THIS POLICY IS OPTIONAL

SAMPLE Natural Disaster POlicy

[Company] must continue certain segments of its operations prior to, during, and after a natural disaster. Thus, it will be necessary for key employees in certain departments to continue working even though the disaster will affect our operations, our community, and our personal lives. Although the Company will work with employees to minimize the time that they must work during the disaster, any employee who refuses to work during the disaster may be subject to discipline, up to and including termination.

Employees are not permitted to use accrued vacation or holiday time during the time period surrounding the disaster. However, employees will be entitled to any leaves required by law. Employees also can volunteer to “cover” for one another during the disaster. However, any substitution of employees must be approved in advance by a supervisor.

The Company will pay all non-exempt employees who work during the disaster for all hours worked, including overtime hours. The Company will not allow non-exempt employees to work for “free.” Instead, non-exempt employees must record all time worked during the disaster, including overtime, so that the Company can ensure that non-exempt employees are paid in full for that time.

Unfortunately, the effects of a natural disaster may require the Company to lay off certain employees to allow the Company to remain open. The Company will not contest the unemployment compensation claims for any employees who lose their jobs as a result of the disaster.

The Company will provide any employees who lose group medical coverage because of the disaster with the appropriate COBRA notices as required by law.

The natural disaster recovery/clean-up process may involve safety hazards. As a result, the Company may require employees to use necessary personal protective equipment supplied by the Company, and employees must observe all safety rules implemented by the Company. During the recovery/clean-up process, employees may only enter the workplace with a supervisor’s express approval.

Due to safety concerns, the Company is unable to provide shelter for non-employees, including family members of employees, either before, during, or after the natural disaster. Please do not bring family members to the workplace during the time period surrounding the disaster.

The Company will do its best to provide information and updates during the time period surrounding the natural disaster. In order to ensure that the Company is able to contact employees to provide them with this information, all employees must ensure that the Company has their current contact information.

Any employee called to active military or national guard service because of a natural disaster must notify their supervisors of such activation as soon as practicable, unless doing so it impossible, unreasonable, or precluded by military necessity.