

Defendant's Exhibit 5
Employee Policy Manual
pages 10, 71, 72



EMPLOYEE POLICY MANUAL



PRODUCTIVE WORK ENVIRONMENT

Policy:

It is the policy of the Bank to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

COMMENT:

1. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated and special attention is called to the prohibition of sexual harassment.
2. Each supervisor has a responsibility to maintain the work place free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.
3. Other sexually harassing or offensive conduct in the work place, whether committed by supervisors, non-supervisory employees or non-employees is also prohibited. Such conduct includes but is not necessarily limited to:
 - a. Sexual flirtations, touching, advances or propositions;
 - b. Verbal abuse of a sexual nature;
 - c. Graphic or suggestive comments about an individual's dress or body;
 - d. Sexually degrading words to describe an individual; and
 - e. The display in the work place of sexually suggestive objects or pictures.
4. Any employee who believes that supervisor's, another employee's, or a non-employee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. Such report or complaint should be made to the employee's supervisor or to the department head or Human Resources if the complaint involves the supervisor.
5. Complaints of harassment are to be handled and investigated promptly by the department head and President. Employees are required to cooperate in any investigation. A timely resolution of each complaint is to be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.
6. Any employee, supervisor or manager who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action depending on the circumstances, up to and including termination.

BEHAVIOR OF EMPLOYEES

Policy:

It is the policy of the Bank that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Bank and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the Bank, or is offensive to customers or fellow employees will not be tolerated.

COMMENT:

1. Employees are expected at all times to conduct themselves in such a manner so as to promote the best interests of the Bank. Such conduct includes:
 - a. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
 - b. Giving proper advance notice whenever you are unable to work or report on time;
 - c. Smoking only at times and in places not prohibited by Bank rules or local ordinances;
 - d. Wearing clothing appropriate for the work being performed;
 - e. Eating meals only during meal periods and only in the designated eating areas;
 - f. Maintaining work place and work area in clean and orderly fashion;
 - g. Treating all customers, visitors and fellow employees in a courteous manner;
 - h. Refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to the Bank's best interest;
 - i. Performing assigned tasks efficiently and in accordance with established quality standards; and
 - j. Reporting to your immediate supervisor suspicious, unethical or illegal conduct by fellow employees, or customers.
2. The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:
 - a. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing or possession of alcoholic beverages and/or illegal drugs and narcotics on Bank premises; or off premises where prohibited by law;

- b. Use of abusive language;
 - c. Possession of firearms or other weapons on Bank property;
 - d. Insubordination by an employee to follow management's instructions concerning a job-related matter;
 - e. Fighting with or assaulting a person on Bank premises;
 - f. Theft, destruction, defacement or misuse of Bank property or of another employee's property;
 - g. Gambling on Bank property;
 - h. Falsifying or altering any Bank record or report;
 - i. Threatening or intimidating management, supervisors, security guards or fellow workers.
 - j. Horseplay, pranks or practical jokes;
 - k. Sleeping on the job;
 - l. Improper attire or inappropriate personal appearance;
 - m. Engaging in any form of sexual harassment;
 - n. Unauthorized disclosure of confidential information; and
 - o. Blatant or repeated violations of Bank policy.
3. The examples in Comment 2 above are illustrative of the type of behavior that will not be permitted, but are not intended to be an all-inclusive listing. Any questions in connection with this policy should be directed to Human Resources or department head.