

Emergency Conditions Policy

Policy	Emergency Conditions
Effective Date	October 14, 2008
Eligibility / Applicability	<p>All U.S.-based employees of legacy BellSouth companies except BAPCO (d/b/a AT&T Advertising and Publishing), Stevens Graphics and L. M. Berry (d/b/a The Berry Company).</p> <p><i>Employees of BAPCO (d/b/a AT&T Advertising and Publishing), Stevens Graphics and L. M. Berry (d/b/a The Berry Company) should refer to the policy for their respective company.</i></p>
Policy Statement	<p>The public's reliance on the services provided by AT&T increases during emergency conditions, placing a greater burden on all employees to assist AT&T in fulfilling its obligations.</p> <p>Unless an emergency closing is announced, all employees are expected to report to work as scheduled and may be assigned to other locations or to work they do not ordinarily perform. As a general rule, employees who fail to report to work will not be paid; employees who must leave after reporting to work will only be paid for time worked.</p> <p>NOTE: Emergencies may be weather related, due to local or national threats, including terrorist threats or activities, due to pandemics, or due to other declared alert conditions.</p>
Contact Information	<ul style="list-style-type: none"> • Manager • Local Employee Relations Manager • AT&T has a toll-free call-in number to assist with locating employees in the event of an emergency. Following a disaster or other emergency, employees are required to call to let AT&T know you are safe. If an emergency occurs, call the AT&T Yes OK Hotline at 1-866-YES-OKAY (1-866-937-6529) or #IMOK (#4665) from an AT&T wireless phone. • If an event occurs in your area, call the AT&T InfoNow Emergency Communication Hotline – 888-288-3675 or 210-223-2233 to get updates and other information in the event of an emergency. This line will contain a recorded message on current disasters (extreme weather, flooding, fires, building evacuations, etc.) impacting AT&T. This hotline will deliver business unit-specific information when needed.
Compliance	<p>To ensure a high level of employee awareness regarding this Emergency Conditions Policy, the company publishes the policy periodically throughout the year. Special efforts are made to communicate this information during times when our operating territory historically experiences storm conditions or when national or local threat or alert conditions are present. In addition, local management covers all employees regarding reporting expectations and local procedures during emergencies. Human Resources will provide assistance with interpretation and consistent implementation of this policy.</p>

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General Guidelines	<p>If an employee is unable to report to work or reports to work and then must leave, the supervisor may grant a request for vacation or other paid personal time off for the time not worked. Otherwise, the absent time should be coded “miscellaneous <u>not</u> paid” along with absence reason code M00024 - Emergency Weather Conditions as follows:</p> <p style="text-align: center;">Represented Employees - “MUE0/MUET” Non-Represented, Non-Exempt Employees – MUE0 Non-Represented, Exempt Employees – MUEE</p> <p><i>Note: Any non-paid time for non-represented, exempt employees must be in full-day increments.</i></p> <p>Emergency Closings</p> <ul style="list-style-type: none">• General <p>An emergency closing is a closing of a location or building.</p> <p>If the company must close operations in a location or building and does not designate an alternate place of reporting, employees will be paid for their regularly scheduled work hours, which should be coded “miscellaneous paid” along with absence reason code M00024 - Emergency Weather Conditions as follows:</p> <p style="text-align: center;">Represented Employees – MPE0/MPET Non-Represented, Non-Exempt Employees – MPE0 Non-Represented, Exempt Employees – MPEE</p> <p>Employees who are scheduled off on the date that a location is closed or is subsequently closed may not reschedule that date as a work day.</p> <ul style="list-style-type: none">• Emergency Closings – All Except Essential Employees at a Location or Building <p>Definition: Essential personnel are operations personnel who directly manage and support the communications network – voice, data, landline, wireless and internet.</p> <p>All essential personnel are expected to report in accordance with their normal schedules unless advised otherwise by their respective supervisors.</p> <p>Nonessential personnel should not report unless specifically directed to do so by their respective supervisors. Such individuals may be assigned to other locations or to work they do not ordinarily perform.</p> <p>Notification</p> <p>There should always be at least two ways for employees and supervisors to communicate with each other. This may include interactive pager, telephone, cell phone or email.</p> <p>Unless there is an emergency closing of an employee’s worksite, employees unable</p>
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	<p>to report to work due to extreme weather or other emergency conditions such as terrorist threats or activities are responsible for notifying their manager as soon as they become aware that they will be unable to report as scheduled. Employees should provide contact information as part of the notification process. Employees should assume that facilities are open for business unless otherwise notified.</p>
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<p>Manager Responsibility</p>	<ul style="list-style-type: none"> • Apply policies consistently and use good judgment in granting vacation and other paid personal time off and in coding absences. • If responsible for closing operations in a location, coordinate closings among organizational units in the affected location to ensure continuity of services. • Consult your Human Resources representative for assistance with interpretation of this policy and consistent treatment of employees.
<p>Human Resources Responsibility</p>	<p>Your Human Resources Employee Relations Manager will:</p> <ul style="list-style-type: none"> • Provide assistance with policy interpretation. • Provide advice and counsel on coding of absences and consistent treatment of employees. <p>In cases of local or national threats, including terrorist threats or activities, the Corporate Human Resources Crisis Team is activated along with a local Incident Response Team. These teams will:</p> <ul style="list-style-type: none"> • Coordinate efforts to account for employees and, if necessary, assist local management in contacting the families of affected employees. • Coordinate with local management and Asset Protection to implement appropriate measures for ensuring employee safety.
<p>See Also</p>	<p>AT&T Southeast Attendance and Punctuality Guidelines for legacy BellSouth companies if applicable.</p> <p><i>Employees of BAPCO (d/b/a AT&T Advertising and Publishing), Stevens Graphics and L. M. Berry (d/b/a The Berry Company) should refer to the attendance and punctuality guidelines for their respective company.</i></p>