

## **Addendum J**

**Policy:** Staff Meetings

**Effective Date:** February 25, 2005

**Review Date:** September 1, 2012

**Standard:**

Staff meetings provide a forum for the Quantum Management Team to discuss company growth, policy updates, customer relations, etc. with employees. This setting also allows employees to communicate directly with administration. The objective of this meeting is to include employees in the company and provide an opportunity for employees to meet and interact with one another.

**Policy:**

Quarterly staff meetings are mandatory for all employees. These meeting will customarily be held in March, June, and September. On occasion, it will also be necessary to host an additional staff meeting (e.g., benefit renewals, etc.).

**Procedure:**

- The meeting site will vary from meeting to meeting. Each active employee will receive an email notification indicating the date, time, and location of the upcoming meeting at least two weeks prior to the meeting.
- Employees may be excused from a mandatory meeting by giving advance notice of absence with a valid reason to a Management Team Member. Employees will be paid for a minimum of one hour of meeting pay for attending the mandatory staff meeting.
- Meeting minutes will be e-mailed to each active employee after the conclusion of each staff meeting. It is the responsibility of all employees who were not in attendance to read the staff meeting minutes.