



employee handbook



A family-owned, employee-friendly company

NPGCO.com

News-Press & Gazette Company

News-Press & Gazette Company Employee Handbook

1/1/2013

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Welcome to NPG!

It is our pleasure to welcome each and every one of our employees to News-Press & Gazette Company. Our company is proud of the team of professionals we work with and is delighted that you have decided to become one of us. You have been selected to become a member of our team because you have attributes essential to our continued success. We trust you will use these traits everyday in your work.

As a new employee, you will be learning about us, and your new job. If you need us, we are here. Your manager will be your teacher and coach. They should be able to answer many of the questions you may have. Should you need any additional assistance, our Corporate Human Resources Manager and our entire Human Resources department will be available to you as well.

You will find that we work hard and receive many rewards for our diligence. We have set high standards for ourselves, and our employees. These standards keep our company interesting and our jobs challenging. We doubt you will find anyone who can describe his or her job as boring. Please enjoy your work and take pride in your accomplishments as we take pride in you.

We have developed this manual with you in mind. It describes many of our policies and outlines many of the programs and benefits available to eligible employees. We hope you will take the time to read and understand the guidelines and information contained here. You will find a wealth of invaluable information, especially as a new employee with our company.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!
Sincerely,

David Bradley
CEO

Brian Bradley
President

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ORGANIZATION DESCRIPTION

News-Press & Gazette Co. traces its beginnings to a frontier newspaper established in 1845, just two years after the founding of the city of St. Joseph along the banks of the Missouri River in northwest Missouri. Headquartered in St. Joseph, the company has been owned and operated since 1951 by four generations of the Bradley family.

The company is led today by David R. Bradley, chairman of the board and chief executive officer, and Brian Bradley, president. Henry H. (Hank) Bradley, past chairman, continues as a board member. Other family members actively involved in management of the company include Eric Bradley and Katherine (Kit) Bradley, both of whom also are board members.

In all, the company employs slightly more than 800 full- and part-time workers across a broad range of career fields in publishing, broadcast television and digital media.

The company's successful steps toward diversification in both mature and emerging communications businesses have provided a solid foundation for growth. Yet, it takes greatest pride in the quality of its employees -- those who have served it so well over many years, and those joining the staff now who will make important contributions in the future.

NEWSPAPERS

News-Press & Gazette has pursued a "cluster" business strategy in building a modern printing plant in St. Joseph and acquiring newspaper properties in the nearby region. The division's aim is to publish intensely local newspapers that, working together, can achieve cost efficiencies while providing our advertising customers with uniquely valuable ways to reach a growing market.

The company's newspaper holdings:

St. Joseph News-Press, published daily, serves communities in 21 counties in northwest Missouri, northeast Kansas and southeast Nebraska.

The Daily Star-Journal, based in Warrensburg, published five days a week, serves Missouri communities east of the Kansas City metropolitan area.

Atchison Globe and *Hiawatha World*, both published twice-weekly, serve northeast Kansas communities.

Liberty Tribune, *Gladstone Dispatch*, *The Kearney Courier* and *The Smithville Herald*, all published weekly, serve Missouri communities in the northern parts of the Kansas City metropolitan area.

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The Miami County Republic, published twice-weekly, and *Osawatomie Graphic* and *Louisburg Herald*, both published weekly, serve Kansas communities in the southern parts of the Kansas City metropolitan area.

The division also is focused on leveraging its strengths in printing and specialty publications. A major component is high-quality sheet-fed printing. Specialty publications include *The Kansas City Nursing News*, a weekly serving the health care industry, and *Green Acres*, a twice-monthly farm publication serving northeast Kansas and northwest Missouri.

TELEVISION AND RADIO

News-Press & Gazette has long-term experience in broadcast media, having owned and operated multiple local television stations starting in the 1970s. The company's current holdings are an important part of its multiplatform media portfolio.

The company's broadcast holdings:

El Paso, Texas: KVIA (ABC); NVIA (The CW); OVIA (WX); QVIA (LATV).

Palm Springs, California: KESQ (ABC); KDFX (FOX); KCWQ (The CW); KUNA (Telemundo); KUNA-FM; KESQ-AM; NESQ (WX).

Yuma, Arizona-El Centro, California: NECY (ABC); KEYC (FOX); OECY (The CW); KESE (Telemundo).

Bend, Oregon: KTVZ (NBC); KFXO (FOX); NTVZ (The CW); KQRE (Telemundo).

Idaho Falls-Pocatello, Idaho: KIFI (ABC); KIDK (under Shared Services Agreement) (CBS); OIFI (The CW); NIFI (Telemundo).

Colorado Springs-Pueblo, Colorado: KRDO (ABC); NRDO - KTLO/KTLP (Telemundo); KRDO-FM; KRDO-AM.

Grand Junction-Montrose, Colorado: KJCT (ABC); OJCT (The CW); KKHD (Telemundo).

NEW FRONTIERS

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Today, each part of News-Press & Gazette serves its traditional audience and also is providing enriched content and advertising services over the Internet and on mobile devices. As this effort has evolved, we have been reminded of the strength of our collective businesses and brands and have become driven to create increased value through teamwork.

Our guiding principle is to put our customers first and provide content whenever and in whatever forms it is desired, whether that is in print, on television or on any digital platform.

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INTRODUCTION

This manual is designed to acquaint you with NPG and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment.

You should read, understand, and comply with all provisions of the manual. The manual describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees. One of our objectives at NPG is to provide a work environment that is conducive to both personal and professional growth.

No employee manual can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, NPG reserves the right to add new policies, and to change or cancel existing policies at any time. The only exception is that our employment-at-will policy will not be changed or cancelled. The employment-at-will policy permits you or NPG to end the employment relationship at any time for any reason, with the exception of those employees who are bound by an employment agreement.

We will notify you of any changes to the manual as they occur.

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CUSTOMER RELATIONS

Our customers are very important to us. Every employee represents NPG to customers and the public. Our customers judge all of us by how we treat them. One of the highest priorities at NPG is to help any customer or potential customer. Nothing is more important than being courteous, friendly, prompt, and helpful to customers.

Your contacts with the public, your telephone manners, and any communications you send to customers reflect not just on you but also on the professionalism of NPG. Good customer relations can build greater customer loyalty and increased profits.

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101 Nature of Employment

Effective Date: 8/29/2010
Revision Date: 5/30/2011

This Manual gives a general understanding of the personnel policies of NPG. It should help answer many common questions. You should review all the policies in the Manual and become familiar with them.

However, this Manual cannot cover every situation or answer every question about employment at NPG. This Manual is also not an employment contract and is not intended to create contractual obligations of any kind. No commitment for any specific duration, including lifetime or permanent employment, shall be valid or binding on the Company unless it is expressly set forth in a written document or employment contract signed by the employee and a designated Company representative.

You became an employee at NPG voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that NPG may terminate your employment at will at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that NPG has the right to make changes. The only exception is that we will not change our employment-at-will policy. The only official changes to this Manual are changes that are authorized by the Chief Executive Officer, President and Human Resources Manager of NPG.

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102 Employee Relations

Effective Date: 8/29/2010
Revision Date:

We believe that the work conditions, wages, and benefits we offer to NPG employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that NPG fully demonstrates its commitment to employees by responding effectively to employee concerns.

If and when employees examine the option of representation by individuals outside NPG, however, we strongly encourage you carefully consider related issues such as regular deductions from your paycheck for representation fees, the potential for outside interference with supervisory relationships, and the commitment for you to comply with directions from third parties.

In an effort to protect and maintain direct employer/employee communications, we will resist organization, within the limits allowed by law, and protect your right to speak for yourself.

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103 Equal Employment Opportunity

Effective Date: 8/29/2010
Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NPG will be based on merit, qualifications, and abilities. NPG does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

NPG will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to NPG.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Facility supervisors/managers have primary responsibility for the EEO policy in each location. This encompasses familiarizing employees with policies, monitoring performance, taking corrective and disciplinary measures, reporting and record keeping.

Position advertisements should indicate no preference or limitation based on race, color, religion, sex, national origin, age, disability or any other characteristic protected by law. All advertisements must include the phrase, "An Equal Opportunity Employer". All applications should remain active for 6 months. Any applicant wanting to be considered for a position following the 6 months should reapply.

If you have a question about any type of discrimination in the workplace, talk with your immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

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104 Business Ethics and Conduct

Effective Date: 8/29/2010
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We expect NPG employees to be ethical in their conduct. It affects our reputation and success. NPG requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our customers' trust. Employees have an obligation to NPG and our customers to act in ways that will earn the continued trust and confidence of the public.

As an organization, NPG will comply with all applicable laws and regulations. We expect all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Human Resources Department for advice and consultation.

It is the responsibility of every NPG employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

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105 Hiring of Relatives

Effective Date: 8/29/2010
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Relatives of an employee will be considered for employment on an equal basis with other applicants who have similar qualifications. Regardless of relationship, all applicants must follow the same employment process. A referral of a relative does not guarantee a job offer or a position with the Company. Once a referral has been made, the decision for hire is based on a candidate's qualifications and the authorization of the hiring manager and the Corporate Human Resources Manager. However, it is not typical that relatives will work in the same department or one relative will supervise another in the workplace.

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106 Employee Medical Examinations

Effective Date: 8/29/2010
Revision Date:

At NPG we may require that some employees have a medical examination. The exam is to help make sure you can perform your duties.

After we make a job offer to an applicant for certain types of jobs, we may require a medical examination. We will choose the health professional and pay for the examination. The job offer and starting the job then depend on whether the applicant satisfactorily completes the exam.

We keep any medical information separate from your other personnel information to protect your privacy. Also, only people who have a legitimate business need to know may see medical information.

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107 Immigration Law Compliance

Effective Date: 8/29/2010
Revision Date: 5/30/2011

NPG is committed to full compliance with federal immigration laws and will not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, every new employee at NPG, as a condition of employment, is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility. Required documentation must be presented within 72 hours of a new employee's first report to work. Failure to present documentation within 72 hours will preclude the employee from returning to work without the required documentation.

If you leave NPG and are rehired, you must complete another Form I-9 if the previous I-9 with NPG is more than three years old, or if the original I-9 is no longer accurate, or if we no longer have the original I-9. It is the current policy of NPG to require every rehire to complete a new I-9 form.

If you have questions or want information on the immigration laws, contact the Human Resources Department. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

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108 Conflicts of Interest

Effective Date: 8/29/2010
Revision Date:

NPG has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of NPG to adhere to the following guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact the Human Resources Department.

What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of NPG that might result in a personal gain for you or for one of your relatives. For conflicts of interest, a relative is any person who is related to you by blood or marriage, or whose relationship with you is similar to being a relative even though they are not related by blood or marriage.

We do not automatically assume that there is a conflict of interest if you have a relationship with another company. However, if you have any influence on transactions involving purchases, contracts, or leases, you must tell an officer of NPG as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which NPG does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving NPG.

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110 Outside Employment

Effective Date: 8/29/2010
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You may hold an outside job as long as you can satisfactorily perform your NPG job and the job does not interfere with our scheduling demands.

We hold all employees to the same performance standards and scheduling expectations regardless if they have other jobs. In order to remain employed at NPG, we will ask you to terminate an outside job if we determine that it is impacting your performance or your ability to meet our requirements, which may change over time.

If your outside employment has an undesirable impact on NPG, we will consider that it is a conflict of interest.

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112 Non-Disclosure

Effective Date: 8/29/2010
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It is very important to NPGCO that we protect our confidential business information and trade secrets. Confidential information includes, but is not limited to, the following examples:

- * computer processes
- * computer programs and codes
- * customer lists
- * customer preferences
- * financial information
- * marketing strategies
- * new materials research
- * pending projects and proposals
- * proprietary production processes
- * research and development strategies
- * technological data
- * technological prototypes

You may be asked to sign a non-disclosure agreement as a condition of your employment.

If you improperly use or disclose a trade secret or confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action. This applies even if you do not get any benefit from releasing the information.

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114 Disability Accommodation

Effective Date: 8/29/2010
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NPG is committed to complying fully with the Americans with Disabilities Act (ADA). We are committed to ensuring equal opportunity in employment for all qualified persons regardless of disability. In addition, NPG will make reasonable accommodation of the impairments of qualified persons with disabilities to the extent required by law, unless undue hardship to NPG would result. We conduct all our employment practices and activities on a non-discriminatory basis.

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

If any applicant or employee believes in good faith that he/she needs a reasonable accommodation because of a disability, he/she must contact the Human Resources Department and request an accommodation. Requests for accommodations are not to be made to any supervisor or manager. If any supervisor or manager receives what is believed to be a request for accommodation, he/she should contact or refer the employee to the Human Resources Department.

NPG is committed to participating in an interactive accommodation process with an individual who requests an accommodation.

1. The Human Resources Department will work directly with any applicant who needs an accommodation in connection with the recruiting process via telephone, e-mail, or other appropriate method of communication and to obtain any necessary information.
2. An employee who requests a reasonable accommodation will normally be required to meet with the Human Resources Department to discuss the need for accommodation and to complete a "Request for Accommodation" form. This form includes information regarding the nature of the disability, how it affects the employee's ability to perform all essential job duties, information regarding medical treatment of the disability or impairment, information regarding the health care provider who has provided such treatment, the employee's suggestions for

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reasonable accommodation, and other relevant information.

NPG may contact an applicant's or employee's health care provider or other third parties (such as rehabilitation counselors) to verify the existence of the disability or impairment, obtain relevant medical information and/or records, and suggestions for accommodation. The individual requesting an accommodation is expected to fully cooperate in the process.

Requests for accommodation will be processed as quickly as reasonably practicable under the circumstances. Any individual who requests an accommodation is required to fully cooperate in the process, including providing relevant information and providing any required HIPAA consent in order for NPG to contact and obtain information from the individual's health care provider. If the individual fails or refuses to provide any needed HIPAA consent, NPG will terminate its processing of the individual's request for accommodation. If the individual is an employee, he/she will be expected to fully perform all essential functions of his/her job without accommodation and may be subject to disciplinary or performance-related actions, up to and including discharge, if he/she is unable to perform all essential functions of the job. If the individual is an applicant, his or her application for employment will be withdrawn from consideration.

While a request for accommodation is being processed, an employee may be placed on paid or unpaid leave of absence, assigned to a different job, or provided with light or modified duty, as determined by NPG. An employee's base rate of pay will not normally be changed while the employee's request for accommodation is being processed, but any form of supplemental compensation (such as commissions, bonuses, etc.) may be affected if appropriate.

Although it is not possible to make a comprehensive list of all possible accommodations that might be reasonable, the following are among the accommodations that might be reasonable (depending on the circumstances): modifications to the job application process, modifications to the work environment, modifications to the methods by which a job is performed, providing special equipment or devices to perform a job, reassignment to an open job for which an employee is qualified and for which the employee can perform the essential job duties, providing a part-time or modified work schedule, modifying training methods and/or materials, providing readers or interpreters, and/or placing an employee on short-term leave of absence.

Employees should understand that not all possible accommodations are reasonable in nature. For example, an employer is not required to lower its performance or behavior standards, eliminate essential job duties, bump another employee from a job, maintain an employee's compensation rate if the employee is placed in a lower job, promote an employee, or permit unscheduled (or erratic, unpredictable, intermittent) or excessive absenteeism or tardiness as a reasonable accommodation. In addition, working from home, obtaining regular assistance from another employee to perform essential job duties, and eliminating certain duties in a job rotation are generally not reasonable accommodations except in extraordinary circumstances. The

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ability of an employee to perform essential duties with the use of mitigating measures or devices (such as medication or special equipment) may be taken into account if determining if an accommodation is needed or reasonable. For example, if an employee can control an impairment with medication or assistive devices and thereby perform essential job duties, no reasonable accommodation would normally be needed or reasonable.

NPG will determine if a reasonable accommodation is available. If more than one reasonable accommodation is available, NPG may take into account the individual's preference of accommodation, but NPG has the right to make the final selection of the accommodation to offer to the individual. Any individual has the right to refuse any accommodation that is offered by NPG under this policy. If a reasonable accommodation is offered and rejected:

- An employee will be expected to fully perform all essential functions of the job without accommodation and may be subject to disciplinary and/or performance-related actions, up to and including discharge, if the employee is not able to perform all essential functions in a manner acceptable to NPG and as expected from other employees who hold the same job.
- If the individual is an applicant, his or her application for employment will be withdrawn from consideration.

NPG is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws. NPG will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

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116 Job Posting

Effective Date: 8/29/2010
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Our job posting program gives you the opportunity to show your interest in open jobs and to advance within NPG according to your skills and experience. In general, we post all job openings, although NPG reserves its right to not post a particular opening.

Job openings will be posted on the employee bulletin board and will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, submit an application or resume to the Hiring Manager. List your job-related skills and accomplishments on the application. Also tell how your education and your work experience here or elsewhere make you qualified for the new job.

We encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support your efforts to gain experience and advance within NPG.

After you apply for a job, your supervisor may be contacted for information about your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a possible transfer may also be discussed.

Job posting is a way to inform you of open jobs. It is also a way for the hiring manager to find out about qualified and interested applicants. In addition to posting, NPG may use other recruiting sources to fill open jobs.

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201 Employment Categories

Effective Date: 8/29/2010
Revision Date: 5/30/2011

It is important that you understand the definitions of the employment classifications at NPG and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see your supervisor.

Depending on your job, you are either NON-EXEMPT or EXEMPT from federal (Fair Labor Standards Act) and state wage and hour laws. If you are a NON-EXEMPT employee, you are entitled to overtime pay under the specific provisions of federal (Fair Labor Standards Act) and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal (Fair Labor Standards Act) and state wage and hour laws. Your EXEMPT or NON-EXEMPT classification may be changed only by notification from NPG management.

In addition to being a NON-EXEMPT or EXEMPT employee, you also belong to one of the following employment categories:

You are a REGULAR FULL-TIME employee if you are not assigned to a temporary or PART-TIME status AND you are regularly scheduled to work the NPG full-time schedule. In most cases, REGULAR FULL-TIME employees are eligible for all NPG benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a REGULAR PART-TIME employee if you are not in a temporary status AND you are regularly scheduled to work less than the full-time work schedule. REGULAR PART-TIME employees are eligible for some NPG benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a TEMPORARY employee if you were hired as an interim replacement, or to temporarily increase our workforce, or to help finish a specific project. Employees are in the temporary category for a limited time. Even if you work at NPG longer than the original time period that we agreed to when you were first hired, you will stay a temporary employee until you are officially notified that you have been assigned to a different category. Temporary employees may also be eligible for some other NPG benefit programs, subject to the terms, conditions, and limitations of each benefit program.

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202 Access to Personnel Files

Effective Date: 8/29/2010
Revision Date:

NPG keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of NPG. Because personnel files contain confidential information, no employee, except a Manager on a "need-to-know" basis, may review another employee's file.

No personnel files may be removed from Company premises, except under court order and with the approval of the Corporate Human Resources Manager and Corporate Counsel.

If you wish to review your own file, contact the Human Resources Department. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of the Human Resources department is also present. Exceptions for view include documents containing information about another employee, or documents written and/or signed by another employee. Copies may be allowed only of documents that the employee has signed.

If you disagree with information in your file, you may write a memo to the Corporate Human Resources Manager rebutting the matter and the rebuttal will be added to the file to reflect the employee's position on the matter in dispute.

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203 Employment Reference Checks

Effective Date: 8/29/2010
Revision Date:

To ensure that individuals who join NPG are well-qualified and have a strong potential to be productive and successful, it is the policy of NPG to check the employment references of all applicants.

All inquiries, which are received either by telephone or in writing regarding a present or past employee, are to be referred to the Human Resources Department for proper handling. Information provided to all such inquiries will consist of name, position title, and dates of employment. Salary information for current or past employees will be provided only if accompanied by a signed release.

The Human Resources Department will confer with counsel on subpoenas for employee records and will respond in a timely manner.

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204 Personnel Data Changes

Effective Date: 8/29/2010
Revision Date:

It is important that NPG have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Human Resources Department.

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208 Employment Applications

Effective Date: 8/29/2010
Revision Date:

We rely on the accuracy of the information you put on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If misleading, false or omitted information is discovered after employment is secured, the employee may be terminated.

When we process an employment application, we may obtain a consumer credit report for employment purposes only concerning the applicant's credit worthiness, credit standing, and credit capacity. If we take an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act will be provided as well as any other documents required by law.

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209 Performance Evaluation

Effective Date: 8/29/2010
Revision Date:

The primary reason for performance reviews is to ensure that your perception of your work performance is consistent with how you are perceived by your manager and co-workers. It is equally important to identify your strengths and weaknesses, identify areas that need development, discuss any performance-related issues and evaluate how your work performance compares to your job description and position objectives. Performance reviews also offer a good opportunity to discuss your career interests and identify ways of achieving work-related goals. Performance evaluations will be conducted annually as determined by NPG management. However, annual evaluations are not intended to discourage feedback sessions or delay discussion of any performance issues that may occur at any given time.

Compensation changes will be reviewed annually as determined by NPG management and, if awarded, are based on merit alone, not length of service or the cost of living. Having your compensation reviewed does not necessarily mean that you will be given an increase, nor will a good performance evaluation guarantee a pay increase, nor is it a promise of continued employment.

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301 Employee Benefits

Effective Date: 8/29/2010
Revision Date: 5/30/2011

NPG gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, state disability (where applicable), and unemployment insurance.

There are several factors that decide if you are eligible for a benefit. One main factor is your employment classification (full-time, part-time or temporary). See your supervisor to find out which benefit programs you are eligible for.

This employee Manual contains policies describing many of the benefit programs. Sometimes a policy will tell you there is more information in another place such as the Summary Plan Document.

The following benefit programs are available to eligible employees:

- * 401(k) Savings Plan
- * Auto Mileage
- * Benefit Conversion at Termination (Medical, Dental, Vision, Life, Supplemental Life & LTD)
- * Bereavement Leave
- * Cafeteria Plan (Flexible Spending Plan)
- * Dental Insurance
- * Educational Financial Assistance
- * Employee Assistance Program
- * Employee Discounts
- * Health Insurance
- * Health Savings Account
- * Holidays
- * Jury Duty Leave
- * Life Insurance
- * Long-Term Disability
- * Medical Leave
- * Military Leave
- * Paid Time Off (PTO)
- * Personal Leave
- * Pharmacy
- * Short-Term Disability (where applicable)

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- * Sick Leave Benefits
- * Supplemental Life Insurance
- * Uniforms
- * Vision Care Insurance
- * Voting Time Off
- * Wellness Program
- * Witness Duty

Some of these benefits are fully paid by NPG and others require you to pay part or all of the cost.

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305 Holidays

Effective Date: 8/29/2010
Revision Date:

NPG recognizes the following holidays each calendar year:

- * New Year's Day (January 1)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Thanksgiving (fourth Thursday in November)
- * Christmas (December 25)

Employees in the following employment classifications are eligible for holiday time off with pay immediately:

- * Regular full-time employees

If a recognized holiday falls on a Saturday, NPG will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, NPG will observe it on the Monday after the holiday.

If you are eligible for paid holidays and on the holiday you are on a paid absence, such as vacation or sick leave, you will get holiday pay instead of the paid time off pay you would have received.

When a holiday falls on an employee's scheduled day off, he will be eligible to take an alternate day with Supervisor's approval.

Exempt employees taking a basic holiday will receive eight hours of holiday pay. Exempt employees who work on a basic holiday will receive regular pay and be eligible to take an alternate day as agreed upon with their supervisor.

If eligible nonexempt employees work on a recognized holiday, they may either receive holiday pay plus one and one-half (1 1/2) times their straight-time rate for hours worked on the holiday or be allowed to take an alternate day within three months following the holiday. The supervisor will determine whether the employee receives holiday pay or an alternate day.

Part-time employees are not eligible for holiday pay, however, a part-time employee that is normally scheduled for work that falls on a holiday (and thus does not work) may request PTO

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time, if available, for the amount of hours lost.

We will not count holiday paid time off as hours worked when calculating overtime.

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306 Workers' Compensation Insurance

Effective Date: 8/29/2010
Revision Date:

NPG provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. In most states, a waiting period is required after the accident takes place before any type of worker's compensation benefit (modified wage replacement) can be paid to the employee. Please check with Human Resources in your location to ascertain how soon benefits can begin.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and lets us investigate the matter promptly. Both worker's compensation law and OSHA require prompt reporting, therefore, failure to promptly report an accident or injury will result in disciplinary action.

- Report all injuries promptly, no matter how slight, to a manager or supervisor.
- Cooperate willingly in a full investigation of accident giving all relevant information to supervisors, managers, and law enforcement officials.
- Submit to drug testing as detailed in Company Alcohol and Drug Policy.
- Supervisors will report all accidents (using Company accident forms provided) immediately to Corporate H.R.

Injuries must be treated by a Company-authorized doctor, where state law allows. Payment will not be made to personal doctors for treatment of occupational injuries except as otherwise provided by applicable state workers' compensation laws. The State of California requires advance designation if the employee prefers to use his personal physician. Please see Human Resources in those locations. The Company shall pay for lost time on the date of the accident only. Further time away from work may be covered by worker's compensation as governed by state law. Occupational injuries may not be compensated under Company PTO or sick bank provisions. Employees must furnish Company with Return-to-Work certification from the doctor along with any work restrictions. Company will attempt to make accommodation for these restrictions in the form of modified duty.

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Workers' compensation covers only work-related injuries and illnesses. Neither NPG nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

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308 Time Off to Vote

Effective Date: 8/29/2010
Revision Date:

NPG wants employees who are citizens to vote in elections. Employees are urged to vote during local, state and national elections. Time off to vote is dealt with on a state-by-state basis. Your Human Resources representative can provide you with the specific guidelines for your state.

If you need time off to vote, see your supervisor for the time off at least two days before the election day.

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309 Bereavement Leave

Effective Date: 8/29/2010
Revision Date:

NPG provides bereavement leave to employees to protect their income when they are unable to work due to a death in the family.

Employees in the following employment classifications are eligible for up to 5 days of bereavement leave (dependent on the relationship) with pay:

- * Regular full-time employees

Employees will be granted up to five (5) days at regular rate of pay in the event of death of:

- Spouse, child, stepchild

Employees will be granted up to three (3) days at regular rate of pay in the event of death of:

- Parent, grandparent, grandchild, brother, sister
- All "step" and "in-law" variations of this list

Employees will be granted up to one (1) day at regular rate of pay in the event of death of:

- Aunt, uncle, niece, nephew, great grandparent

We will also consider requests for bereavement leave in the event of a death of someone who was as close to you as an immediate family member.

In the event the employee is solely responsible for making final arrangements or transacting financial or legal arrangements, additional time off may be granted by the employee's Department Head or equivalent, with acknowledgement of the Human Resources Manager.

If the employee needs to use bereavement leave at a later time from the actual date of the death (to make final arrangements, transact financial or legal arrangements, attend a memorial service, etc.), it may be granted by the employee's Department Head or equivalent, with

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acknowledgement of the Human Resources Manager.

When a family member's death occurs during an employee's vacation period, additional PTO days with pay may be traded for approved bereavement leave at the discretion of the Department Head or equivalent, with acknowledgement of the Human Resources Manager.

All absences must be reported to the Department Head as soon as practical.

Bereavement leave does not count as time worked for overtime purposes.

Bereavement pay will not come out of an employee's PTO bank.

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311 Jury Duty

Effective Date: 8/29/2010

Revision Date:

NPG encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any 1 year period.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

- * Regular full-time employees
- * Regular part-time employees

If you stay on jury duty longer than paid jury duty allows, you may use any available PTO benefits you have to be compensated for the unpaid jury duty leave.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. You are required to report to work when released from jury duty if any portion of the workday remains.

Either you or NPG may ask the court to excuse you from jury duty. We may ask that you be relieved from jury duty if we think that your absence would cause serious operational problems for NPG. However, it should be recognized that it is difficult to obtain a postponement of jury duty service. If approved by the Court, a copy of the notice should be sent to Human Resources and placed in your personnel file.

In regards to compensation for jury duty, you should obtain a statement from the Court stating the term of service and the amount of compensation received. This statement should be delivered to your supervisor for reconciliation to your time sheet before forwarding to the Payroll Department. Jury payment should be forwarded to the Accounting department by the supervisor for any Company-paid hours. Any monies you receive during an unpaid leave will be yours to keep. You may also retain any mileage paid to you by the Court for travel to attend jury service.

Subject to the terms, conditions, and limitations of the applicable plans, NPG will continue to provide health insurance benefits for the full period of paid and unpaid jury duty leave.

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Your PTO benefits will continue to accumulate as per the PTO policy during jury duty leave.

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312 Witness Duty

Effective Date: 8/29/2010
Revision Date:

If you are summoned to be a witness in court for NPG or if we ask you to testify, we will give you time off with pay.

If you get a subpoena to be a witness for someone other than NPG, we will give you time off without pay. You may also use any available PTO time you have to be paid for any unpaid time off you have to take.

If you need to get time off to be a witness, show the subpoena to your supervisor as soon as you receive it. We expect you to report for work whenever you are not needed in court.

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313 Benefits Continuation (COBRA)

Effective Date: 8/29/2010
Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health, dental, flexible reimbursement or vision insurance should coverage under any of these plans end.

Employees enrolled in health, dental, flexible reimbursement and vision insurance and their covered dependents are entitled to an additional 18 months of coverage under COBRA if the reason for coverage ending is termination of employment or reduction in hours. If coverage termination is a result of the employee's death or Medicare eligibility, or because of divorce, legal separation or a child ceasing to be a dependent, the extension of coverage may be for up to 36 months. Please be aware that the number of months of available coverage may change if more than one qualifying event takes place. The employee or spouse is responsible for reporting all status changes and address changes in a timely manner to the News-Press & Gazette Human Resources Department.

COBRA election must be made within 60 days after notice of election of COBRA has been received from the plan administrator. The plan provides that premiums must be paid from the date of termination of coverage in order to have continuous coverage. Payment must be made within 45 days from the date the application is submitted. COBRA premiums will be based on plan funding applicable at termination of coverage.

The employee, his/her spouse or dependents, may be able to extend existing coverage from 18 months to 29 months, if the Social Security Administration determines that the covered employee, or a covered dependent, was or became totally disabled at any time during the first 60 days of COBRA continuation coverage. Premiums during the additional 11 months of coverage could be substantially higher than for the initial 18-month period. This extension of coverage for disability is available if COBRA eligibility is based on termination of employment or reduction in hours of employment. To qualify for the extension, submit a copy of the Social Security disability determination notice within 60 days of the date of such notice to the News-Press & Gazette Human Resources Department. This disability determination must be issued within the disabled individual's 18-month period.

A qualified beneficiary refers to the individuals who are covered under the plan the day before a COBRA qualifying event takes place. Spouses and dependent children have separate COBRA election rights. Qualified beneficiaries also include any child who is born or adopted by the covered employee during the period of COBRA coverage. If a dependent is added during the

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COBRA period, proper notice must be given to the Human Resources Department at the News-Press & Gazette Co. Coverage and premiums will be adjusted accordingly.

HIPAA rights are also available to employees who change jobs and become covered by a new employer's plan even if the employee (or covered spouse or dependent) has a pre-existing medical condition. Any time during which an employee or his/her family had continuous health coverage (including COBRA) prior to changing jobs will reduce, month for month, the new plan's pre-existing condition exclusion. A break in coverage of more than 63 days may subject the covered employee to pre-existing conditions exclusions. When COBRA continuation coverage ends, a "Coverage Certification" will be provided that will describe the duration of coverage under COBRA for each covered individual in the employee's family.

COBRA coverage is subject to automatic termination for failure to make payment within thirty days from due date, if employee or dependent become covered under another group health plan that does not include any exclusion or limitation with respect to any pre-existing condition, if employee or dependent becomes entitled to Medicare benefits, or if the employer-sponsored plan is terminated for all active employees including those who have elected this continuation program.

A COBRA continuation letter and election form will be mailed to last known address if current coverage ends. The plan administrator is required to mail the COBRA continuation letter and election form within 14 days of notification of a qualifying event. NPG is not responsible for COBRA continuation notices in the event the employee or dependent fails to report status or address changes.

The above policy represents basic COBRA regulations, however, the Federal government may make temporary changes to COBRA laws affecting eligibility, premiums and duration of coverage. These temporary guidelines are generally tied to periods of high unemployment nationally and Congress may pass legislation offering premium subsidies and prolonged eligibility. Please check with Human Resources for current guidelines.

Any questions regarding COBRA rights, notice of change in status or address changes may be directed to:

Jennifer Wright
Corporate Personnel Manager
Phone: 816/271-8571
News-Press & Gazette Co.
P.O. Box 29
St. Joseph, MO 64502

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314 Educational Assistance

Effective Date: 8/29/2010
Revision Date:

NPG offers an educational assistance program to encourage employees to maintain and improve their job-related skills through formal education.

Employees in the following employment classifications are eligible for the educational assistance program:

- * Regular full-time employees

You must first complete 90 calendar days of service in an eligible classification to participate in educational assistance. When you start getting educational assistance, you must continue to be an active employee and perform your job satisfactorily to stay in the program.

Not every course is eligible for the educational assistance. To be eligible, a course or a group of courses that are part of a degree, licensing, or certification program must be related to your current job duties or to a position you might have at NPG in the foreseeable future. The program must be of a degree-seeking nature (or certification-seeking if vocational/technical in nature). This program should not interfere with performance and attendance. Graduate study work will not be included in this program.

Any college or university, business school, or vocational institution accredited/licensed by the Department of Education of the state in which it is located is acceptable.

Tuition for meetings, seminars and certain certification programs or management training seminars, may be covered by a continuing education program as established by NPG, provided one exists. The General Manager must approve continuing education programs.

To apply for tuition refund, you must complete an Application for Tuition Reimbursement Form (Form is available from your local Human Resources office or by clicking [here](#)) prior to the beginning of the selected class, obtain your Manager's approval and forward to the Corporate Human Resources Manager for final approval. The Corporate Human Resources Manager will notify you of the approval or disapproval of the request.

After completion of the course, you must submit documentation to support the payment of tuition, fees and books, and a transcript of your grade.

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Assistance reimbursement includes full tuition costs, laboratory fees, registration fees and books. Reimbursements are limited to \$1,000 per semester, not to exceed \$2,000 per calendar year.

Educational assistance will be paid according to the following schedule:

Final grade of "A" - 100% refund
Final grade of "B" - 75% refund
Final grade of "C" - 50% refund

Tuition will be refunded 100% for "Pass or Fail" courses is passed

Reimbursement will be made only if a passing grade of "C" or above is attained. The Corporate Human Resources Manager will authorize reimbursement to be made directly to you.

We hope that educational assistance will develop your skills but we do not promise or guarantee that more education will result in promotions, new job assignments, or pay increases.

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315 Paid Time Off (PTO)

Effective Date: 9/8/2010
Revision Date: 1/1/2012

NPG provides Paid Time Off (PTO) to eligible employees. PTO is an all-purpose time-off policy. You can use PTO for vacation, illness or injury (non-work-related) and other personal time. PTO combines traditional vacation, sick leave and personal time into one flexible, paid time-off policy. NPG offers paid time-off to all employees beginning in their initial year of employment and the accumulation rate increases with seniority.

Employees in the following employment classifications are eligible for PTO:

- * Regular full-time employees
- * Regular part-time employees

From Hire Date through first 11 months of seniority:	From 12 month (1 year) anniversary date through the 59th month of seniority:	From 60 month (5 year) anniversary date through the 239th month of seniority:	From 240 month (20 year) anniversary date forward:
Full-Time:	Full-Time:	Full-Time:	Full-Time:
Accumulates 2.47 hours per pay period	Accumulates 4.62 hours per pay period	Accumulates 6.16 hours per pay period	Accumulates 7.70 hours per pay period
(Equates to 8 days/yr)	(Equates to 15 days/yr)	(Equates to 20 days/yr)	(Equates to 25 days/yr)
PTO Max. – 64 hours	PTO Max. – 120 hours	PTO Max. – 160 hours	PTO Max. – 200 hours
Part-Time:	Part-Time:	Part-Time:	Part-Time:
Accumulates 1.55 hours per pay period	Accumulates 3.08 hours per pay period	Accumulates 4.62 hours per pay period	Accumulates 6.16 hours per pay period
(x hours worked per pay period divided by work hours available in pay period)	(x hours worked per pay period divided by work hours available in pay period)	(x hours worked per pay period divided by work hours available in pay period)	(x hours worked per pay period divided by work hours available in pay period)
PTO Max. – 40 hours (x above formula)	PTO Max. – 80 hours (x above formula)	PTO Max. – 120 hours (x above formula)	PTO Max. – 160 hours (x above formula)

PTO Plan

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The PTO plan is comprised of vacation, sick and personal allowance hours. You will accumulate time in the plan according to the above table. In addition to the PTO plan defined above, NPG will also offer a long-term sick bank which may be utilized for illness in excess of four days.

Long-Term Sick Bank

NPG employees were initially allowed to carry over up to sixty days into the long-term sick bank from the previous sick pay policy. The maximum number of days in the bank will be thirty days. This applies to new hires and current employees after existing amounts over thirty days are depleted. In order to increase the number of days in the long-term sick bank, you may request to transfer unused hours from PTO to the long-term sick bank. This transfer process will take place annually between the 1st and 15th day of each January via a written request to Payroll. Time in the long-term sick bank is not payable upon termination.

Accumulation

PTO hours will accumulate month-to-month and year-to-year in the PTO and/or the long-term sick bank (note table guidelines for maximum PTO bank). If you have reached the maximum allowance, you will not be eligible for additional hours until you reduce the available hours below the maximum. No PTO time will accumulate if you are on a leave for more than two consecutive work weeks. Your current PTO balance will be reflected on your pay stub each payday.

PTO Utilization

PTO days should be scheduled with your supervisor well in advance. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements. Vacation may be scheduled within the department on an annual basis with a limit to the number of employees who may be off work at the same time. Certain black-out periods within our different companies may be necessary, i.e., sweeps periods in the television industry, Progress editions in the newspapers, etc.

If a requested PTO day is denied by management, and you are absent from work on the previously denied day, discipline may result.

Any absence for more than 3 consecutive days will require a doctor's note to return to work.

All approved leaves of absence will require you to use available PTO and/or long-term sick hours. Full-time employees are required to use PTO for all personal time away from work, when PTO hours are available.

Exempt personnel must complete weekly attendance forms. Full-day and partial day absences of exempt personnel which are required for personal reasons will be paid from PTO hours, if

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available. If an exempt employee has depleted all available PTO hours, the employee will not be paid for full-day absences due to personal (i.e. non-work) reasons.

You will be paid for PTO at your base pay rate as of the time of the absence. PTO pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Nonscheduled Absences

Nonscheduled absences should be limited whenever possible. Nonscheduled absences are those absences which have not been scheduled in advance, e.g., calling in the morning of an absence. Nonscheduled absences may require supervisor to inquire if absence is due to an FMLA event. NPG reserves the right to require documentation for repeated nonscheduled absences (e.g. doctor's slip). Nonscheduled absences not covered under FMLA or an approved Personal leave of absence will result in an occurrence under our Attendance Policy for non-exempt (hourly) employees. Please see Section 31 for further details. Employees who are absent and do not call in according to the Attendance Policy will not be eligible to use PTO time and will be subject to disciplinary measures (exceptions may be made for mitigating conditions).

Long-term Sick Bank Utilization

PTO, if available, must be used for the first four days attributed to personal illness(es) throughout the calendar year. After four days have been drawn from your PTO bank, all successive days attributed to personal illness(es) will be deducted from the long-term sick bank, if available, otherwise from remaining PTO hours.

Termination

Unused PTO time or long-term sick bank has no cash value upon termination of employment. However, employees who meet all of the following eligibility requirements will receive 50% of unused PTO hours (Payment for unused PTO will follow applicable state law):

- voluntarily resign, retire, or have his or her job eliminated due a reduction in force
- provide at least two weeks notice in advance of voluntary resignation or retirement
- actually work each scheduled day of the minimum notice period, with no partial-day or full-day absences, and
- maintain acceptable performance during the notice period.

You are required to work each day of the two-week notice period and will not be paid PTO during this time (exceptions may be made for mitigating conditions). However, if you provide more than two weeks notice, you would be allowed to use PTO in the equivalent of the excess notice given.

However, if NPG, in its sole discretion, terminates your employment for cause, you may lose any remaining unused PTO and will not be paid for it.

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This policy will adhere to state law when payout of vacation upon termination of employment differs from NPG policy.

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316 Health Insurance

Effective Date: 8/30/2010
Revision Date: 5/30/2011

Our health insurance plan offers medical, dental, and vision care benefits to eligible employees and their dependents. Employees in the following employment classifications are eligible to enroll in the health insurance plan:

- * Regular full-time employees (medical, dental and vision)
- * Regular part-time employees (medical)

All coverages offered in our health insurance plan are available to you on the first day of the second month following your month of employment. The medical and dental plans costs are on a shared premium basis between you and the Company. You pay the full cost of the vision plan (except for Idaho employees where medical, dental and vision plans are under an umbrella policy). All health insurance premiums are payroll-deducted on a pre-tax basis during the first two pay periods of each month, except where a correction or adjustment is necessary.

To participate in the plan, you must complete the appropriate enrollment forms within 30 days of your date of hire. Failure to complete forms in a timely manner will prevent you from enrolling in health insurance at that time.

Eligible dependents include your spouse and dependent children through the age of 26 years of age. Dependent children include adopted or foster children placed with an eligible employee.

- All covered individuals must provide their dates of birth and social security numbers
- Changes in enrollment may be made during open enrollment or as a result of a qualifying event. A qualifying event is one or more of the following (not fully inclusive):
 - Marriage
 - Divorce
 - Birth of a child
 - Death of a covered dependent or of a spouse
 - Adopted or foster child in the care of the employee
 - Loss of spousal insurance coverage due to spouse's loss of employment or spouse's employer dropping health insurance coverage
- Enrollment changes must be made within 31 days of a qualifying event
- The Company reserves the right to set open/special enrollment periods
- Medical and dental coverage may be dropped at any time upon employee request
- Vision coverage cannot be dropped until the end of the plan year outside of one of the above-mentioned qualifying events

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A change of employment class from temporary or part-time to full-time enables you to be eligible for the full-time medical, dental and vision coverages at the first of the month following the date of transfer, if your initial waiting period has been fulfilled.

If you are enrolled in a full-time health insurance plan and change to an employment class that would make you no longer eligible, you may choose to enroll in the part-time medical plan or you may be able to continue your health insurance plan under the Consolidated Omnibus Budget Reconciliation Act (COBRA). See the COBRA policy in this manual for more information.

Full-time employee offerings-

NPG offers PPO (Preferred Provider Organization) medical plans administered by Blue Cross Blue Shield of Kansas City to all full-time company employees, regardless of locale. California employees have additional HMO (Health Maintenance Organization) medical plan offerings administered by Kaiser Permanente and Idaho employees have an additional PPO medical plan offering administered by Smith Administrators.

A traditional dental plan is provided to all full-time company employees through Blue Cross Blue Shield of Kansas City; and Idaho employees who choose the local PPO medical plan will have dental coverage included in that plan.

Vision coverage is provided to all full-time company employees through VSP (Vision Service Providers); and Idaho employees who choose the local PPO medical plan will have vision coverage included in that plan.

Part-time employee offerings-

NPG offers PPO medical plans administered by CIGNA Voluntary Life to all part-time employees, regardless of number of hours scheduled or worked.

Plan details and premiums are available from your local Human Resources department and will be provided during your new hire orientation process.

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317 Life Insurance

Effective Date: 8/30/2010
Revision Date: 5/30/2011

NPG offers a basic term life insurance plan for eligible employees. Eligible employees may also purchase additional supplemental term life insurance for themselves and their spouses.

The basic term life insurance plan for you includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death.

Employees in the following employment classifications are eligible to enroll in the term life insurance plan:

- * Regular full-time employees

All coverages offered in our term life insurance plans are available to you on the first day of the second month following your month of employment. Basic term life coverage and dependent term life coverage is 100% paid by NPG; supplemental term life coverage is available to you and your spouse and you pay the full cost.

To participate in the plan, you must complete the appropriate enrollment forms within 30 days of your date of hire. Failure to complete forms in a timely manner will prevent you from enrolling in the voluntary coverage options at that time.

Eligible dependents include your spouse and dependent children through 26 years of age. Dependent children include adopted or foster children placed with an eligible employee. Dependent term life coverage is provided by NPG in the amount of \$2,000 per eligible dependent.

Life insurance coverage for you equals one times your annual salary which includes commissions and bonuses where applicable. In the event of accidental death, the life insurance coverage doubles to two times your annual salary.

Supplemental life coverage can be purchased in multiples of \$10,000 at a maximum guarantee of \$100,000 for you and can be purchased in multiples of \$5,000 at a maximum guarantee of \$25,000 for your spouse but cannot exceed the amount purchased by you. Premiums are based on age and amount of coverage purchased. A decision to pick up this offering if you declined at time of hire or to request amounts larger than the guarantee issues, will require you

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to complete a medical history statement to seek approval by the insurance underwriting group---this may be denied or rejected based on your current health status.

Basic term life insurance, AD & D, and supplemental term life insurance coverage ceases as a company-paid benefit if you leave employment. However, there is a feature for you to convert the coverage held during employment to a whole life policy at your expense.

Plan details and premiums are available from your local Human Resources department and will be provided during your new hire orientation process.

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318 Short-Term Disability

Effective Date: 8/30/2010
Revision Date: 5/30/2011

NPG has a short-term disability (STD) benefits program for eligible employees. STD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness away from the workplace.

Employees in the following employment classifications are eligible for the STD plan:

- * Regular full-time employees

STD coverage is available to you on the first day of the second month following month of your employment. You pay the cost of this coverage. The cost is calculated based on a formula using your salary times a fixed rate.

To participate in the plan, you must complete the appropriate enrollment forms within 30 days of your date of hire. Failure to complete forms in a timely manner will prevent you from enrolling in STD at that time.

STD provides a benefit payable at 50% of your regular income, including commissions and bonuses, from the 8th day of disability through the 90th day. A claim form must be completed by you and your physician and provided to the insurance company to make a claim for STD.

If the disability comes from being pregnant or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working.

If the disability is covered by workers' compensation, it is not covered by the STD plan.

A decision to pick up this offering if you declined at time of hire will require you to complete a medical history statement to seek approval by the insurance underwriting group---this may be denied or rejected based on your current health status.

Short-term disability insurance coverage ceases as a company-paid benefit if you leave employment.

Plan details and premiums are available from your local Human Resources department and will be provided during your new hire orientation process.

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319 Long-Term Disability

Effective Date: 8/30/2010
Revision Date: 5/30/2011

NPG has a long-term disability (LTD) benefits program for eligible employees. LTD benefits are paid to eligible employees who have a long-term absence due to an illness or injury away from the workplace.

Employees in the following employment classifications are eligible for the LTD plan:

- * Regular full-time employees

LTD coverage is available to you on the first day of the second month following your month of employment. You pay the cost of this coverage. The cost is calculated based on a formula combining your salary and your age times a fixed rate.

To participate in the plan, you must complete the appropriate enrollment forms within 30 days of your date of hire. Failure to complete forms in a timely manner will prevent you from enrolling in LTD at that time.

LTD provides a benefit payable at 60% of your regular income, including commissions and bonuses, from the 90th day of a disability until you are released to return to your position or another position that you are able to perform. A claim form must be completed by you and your physician and provided to the insurance company to make a claim for LTD.

The LTD benefits will be offset by any money that you might get from Social Security or workers' compensation for the same time period.

A decision to pick up this offering if you declined at time of hire will require you to complete a medical history statement to seek approval by the insurance underwriting group---this may be denied or rejected based on your current health status.

Long-term disability insurance coverage ceases as a company-paid benefit if you leave employment. However, there is a feature for you to convert the coverage held during employment to a policy at your expense.

Plan details and premiums are available from your local Human Resources department and will be provided during your new hire orientation process.

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320 401(k) Savings Plan

Effective Date: 8/30/2010
Revision Date: 1/1/2013

NPG offers a 401(k) savings plan to help eligible employees save for the future and their retirement years.

NPG provides a 401(k) program for all employees. Taxable income of the employee is reduced by the amount contributed through salary deferral resulting in a reduction of current income taxes. Your 401(k) account will be taxed when you take money out of it in the future but at that time it is possible that you will pay taxes at a lower rate.

All employees are eligible to participate on the first monthly payroll entry date after hire. Employees will be automatically enrolled to contribute 3% of pay if they have failed to return an enrollment form with a different percentage or to opt out by the first payroll entry date of the month following 30 days of employment.

NPG will match 25% of the first 8% of the pay each employee contributes to the plan through salary deferral. That match is made each pay date with the current and year-to-date match information appearing on the employee's pay stub.

The Company may make a qualified non-elective contribution (Company gift) at the end of the plan year if the employee meets certain requirements. The employee may receive this gift if he/she is employed on December 31, has reached his/her one-year seniority date prior to December 1 and has earned at least 1,000 hours during the latest accrual period ending on that date.

Employees may choose from a variety of investment options in the NPG 401(k) Plan which is managed through Principal Financial Group.

Employer contributions may change in the future.

The employee is always 100% vested in the contributions he/she chooses to defer and in the employer contributions.

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324 Employee Assistance Program

Effective Date: 8/30/2010
Revision Date:

The Employee Assistance Program (EAP) can help you to solve personal problems that might be affecting your work life or personal life. The EAP offers counseling services to you to help deal with problems such as alcohol or drug abuse, marital or family tensions, financial or legal troubles, and emotional distress. The EAP can help analyze the problem, give counseling and, if necessary, refer you to community or private services for long-term help.

The EAP is confidential and keeps all your information private. The EAP cannot release the information you give them unless you approve it in writing. If you talk with the EAP, it will not be recorded in your personnel file.

There is no charge for you to talk to an EAP counselor because NPG pays for the EAP for three sessions. If the EAP counselor thinks that more counseling is needed, the counselor will tell you what other services are available and if the costs will be covered by our health plan. If you get counseling from people outside the EAP, you will be responsible for paying for any costs that are not covered by health insurance.

We encourage you to talk with the EAP if you are having problems in your life. Please contact your local Human Resources representative for further information on agencies in your area.

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326 Flexible Spending Account (FSA)

Effective Date: 8/30/2010
Revision Date: 1/1/2013

NPG provides a Flexible Spending Account (FSA) program to eligible employees to have money deducted from their pay checks to cover non-reimbursable medical expenses and dependent care expenses on a pre-tax basis. You can then use the money in your FSA to pay for health care expenses that are not paid by health insurance or dependent care expenses during the plan year. Because we take the FSA contributions from your pay before taxes, there is less tax taken out.

Employees in the following employment classifications are eligible to participate in the Flexible Spending Account program:

- * Regular full-time employees

Your Human Resources department will distribute a notice during the latter part of each calendar year to advise of the open enrollment for the flexible spending plans. You must obtain an enrollment form and re-enroll each plan year that you wish to participate.

You cannot have an FSA and an HSA in the same calendar year per IRS rules.

Annual elections may only be changed mid-year if you experience an acceptable change in status per plan rules or if a new benefit option is added.

You decide how much you want to contribute to the FSA (your pledge) by figuring out how much you might need to pay next year for expenses that are covered by the FSA. You may contribute up to \$2,500 to your Health Care FSA each plan year. You may contribute up to \$5,000 to your Dependent Care FSA each plan year.

The Payroll department will deduct money from your check on a pre-tax basis.

Once you receive services or buy covered items, return your receipt(s) along with a signed claim form to Human Resources. Claim forms are available from your local Human Resources department or you may click [here](#). NPG will issue you reimbursement for the amount spent on covered services or items, up to your annual pledge amount.

If you do not use all the money in your FSA by the end of the plan year, you will lose that money so you do not want to contribute more than you expect you will need. You can only

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claim expenses with dates of service in the plan year but you have until March 1 of the following year to turn those claims in to Human Resources.

Examples of covered expenses include, but are not limited to:

- Health, dental and vision insurance co-pays and deductibles
- Day care costs
- Prescription drug co-pays
- Doctors' office visits, including chiropractic care
- Costs of non-reimbursable, yet medically necessary, health care supplies, e.g., wheelchair, crutches, etc.
- Eldercare costs
- Health, dental or vision costs not covered by insurance
- Over-the-counter drugs (with required provider authorization) excluding vitamins and cosmetics

You may need to talk with your Human Resources department to obtain further information on the specific documentation required for reimbursement of these plans due to IRS stipulations.

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380 Protective Footwear Reimbursement

Effective Date: 8/29/2010
Revision Date:

You must regularly work in an area which has been designated by Management as an area where the wearing of protective footwear is necessary. Areas currently designated include all locations and activities where pole climbing or frequent material handling of material weighing over fifteen pounds is involved. Cable technical positions, newspaper press-room employees, warehouse employees and maintenance positions at all locations are included within the scope of this policy.

- You may purchase safety boots through an NPG-authorized vendor with the initial cost of the boot paid by NPG.* For Cable employees, the boots should have a stud shank in the arch and a one-inch square heel.
- NPG will pay \$100 each year toward the purchase of safety boots for boots purchased in that calendar year. You will be responsible for the difference between the cost of the protective footwear and the amount of NPG reimbursement for that footwear.
- You may issue payment to NPG for the difference in cost or you may choose to have the remaining cost of the boots payroll deducted up to a period of ten weeks.* A Safety Boot Deduction Form must be signed by you as authorization for this deduction.
 - You will be responsible for reasonable care and maintenance of your protective footwear.
 - You will be required to wear protective footwear during working hours if you work in such designated area.

*California employees will need to pay difference in cost (the cost of the boots less the \$100 reimbursement) before receiving boots. Payroll deduction will not be used in California.

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401 Timekeeping

Effective Date: 8/30/2010
Revision Date: 5/30/2011

Non-exempt employees are responsible for accurately recording the hours they work. The law requires NPG to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that non-exempt employees spend performing their assigned work.

NPG utilizes the *FLSA 7 minute timekeeping rule* when rounding "time worked". The *7 minute rule* is from the Fair Labor Standards Act which says that employers may round their reported time to the nearest increment.

If you are a non-exempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination.

If you are a non-exempt employee, you should not start working more than 5 minutes before your scheduled start time. You should also not continue working more than 5 minutes after your schedule end time. You can only start earlier or work later when your supervisor approves it in advance.

All employees must sign their time records to say they are accurate. Each supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or changes are made to the time record, both you and your supervisor must initial the changes on the time record.

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403 Paydays

Effective Date: 8/30/2010

Revision Date:

All employees are paid biweekly on every other Friday. Each paycheck includes pay for all work performed through the end of the previous payroll period. The work week begins on Sunday and ends on Saturday.

If a payday falls on a holiday, the payday will be adjusted to the day immediately prior to the holiday.

NPG has a full direct deposit/pay card program. The direct deposit/pay card program means that we will deposit your pay directly into your bank account if you authorize it or on an assigned pay card. If you do not elect to have direct deposit, NPG will automatically enroll you in a pay card with your first payday.

In lieu of a paper stub, on payday you will have access to an online site to view and print your pay statement showing the amount you were paid with a detailed breakdown. In states where applicable, a paper stub will be supplied at the employee's written request.

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405 Employment Termination

Effective Date: 8/30/2010
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There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- * Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will usually schedule an exit interview if you terminate. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of any outstanding debt to NPG, or return of NPG-owned property. You may also make suggestions or complaints and ask questions at the exit interview.

Since your employment with NPG is voluntary and at will, you may terminate your employment at any time, with or without cause or advance notice. Likewise, NPG may terminate your employment at any time, with or without cause or advance notice, including immediate dismissal. The exception to this is those employees who are legally bound by an employment contract.

When you terminate, you will receive your final pay in accordance with applicable state law.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

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409 Administrative Pay Corrections

Effective Date: 8/30/2010
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NPG tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell your supervisor or call the Human Resources Department immediately so that the error can be corrected as quickly as possible.

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501 Safety

Effective Date: 8/30/2010
Revision Date:

Our workplace safety program is a top priority at NPG. We want NPG to be a safe and healthy place for employees, customers, and visitors. The Human Resources Manager is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety. NPG will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of NPG safety rules and regulations will result in disciplinary action up to and including termination.

NPG has a formal written safety policy on file in its corporate offices covering Hazard Communication, Bloodborne Pathogens, Emergency Action Plan, Fire Protection Plan, Lockout Tagout, Housekeeping, Forklift Operation, and Fall Protection as well as other areas. Copies of this policy are to be kept in each location and should be readily available to all employees.

Employee Safety Committees have been established in each NPG location and serve to monitor NPG safety practices. Meetings of these committees are to be held at least quarterly with minutes sent to Corporate H.R. Employees are encouraged to communicate any safety concern directly to a Safety Committee member. All accidents will be investigated as soon as possible by the appropriate Safety Committee.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, tell your supervisor, another supervisor, or the Human Resources Manager. We want you to know that you can report any concerns about workplace safety without fear of reprisal.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate NPG safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it. OSHA also provides for your "right-to-know" about any health hazards which may be present on the job and the department's responsibility to protect employees.

It is very important that you tell the Human Resources Manager or the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and

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start insurance and worker's compensation processing.

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504 Use of Phone and Mail Systems

Effective Date: 8/30/2010
Revision Date: 5/30/2011

NPG telephones are intended for business calls. You are not permitted to make personal long-distance or toll calls or accept collect long distance calls from our phones without permission from your supervisor or department manager. If you make personal calls on NPG business phones, we may require that you pay us for any charges.

You may not use NPG postage or metering for your personal mail without authorization of the mail services department. The postage is intended only for official business-related mail. If you receive authorization for personal use, you will be informed of the cost and will be directed to make reimbursement.

Our telephone communications are an important reflection of our image to customers and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use an appropriate greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up.

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505 Smoking

Effective Date: 8/30/2010
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NPG wants to promote good health among employees as well as provide a comfortable and safe working environment.

All Company locations have designated smoking areas located outside the main facility. Employees are required to limit smoking to these areas. Smoking is not allowed in Company vehicles or on Company grounds except in the designated areas. Employees are expected to extinguish cigarettes and place them in the proper receptacle prior to leaving the designated smoking area in order to prevent smoke from penetrating into the entrance, stairwell or hallway of any Company facility.

Tobacco usage is also limited to the designated smoking areas of our facilities. Employees will not be allowed to chew tobacco in any other Company location, and employees may not spew tobacco residue in any area outside the designated smoking areas.

In fairness to all employees, individuals who smoke are expected to comply with existing departmental policy regarding break time.

Smokers will not be singled out or monitored in any way that results in treatment different from that applied to other employees, except as allowed by law.

Employees violating Company work rules on breaks or smoking areas will be subject to progressive disciplinary action.

Smokers who wish to quit are encouraged to contact the Corporate Human Resources Department for information. The Company does reimburse for various medications that assist with smoking cessation including nicotine patches, nicotine gum, and prescriptions.

In addition, NPG employees are required to follow local/state laws regarding smoke-free environments, as well as customer specific restrictions.

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507 Overtime

Effective Date: 8/30/2010
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There may be times when NPG cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment.

All employees classified as non-exempt under the Fair Labor Standards Act are covered by this policy. Non-exempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. In instances where State Law imposes stricter requirements than its Federal counterpart, NPG will comply with all provisions of the State Wage and Hour Statute of the State in which it occurs.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. If you work overtime without first getting your supervisor's approval, you may be subject to disciplinary action, up to and including possible termination of employment. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work. Employees are required to work overtime as necessitated by the business needs of the Company. Management should make every effort to accommodate personal schedules and preferences while meeting the needs of the Company.

Non-exempt employees shall be paid at a rate of 1½ times their current hourly rate for all hours worked in excess of 40 hours in their established workweek. California - any hours in excess of 8 in any workday will be paid at 1½ times the regular rate of pay; any hours in excess of 12 in any given workday will be paid at the rate of double the regular rate of pay. California law also requires 1½ times the regular rate of pay for the first 8 hours of the sixth day worked and double (2 times) the regular rate of pay for any hours in excess of 8 on the sixth consecutive workday and all hours worked on the seventh consecutive workday. Colorado - any hours in excess of 12 in any given workday or 12 consecutive hours without regard to the starting and ending time of the workday will be paid at 1½ times the regular rate of pay.

Overtime shall be calculated on a weekly basis. Overtime hours will be recorded on the appropriate time card or time sheet. Your supervisor has the discretion to reduce your work hours during the second week of a pay period in order to offset any overtime incurred during the first week. This reduction of hours must be allowed at the equivalent pay incurred for the overtime pay. It is not permissible to offset overtime hours incurred during the second week of a pay period since the following week involves another pay period---all overtime incurred during the second week must be paid.

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Only regular hours will be considered as "time worked" in computing overtime-----PTO, bereavement and jury duty pay will not count toward an accumulation of 40 hours.

"Night rates" and quarterly bonuses shall be added to the present hourly rate in the calculation of overtime.

Department managers should approve all overtime hours prior to transmitting to the Corporate Payroll Department.

Where applicable, overtime will be paid according to contract and/or collective bargaining agreements.

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508 Use of Equipment and Vehicles

Effective Date: 9/4/2010
Revision Date: 5/30/2011

Equipment and vehicles essential in accomplishing your job duties are expensive and may be difficult to replace. When you use NPG property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Tell your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

The company vehicle assignments are made at the discretion of management and may be cancelled, suspended or revoked at any time for any reason. Vehicles are furnished for the purpose of conducting company business only. Due to the nature of their job, some employees may be allowed to take their vehicles home. Determining when this is appropriate is the sole responsibility of management. Each vehicle taken home should be parked in a safe place.

Each vehicle will be the sole responsibility of the employee to whom it is assigned. You will:

- Use the vehicle exclusively for business-related functions; not allow non-employees to ride in or drive the vehicle except as pre-approved by management.
- Keep the vehicle clean, orderly and in good condition.
- Complete monthly safety and maintenance checks.
- Inform your supervisor in advance of, and make sure the vehicle is available for, scheduled maintenance.
- Not operate the vehicle while consuming or under the influence of drugs, alcohol or potentially dangerous medications.
- Wear seat belts at all times, obey all traffic laws, and follow all company safety policies, (e.g. place cones in back of vehicle when parked at technical work site).
- Assume responsibility for the safety and security of contents of the vehicle.

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- Report all accidents to the Supervisor and to the police immediately.
- Maintain a driver's license and driving record in compliance with the rules set forth by all safety policies and state law.
- An at-fault accident with a Company vehicle will result in a written warning. A second at-fault accident with a Company vehicle will result in discipline up to and including termination.
- Failure to adhere to the above policy puts the company, the employee and others unrelated to our business at a safety risk. Failure to adhere to the policy could result in suspension, pending an investigation with possible termination.

The driving record of current employees whose major job function requires driving a Company vehicle on a constant basis may be evaluated from time to time as management deems necessary. Also, a copy of an applicant's driving record may be required prior to being hired into positions where driving a Company vehicle is a major function. The Motor Vehicle Record (MVR) can be obtained through the same firm that provides Company background screenings in most states or the employee/applicant may be requested to furnish a copy of his Motor Vehicle Record. The MVR's will be evaluated on the following basis:

- Moving Violations (speeding, use of a radar detector, improper lane change, failure to yield, running a red light or stop sign) – no more than one in the past 12 months and no more than two in the past 36 months.
- Accidents – no more than one at-fault accident in the past 12 months and no more than two at-fault accidents in the past 5 years.
- Moving Violations and Accidents Combined – no more than a combined total of two moving violations and accidents in the past 3 years.
- Other Tickets – No operating a motor vehicle without the permission of the owner in the past 3 years and no convictions ever for fleeing or eluding a police officer.
- Suspension – No license suspensions in the past 3 years (not including suspension for unpaid tickets, proof of financial responsibility or insurance, or failure to appear). No more than one suspension in the past 10 years for moving violations and no more than two suspensions in a lifetime for moving violations. No more than one conviction in the past 10 years and no more than two convictions in a lifetime for driving with a suspended license.

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- Reckless or Careless Driving – No convictions ever in a commercial vehicle and no convictions ever in a personal vehicle that include leaving the scene of an accident, reckless homicide or involuntary manslaughter, participation in a speed exhibition or contest or drag race, or assault with a motor vehicle.
- Drug Or Alcohol Related Driving Offenses – No convictions ever in a commercial vehicle, no convictions in a personal vehicle in the past 5 years, no more than one conviction in the past 10 years, and no more than one conviction ever. The foregoing includes refusal to take test required by implied consent or similar law, violation of open container or similar law and illegal transportation of alcohol.

If an applicant's MVR indicates violations in excess of the above guidelines, he will not be hired. If a current employee's (in a job where driving is a major function) MVR indicates that he has received tickets that place him in violation of the above guidelines, he may receive discipline up to and including possible termination, depending upon the seriousness of the driving offense.

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510 Emergency Closings

Effective Date: 9/4/2010
Revision Date: 5/30/2011

There may be times when emergencies, such as severe weather, fires, power failures, or earthquakes, disrupt normal business operations at NPG. We may even have to close a work facility. If we decide to close during non-working hours, we will ask local radio and/or television stations to announce that we will be closed.

When we are officially closed due to emergency conditions, non-exempt employees will not be paid for the time off. However, you may request to use any available paid time off you have.

If an emergency closing is not authorized and you do not report for work but call in according to PTO policy, you will be required to use PTO, or if you have no PTO available, the time off will be unpaid.

There may also be some times when we ask employees in essential operations to work on a day when we are officially closed due to an emergency. If we ask you to work on a day when we are officially closed, we will pay you your regular pay.

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512 Business Travel Expenses

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Revision Date: 5/30/2011

We will reimburse you for reasonable business travel expenses if the Department Manager approves the travel in advance. After a trip is approved, your Department Manager or supervisor will advise you of the procedure to make your travel arrangements.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to keep expenses within reasonable limits.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. If you use a vehicle owned, leased, or rented by NPG, you may not use that vehicle for personal reasons unless you obtained advance approval.

We may sometimes give employees a cash advance to cover the expected expenses for an approved trip. If you think you need a cash advance, speak with your supervisor.

There may be times when you want to have a family member or friend come with you on a business trip. There may also be times when you want to combine a business trip with personal travel. In both cases, you must first get prior approval. Since the purpose of your trip is business, we need to make sure that nothing interferes with that objective. You are responsible for any expenses related to the personal portion of the trip or for your companion.

When travel/expenses are completed, you should submit a completed expense report to your supervisor as soon as possible. With your expense report, you must also submit receipts for every expense item. Use of your personal vehicle for travel expenses will be reimbursed at the current rate per NPG policy.

For a complete description of reimbursable expenses and proper business travel procedures, please consult your supervisor or your Human Resources Department.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

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514 Visitors in the Workplace

Effective Date: 9/4/2010
Revision Date:

Only visitors who are properly authorized may be on NPG premises. This helps to maintain safety standards, safeguard employee and customer welfare, protect our property and facilities, guard confidential information against theft, and reduce potential distractions and disturbances.

All visitors should enter NPG at the main entrance and stop at the front desk to be announced to an employee. If you have visitors, you are responsible for their conduct and to watch out for their safety.

If you see an unauthorized person at work, notify your supervisor or Human Resources immediately or direct the person to the main entrance.

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516 Computer and Email Usage

Effective Date: 9/4/2010
Revision Date:

To help you do your job, NPG may give you access to computers, computer files, the email system, and software. Computing and telecommunication networks, computing equipment and computing resources are owned by NPG and are provided primarily to support the business and professional functions of NPG. The use of this equipment and technologies is governed by federal and state law and the following policies and procedures. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or professional needs. Any adopted requirements must be in compliance with applicable federal and state laws and this policy.

Regulatory limitations:

- NPG may monitor access to the equipment and networking structures and systems to ensure the security and operating performance of its systems and networks, to review employee performance and to enforce NPG policies.
- NPG reserves the right to limit access when federal or state laws or NPG policies are violated or where NPG contractual obligations or operations may be impeded.
- To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to NPG's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the NPG network.
- Employees are required to follow network protocol and security requirements established by the IT Department. Log out is required every time an employee leaves for the end of a work day. The greatest risk to network security is a desktop PC left unattended after an employee has not logged out. Anytime an employee leaves a PC for longer than a fifteen-minute break, the extra effort to log out and log back in is recommended for added security.
- NPG may authorize confidential passwords or other secure entry identification which must be maintained securely. Employees are prohibited from sharing office passwords.
- The computers and computer accounts given to employees are to assist them in performance of the jobs. Employees should have no expectation of privacy in the material sent or received by them over the NPG computing systems or networks.

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- While general content review will not be undertaken, monitoring of this material may occur. NPG has the right to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users. The computer system belongs to NPG and may only be used for business purposes except as defined in this policy.
- NPG generally does not monitor or restrict material residing on computers housed within a private domicile or on non-company computers, whether or not such computers are attached or able to connect to NPG networks.
- All material prepared and used for work purposes and posted to or sent over NPG equipment or networks must correctly identify the creator and receiver of such.

Permissible use – Employees are expected to follow this policy and any related NPG rules, regulations and procedures for professional work produced on computing equipment, systems and networks. Employees may access these technologies for personal uses if the following restrictions are followed:

- The use does not violate any state or federal laws or NPG policy. Special consideration should be given to state and federal laws and NPG policy against race or sex discrimination, including sexual harassment. Accessing, viewing or printing obscene materials, words or graphics is prohibited. NPG may use software to block inappropriate or sexually explicit Internet sites.
- The use does not overload NPG computing equipment or systems, or otherwise harm or negatively impact the system's performance. Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, printing multiple copies or documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.
- The use does not result in commercial gain or private profit.
- The use does not violate federal or state laws or NPG policies on copyright and trademark. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying

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with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to license or download any material for which a registration fee is charged without first obtaining the express written permission of the IT Department.

- The use does not state or imply NPG sponsorship or endorsement.
- The use does not involve unauthorized passwords or identifying data that attempts to circumvent system security or in any way attempts to gain unauthorized access. Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.
- NPG has adopted a corporate standard desktop system. Users are not allowed to download programs or software (including screensavers and wallpaper) from the Internet or to create customized “screen savers” or backgrounds. Modern computer screens no longer require screen savers, and since many screen savers and backgrounds occupy large amounts of computer memory, they slow the overall performance of the machine. The screen saver and background functions are exclusively reserved for IT use for network security related functions. Standardization of desktop arrangement, appearance, icons and other attributes allows employees to quickly adapt to productive activity on their own PC as well as a different PC in the workplace. Standardization allows IT professionals to more quickly troubleshoot problems and correct errors. Members of the public are frequently able to observe our computer workstations, therefore, the appearance of our computers is important. Some appearances may leave members of the public or other employees with a negative impression of our purpose, productivity and responsibility. Consequently, as a matter of policy, individual changes to desktop appearance and organization other than the allowed backgrounds is uniformly prohibited on all office computers.
- Programs are installed on NPG computers to work compatibly with each other and within the office network. Program distribution and installation must also strictly comply with manufacturers’ licensing requirements. All software will be used strictly in accordance with license agreements. Software license violations can result in criminal and civil penalties against the organization, managers and individuals. Therefore, IT staff members are the only people authorized to install software programs on NPG computers, whether from a CD, the Internet, or otherwise. No software will be downloaded from the Internet or otherwise installed on NPG computers without the approval of the IT Department. This includes but is not limited to freeware, shareware, demo software, screen savers and themes, and animated gifs. No personal software of any kind may be brought from home or any other source and installed on NPG computers. Many computer games slow computer performance, affect work-related program applications and files, and unnecessarily complicate maintenance for IT staff.

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No game installation, download, or play is permitted. Games will be removed from computers whenever they are encountered by IT staff and the employee's supervisor may be notified.

- Members of the IT staff are the only people permitted to install, modify, move or replace any desktop PC equipment, PC components or peripheral devices such as drives, mice, PDAs, etc. Employees with specialized work needs for additional programs must call the IT department for assistance rather than performing self-installation of any software. Some applications offer many options during downloading. Failure to notice or uncheck any number of items during this process can result in unintended installation of unwanted additional software that slows machine performance and changes default settings on other programs. Members of the IT staff are the only individuals permitted to install or attach, in any manner, any hardware or software device to the NPG computer network.
- Employees should use caution with files received as attachments to email or on disks. Files obtained from sources outside NPG including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards or other online services and files provided by customers or vendors may contain dangerous computer viruses that may alter or destroy other files or functions on individual PC's or on the network. Some provide a way for outsiders to gain access to a desktop PC or our entire office computer network, including to privileged or sensitive work products. Still others attach themselves to email messages they generate from the infected computer's address book. Attachments from an unknown sender should not be opened. The IT staff is available to assist employees by inspecting questionable attachments before they are opened.

Cleanliness of Equipment

- NPG's IT Department is responsible for preventive maintenance and cleanliness of the CPU computer box and its internal components. IT is not responsible for cleanliness of keyboards, mice, monitor screens or other peripheral devices. If IT encounters keyboards, mice or other peripheral devices which create questionable cleanliness or sanitation issues, IT will replace the equipment at the expense of the department.

Violation of Policy:

- Sanctions for violation of this policy may include one or more of the following: a revocation of access privileges; a written warning or written reprimand; demotion, suspension without pay; dismissal; or prosecution for criminal violations.

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517 Internet Usage

Effective Date: 9/4/2010
Revision Date:

NPG may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet. Internet usage is intended for job-related activities but short, occasional personal use is allowed as long as you keep it within reasonable limits. NPG recognizes that internet access to global electronic information resources on the World Wide Web is integral and necessary for some employees, especially those in the news and sales departments, in order to successfully perform their jobs.

The equipment, services, and technology that you use to access the Internet are the property of NPG. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

All Internet data that is written, sent, or received through our computer systems is part of official NPG records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

NPG does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

Before you download or copy a file from the Internet, it must be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

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If you use the Internet in a way that violates the law or NPG policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Sending anonymous email messages
- * Engaging in any other illegal activities

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518 Workplace Monitoring

Effective Date: 9/4/2010
Revision Date:

NPG may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring helps us to identify training needs and performance problems.

All computer equipment, services, or technology that we furnish you are the property of NPG. We reserve the right to monitor computer activities and data that is stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

We may perform video surveillance of non-private workplace areas. We will use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

You may ask to see information about you that was gathered by workplace monitoring if it might impact employment decisions. We will give you access unless there is an ongoing investigation or a legitimate business reason to protect confidentiality.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is always done ethically and with respect.

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522 Workplace Violence Prevention

Effective Date: 9/4/2010
Revision Date:

We are committed to preventing workplace violence and making NPG a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at anytime.

You are expected to treat your co-workers, including supervisors and temporary employees, and customers with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people.

NPG does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a customer, or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor or the Human Resources Department. NPG wants to help you work out problems before they become more serious and possibly violent. NPG will not tolerate retaliation against any employee who reports workplace violence.

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526 Cell Phone Usage

Effective Date: 9/4/2010
Revision Date: 5/30/2011

Cell phone usage in business is a fact of life today, and many employees are provided with a company cell phone and/or a radio in the course of their work. NPG cell phones may not be used for personal calls. Should any communication or site visitation be found to be inappropriate, illegal or injurious to NPG's business or reputation, disciplinary action up to and including termination will be enforced.

A phone plan may be made available in each system which will provide the best value for the need in that system. The number of minutes available should be carefully selected to the need of each person. Consideration will be given to the coverage area for each designated user in order to avoid roaming charges.

In some departments, employees will be encouraged to provide their own cell phone for NPG use. If the employee is designated as requiring a cell phone and provides his own personal cell phone number for NPG use, NPG will reimburse up to \$50 per month toward the cost of the phone.

If the cell phone is provided by NPG, bills will be carefully monitored. Personal calls are not allowed. Any charges which exceed the minutes allotted to the cell phone may be charged back to the employee personally. Roaming charges should not occur on an NPG-provided phone except in an unusual circumstance. It will be the employee's responsibility to document any calls involving roaming charges.

On a personal cell phone used for NPG business, additional charges above allotted minutes or roaming charges may not be charged back to NPG. The employee is expected to select a plan with sufficient minutes and adequate coverage area to conduct personal and NPG business in return for the reimbursement.

Employees should use their cell phones only when necessary. If land phones are readily available, they should be used. Each employee is responsible for tracking the minutes on his phone and can be held responsible if minutes exceed the number allotted. Downloading of special applications, music, etc., is not allowed on Company-provided cell phones. Except in the case of on-call shared phones, an employee should not loan his cell phone to another employee.

Calls placed to an NPG-issued cell phone number of another employee should be

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restricted to matters of extreme importance or emergency.

Employees are expected to devote their full attention to driving. If cell phone usage is necessary while driving, the employee is expected to pull out of traffic and off the road, if possible, for the duration of the call. Employees may not text while driving on NPG business in any circumstance. State laws regarding cell phone usage while driving will be followed in all locations.

The use of personal cell phones, PDAs, earpods, iPods, Blackberrys, MP3 players, pagers, and any other personal communication devices can be distracting and can portray a negative image to any individual (management, co-worker, client, vendor and guest) who may see employees using such devices while at work. Employees are asked to refrain from using such devices while working, unless authorization is allowed for specific work requirements or in the case of a personal emergency.

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601 Family & Medical Leave of Absence

Effective Date:
9/4/2010
Revision Date: 5/30/2011

NPG provides leaves of absence to eligible employees for up to 12 weeks for the birth, adoption or foster care placement of a child, for the care of a covered family member who has a serious health condition, or for the employee's own serious health condition. Please note that our USERRA Policy describing leave parameters for families with members serving in the military is stated separately.

All employees who have twelve months of service and have worked at least 1250 hours during the twelve-month period preceding the commencement of the leave of absence are eligible. In addition, an employee must work at an NPG facility which, at the time of the request for leave of absence, employs at least 50 employees at the facility or within a 75-mile radius of such facility. An otherwise eligible employee who meets the eligibility threshold while on an employer-approved leave of absence will be granted FMLA leave from the first day of eligibility. Failure to comply with all requirements stated in this FMLA policy may result in denial of a leave of absence and disciplinary action, including termination.

NPG will grant a leave of absence for the birth of a child, placement with the employee of a child for adoption or foster care; or the care of a covered family member (spouse, child or parent) who has a serious health condition; and for the employee's own serious health condition. A leave of absence will be granted for a period of up to 12 weeks in a 12-month period rolling forward from date of initial request. Eligible employees will be required to use PTO and Long-Term sick bank if available and then the balance of the leave of absence will be without pay. A leave of absence taken to care for a child after birth, for adoption or foster care placement with the employee must be taken in consecutive workweeks. A leave of absence taken for the employee's or a covered family member's serious health condition may be taken consecutively, on an intermittent basis, or on a reduced work/leave of absence schedule based on certified medical necessity. In such instances, NPG will follow applicable federal and state laws in reviewing and approving such leave of absence requests. The administration of the policy requires employees satisfy notice and medical certification (where applicable) requirements.

Notice:

- If the leave of absence is foreseeable, NPG must receive at least 30 days' notice prior to the anticipated leave of absence date. In such cases, you must make an effort to schedule the leave of absence so as not to disrupt business operations. In case of illness, you may be required to provide NPG with an update on your intention to return to

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work.

- If the leave of absence is unexpected, NPG must receive notice as far in advance of the anticipated leave of absence date as practicable, and in no event later than two business days from when the need for leave of absence becomes known to you.
- You will be provided a Notice of Rights and Responsibilities by NPG with appropriate sections completed as regards your specific condition or situation. This is only a notice that you have requested or made NPG aware of a possible FMLA event and NPG has responded with this acknowledgement. Approval or denial of FMLA leave will be contingent on receipt of the necessary certification paperwork. This form can be obtained from the Human Resources Department. A copy may also be obtained by clicking [here](#).

Medical Certification

- NPG requires medical certification to support a claim for leave of absence for your own serious health condition or for the care of a covered family member with a serious health condition. The Medical Certification Form for either type of leave can be obtained from the Human Resources Department. A copy may also be obtained by clicking [here](#).
- In general, the medical certification (completed and signed by the physician) will include diagnosis, date condition commenced, probable duration of condition, regimen of treatment, and whether in-patient hospitalization is required. In the case of care for a covered family member with a serious health condition, the certification must also include a statement explaining why you are required to care for such family member and the care to be provided by you.
- In case of your own serious health condition, the certification must also include a statement, indicating your inability to perform the essential functions of your job or work of any kind. In the case of request for intermittent leave of absence or a reduced schedule for planned medical treatments, the certification should include dates on which such treatments are expected to be administered and the duration of such treatments.
- Failure to provide the required medical certification may result in the denial of the leave of absence until after the certification is received or, in the event of an unexpected leave of absence, the failure to provide certification within a reasonable period (i.e., 15 calendar days) may result in the termination of the leave of absence. In addition, a refusal to provide the required certification may result in disciplinary action, up to and including termination.

Approval / Denial and Follow-up

- After certification is received in the Human Resource Department, a determination is

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made as to whether the leave requested is approved or denied. Upon that determination, a Designation Notice is completed by Human Resources and delivered to you.

- Upon request of NPG's Human Resource Department, you may be required to provide re-certification attesting to your or your covered family member's continued disability and provide access to medical records as required. In its discretion and at its expense, NPG may require you or your covered family member to obtain a second medical opinion at a Company-chosen physician (as well as periodic re-certification). If the first and second opinions differ, NPG, at its own expense, may require the binding opinion of a third physician, approved jointly by you and NPG.
- Before you will be permitted to return from a medical leave of absence, you will be required to present NPG with a note from your physician stating that you are capable of returning to work and performing the essential functions of your position, with or without reasonable accommodations. NPG will consider making reasonable accommodations in accordance with applicable federal and state laws.

Intermittent or Reduced Leave of Absence Schedule

If medically necessary for the serious health condition of you or a covered family member, a leave of absence may be taken on an intermittent or reduced schedule. If leave of absence is requested on this basis, NPG may require you to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.

Subject to the recommendation and advice of your or your covered family member's physician, you should make reasonable efforts to schedule treatments for yourself or your covered family member so as not to unduly disrupt the business operations.

Benefits

Employees using PTO or Long Term Sick Bank will continue to participate in all benefit plans on the same participation basis as in effect immediately prior to their leave of absence.

For employees on leave of absence not covered by PTO or Long Term Sick Bank:

- Participation in the Medical Reimbursement and Dependent Care Spending Account Plans will be discontinued for the duration of your leave of absence with your annual goal amounts adjusted proportionately. You will be eligible to receive reimbursement for eligible expenses in line with the provisions of the Plans.
- Contributions to the 401(k) Savings Plan will be discontinued for the duration of your leave of absence. Procedures to collect loan repayments will be established as required.

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For all employees on leave of absence under this policy:

- Participation in the Medical Plan will continue for the duration of your leave of absence on the same participation basis as in effect immediately prior to your leave of absence. However, you are required to continue making your employee contributions to the Plan in line with the required contribution schedule. If you fail to make the required contributions during your leave of absence your coverage will cease. You will be eligible to continue such benefit coverage under COBRA by making the required COBRA contributions.
- Benefit service will continue to accrue in line with the provisions of the 401(k) Savings Plan.
- You will continue to accrue service for purpose of calculating PTO entitlement as set forth in the PTO schedule.

Return from Leave of Absence

- You are entitled upon return from leave of absence under this policy to be reinstated to your former position or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.
- You will not be guaranteed reinstatement if you fail to return to work upon the expiration of your leave of absence under this policy.
- Exceptions to the reinstatement provisions may apply if business circumstances have changed; for example, if your position is no longer available due to a job elimination, etc.

Miscellaneous

Spouses, if any, who are both employed by NPG, are entitled to a total of twelve weeks of leave of absence (rather than twelve weeks each) for the birth, adoption or placement of a foster child or the care of a sick parent. If the leave of absence is requested for the care of a sick child or the other spouse, each spouse is entitled to 12 weeks of leave of absence.

If you sustain a work-related injury, you are eligible for a medical leave for the period of disability in accordance with the laws covering occupational disabilities.

If you are not eligible for this type of leave according to the provisions of the Family & Medical Leave Act, you may be eligible for a personal leave of absence. That policy is identified in a later section.

If this policy differs from other federal, state or local laws, then this policy will be adapted to conform to those applicable laws on such basis as the Company's legal counsel may advise.

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603 Personal Leave

Effective Date: 9/4/2010
Revision Date: 5/30/2011

Eligible employees may ask for a leave of absence for personal reasons when necessary and appropriate. Employees in the following employment classifications are eligible to request personal leave:

- * Regular full-time employees
- * Regular part-time employees

A personal leave of absence may be granted to an employee who is not yet eligible for FMLA leave if the employee has three months of continuous service. A Personal Leave may also be granted to employees for legitimate reasons not covered under the FMLA policy.

Personal leaves of absence will be considered on an individual basis. Any approved leave will require you to use available PTO time and will not exceed three months. Any extension beyond the initial three-month leave shall be approved by your Department Manager and the Corporate Human Resources Manager.

Consideration for any request for a leave of absence shall be affected by the following factors:

- Your record of performance and attendance.
- The urgency of the situation creating the need for the leave.
- Workload requirements and staffing considerations during the proposed absence.

Notice

- If the leave of absence is foreseeable, NPG must receive at least 30 days notice prior to the anticipated leave of absence date. In such cases, you must make an effort to schedule the leave of absence so as not to disrupt business operations. In case of illness, you may be required to provide NPG with an update on your intention to return to work.
- If the leave of absence is unexpected, NPG must receive notice as far in advance of the anticipated leave of absence date as practicable, and in no event later than two business days from when the need for leave of absence becomes known to you.
- You must complete the Company's Personal Leave of Absence form. This form must

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be completed in detail, signed by the employee, submitted to the employee's immediate supervisor for approval and forwarded to the Human Resources Department. The form will include: reason for the leave of absence, anticipated dates of leave of absence commencement and conclusion and medical certification (if applicable). This form can be obtained from the Human Resources Department. A copy is also attached [here](#).

Medical Certification

- NPG requires medical certification to support a request for your own health condition or for the care of a family member with a health condition. The Medical Certification Form can be obtained from the Human Resources Department. A copy is also attached [here](#).
- Before you will be permitted to return from a medical leave of absence, you will be required to present NPG with a note from your physician stating that you are capable of returning to work and performing the essential functions of your position, with or without reasonable accommodations. NPG will consider making reasonable accommodations in accordance with applicable federal and state laws.

Intermittent or Reduced Leave of Absence Schedule

If medically necessary for the health condition of you or a family member, a personal leave of absence may be taken on an intermittent or reduced schedule. If leave of absence is requested on this basis, NPG may require you to transfer temporarily to an alternate position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.

Subject to the recommendation and advice of your or your family member's physician, you should make reasonable efforts to schedule treatments for yourself or your family member so as not to unduly disrupt the business operations.

Benefits

Employees using PTO will continue to participate in all benefit plans on the same participation basis as in effect immediately prior to their leave of absence.

For employees on leave of absence not covered by PTO or Long Term Sick Bank:

- Participation in the Medical Reimbursement and Dependent Care Spending Account Plans will be discontinued for the duration of your leave of absence with your annual goal amounts adjusted proportionately. You will be eligible to receive reimbursement for eligible expenses in line with the provisions of the Plans.
- Employees on Personal Leave of Absence will maintain their benefit plans if the leave does not exceed 90 days. Employees will be responsible for paying their portion of their benefits while on leave. Any nonpayment of premium past 30 days will result in immediate termination of coverage.

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- Contributions to the 401(k) Plan will be discontinued for the duration of your leave of absence. Procedures to collect loan repayments will be established as required.

For all employees on leave of absence under this policy:

- Participation in any of NPG's medical plans will continue for the duration of your leave of absence on the same participation basis as in effect immediately prior to your leave of absence. However, you are required to continue making your employee contributions to the Plan in line with the required contribution schedule. If you fail to make the required contributions during your leave of absence your coverage will cease. You will be eligible to continue such benefit coverage under COBRA by making the required COBRA contributions.
- Benefit service will continue to accrue in line with the provisions of the 401(k) Savings Plan.
- You will continue to accumulate service for the purpose of calculating PTO entitlement as set forth in the PTO schedule.

Return from Leave of Absence

You understand that NPG may not be able to hold open a job while you are on a personal leave. Your merit review date may be postponed by the amount of personal leave time. If a position is available, you may return to work on the date the personal leave ends and will be reinstated to your previous job or equivalent position of similar salary and responsibilities with no break in service. If a position is not available, you will be terminated and may apply for any position at a later time for which you are qualified. As always, the most qualified candidate will be selected for open positions.

If you do not return to work from leave on the designated date, you will be considered to have voluntarily resigned without notice.

Miscellaneous

If this policy differs from other federal, state or local laws, then this policy will be adapted to conform to those applicable laws on such basis as NPG's Legal Counsel may advise.

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605 Military Leave

Effective Date: 9/4/2010
Revision Date: 1/1/2012

NPG will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA).

This policy applies to all employees who enter the Armed Forces of the United States, or employees who are members of Reserve components of the Armed Forces for the United States or of the State or National Guard and who are required to participate in periods of training and serve on active duty. This provision shall include temporary Military Leave granted in such cases where an employee is called for emergency duty for floods, riots and similar situations. Portions of this policy also cover leave benefits extended to employees with family members serving in any branch of the Armed Forces.

Induction Notice

Immediately upon receipt of the Induction Notice, you must forward to your Supervisor a copy of the Induction Notice and notification of the last planned day of work prior to induction. This advance written notice to management is required for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. You should provide notice as far in advance as is reasonable under the circumstances.

The Human Resources Department will be provided with a copy of the Induction Notice, which will be placed in your personnel file.

NPG will follow the following parameters:

- Long Term Tour of Duty - If you enter active duty with the Armed Services of the United States you will be granted, without pay, a military leave for the initial period of military service. You may return to the job you held with the same seniority, status and pay. The period you have to make application for re-employment or report back to work after military service is based on time spent on military duty. For service of more than 30 days but less than 181 days, you must submit an application for re-employment within 14 days of release from service. For service of more than 181 days you must return to your job within ninety (90) calendar days after being released from military service to retain re-employment rights. NPG will make all reasonable efforts to accommodate any disability received during service or training and a disabled veteran will have up to two years from the date of completion of service to return to his or her job.

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- Short Term Tour of Duty- If you are a member of the United States Military Reserves of the National Guard you will be granted an unpaid leave of absence for summer encampments, maneuvers and other mandatory requirements of reserve duty. For service of less than 31 days, you must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period.

Benefits

Military Service Leave for a long term tour of duty is treated as a Personal Leave of Absence in terms of benefits, unless alternate methods are dictated by law:

- Your health benefit coverage is continued while you are absent from work to serve in the military. If your health plan coverage would terminate because of an absence due to military service, you may elect to continue the health plan coverage for up to 24 months after the absence begins, or the period of absence, whichever is shorter. The premium will be based on applicable COBRA rates -- if the military service was for 30 or fewer days, you will be required to pay the normal employee share of any premium.

On return from service, health insurance coverage will be reinstated without any waiting period or exclusions for pre-existing conditions, other than waiting periods or exclusions that would have applied even if there had been no absence for uniformed service.

- Participation in Medical Reimbursement and Dependent Care spending accounts will be discontinued beginning with the first day of the leave. You will be able to submit claims through the end of the calendar year for eligible expenses incurred prior to the beginning of the leave up to the contribution amount in these accounts.
- Life insurance can be converted to an individual policy.
- Notification of conversion and Military COBRA eligibility will be sent to you.
- PTO will be paid out to employees taking military leave in excess of 31 days according to PTO guidelines. Employees who rejoin the company will begin accumulating PTO based upon their original seniority date. Employees who are on leave for less than 31 days are able (but are not required) to use PTO while performing military duty.
- Contributions to the Employees' 401(k) Plan will be suspended. Procedures to collect loan repayments will be established as required.

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- Determining the proper pay as a returning veteran will be based on all pay raises given during your absence. Pay increases at all NPG locations are dependent upon goal-based criteria. In evaluating you for a pay change upon your return, your prior work history will be utilized as a guide, along with seniority and similar factors.

Caregiver Leave

As an addition to the Family Medical Leave Addendum, up to 26 week of leave is also available for an eligible employee who is the spouse, son or daughter, parent or next of kin of a service member in the Regular Armed Forces, National Guard or Reserves to care for such a service member who has incurred a serious injury or illness in the line of duty while on active duty. The serious injury must have occurred while the service member is in the military, however, treatment, recuperation and/or therapy for it can begin as late as five years after the service member's discharge from the military. This includes also an injury or illness that existed before the beginning of the service member's active duty that was aggravated by service in the line of duty on active duty. This form can be obtained from the Human Resources Department. A copy may also be obtained by clicking [here](#).

Exigency Leave

You may take leave for a "qualifying exigency" arising from your spouse's, child's or parent's active duty or call to active duty as a member of the Reserves or National Guard in support of a "contingency operation" declared by the Secretary of Defense, the President or Congress. This leave entitlement is up to 12 work weeks of leave in the 12 months rolling forward (when combined with all other FMLA leave except FMLA caregiver leave). The "qualifying exigencies" include: short notice deployment, military events, arranging for child care, arranging financial or legal matters, attending counseling, assisting with the military member's rest and recuperation, post-deployment activities and similar activities as agreed upon by the employer and employee. This form can be obtained from the Human Resources Department. A copy may also be obtained by clicking [here](#).

Return from Military Leave

- When you return to work from short-term military leave (less than 31 days) you should immediately provide your Supervisor with a copy of your military orders stating your deactivation from duty. This should include verification of the period of time served.
- For service of more than 180 days, you must make application for reinstatement within 90 days after release and provide proof of honorable discharge.
- If you are injured during your enlistment, NPG will make reasonable accommodation to allow you to return to your former position where possible. If accommodation is not possible, NPG will provide a position of like status and pay if practicable.

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- If your former job is not available, NPG will provide a job of like status and pay if practicable. If the former job has changed in scope, NPG will provide you with adequate training to perform in the former position.
- When you are released from military service and ready to return to work, NPG reserves the right to require you to take a physical at NPG's expense and by a Company doctor, to determine if you are physically able to perform essential functions of the job with or without reasonable accommodations.

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607 Pregnancy-Related Absences

Effective Date: 9/4/2010
Revision Date: 5/30/2011

NPG will not discriminate against an employee who asks for an excused absence for medical disabilities associated with pregnancy. If you ask for leave because of a pregnancy-related condition, we will treat your request the same as a medical or personal leave request and follow the applicable federal and state laws. Read the Family & Medical Leave policy and the Personal Leave policy in this Manual for more information.

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701 Employee Conduct and Work Rules

Effective Date: 9/4/2010
Revision Date: 5/30/2011

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and NPG.

While it is impossible to list all the forms of behavior that are considered unacceptable at work, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Since your employment with NPG is voluntary and at-will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, NPG may terminate your employment at any time, with or without cause or advance notice.

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702 Drug and Alcohol Use

Effective Date: 9/4/2010
Revision Date:

NPG is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

NPG employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on NPG premises or while conducting any business-related activity away from NPG premises. In addition, if the use of illegal drugs or alcohol (while not working) results in poor job performance, disruptive behavior or jeopardizes the safety or property of others, you will be subject to disciplinary procedures. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

Voluntary Treatment and Counseling

If you are dealing with alcohol or drug use problems, we encourage you to seek counseling through the various private and public agencies. You may also seek help from your Facility Manager, Human Resources Manager or one of the resources listed at the end of this policy. If you come forward to request treatment or a leave of absence for treatment, you will not be subject to discipline, provided that treatment is successfully completed. You may not escape discipline, however, by first requesting such treatment or leave after being selected for testing or having been found in violation of this substance abuse policy.

Prohibitions

You are strictly prohibited from:

- Possessing, using, buying, selling, transferring, dispensing, manufacturing, transporting or being under the influence of alcohol or illegal/illicit drugs while on Company time, on call and/or on lunch or rest breaks.
- Using alcohol or illegal/illicit drugs while on your own time in a way that causes you to report for work or otherwise be on Company time while under the influence or effects of the substance.

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- Switching, tampering with or altering any urine sample collected under this policy, or attempting to do so.
- Having such quantities of alcohol (as defined by state law) or illegal/illicit drugs in your bodily system during Company time that testing results in a positive illegal drug or alcohol finding.

Other Provisions

- You shall undergo a medical examination, which includes drug and alcohol testing at NPG's request and expense if there is a reasonable belief that you are under the influence of drugs or alcohol. This judgment will be made by management based on an unsafe manner, appearance, gait, coordination and/or other actions not mentioned herein which lead supervisors to suspect drug or alcohol use. If you refuse to take the test, you will be subject to immediate termination.
- Due to the potential damage and impact on the Company and other employees, NPG retains the right to suspend, assign to other duties, or terminate you immediately if you test positive for drugs or alcohol. This provision will be applied to any driver of an NPG vehicle who receives a ticket for driving under the influence in his time away from work.
- Given reasonable cause, NPG reserves the right to search you, your vehicle, your personal property, as well as any NPG property on our premises, if the sale or possession of drugs, drug paraphernalia or alcohol is suspected. When this situation arises, a Manager should consult with Human Resources before proceeding.

Pre-Employment Testing

- An applicant should be notified that employment will be contingent upon the successful completion of a drug and/or alcohol test. Once a conditional job offer has been extended, the applicant may be sent to the approved local medical facility for testing.
- The drug test will not be administered without the applicant's written consent. If the applicant refuses to take the drug test he/she would not be considered for employment.
- An applicant should not be hired until the results of the tests are known. If a dilute result is obtained, the applicant will be required to take a second test at the applicant's expense. If the applicant is hired and the results of the tests are positive, the employee will be terminated immediately.

Post-Accident Testing

- Post Accident - You are subject to urinalysis and breath or saliva alcohol testing when you cause or directly contribute to an accident that damages a vehicle, NPG machinery

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or equipment, or results in an injury requiring medical treatment.

Random Testing

- Random Testing - Employees in designated areas are subject to unannounced random drug tests. Generally these areas are designated due to need for increased safety or greater Company risk. Any employee who tests positive will be disciplined pursuant to this policy.

Reasonable Suspicion

- Reasonable Suspicion - You are subject to testing if a supervisor reasonably suspects you of using or being under the influence of alcohol or drugs while you are working, on Company premises, on call, or operating NPG vehicles. Human Resources should be consulted before an employee is sent for testing under these circumstances.

Dilute Samples

- Dilute Samples - If you have an initial urine test that is inconclusive due to a dilute sample, you will undergo a second test utilizing the hair analysis testing method.

Collection and Testing Procedure

- If you are selected for testing, you will be sent to a nearby medical or specimen collection facility where urine, hair and breath, saliva or blood specimens will be collected privately.
- The breath specimens shall be collected and analyzed by trained medical technicians using federally approved evidential breath testing devices, which are calibrated and produce printed results that identify the employee.
- Urine, hair and/or blood specimens will be sealed and sent via courier to a laboratory certified by the National Institute on Drug Abuse (NIDA) or the federal Clinical Laboratories Improvement Act (CLIA). You will be allowed to verify that the urine, hair and/or blood sample is sealed and labeled accurately in order to reasonably avoid the possibility of misidentification, and may disclose on your copy of the Chain of Custody form any medication use. The Chain of Custody will be maintained from the time specimens are collected until they are discarded.
- No medical test will be administered without your written consent. If you do not consent to such testing, NPG may discipline you and such discipline may include termination.
- A test using federally approved evidential breath testing devices will be administered to determine whether you are under the influence of alcohol. If not available at the respective testing facility, a urine, blood or saliva specimen will be taken. When determining the presence of drugs, the preferred techniques are hair analysis,

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Thin-Layer Chromatography (TLC), Enzyme Immunoassay (EMIT), Radioimmunoassay or their analytical equivalent.

- If the medical test shows the presence of drugs or alcohol over a significant amount, the sample will be retested as part of the initial testing process. The confirmatory test for the presence of drugs will be Gas Chromatography and Mass Spectrometry (GC/MS) or its analytical equivalent. Retesting will be at NPG's expense.
- All positive urine screens will be confirmed through gas chromatography-mass spectrometry (GCMS) testing or another comparably reliable analytical method. When possible a Medical Review Officer will make reasonable efforts to interview you by telephone before results are relayed to Human Resources. This will allow you a reasonable opportunity to establish if the results are caused by prescribed medicines or lawful substances. Applicants/Employees with positive urine test results may choose to undergo hair analysis testing at their own expense. NPG will assist the individual in arranging such testing.
- You will be allowed to have the original specimen forwarded and retested by a reputable laboratory of your choice and at your expense, but at no time will you be given custody of the specimen.
- All tests will follow standard testing, chain of custody procedures, and laboratory analysis procedures.

Confidentiality

NPG will attempt to ensure that all aspects of the testing process, including medical information provided, are as private and confidential as reasonably practical. Actual test results, and information regarding underlying medical conditions, may be disclosed to NPG personnel on a need-to-know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Refusal to Submit to a Test

Refusal to submit to a substance abuse test is considered to be insubordination and will result in immediate suspension of the employee pending further investigation and/or termination. NPG will handle the matter on the basis of the evidence then available and any reasonable inferences that may be drawn from the evidence and the individual's refusal to consent to the test.

Discipline

NPG may take disciplinary action based upon a positive test result, and may include the following:

- Termination of employment.

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- In the case of pre-employment drug and/or alcohol testing, refusal to hire a prospective employee.
- Other adverse employment action.
- Employees possessing, using, buying, selling, transferring, dispensing, manufacturing or transporting drugs or alcohol while on Company time, while on call, or on lunch or rest breaks, or otherwise violating this policy, may be disciplined up to and including immediate discharge, at the Company's discretion.
- Disciplinary action should be coordinated with the Corporate Personnel Manager. The circumstances will be assessed to determine the appropriate disciplinary action, as outlined in this policy and the Discipline Policy.

Searches

Given reasonable cause, NPG reserves the right to search on Company premises, the person, vehicle and personal property of employees, as well as any Company property, if the sale or possession of drugs, drug paraphernalia or alcohol is suspected. When this situation arises, a Manager should consult with Human Resources before proceeding.

Use of Alcohol

NPG does recognize the legal distinction between the use of alcohol or use of illegal/illicit drugs. This means that there will be certain social circumstances where the use or possession of alcohol will be an exception to the policy. For example, the moderate social use of alcohol at NPG functions approved by management, (i.e., retirements, Christmas party, dinner meetings, etc.). However, NPG sees no distinction between being under the influence of either drugs or alcohol when an employee is unable to perform his or her duties, is disruptive or behaves in an unsafe manner. Also, the problems caused by drug and alcohol abuse are recognized as equally serious and devastating to NPG, the community, the employee and the employee's family.

Definitions

- Company Premises - All NPG owned or leased property, including parking lots and roadways.
- Company Time - All times at work, while conducting business for NPG, whether on NPG premises or elsewhere, while on call, and while on lunch or rest breaks.
- Company Property- All NPG owned or leased property used by employees such as: vehicles, lockers, desks, cabinets, bins, closets, etc.

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- **Drugs** - Those which cannot be legally obtained or legal drugs obtained in an illegal manner. Also included are drugs that are not being used for their intended purpose or as prescribed by a medical doctor.
- **Testing** - Blood tests, urinalysis, hair analysis, breathalyzer or other drug/alcohol tests to determine the chemical or drug content in a person.
- **Under the Influence** - You shall be deemed under the influence if you are affected by alcohol or other drugs or the combination thereof in any detectable manner. The presence of influence is not confined to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance or physical coordination, but may also be established by a professional opinion, a scientifically valid test, and in some cases, by a lay person's direct observation.

Resources for Help and Additional Information

State or Area Division/Council/Agency on Alcohol and Drug Abuse

State, County or City Department of Health

Religious Counselor

Private Doctor or Therapist

Alcoholics Anonymous (contact local association)

AL-ANON (contact local association)

American Council for Drug Education - (301) 294-0600

Cocaine Hotline - 1-800-COCAINE

Family Services of America - 1-800-221-2681

Narcotics Anonymous - (213) 933-5395

National Federation of Parents for Drug-Free Youth - (417) 836-3709

National Institute on Drug Abuse Helpline - 1-800-662-4357

Seeking Assistance

In order to obtain assistance, you must approach a manager voluntarily, not at the notice of imminent testing. When a manager is approached by an employee who is seeking help for a drug or alcohol problem, the manager should contact the Corporate Personnel Manager to discuss the appropriate resources available to the employee. Employee Assistance Programs (EAP's) are available to our employees in some locations and may be used to assist with treatment for drugs and/or alcohol concerns.

- If seeking help, you may be placed on probation during your rehabilitation period and will be expected to make significant progress in an approved and supervised substance rehabilitation program as well as performing your duties in a satisfactory manner. If you are unable to perform the basis functions of your job, you will be terminated. NPG reserves the right to evaluate all program documentation and to have you examined at our expense by a designated physician.

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- A condition of eligibility for the probationary period will be an agreement by you and your rehabilitation professional that your supervisor will be advised periodically of your adherence to the supervised rehabilitation program.
- Your supervisor will be responsible for evaluating your performance during the probationary period. If during the period there is a problem with your performance or conduct, then the supervisor should consult with the Corporate Personnel Manager. The opinion of your rehabilitation professional should be considered. Even though the period may vary, given the possible severity of a drug or alcohol abuse program, a six to twelve-month probationary period would not be considered unusual.
- NPG reserves the right to determine whether you are attending rehabilitation as scheduled and making sufficient progress which will qualify you for continuance of, or return to, employment upon successful completion of the program. NPG reserves the right to obtain any and all supervised rehabilitation program documentation and to have you examined, at NPG's expense, by a Company-designated physician. NPG further reserves the right to require that upon return to work you participate in an after-care program. This may include random drug testing for six months following completion of your rehabilitation program.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Human Resources Department without fear of reprisal.

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703 Sexual and Other Unlawful Harassment

Effective Date: 9/4/2010
Revision Date:

NPG is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. NPG will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic. NPG provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual Harassment

Sexual harassment refers to behavior of a sexual nature, which is not welcome, is personally offensive, fails to respect the rights of others, lowers morale, and therefore interferes with work effectiveness. Sexual harassment may take two forms. Quid pro quo is the exchange of some benefit (promotion, reward, salary increase, etc.) for sexual favors. The second form is hostile environment which is unreasonable harassment interfering with an individual's work and which creates a hostile, intimidating or offensive work environment. Indications of a hostile work environment could include, but are not limited to the following:

- unwelcome sexual advances, requests for sexual favors, verbal suggestive comments or jokes of a sexual nature, sexual propositions, threats,
- sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, lewd whistling or obscene gestures,
- unwanted physical contact, including touching, pinching, brushing the body, pushing and all actions of a sexual nature,
- the use of e-mail, internet or any other sending, mailing, faxing or display of sexually explicit pictures or words, or
- any similar types of conduct which have the purpose or effect of substantially interfering with an individual employee's work performance or creating an intimidating, hostile or offensive working environment.

Racial Harassment

Forms of racial harassment include, but are not limited to, the following:

- racial name calling,
- derogatory racial jokes,
- language or curses of a racial nature, or
- any similar types of conduct which have the purpose or effect of substantially interfering

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with an individual employee's work performance or creating an intimidating, hostile or offensive work environment.

Reporting

You have the duty to report all instances of harassment including sexual, racial, ethnic, religious, or any form based on the protected status of your fellow employees to your Supervisor, Manager, and/or Human Resources Representative, who will investigate the incident quickly and discreetly and take any necessary disciplinary action up to and including immediate termination.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual, racial or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

You can raise concerns and make reports without fear of reprisal or retaliation.

Complaints

Investigation of such complaints will generally require disclosure to the accused party and other witnesses in order to gather pertinent information. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. NPG will take appropriate action to protect all employees involved in an investigation. A decision will be rendered by Human Resources upon conclusion of the investigation and you will be informed of the outcome of the investigation. Violators of this policy will be subject to disciplinary action up to and including termination. The results of an investigation including disciplinary action taken will be released on a need-to-know basis.

Federal, State and Local Laws

Where this policy differs from federal, state or local laws, then the policy will conform to those laws as the Company's legal counsel may advise.

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704 Attendance and Punctuality

Effective Date: 9/4/2010
Revision Date: 5/30/2011

Dependable attendance is crucial to the operation of any business. NPG offers its employees as much freedom as possible under the PTO policy. NPG benefits from time-off that is scheduled in advance as it allows for efficient staffing and scheduling of work. When you call in with repeated unscheduled absences, it may cause overtime for other staff members or, in extreme circumstance, poor service to our customers.

Scheduled PTO days include vacation and/or personal time that has been requested in a reasonable timeframe in advance of the upcoming period. Unscheduled days include days when you first notify your supervisor of the need for time off on the morning of the occurrence. In addition to PTO days, time off is provided through miscellaneous other policies such as bereavement, jury duty, etc. NPG has devised a system in conjunction with its progressive discipline policy and the number of unscheduled absences in an attempt to control excessive absenteeism. An occurrence of an unscheduled absence will result in an attendance point. The accumulation of these occurrences or attendance points may result in discipline as outlined on the next page. Following is an explanation of scheduled and unscheduled absences, but may not be all-inclusive:

Scheduled Absences (*PTO or pay per benefits policy will be paid if available and **will not** result in an attendance point*):

- Holidays when you are not on the work schedule
- Vacation days when you have asked for time off in advance and it has been approved
- All Approved Leaves – (FMLA, Intermittent FMLA, Funeral Leave, Jury Leave, Personal Leave, Military Leave, etc.)
- United Way Day (when approved in advance)

Unscheduled Absences (*PTO will be paid, if available, but **will** result in an attendance point*):

- When you call in the morning to your supervisor and indicate you won't be in that day
- When you call in sick in the morning (even with a doctor's slip)
- When you call in with a sick child (even with a doctor's slip)
- When you take vacation time that has not been approved
- When you are more than eight minutes late in arriving for your scheduled shift
- When you leave before your regular shift has ended

Mitigating Circumstances (*no points assessed*):

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If you are sent home due to lack of work, no point will be given and PTO pay will not be paid unless requested. If you are off for more than three days and an illness meets the criteria for FMLA, any assessed points will be removed. Management will attempt to grant vacation requests as long as they are requested 7 days in advance, and other employees have not already been granted time off. If it is possible to grant days off on a shorter notice, we will do so, but scheduling problems may prevent this. There may be an occasional “black-out” period when you will not be granted vacation.

There are a variety of emergency-type events which might keep you from receiving a point for an unscheduled absence. Management reserves the right to make the final decision regarding these events, but some examples might be admission to the hospital even if only for one day, car accident in immediate family, house fire at your home, emergency room treatment for you or a family member for a true emergency with onset that day or night before (not for treatment of colds, flu, ongoing medical issues), etc. Proper documentation for any of these instances would, of course, be required.

You must make any request for unscheduled time-off (cannot be requested by your representative) to your direct supervisor before the start of the shift in compliance with the procedures of the department. You must talk directly with your supervisor, unless an emergency situation prevents this action. Leaving a voice message, e-mail, phone text, etc. is not considered an appropriate notice. If this procedure is not followed, you will not be paid PTO time. Three days without contact with your supervisor will be considered job abandonment.

Your supervisor may not be able to grant all requests for PTO if staffing levels cannot be met. If the request for time off is the third consecutive day missed for an illness, the supervisor may ask whether Family & Medical Leave is applicable to this illness. See Handbook index for Family & Medical Leave Policy.

The following chart indicates when attendance points will be assessed. Please note that an occurrence of tardy or reporting to work late will be counted as an attendance occurrence and attendance points will be assessed.

1. Unscheduled PTO or tardiness as indicated below will result in a documented oral discussion with the employee:
 - * 2 occurrences in 30 day period
 - * 5 occurrences in 180 day period
 - * 8 occurrences in 270 day period

2. Unscheduled PTO or tardiness as indicated below will result in written documentation to be discussed with the employee:

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- * 3 occurrences in 30 day period
- * 6 occurrences in 180 day period
- * 9 occurrences in 270 day period

3. **Unscheduled PTO or tardiness as indicated below will result in possible termination:**

- * 4 occurrences in 30 day period
- * 7 occurrences in 180 day period
- *10 occurrences in 270 day period

*All periods referenced above are calendar days

Unscheduled requests for PTO must be limited in order to manage staffing and work schedules. NPG does want to accommodate your needs. If you experience an absentee event that falls outside the definitions given in this policy or that falls within the Mitigating Circumstances defined above, please contact your Human Resources Department.

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705 Personal Appearance

Effective Date: 9/4/2010
Revision Date:

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about NPG. Personal appearance can also impact the morale of your co-workers. While different business units may have different expectations about appearance depending on the amount of customer contact and type of work, employees are expected to follow a personal dress and appearance code which is appropriate for a businesslike atmosphere.

During business hours or whenever you represent NPG, you should be clean, well-groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with customers or visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, NPG may make a reasonable accommodation to this policy for a person with a disability or religious objection.

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706 Return of Property

Effective Date: 9/4/2010
Revision Date:

NPG may loan you items to help you do your job while employed. Below are examples of such items, but this list is not exclusive:

- * cell phones
- * client lists
- * credit cards
- * equipment
- * identification badges
- * keys
- * laptops
- * manuals
- * pagers
- * protective equipment
- * security passes
- * tools
- * uniforms
- * vehicles
- * written materials

You are responsible for protecting and controlling any property we loan you.

If you damage or lose NPG property during your employment, you may have to repay NPG for the cost of this property.

If you stop working at NPG, you must return all NPG property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

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708 Resignation

Effective Date: 9/4/2010
Revision Date:

Resignation means that you voluntarily terminate your employment at NPG. If you decide to resign, we would like you to tell us **in writing** at least 2 weeks before the date you will leave. Although advance notice is not required, you will not receive any PTO that may be due you if you do not give proper notice, which is considered two weeks and you will not be paid for any PTO time used during your last two weeks of employment. Please see the PTO policy referenced in this manual. Also, you will be helping your co-workers because there will be more time to reassign work and replace you if necessary.

Before an employee leaves, we schedule an exit interview. The exit interview helps us to understand why the employee is resigning. We can also talk about the changes to your benefits.

If you do not give enough advance notice before leaving, we may not rehire you if you want to return.

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712 Solicitation

Effective Date: 9/4/2010
Revision Date:

NPG does not allow people who are not employees to solicit or distribute literature in the workplace at any time for any reason.

We realize that many employees participate in events and organizations outside work. However, during working time, employees may not solicit for these activities or distribute information about them. Working time does not include lunch periods, work breaks, or any time when you are not scheduled to be working.

We also limit what types of information are posted on our bulletin boards. We display information on NPG bulletin boards that we think is important to employees such as:

- * Employee announcements
- * Internal memoranda
- * Job openings
- * Organization announcements
- * Payroll notices

If you want to post something on a bulletin board, first give it to the Human Resources Director for approval. If it is approved, you will then be directed to post your message.

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716 Progressive Discipline

Effective Date: 9/4/2010
Revision Date: 5/30/2011

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at NPG.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and NPG have the right to terminate employment at-will, with or without cause or advance notice, NPG may use progressive discipline at its discretion.

- The discipline policy is discretionary and will be handled on a case-by-case basis depending on the severity of the conduct and the employee's past record.
- The provisions of this policy are generally applied to, but not limited to, the following:
 - Unsatisfactory Job Performance / Incompetence
 - Absenteeism / Tardiness
 - Violation of Company Rules and Policy
 - Inappropriate Conduct
- Employee Conflicts (Depending upon the severity of the conflict, your supervisor may choose to go to the third step in the discretionary progressive disciplinary process)
- The procedure for handling minor performance and / or conduct issues may consist of the following:
 - First Occurrence---Oral reprimand (with documentation)
 - Second Occurrence---Written reprimand

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- Third Occurrence---Suspension, without pay, pending an investigation with possible discharge
- Fourth Occurrence---Discharge
- Recommended exceptions to the above procedure and instances requiring only the third step include, but are not limited to, the following:
 - Refusal to follow a Supervisor's instructions or any comparable words or actions that could constitute insubordination
 - Violations of basic rules of conduct (e.g., physical or verbal assault)
 - Theft, breaking or entering without authorization
 - Possessing, carrying or being under the influence of drugs or alcohol
 - Abusive or threatening language to any NPG supervisor, NPG employee or NPG customer.
 - Job abandonment – The third occurrence of not reporting to work or calling in
- In the case of excessive absenteeism (see Attendance policy), suspension may not be included in progressive discipline.

Note: The Discipline policy and procedures outlined in the section are only guidelines and do not limit the rights of NPG to terminate an employee at-will.

- Whenever any personnel problem occurs with respect to unsatisfactory job performance and / or misconduct, the Supervisor is expected to handle the situation promptly, constructively, and in a tactful manner. Avoiding or delaying needed action constitutes neglect of supervisory responsibilities, undermines overall management effectiveness and might result in an injustice to the employee.
- Criteria used in evaluating performance and / or conduct must be job-related, objective and consistently applied.

Discipline Process

- Oral Reprimand - This discussion should be private with the supervisor discussing performance deficiencies or occurrence of misconduct with employee. Another member of management may be present at such a meeting as deemed necessary or

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appropriate. Specific information should be included identifying the areas in which corrective action must be taken in order to achieve satisfactory job performance. The Supervisor will place emphasis on determining why the deficiency or misconduct occurred and helping the employee to determine how he/she can prevent reoccurrence and improve job performance. A record of this discussion will be made immediately and kept on file by the Supervisor and a copy forwarded to Human Resources.

- Written Reprimand - If the oral reprimand does not result in correction of the situation, use of the Written Warning memorandum will be the next step, unless the second occurrence warrants a more serious consequence based on the incident. This warning will outline the following:
 - Facts surrounding the occurrence
 - NPG policy on the occurrence
 - Previous counseling and oral reprimands
 - The employee should be apprised of the fact that his / her employment with NPG may be jeopardized unless the unsatisfactory performance and/or misconduct is corrected
 - Possible inclusion of specific probationary period with re-evaluation at the end of that period
 - Indicate that the warning will remain a basis for disciplinary action and that a similar infraction may result in immediate termination

The memo should be given to and discussed with the employee privately. Another member of management may be present at such a meeting as deemed necessary or appropriate. Copies of the memo are to be distributed to those concerned and a copy should be forwarded to Human Resources.

- Each of the first two steps is to be regarded as a corrective measure and is to be combined with appropriate counseling.
- Human Resources should be contacted before the Supervisor utilizes "Suspension Without Pay" (suspension pending investigation with possible termination) in the disciplinary process. If the investigation is inconclusive of any wrong doing on the part of the employee, he will be paid for hours of suspension.
- "Suspension With Pay" may be utilized in certain circumstances pending conclusion of

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an investigation.

- Supervisors / Managers may elect to use the Performance Improvement Plan (PIP) as a vehicle to address any performance deficiency on the part of their employees.
- Should the above steps of this disciplinary procedure fail to produce the desired results, there is no alternative but to consider discharging this individual from further employment with NPG.

Before any decision is made on discharge, the Human Resources Department must be consulted.

Confidentiality

Management personnel who have access to personnel information must treat it confidentially.

Special Note

Any questions regarding proper approach to address a disciplinary problem should be directed to the Human Resources Department.

Federal, State and Local Laws

Where this policy differs from federal, state or local laws, then the policy will conform to those laws as the Company's Legal Counsel may advise.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. You should also look at the Employee Conduct and Work Rules policy in this Handbook. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and NPG.

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718 Problem Resolution

Effective Date: 9/4/2010
Revision Date:

NPG encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from NPG supervisors and management. All employees of NPG (which includes its divisions or subsidiaries) are covered under this policy, as well as terminated employees, provided they file a complaint within 30 days of the date of termination or layoff. The entire complaint procedure must be completed within 60 days after the complaint is filed.

NPG tries hard to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to give positive and constructive criticism to each other.

If you disagree with NPG rules of conduct, policies, or practices, you can state your concerns through the problem resolution procedure described in this policy. You will not be penalized, formally or informally, for making a complaint as long as you do it in a reasonable, business-like manner. You will also not be penalized for using this problem resolution procedure. The Company will not tolerate any form of retaliation against you by any employee or supervisor resulting from your use of the internal problem resolution procedure. If a situation occurs when you believe that a condition of employment or a decision that affects you is not fair, you are encouraged to use the following problem resolution steps. You may stop the procedure at any step.

- Step 1 - An employee who believes that he/she has been subject to a form of discrimination in employment or has any other form of complaint should report the incident immediately to their Supervisor and/or the Corporate Human Resources Representative by submitting the Problem Resolution Form, outlining the nature of the complaint. The form may be obtained from the employee's local Human Resources Representative, Facility Manager, or Corporate Human Resources Department. Should an employee notify his/her Supervisor of an alleged violation of Company policy, it shall be the Supervisor's responsibility to notify the Corporate Human Resources Department who will in turn assist and/or arrange for an investigation of the complaint. The question of whether a particular action or incident is prohibited requires a determination based on all the facts available in the matter. It is incumbent upon the person investigating the complaint to assure that the alleged incident and the investigatory process be thoroughly documented (e.g., notes on all interviews, checking various documents that

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Action To Be Taken:

A) When there is no foundation supporting the allegation, no record will be made in the personnel file of the accused individual(s).

B) Where there is evidence to support the complaint of an EEO violation, then the immediate supervisor, Department Head and Corporate Personnel Manager should decide appropriate redress for the aggrieved employee and appropriate discipline for the offending employee.

C) When the complaint involves any other non-EEO violation, the immediate supervisor, Department Manager and Corporate Personnel Manager should determine the appropriate response and/or any further actions that need to be taken.

Upon completion of the investigation and consultations, the immediate Supervisor and/or Human Resources Representative shall indicate the results to the complainant, as well as action to be taken, if any. When a complaint is resolved at this step, a written summary of the findings and resolution shall be made by the person conducting the investigation. Should a complaint be resolved at Steps 2 or 3 of this procedure, the individual conducting the investigation shall complete a disposition report, which will summarize the complaint and its resolution, and request that the complainant sign the disposition report.

- Step 2 - If Step 1 fails to produce a satisfactory resolution ten working days after the date the complaint is made, the employee has an additional ten working days in which to refer the complaint to the Corporate Personnel Manager.
- Step 3 - If within ten working days after submission of the complaint at Step 2, the matter is still unresolved, then the employee may refer the complaint to the Chief Executive Officer. When the complaint reaches this step, the Chief Executive Officer shall be advised and receive a copy of the complaint, the disposition report, and any other material made part of the complaint file.

When a complaint is filed with the Chief Executive Officer, it will be the responsibility of that individual to:

- Consult with the appropriate Human Resources Representative,
- Investigate the complaint,
- Meet with the parties involved in the complaint, and
- In consultation with appropriate management, attempt to resolve the matter within 30 days of receipt of the complaint.

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All records and data assembled in connection with the investigation of a complaint shall be kept confidential and must be kept separate and apart from the individual's personnel file. Such records of complaints shall be retained by the Human Resources Representative. However, any records of disciplinary action resulting from a complaint of discrimination shall be included in the Personnel File of the disciplined employee(s) in accordance with the Company's Discipline Policy.

The complaint process and all information regarding your case will be kept confidential to the extent feasible; however, investigation of such complaint will generally require disclosure to the accused party and other witnesses in order to gather pertinent information.

Not every problem can be resolved to everyone's total satisfaction. However, we believe that honest discussion and listening to each other will build confidence between employees and management and help make NPG a better place to work.

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