bank the holiday” to take on another day. You need advance written approval from your manager if you opt to bank and use the holiday. A NJ Advance Media (NJAM) designated holiday may differ from a calendar day holiday if the holiday falls on a weekend.

**Part-time employees**

If you work on a holiday (with your supervisor’s approval), you will be paid 1.5 times your regular rate for the hours worked. If you are scheduled to work and call off for that day, it will be charged against your Paid Time Off (PTO). Please consult with Human Resources for any specific questions related to holiday pay.
LEAVE – PTO

NJ Advance Media (NJAM) provides Paid Time Off (PTO) to all employees to be used for vacation, personal time, illness or any other personal related matter. This allows for a more flexible approach to managing your time off.

Eligibility

All employees are eligible from their date of hire. Different amounts are available for full and part-time employees.

Paid Time Off Bank

An employee may use this leave for any purpose he or she wishes, including vacation, unpaid holidays, illness, personal and family matters.

Exclusions

Certain types of approved paid leave, such as leave for Jury Duty, Military Duty, Bereavement, will not be deducted from your PTO bank. Please contact Human Resources for more information regarding these types of leaves.

In the event that you qualify for Short Term Disability (STD), the first five business days you are out of work will be deducted from your PTO bank. In the event of a Worker’s comp. case, employees can choose to use PTO while the claim is being reviewed. If the claim is approved, any PTO used due to an approved Worker’s comp will be credited back.

Guidelines

All absences should be scheduled in advance with manager approval, except for situations of illness and personal emergencies. This allows for appropriate staffing and scheduling during your PTO. When unable to work due to illness or other reason, you must contact your manager immediately to report your absence. In case of prolonged absence, you should contact your manager on an ongoing basis to keep them updated on your expected date of return.

Absent a satisfactory explanation, an employee’s failure to notify NJ Advance Media (NJAM) of his or her absences for three consecutive days (i.e. three consecutive no-call/no-shows) will be deemed voluntary job abandonment.
Accruals

Full-time PTO Accrual
PTO is accrued from date of hire, in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Monthly Accrual Rate</th>
<th>Annual Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Hire through completion of second year of service</td>
<td>1.25 days per month</td>
<td>15 days</td>
</tr>
<tr>
<td>Beginning of third year of service through completion of fifth year of service</td>
<td>1.67 days per month</td>
<td>20 days</td>
</tr>
<tr>
<td>Beginning of sixth year of service</td>
<td>2.08 days per month</td>
<td>25 days</td>
</tr>
</tbody>
</table>

*The new accrual rate will begin the next pay period after your anniversary year.*

Part-time PTO Accrual
Your accrual rate is based on the number of hours you work.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hourly Accrual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Hire through completion of second year of service</td>
<td>0.0576 hours per hour that you work</td>
</tr>
<tr>
<td>Beginning of third year of service through completion of fifth year of service</td>
<td>0.0769 hours per hour that you work</td>
</tr>
<tr>
<td>Beginning of sixth year of service</td>
<td>0.0961 hours per hour that you work</td>
</tr>
</tbody>
</table>

*The new accrual rate will begin the next pay period after your anniversary year.*

PTO may be taken by hourly paid employees as it is earned in hourly increments. Salaried employees may take earned PTO in whole or half days only. Unused PTO does not carry over (without senior management approval) and must be taken by December 31.

PTO will not be accrued during a Short Term Disability (STD), Workers Compensation, Military Leave and unpaid leaves of absences.

Record Management
Employees must complete a PTO request form and have it approved by their manager.

Termination
Terminated employees will be paid for their earned but unused PTO at the time of termination. The calculation to be used for determining the final PTO amount will be based on the following:

\[
\text{PTO Amount Accrued at time of termination} - \text{Total PTO hours taken} = \text{Remaining Balance}
\]
LEAVE - FMLA

Family and Medical Leave is designed to help our employees balance the demands of the workplace with the needs of themselves and their families. If you are eligible, Family and Medical Leave will provide you job protection during times of need.

ELIGIBILITY AND AMOUNT OF LEAVE

You are eligible for Family and Medical Leave after you have been employed with NJ Advance Media (NJAM) for at least 12 months and provided you have worked at least 1,250 hours in the 12 months preceding the requested leave.

You may take up to 12 weeks of Family and Medical Leave during a 12-month period, calculated on a rolling basis, measured backward from the date the FMLA leave begins, for the following reasons:

- To care for your own “serious health condition”
- To care for a child, spouse or parent with a “serious health condition”
- For the birth, adoption or foster care placement of a child (within 12 months after the birth or placement of the child). If you and your spouse are both employed by NJ Advance Media (NJAM), you are entitled to a total of twelve weeks of leave (rather than twelve weeks each)
- For any “qualifying exigency” arising out of the fact that your child, spouse or parent is on (or has been notified of an impending call to) covered active duty in the Armed Forces. “Covered active duty” in the regular Armed Forces is limited to deployment in a foreign country and “covered active duty” in the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) is limited to deployment in a foreign country in support of a contingency operation.

In addition, you may take up to 26 weeks of leave, calculated in a single 12-month period, to care for a spouse, child, parent, or next of kin who is a “covered service member” with a “serious injury or illness.” “Covered service members” include veterans who were members of the Armed Forces during the last 5 years and who are undergoing medical treatment for a serious injury or illness.

Please note that if the reason for your leave qualifies for a leave under state and federal law, the state and federal leaves will run simultaneously.

REQUESTING LEAVE AND NOTICE REQUIREMENTS

To request Family and Medical Leave, please submit a Request and Notification Form to Human Resources.

For any leave, please give notice of your need for leave as soon as possible. When the need for leave is foreseeable, such as in maternity situations or planned surgery, at least 30 days notice is required. When the need for leave is not foreseeable, you should give notice as soon as practicable, which is generally within one or two business days after learning of the need for leave. If you fail to provide 30 days of
notice when the leave is foreseeable, NJ Advance Media (NJAM) may delay your leave for up to 30 days.

MEDICAL CERTIFICATION

If the leave requested is for your own serious health condition or that of a family member, you must provide a completed and approved medical certification by a licensed healthcare provider within fifteen calendar days of submitting your Request and Notification Form. Certification forms can be obtained from Human Resources. Failure to provide a timely certification may result in the denial of your leave until such certification is provided. Human Resources will notify you whether your requested leave is approved or denied. If the certification is ambiguous or questionable, NJ Advance Media (NJAM) may require a second opinion by an independent physician of its choice. Depending on the length of your leave and/or the reason for leave, NJ Advance Media (NJAM) may require periodic re-certification. In addition, if you are taking Family and Medical Leave for your own serious health condition, before returning to work you will be required to provide a statement from your physician that you are physically able to return to work and perform the essential functions of your job.

The Genetics Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. ‘Genetic information’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

COMMUNICATION DURING LEAVE

When you are out on leave, you are expected to advise NJ Advance Media (NJAM) of your status and intent to return to work on a regular basis. Although the nature of your medical issues need not be discussed with your supervisor, please maintain regular contact regarding your status directly with your immediate supervisor or Human Resources by phone. If you are on a Family and Medical Leave due to your own serious illness and are unable to call, a relative or friend may call on your behalf.

PAY DURING LEAVE

Family and Medical Leave is unpaid. As explained below, however, other forms of paid leave may run concurrently with your Family and Medical Leave.

- You must exhaust your accrued Paid Time Off (PTO) before you use unpaid leave. This means that your PTO will run concurrently with and be counted against your Family and Medical Leave entitlement. NJ Advance Media (NJAM)’s standard procedures for the use of PTO will apply. You may also be entitled to all or part of your salary while on FMLA leave if you qualify for disability benefits or workers compensation benefits. Disability and workers compensation also run concurrently with your FMLA leave. You will not be required to substitute your PTO if you are collecting disability (after meeting the qualifying period) or workers compensation benefits. However, NJ Advance Media (NJAM) and you may agree, where state law permits, to have paid leave
BENEFITS DURING LEAVE

NJ Advance Media (NJAM) will maintain your group health insurance and other benefits (such as dental, vision and life insurance benefits) during your leave provided you were enrolled in such benefits before your leave began. You will be required to make premium payments at pre-leave contribution levels in order to maintain health benefits, or, at our option, we may pay your share of the premiums during your Family and Medical Leave and recover these payments from you upon your return to work. You have a 30-day grace period in which to make premium payments. If timely payment is not made, your group health insurance may be canceled, provided NJ Advance Media (NJAM) notifies you at least 15 days before your coverage expires.

INTERMITTENT OR REDUCED SCHEDULE LEAVES

Under certain circumstances, you may be able to take leave on an intermittent or a reduced schedule basis. An intermittent leave is when a leave is taken in separate blocks of time and a reduced schedule leave is when your usual number of working hours is reduced due to a serious health condition. As discussed above, in support of your request for intermittent or a reduced schedule leave, you must provide a completed and approved medical certification by a licensed healthcare provider. In certain circumstances, NJ Advance Media (NJAM) may temporarily transfer an employee on an intermittent or reduced schedule leave to an alternative available position (with equivalent pay and benefits, but not necessarily the same duties) which better accommodates reduced hours or recurring periods of leave than the employee’s regular position. In order to provide you with an intermittent or reduced schedule leave, please meet with your supervisor so such a leave can be scheduled to minimize the disruption of work while meeting your medical needs. You must complete required forms, which you can obtain from Human Resources.

REINSTATEMENT

Before returning to work for a leave taken for your own serious health condition, you will be required to provide NJ Advance Media (NJAM) with a fitness for duty certification. Upon your return from leave, NJ Advance Media (NJAM) will place you in the same job or an equivalent job to the one in which you are presently employed. NJ Advance Media (NJAM) will not guarantee reinstatement if your Family and Medical Leave extends beyond 12 weeks, or 26 weeks if the leave is to care for an ill or injured service member, except as required by federal, state or local law. If you fail to return to work at the end of your scheduled leave, you may be considered to have voluntarily abandoned your employment as of the last day of the scheduled leave unless an extension has been agreed upon and approved by NJ Advance Media (NJAM). In addition, NJ Advance Media (NJAM) may recover from you the cost of any payments made to maintain your health care coverage during the leave, unless your failure to return to work was due to reasons beyond your control.

In addition, if you are a “key employee,” you may be denied reinstatement if it would impose a substantial economic injury to NJ Advance Media (NJAM).

If you have any questions about Family and Medical Leave or wish to request a Family and Medical Leave, please see your supervisor or the Human Resources Department.
LEAVE - BEREAVEMENT

NJ Advance Media (NJAM) offers bereavement leave to provide time for mourning after the loss of an immediate family member. This policy applies to regular full-time and part-time employees.

An eligible employee may take up to three days of paid leave for a death of an immediate family member or one day for an extended family member or close friend. For purposes of this policy, immediate family members include only your spouse, parents, step-parents, children, step-children, grandchildren, brothers, sisters, grandparents, great-grandparents and parents-in-law.

Please notify your immediate supervisor as soon as practical regarding your need for such leave, and in all circumstances before your leave begins. Your supervisor must approve the use of such leave in advance. Bereavement days are paid only if they are taken on regularly scheduled work days.

If additional time is needed, PTO or unpaid personal leave may be taken with prior supervisory and HR approval.

NJ Advance Media (NJAM) may ask for documentation to support the need for bereavement leave.
LEAVE – JURY DUTY

Regular full-time and part-time employees will be paid their full salary based on normal scheduled hours during an absence mandated by jury duty.

Employees must present a copy of their jury summons to their supervisor as soon as they receive it. Failure to do so in a timely manner may result in the denial of paid leave.

NJ Advance Media (NJAM) may also request that an employee call in to work on a regular basis while serving on jury duty.

If jury duty does not take a full day, employees are expected to return to work after completion of jury duty.
LEAVE - MILITARY

NJ Advance Media (NJAM) will grant you a military leave of absence for your service in the United States uniformed services in accordance with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable state laws pertaining to military leave. Employees must provide notice of their need for leave as far in advance as is reasonable under the circumstances.

NJ Advance Media (NJAM) will not tolerate any form of discrimination or retaliation on the basis of an employee’s military service obligations.

Military leave is generally unpaid and is not counted as Paid Time Off (PTO), although employees may specifically request their available Paid Time Off (PTO) be used while on military leave.

If you are called up for active duty during a time of state or national crisis, NJ Advance Media (NJAM) will pay you the difference between your military pay and your normal base pay for up to six months of service. Reinstatement rights are in accordance with the law.
NO SMOKING/TOBACCO PRODUCTS POLICY

I. Policy Statement

NJ Advance Media (NJAM) strives to provide a healthy environment for all of its workers. Therefore, we prohibit smoking and/or the use of all tobacco products (electronic cigarettes included) on any Company property, unless otherwise designated.

II. Procedures

Smoking and/or the use of all tobacco products is not permitted on Company property, including all facilities, grounds, branch offices, parking lots and Company vehicles. As stated above, smoking is only permitted in designated areas.
BLOODBORNE PATHOGENS POLICY

I. Policy Statement

In 1992, the Occupational Safety and Health Administration ("OSHA") issued regulations on occupational exposure to bloodborne disease.

The regulations state that any employee assigned to provide emergency first aid or to participate in a post-accident cleanup faces a significant health risk as the result of exposure to human blood and other body fluids, as these fluids may contain bloodborne pathogens. Bloodborne pathogens are bacteria and viruses that can cause disease in humans, including but not limited to Hepatitis B (a serious liver disease) and HIV, which causes Acquired Immunodeficiency Syndrome (AIDS).

NJ Advance Media (NJAM) is concerned about this risk. The purpose of this policy is to advise you of the steps you should take in the event of a medical emergency.

II. Procedures

A. Medical Emergency Response

NJ Advance Media (NJAM) has access to skilled emergency technicians located within minutes of our facility. Therefore, in an effort to avoid employee exposure, our policy is the following:

"No employee will be assigned, expected, or asked to administer any type of first aid procedures or render medical assistance, which could potentially lead to an exposure incident. In the unfortunate event of a medical emergency, call 911, and contact your supervisor immediately."

B. Post-Accident Cleanup

Cleanup of minor accidents, such as a cut from an Exacto knife, should whenever possible be done by the injured employee in order to minimize risk to others. Personal cleanup kits and disinfectants can be immediately obtained from the first aid kit in your department area.

A janitorial cleaning service will perform all other cleanups. No employee will be assigned, expected, or asked to participate in any post-accident cleanup. We ask only that you keep away from an accident scene so that the cleaning contractors can perform their work.

This policy should in no way be interpreted as a lack of concern, but rather as a means of protecting our employees from potentially health threatening exposures. If you have any questions, please contact the Human Resources Department.
WEAPONS POLICY

I. Policy Statement

The safety of all employees is of the utmost importance to NJ Advance Media (NJAM). It is forbidden to bring firearms or other weapons onto NJ Advance Media (NJAM) premises—this includes the office building, production building, news and advertising bureaus, parking lots, and warehouses. The presence of weapons, especially firearms, poses great danger to both people and property.

Please remember: if you have any security issues, contact your supervisor immediately. For life threatening situations, please call 911.
TIMEKEEPING POLICY

Our Company is committed to maintaining an accurate record of all time worked by non-exempt employees who must maintain a record of the hours worked each day, and accurately record all time spent in work activities in the Company’s time-keeping system on a daily basis. There are no exceptions. If you perform any work, you must record it. Off-the-clock work, meaning work you may perform but fail to record, is strictly prohibited.

You should not work beyond your scheduled hours without obtaining prior approval from your supervisor. If, as a practical matter, you are unable to obtain prior approval, then you must immediately notify your supervisor that you worked beyond your scheduled hours, and properly record such time in the Company’s time-keeping system.

Each employee must approve his/her timesheet and verify that the reported hours (including all regular and overtime hours worked, absences, late arrivals, early departures and meal breaks) are complete and accurate. If your timesheet is not accurate or, in any way, is inconsistent with the time you believe to have worked, you must bring it to the attention of your supervisor or Human Resources immediately.

Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action up to and including discharge. If you have any questions about recording your time or this policy, please speak with your supervisor or the Human Resources Department.

It is a serious violation of Company policy for any employee to falsify a time entry or to alter another employee’s time entry. It is also a serious violation of Company policy for any employee, manager, supervisor, or department head to encourage or instruct another employee to incorrectly or falsely report hours worked, or to alter another employee’s time entry to under or over report hours worked, or to fail to report any such misconduct. If any employee, manager, supervisor, or department head encourages or instructs you to: (1) incorrectly or falsely under or over report your hours worked; (2) alter another employee’s time records to inaccurately or falsely report that employee’s hours worked; or (3) conceal any falsification of time records, you should immediately report it to Human Resources.

Every report will be investigated and corrective action will be taken, where appropriate, up to and including discharge, for any employee who violates this policy. The Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company’s investigation of such reports. Any form of retaliation, which violates this policy, will result in disciplinary action up to and including discharge.