



INCLEMENT WEATHER POLICY

In the event of significant snow or hazardous driving conditions, please be aware of the procedures in effect for employees in the Washington Metropolitan area. An emergency “Snow Line” phone number has been established to notify employees of the company status. The “Snow Line” will be updated by 4:30 a.m. When weather conditions are unusually severe, please call 240-542-1314 and a recording will inform you of the following:

- A. The company is open and operating under normal conditions and work hours.
- B. The company is open but a liberal leave policy is in effect. Any employee who feels that driving conditions are too dangerous may choose to take PTO if available. If no PTO is available, the employee may choose to take leave without pay. Employees are required to notify their managers if they will not report to work or if they expect to be late.
- C. The company is closed. This status is reserved for very extreme weather conditions.

Please note that our area is prone to very different weather related conditions depending on specific locations. It is not unusual to have severe weather in Northern Virginia, Frederick, or Rockville and only milder conditions in Beltsville.

Last but not least, we are very concerned with safety. You alone are the one responsible for evaluating your level of competence and comfort in driving under various weather conditions. We believe these options give you the choice to meet your particular comfort level.