
SINCLAIR BROADCAST GROUP, INC. AND SUBSIDIARIES
EMPLOYEE HANDBOOK

SINCLAIR
BROADCAST GROUP

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WELCOME

VISION-MISSION-VALUES

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Welcome!

It is our pleasure to welcome you to the Sinclair Broadcast Group ("Sinclair"). We firmly believe that our employees are our most valuable resource and the contribution of each individual is critically important to our overall success. We are committed to creating and maintaining an environment where employees are able to realize their maximum potential while contributing to the working efficiency and long-term growth of Sinclair. Our goal is to make an outstanding and on-going contribution to each community we serve so that our stations become leading forces in their markets. This can only be achieved if each and every one of us is entirely dedicated to the highest standards of excellence in all we do. We wish you success in your position and know that you will quickly come to share the pride we have in our stations and the Sinclair team.

David Smith

Rob Smith

David Amy

Fred Smith

Duncan Smith

Chris Ripley

Sinclair's Vision-Mission-Values

VISION

Connecting People with Content Everywhere.

MISSION

We create, innovate and lead for the benefit of everyone.

We deliver must-have content across all platforms and all devices.

We attract and retain the best employees.

VALUES

Love what you do.

- Be Inspirational
- Be Communicative
- Be part of something important
- Make a difference

Live what you do.

- Be a person of integrity
- Be customer focused
- Be transparent
- Drive results

Embrace what you do.

- Be forward thinking
- Be adaptive
- Be a strategic thinker
- Challenge the status quo

INTRODUCTION

This Handbook contains a general outline of the policies and practices of Sinclair Broadcast Group, Inc. and all subsidiary organizations (referred to as the "Company" or "Sinclair") and is intended to provide information about working conditions, benefits, and policies affecting your employment. It is expected that all employees will read, understand, and comply with all provisions of this Handbook. This Handbook should answer questions most frequently raised by employees regarding general Company practices; however, this Handbook does not attempt to anticipate every situation, question, or circumstance, which may arise.

For employees whose employment is covered by a collective bargaining agreement or other employment agreement, in the event of any conflict between the provisions of this Handbook and that agreement, the agreement will prevail.

While it is Sinclair's intent to conform to every federal, state and local law, the Company operates in many states and it is difficult to specifically address the impact of each state's employment laws. Should there be a conflict between any of the terms of this Handbook and any local, state or federal law, the applicable local, state or federal law will supersede the applicable provision of this Handbook only to the extent necessary to bring this Handbook into conformity or compliance with the applicable law.

This Handbook is not intended to and does not set forth express or implied contractual obligations of the Company of any kind, to include continued employment or employment for a specified period of time. The Company reserves the right to modify, revoke, suspend, terminate, or change any or all of the provisions of the Handbook or any plans, policies, benefits, or procedures referred to, in whole or in part, at any time, with or without notice. The language in this Handbook is not intended to create, nor is it to be construed to constitute, a contract between the Company and any one or all of its employees.

The contents of this Handbook are guidelines only; situations that arise vary too widely for policies to be definitive in every circumstance. If you have any questions concerning Company policy, or any provision of this Handbook, please consult your station HR representative, or contact corporate HR. No one is authorized to commit the Company to any obligations pertaining to compensation, benefits, term of employment, or any other action with financial ramifications except the CEO or EVP/Vice Chairman by instrument in writing.

Please understand that a good employee handbook is revised as a company and its environment grows and changes. This is a revised Handbook (3/30/2018) and supersedes any and all previous employee handbooks, which shall no longer apply.

COMPANY POLICIES AND PROCEDURES

Equal Employment Opportunity ("EEO")

The Company adheres to the EEO Plan, as approved by the Federal Communications Commission. It is the policy of Sinclair that employment decisions will be based on such factors as merit, qualifications, competence, and the needs of the Company. Employment practices will not be influenced or affected by virtue of an applicant's or employee's race, color, creed, religion, sex, national origin, age, disability, handicap, genetic information or any other characteristic protected by law. This policy applies to all personnel actions including recruitment, evaluation, selection, placement, promotion, assignment, transfer, compensation, training, leave approval, termination, and other terms and conditions of employment.

Sinclair supports and has a commitment to the principles of equal employment opportunity and therefore intends to provide an environment that is free from unlawful discrimination or harassment of any kind. All employees are expected to conduct themselves in accordance with this policy. Any incident or situation that you believe involves discrimination or harassment should be brought to the attention of your Department Head, General Manager and/or Corporate Human Resources (please refer to the section titled Open Door Procedure). The Company will investigate allegations of discrimination or harassment as confidentially as possible under the circumstances. Any manager or employee who is determined by the Company to have engaged in such discrimination or harassment will be subject to disciplinary action up to and including discharge. Retaliation in any form against an employee who complains of discrimination or harassment is strictly prohibited and will itself result in disciplinary action up to and including discharge.

Americans with Disabilities Act

Sinclair will abide by the Americans with Disabilities Act and applicable amendments and prohibits discrimination in its employment practices against individuals with disabilities, who, with or without reasonable accommodation, can perform the functions of the position held or sought. When requested, it is the Company's policy to provide reasonable accommodations for the known physical or mental limitation of an otherwise qualified individual with a disability unless the accommodation would pose an undue hardship on the operation of the Company or the individual poses a threat to the health or safety of himself/herself or others and a reasonable accommodation cannot eliminate the risk.

Immigration Law Compliance

Sinclair complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and aliens who are authorized to work in the United States. As a condition of employment, each new employee must properly complete, sign and date the first section of the U.S. Citizenship and Immigration Services Form I-9 on the first day of employment and provide appropriate evidence of identity and employment authorization within three business days. Rehired employees also must complete the form if they have not previously filed an I-9 with the Company, if their previous I-9 is more than three (3) years old, or if their previous I-9 is no longer valid.

Employment at Will

It is the policy of the Company that no employee will have any contract of employment with the Company for any specified period of time or for any particular terms or conditions unless in writing and approved by the CEO or EVP/Vice Chairman. This Handbook does not constitute an express or implied contract of employment. The Company reserves the right to change any terms and conditions of employment at any time. The Company recognizes each employee's right to terminate his or her employment at any time, and the Company retains a similar right.

Hiring

Sinclair is committed to employing, in its judgment, the best qualified candidates for approved positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. Prior to hire, candidates must accurately complete an employment application and other hiring related documents and successfully complete pre-employment processes, including reference check, drug testing and background check.

Employee Supervision

It is the policy of the Company that the work of all employees will be assigned, directed, and reviewed by supervisory personnel (generally a Department Head). Your supervisor has accepted the responsibility of guiding you in the completion of your work and needs to hear your suggestions, questions, and constructive ideas. Good communication and mutual understanding are essential to performing your best. If you have questions regarding any aspect of your assignments, or any policy or practice of the Company, please consult your Supervisor, Department Head or General Manager.

Exempt and Non-Exempt Employees

The Fair Labor Standards Act ("FLSA") is a federal law which provides minimum standards for wage and overtime entitlement and spells out how work time must be compensated. Exempt or non-exempt classifications are based upon specific job duties. Each employee is designated as either "non-exempt" or "exempt" from federal and state wage and hour laws. It is our policy to comply with all requirements of the FLSA and applicable state laws.

Non-exempt employees are entitled to receive overtime pay under specific provisions of the law. Overtime pay is defined as time and one-half the regular rate of pay for all hours worked over forty (40) hours in a workweek.

Exempt employees are those whose job assignments meet the legal requirements for overtime exemption (i.e., not eligible for overtime pay). Exempt employees who are paid on a salary basis normally must receive their full salary for any week in which they perform work. Although, deductions from pay are permissible in some circumstances, the Company prohibits managers from making improper deductions from the salaries of exempt employees. If you believe an improper deduction has been made to your salary, you should immediately report this information to your Department Head, General Manager or Human Resources (see Open Door Policy).

Each non-exempt or exempt employee will also be categorized as full-time, part-time, or temporary.

Full-Time, Part-Time and Temporary Employees

It is the intent of Sinclair to clarify the definitions of employment categories so that employees understand their employment status and benefit eligibility.

A **full-time** employee is defined as an employee who works on average thirty (30) or more hours each week and is assigned to a regular work schedule. A **part-time** employee is an individual who is hired for an unspecified period, but who works on average less than thirty (30) hours per week. A **temporary** employee is an individual who is hired full-time or part-time for a limited period or for completion of a specific project or on a casual, irregular fill-in basis. Temporary and part-time employees are not eligible for the same benefits as provided to full-time employees. Part-time and temporary employees are eligible to participate in the 401(k) Plan and receive all legally mandated benefits, such as Workers' Compensation and Social Security benefits. Additionally, part-time employees (but not temporary employees) are eligible to participate in the Employee Stock Purchase Plan.

It is the practice of the Company to supplement the regular full-time work force with temporary or part-time employees when necessitated by periods of peak workload, employee absences (e.g. due to holidays or vacation), or other situations as may be determined by the Company. An employee whose status changes from part-time or temporary to full-time will be eligible for benefits the first of the pay period after seventy-five (75) days of full-time employment. Time worked by an employee in a temporary or part-time status will not be credited toward years of service with the Company for benefit determination purposes. If a part-time or temporary employee has been employed by the Company for one (1) continuous year, then the benefit waiting period may be waived at the discretion of the General Manager and the employee will be eligible for benefits when changed to full-time.

Employees who leave the employ of the Company and return must fulfill the benefit waiting period requirement following their return, even if they had previously fulfilled this requirement during their prior employment. However, if an employee was eligible to participate in or was participating in the 401(k) and/or the Employee Stock Purchase Plan prior to leaving the Company, the employee will be eligible to re-enroll without completing the benefit waiting period. Employees will receive credit for service with the Company in regards to vesting requirements. If a full-time Employee is re-hired within six (6) months of the Employees' termination date due to a lay-off, the benefit waiting period may be waived at the discretion of the General Manager.

The employment relationship between the Company and each part-time, temporary, or full-time employee is at the will of either party (other than employees working under either a labor contract or a personal contract, *i.e.*, contract employees), and may be terminated by either party at any time.

Introductory Period

It is the policy of the Company that all new employees and re-hires serve an introductory period of ninety (90) days. This is an opportunity for new employees to become familiar with Sinclair and their new job and for the Company to initially evaluate the employee's performance and ability to adjust to the new environment. Upon completion of the ninety (90) day introductory period, the Company may extend the introductory period up to an additional ninety (90) days. The decision to extend the introductory period is at the discretion of the Company.

Introductory employees will be paid for any Company observed holidays which occur during the period; however, reimbursement for these days may be withheld from the employee's last check in the event of termination of employment before completion of the introductory period. Completion of the introductory period does not entitle an employee to remain employed with the Company. Both the employee and Sinclair are free, at any time, with or without advance notice

and with or without cause, to end the employment relationship for any reason at any time during or after completion of the introductory period.

Employees who transfer, are promoted, or are reassigned to other positions within the Company will not be required to serve any introductory time in the new position. However, at the discretion of the Department Head, if the position a current employee is changing to is substantially different from the one previously held (e.g., receptionist to sales assistant, or non-supervisory to supervisory), the change can be made conditional upon successful completion of a ninety (90) day trial period in the new position. At the completion or any time during the trial period, the employee may or may not be retained in the new position.

Public Relations

The success of our Company depends on maintaining a positive image and good communications with the public. Employees are expected to treat viewers, customers, and the general public in a respectful, courteous, and polite manner at all times. At times you may have to exercise considerable restraint, as the very nature of our business invites comment and criticism. It is not reasonable to believe that our audience or clients will always be pleased with our programming or services. In dealing with the public, all employees will do their utmost to remain cordial under all circumstances and maintain a spirit of helpfulness and consideration. Complaints and criticisms may be forwarded to your Department Head or General Manager.

Since clients and visitors may come into our stations at any time, it is also important that we keep the facilities clean, neat, attractive, and, above all, business-like. Maintaining this environment is a full-time responsibility of all employees.

Because we are so frequently in the public eye, employment with Sinclair creates the potential for making our personal lives subject to public scrutiny. The Company, therefore, must and does retain the prerogative to take employment action based upon employee conduct both during work time and outside the workplace if, in the Company's sole judgment and discretion, it creates the potential for a negative reflection on the Company.

Personal Appearance/Dress Code

The professional image of each station is enhanced by the appearance as well as the conduct of its employees. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image we present to customers and visitors. Each employee is expected to exercise good taste and should wear clothing and footwear acceptable for our business environment. Workplace attire and grooming must be neat, clean and appropriate for the work being performed and the setting in which the work is performed. Dress requirements will vary among different work groups and types of work. Therefore, please dress appropriately for the position, including adhering to any applicable safety standards. Consult your Department Head if you have any questions as to what constitutes appropriate attire. We hope that you will take pride in the Company and represent it and yourself in the most favorable manner, not only in the work place, but also at Company-related events and activities.

Changes in Status

Maintaining accurate and current information on employees is vital to the Company and ultimately beneficial for employees. If you change your address, home or cellular telephone number, name, marital status or emergency contact, be sure to notify the Company as soon as possible. Employees can make the necessary changes through *The Bridge* system.

The Bridge is a cloud-based system that employees will use to do such things as update or view personal information, submit time cards, request time off and view pay slips. *The Bridge* can be accessed from the home page of *SinclairNet*.

Attendance and Tardiness

All employees are expected to report to work each day, on time as scheduled. When you must be absent for illness or other emergency, you are expected to contact your immediate Supervisor directly with as much advance notice as possible so arrangements can be made to cover your assigned area. Personnel wishing to take personal days or sick leave (when known) must give their Department Head at least two (2) working days' notice.

Punctuality is essential to the efficient operation of any business. Employees are expected to report to work on time and be prepared to begin working at the beginning of their scheduled work hours. If you are going to be unavoidably detained and late for work, phone the station and advise your immediate Supervisor of your tardiness and expected time of arrival. Any work time missed may be deducted from gross pay, accounted for in an appropriate leave category, or made-up during the work week at the discretion of the Department Head. Excessive absences or tardiness will result in disciplinary action up to and including discharge.

Snow/Inclement Weather

It is the policy of the Company to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, the General Manager reserves the right to operate under a modified schedule or with essential staff, approve the use of leave, or in unlikely situations, close the station.

As a general guideline, if public transportation systems are running, then all employees are expected to report to work as usual. However, the lack of public transportation does not necessarily mean that employees are not expected to report to work. Final decisions about station operations during inclement weather are communicated to employees as soon as practical. Please see your Department Head for information about your station's specific communication procedure in such instances.

If an employee is unable to report to work due to adverse weather conditions, the employee will not be paid for that time off or the employee will forfeit a personal or vacation day. Employees must call their supervisor to advise if not reporting to work during instances of inclement weather. Final decisions regarding excused and paid absences are at the discretion of the General Manager.

Hours of Work

It is the policy of the Company to establish working hours as required by the business of broadcasting, which runs twenty-four (24) hours a day, three hundred sixty-five (365) days a year. Employees of the non-broadcasting divisions of the Company are required to work the hours necessary to perform all business goals and obligations of their department. The specific schedule of hours for employees will be determined by the Department Head to whom they are assigned. Employees will be informed of their daily schedule of hours of work, including meal periods, and any other changes or provisions deemed proper or necessary by the Department Head.

Work Week and Timekeeping

The work week is Sunday through Saturday beginning and ending at midnight on Saturday. The normal work day for most full-time employees will consist of eight (8) hours of work, five (5) days a week, with a required daily unpaid meal break of at least one-half (½) hour duration, unless operational needs require otherwise. Specific work schedules and lunch/break policy is determined by the station's General Manager.

Nonexempt employees will be required to complete an individual electronic time card showing daily hours worked and/or paid time off or other leave taken. Time cards will cover one (1) work week, and will be completed and certified by the Department Head at the end of the week. Each employee working a full-time, forty (40) hour work week schedule is required to account for at least eight (8) hours each work day with either actual time worked or time deducted from an appropriate leave category. Completed time cards must be submitted in an accurate, timely fashion to ensure proper accounting and payments. Each non-exempt employee must accurately record all regular and overtime hours worked, meal breaks, early or late arrivals, early or late departures and absences.

Exempt employees are expected to complete a time card for any workweek in which paid time off, holidays or other leave is used.

Failure to properly submit timecards is a violation of this policy.

Overtime

Overtime will be paid consistent with applicable state and federal wage and hour laws.

Employees will be required to work overtime when it is deemed necessary by the Company. Overtime will be assigned by the Department Head to employees in that particular job for which overtime is required. Unless job emergencies or the requirements of the assignment provide otherwise, no employee will be permitted to work overtime without the prior approval of their Department Head.

Overtime compensation will only be paid to non-exempt employees who work in excess of forty (40) hours during the work week at one and one-half (1 ½) times their regular hourly rate, unless applicable state or local law requires otherwise.

Overtime pay (that is, time and a half) is calculated on any hours worked in excess of forty (40) hours in any one week. If an employee has worked overtime on a particular day or days in a week in which the employee has also taken sick leave, personal leave, etc., and the total number of hours worked in such week will not be in excess of forty (40) hours, then the employee will not be entitled to overtime pay.

Example:	Monday	Worked 8 hours
	Tuesday	Worked 10 hours
	Wednesday	Sick
	Thursday	Worked 8 hours
	Friday	Worked 8 hours

Total hours worked: 34 - paid at regular rate
Sick: 8 - paid at regular rate

Compensatory Time

The Company does not allow accrual of compensatory time by exempt or non-exempt employees.

Paydays

All employees are paid on a bi-weekly basis, every other Friday. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last business day before the regularly scheduled payday. A copy of the payroll calendar can be found on *SinclairNet*.

Employees are required to participate in payroll direct deposit, except where prohibited by state and local laws. This means that once you enroll, your pay will be deposited directly into your bank account at your banking institution. Employees enroll in direct deposit electronically by accessing your employee record within *The Bridge*.

Pay slips are available for viewing at any time by accessing your employee record within *The Bridge*.

Break Policy

Although specific work hours and schedules are determined by the individual Department Head based on department needs, each full-time employee's scheduled workday will normally be for a total of nine (9) hours, which will include eight (8) work hours, and a sixty (60) minute unpaid meal break.

In an effort to accommodate the needs and/or wishes of smokers, as well as any non-smoker who may wish to take a similar break during the day, the Company offers an alternative option. At the choosing of the employee, and with the prior approval of the employee's supervisor, the employee may elect to take his/her unpaid meal break as one thirty (30) minute break and two fifteen (15) minute breaks. In the event that the employee elects this option, he/she still has an obligation to provide at least eight (8) hours of actual time worked each workday. No notice or approval is necessary if the employee does not wish to exercise this break option.

Smoking Policy

In keeping with Sinclair's intent to provide a safe and healthy work environment, smoking (including use of e-cigarettes) or other use of tobacco is not allowed inside any of the Company's buildings, company vehicles or near any entrances to Company buildings.

Conduct of Employees

It is the policy of the Company that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Company and for the benefit and protection of the rights and safety of all.

1. Such conduct includes:

- A. Complying with all Company safety and health regulations and all personnel policies;
- B. complying with the spirit and letter of the Company's anti-discrimination policies;
- C. abiding by all Company policies with respect to smoking;
- D. wearing clothing deemed appropriate by the Company for the work being performed;
- E. performing assigned tasks efficiently and well;
- F. maintaining an orderly and clean work place and work area; and
- G. refraining from the use of alcoholic beverages or drugs, other than a drug prescribed by a physician taken consistent with the prescription or proper use of over the counter medication during working hours, including meal/break periods. This policy also includes within it the residual effects of alcohol and drugs where they may affect the employee's work performance and/or relationship with co-employees. If an employee has to take medication that may affect fitness for duty, the employee must promptly notify their supervisor and Human Resources Representative. The Company may request a doctor's statement be obtained by the employee which evaluates the medication with respect to its effect upon the employee's work performance.

2. Employees will not:

- A. Possess or use an illegal or controlled substance, other than a drug prescribed by a physician, or sell any such substance;
- B. engage in any conduct which could adversely affect the Company's public image or its mission;

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- C. carry or possess firearms, explosives, or any weapons on Company property or while in the performance of Company duties;
 - D. be insubordinate, disrespectful, or refuse to follow management's instructions concerning a job-related matter;
 - E. assault a fellow employee, visitor, or customer;
 - F. steal, unlawfully possess, misuse, or willfully damage the property of the Company, a client, or another employee's property or be negligent with such property;
 - G. gamble on Company property;
 - H. be dishonest, including, but not limited to, falsifying any Company record or report, such as an application for employment, a production record, sales order, program or operating log, an employee's time card, or shipping and receiving records;
 - I. be arrested for a criminal act which, in the Company's judgment, involves moral turpitude, as well as an arrest for a felony or theft;
 - J. fill out or alter another employee's time card or permit another employee to fill out or alter your time card;
 - K. record any aural communication without the express consent of all parties to the conversation;
 - L. engage in any harassing behavior with regard to sex, marital status, gender orientation, age, race, creed, religion, national origin, physical or mental disability, personal appearance, genetic information, veteran status, or any other characteristic protected by law;
 - M. engage in any act of violence, disorderly conduct, or use threatening or abusive language;
 - N. verbalize, publish, or distribute false or malicious statements concerning the Company, clients, managers, or any employee;
 - N. misuse disability or other insurance or benefit programs;
 - O. abuse Company time by loafing, sleeping, conducting personal business, or interfering with another employee's work performance;
 - P. solicit, promote, or distribute literature in support of any cause or organization during his or her working time or during the working time of the employee(s) to whom such activity is addressed; or
 - Q. violate any Company or building policy.

The above lists are illustrative of the types of behavior that is required and/or will not be permitted by an employee, and are not intended to be all-inclusive. Failure to adhere to and/or comply with the above requirements will subject the employee to disciplinary action, up to and including discharge.

Building Access and Visitors

For the safety of all employees, employees must observe security practices to control access to our facilities. It is expected that:

- A. No visitors are permitted in a station without clearance from your Department Head or immediate Supervisor. Inform the reception area of all visitors you may be expecting so they may be properly greeted. All visitors must use the main entrance, sign in, and are escorted while in the building.
- B. All employees report lost/stolen key cards immediately.
- C. Never share your access code or lend your key card to anyone.
- D. Keep all doors and entrances locked and do not prop doors open.
- E. Do not allow a non-employee to follow you into the building or enter the building as you exit.
- F. Report any unusual or suspicious behavior to your Department Head immediately.
- G. Employees must learn and practice the specific security policies at their facility.

Additional information can be found within the Employee Safety Program located on *SinclairNet*.

Safety

Employees must learn and observe all safety guidelines, including the information found within the Employee Safety Program located on SinclairNet. Any work-related accident or unsafe/unhealthy condition should be reported to your Department Head immediately. If a crisis or near crisis situation arises in one of the stations, use common sense, you do not need to handle it on your own. Immediately consult your Department Head, manager on duty, and/or General Manager.

Driver Safety and Company Vehicle Policy

Employees who drive Company vehicles or drive personal vehicles on Company business must learn and observe this Driver Safety and Company Vehicle Policy. Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. To achieve that end, a set of procedures has been established that are to be followed.

1. Procedures for Drivers of Company Vehicles

- A. The minimum age to drive a company vehicle is 21. Only Sinclair employees or other individuals performing company business are authorized to drive company vehicles. Under special circumstances and with the approval of the Group Manager, General Manager, or Business Manager there may be exceptions.
- B. As a condition of employment, regular drivers of company vehicles and employees driving personal vehicles for company business must have and maintain a valid driver's license from the state in which their station or work site is located or as otherwise permitted by applicable state regulations. Transferred employees must comply with local laws in obtaining a local driver's license. Regular drivers of company vehicles must produce or authorize a review of their driving record and driver license history upon hire and on an annual basis.
- C. Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state or federal law (e.g. Department of Transportation requirements) are also expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies.
- D. Driving privileges will not be granted or will be suspended if a total of three (3) or more violations and/or preventable accidents have occurred in the past three (3) years in company or personal vehicles. Special Executive Management approval will be required for those drivers exceeding these levels. Management can suspend or revoke driving privileges of company vehicles at any time.
- E. No employee will be permitted to drive a company vehicle or a personal vehicle for business purposes if found guilty of the following in the past three (3) years:
 - Driving under the influence of drugs/alcohol
 - Suspended license
 - Revoked license
 - Operating during a period of suspension or revocation
 - Negligent homicide arising out of the use of a motor vehicle (gross negligence)
 - Using a motor vehicle for the commission of a felony
 - Aggravated assault with a motor vehicle
 - Grand theft – auto
 - Hit and run
- F. All Employees are expected to follow all driving laws and operate the vehicle in a safe manner at all times, including but not limited to, adherence to posted speed limits and directional signs, use of turn signals, use of mobile phones, and avoidance of confrontational or offensive behavior while driving.

Employees should generally refrain from using mobile phones and other mobile devices (i.e. iPod) when operating a motor vehicle while on company business, particularly in states or other municipal jurisdictions where a hand-free device is state law or where cell phone use is altogether prohibited. Reading or sending text messages or emails while driving a company vehicle is strictly prohibited. If it necessary to use a device while driving, employees must either safely pull off to the side of the road and stop the vehicle or use a hands-free device. Engaging in other distracted-driving activities including, but not limited to, eating, reading or changing radio stations or music, is strongly discouraged.

- G. All employees are expected to wear seat belts at all times while in a moving vehicle being used for company business, whether they are the driver or a passenger.

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- H. Use of alcohol, drugs or other substances that in any way impair driving ability is prohibited.
 - I. Employees are expected to promptly report to their supervisor any moving violations and accidents, including those listed in E above, received.
 - J. Employee's assigned Company vehicles are responsible for the proper maintenance and care of these vehicles. Proper maintenance schedules must be followed, including regular oil changes and proper tire care. Drivers are responsible for securing the vehicle assigned, including locking vehicle doors whenever the vehicle is left unattended.
 - K. All parking tickets, fines associated with violation of toll facility rules or regulations, or citations for moving violations while operating a company vehicle will be the responsibility of the driver. When assignments and time permits, employees must plan their vehicle parking to avoid parking tickets when covering news events.
 - L. If a company vehicle is used outside of normal business hours for personal use, the appropriate guidelines relating to taxation and safety will be in force. Drivers of vehicles authorized to take vehicles home will be charged the daily commuting amount established by IRS guidelines. News department vehicles may not be used for personal use other than for daily commuting. The transport of spouses, family members, or friends for personal use is not authorized.
 - M. News Department employees, when authorized by Management to use company vehicles, are expected to maintain photographer / camera vehicles in a fully operational mode, ready to respond to breaking news. When off-duty, cameras and other equipment should be secured in a safe place.

2. Accidents Involving Company Vehicles

- A. If an employee is involved in an accident while driving one of the Company's vehicles, it is mandatory that the police are promptly called to the scene and the police report obtained. A police report is necessary for insurance purposes. The police should be advised that a company vehicle has been involved in an accident and that a police report is required. Whenever possible the accident scene should be photographed or videotaped. Upon returning to the office, the accident should be reported immediately to the employee's supervisor so that an accident report can be filled out and submitted to our insurance company.
- B. In accordance with the Drug Free Workplace Policy post-accident testing procedures, the employee is required to submit to a drug / alcohol test immediately or as soon as possible after the accident if reasonable cause exists indicating that the employee may be under the influence of drugs or alcohol, in the Company's judgment, and (1) if the employee caused the accident or contributed to the accident, and/or (2) if personal injury to employees or others which necessitates medical attention; or results in lost work time; and/or (3) if damage to Sinclair property which may be reasonably believed to have a cost of repair of \$1,000.00 or more; and/or (4) if reasonable cause exists indicating that the employee may be under the influence of drugs or alcohol and, in the Company's judgment, to have contributed to the accident; unless prohibited by law.

3. Personal Use of Company Vehicles

- A. All vehicles provided by the Company will be used for "qualified business" purposes. This means that all other usage will be called personal use. The guidelines, as issued by the IRS regarding the use of company vehicles, require that personal use must be included as income to the employee.
- B. To determine the amount of benefit to be added to the employee's W-2, the driver must keep track of the information noted below and submit it to the Business Office quarterly by the 5th of April, July, October, and January so the vehicle use can be appropriately taxed. Please use the "Auto Usage Report" form found on SinclairNet.
 - Total miles driven
 - Total business miles driven
 - Total commuting miles driven
 - Total personal miles driven
 - Make, model, year of car assigned to you
- C. If more than one vehicle was assigned to you, information on each vehicle must be submitted. If a vehicle was assigned for less than one year, give the applicable dates.

If this information is not provided, the full amount of the lease value of the car as determined by the tables provided by the IRS will be allocated.

Federal and state taxes will be due on the amount added to the employee's W-2. FICA taxes will be withheld if income is below the FICA limit.

Personal use will be determined by dividing the total of personal and commuting miles by total miles driven. This factor will then be applied against the IRS Lease Table Values. Gasoline reimbursement (at IRS prevailing allowance) will also be included if applicable. Drivers of new vehicles will be charged the IRS daily commuting amount.

4. Driving Personal Vehicles on Company Business

If an employee's duties require driving a vehicle other than a company vehicle, such as a Marketing Consultant, then the employee will be subject to Section 1 B, D, E, F, G, H and I above. Employees who regularly drive their personal vehicle for company business must produce or authorize a review of their driving record and driver license history upon hire and may be required to produce or authorize a review of their driving record and driver license history periodically or on an annual basis. Also, those drivers will be required to furnish the following as a condition of employment upon hire and annually thereafter:

- A valid driver's license
- Proof of current personal vehicle insurance

If an employee is involved in an accident while driving their personal vehicle on company business, it is mandatory that the police are promptly called to the scene and the police report obtained. Whenever possible the accident scene should be photographed or recorded. Upon returning to the office, the accident should be reported immediately to the employee's supervisor. The employee must report insurance claims related to the accident to their personal auto insurance carrier.

In accordance with the Drug Free Workplace Policy post-accident testing procedures, the employee is required to submit to a drug / alcohol test immediately or as soon as possible after the accident if reasonable cause exists indicating that the employee may be under the influence of drugs or alcohol, in the Company's judgment, and (1) if the employee caused the accident or contributed to the accident, and/or (2) if personal injury to employees or others which necessitates medical attention; or results in lost work time; and/or (3) if damage to Sinclair property which may be reasonably believed to have a cost of repair of \$1,000.00 or more; and/or (4) if reasonable cause exists indicating that the employee may be under the influence of drugs or alcohol and, in the Company's judgment, to have contributed to the accident; unless prohibited by law.

Important Note:

It is not possible to define in advance every possible situation which may cause the Company to revoke or suspend driving privileges and the Company reserves to itself the absolute right to determine in its discretion what conduct falls under this provision. Failure to follow procedures may result in disciplinary action, up to and including termination.

No Harassment Policy

The Company does not tolerate harassment of our job applicants, employees, interns, clients, or visitors. Any form of harassment related to an individual's race, creed, color, sex, religion, national origin, age, citizenship status, disability or handicap, or genetic information is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, creed, color, sex, religion, national origin, age, citizenship status, disability or handicap, genetic information or any other legally protected characteristic. Harassment includes, but is not limited to sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature including viewing inappropriate sites on the Internet. Harassment also includes making submission to or rejection of such conduct the basis of any employment-related decision and includes creating an intimidating, hostile, or offensive working environment by such conduct.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Employees should not assume that the Company is aware of any harassment. It is each employee's responsibility to report incidents about which the employee receives knowledge.

If an employee believes that he or she is being harassed based upon his or her race, creed, color, sex, religion, national origin, age, citizenship status, disability or handicap, genetic information or any other legally protected characteristic the employee should report this immediately to his or her Department Head who will investigate the complaint promptly and

attempt to resolve the matter. If the employee is not satisfied with the action taken by the Department Head, or if the employee does not believe the matter can be discussed with the Department Head, the employee should bring the complaint to the attention of the General Manager, Regional/Group Manager, Vice President of Human Resources, or the Office of the President of the Company (see Open Door Policy section).

While complete confidentiality cannot be guaranteed, all actions taken to resolve complaints of harassment through internal investigations will be conducted as discreetly as possible under the circumstances. The employee(s) concerned will be advised of the findings and conclusions of the investigation, if appropriate. Any Department Head or other employee who is found, after appropriate investigation, to have violated this policy, will be subject to disciplinary action, up to and including discharge.

The Company views it as one of your responsibilities to advise the Company of any situation constituting unlawful harassment, whether you are the victim or a witness. Therefore, no retaliatory measures will be taken against an employee as a result of a complaint. Retaliation in any form against an employee who complains of harassment or provides information about harassment is strictly prohibited and will itself result in disciplinary action up to and including discharge. Any employee who feels he or she has been retaliated against for reporting harassment is responsible for reporting the retaliation to management in the same manner as any other form of harassment should be reported.

This policy refers not only to supervisor/subordinate actions, but also to actions between co-workers. Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of harassment by a non-employee should report such to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee.

Employees should be aware that all allegations of harassment are taken very seriously and will be investigated. Allegations of harassment can permanently affect an individual's reputation; therefore, any employee making false allegations of harassment or providing false information or withholding material information in connection with any investigation will be subject to disciplinary action, up to and including discharge.

Open Door Policy/Grievance Procedure

Sinclair Broadcast Group, Inc. **strongly** believes in good communication at all levels of the organization. It has been the long-standing policy and tradition of the Company to encourage all employees to share information, ideas, suggestions, problems, and questions. Your station's managers and Department Heads, as well as Corporate Management maintain an Open Door Policy.

Problems and misunderstandings can arise in almost any work situation. We endorse the importance of bringing to light, preventing, and seeking early, informal and internal resolution of employment-related disputes. If an employee is dissatisfied with anything involving his/her job, believes that he/she is not being treated fairly, does not understand the reasons behind Company actions, or has a question regarding working conditions, they are to discuss their concerns directly and honestly with their Department Head who will take the time to objectively evaluate the issues. Very few problems will remain unsolved after consulting with your Department Head. However, if your problem remains unsolved, you are welcome to arrange a meeting with your General Manager. If your issue cannot be resolved at the station level, you may speak with the Regional Manager / Group Manager. If you remain dissatisfied, contact the Senior/ Vice President, Human Resources at the Corporate office or Chief Operating Officer and explain your concern. If the Senior/Vice President, Human Resources, in consultation with Legal Counsel and/or Corporate Management, cannot provide a result to your satisfaction, you may contact the Office of the President of the Company directly.

Department Head ➤ General Manager ➤ Regional/Group Manager ➤ SVP Human Resources ➤ Company President

This process is intended to help you bring your concerns to the right people and is expected to result in prompt decisions. If for some reason you are uncomfortable discussing a particular problem with any of the people listed above, you may go directly to the next level. Following this process in good faith will not adversely impact an employee's standing with any member of management or call into question the employee's employment.

Sinclair also encourages and welcomes employees' ideas and suggestions. We believe that the person doing the job usually knows the most about it and is in the best position to suggest improvements. Your ideas for improvements and suggestions for reducing costs or operating more profitably are always appreciated. Feel free to use this Open Door policy to share your ideas with your Department Head.

Open-Door Feedback Form

To support Sinclair's Open Door Policy, an Open Door Policy Submission Form is available on SinclairNet, the Company's intranet site. To access SinclairNet, employees can simply log onto www.sbgnet.com from any computer on the Sinclair Network. A link to access to the Open Door form is on the front page of SinclairNet, or may be accessed by visiting the Human Resources section.

The Open Door Policy Submission form may be used for any purpose and may be sent anonymously. Only the information provided by the employee will be sent to the Corporate Office.

Employees are encouraged to utilize the Open Door Submission form to submit ideas, suggestions, comments, and concerns at any time. Additionally, this form has been set up to field employee concerns regarding Sinclair accounting practices, in accordance with the Sarbanes-Oxley Act. Employees utilizing the form for this purpose should know that those concerns directly bypass the Sinclair Corporate Office and route directly to a member of our Board.

Conflict of Interests

It is the policy of the Company to prohibit its employees from engaging in any activity or practice in conflict with the interests of the Company, its customers, or the people it serves. All employees must avoid any actual or potential conflict between their personal interests and the interests of the Company in dealing with fellow employees, other organizations, clients, or individuals seeking to do business with the Company. Situations should be avoided where it would be reasonable for an objective observer to believe that the judgment or loyalty of the employee may be adversely affected by his or her own, or a close family member's external relationship. This can include arrangements or circumstances which may influence an employee from acting in the best interests of the Company. Some examples of conflicts of interest which should always be avoided are as follows:

- A. No employee, or member of his/her immediate family, will accept a gift of more than a token value service, money, loan or any full-time, part-time, or temporary employment from any organization which does business with the Company, is seeking to do business with the Company, or is a competitor of the Company, unless authorized to do so by the Company.
- B. No employee or member of his/her immediate family may participate in any contest, drawing, or promotion sponsored by the Company solely or in association with its advertisers.
- C. An employee or members of his/her immediate family may not participate in any industry audience measurement study. Should you receive a diary or any request from a survey firm (e.g., Nielsen) to participate in an audience measurement study, please decline. Employees also may not influence, either directly or indirectly, a survey participant in his/her responses.
- D. Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the Company.

The Company prohibits any employee from accepting or agreeing to accept from any entity, other than Sinclair, any money, service, or other valuable consideration in return for, or in connection with, the broadcast of any matter over the station.

Apart from this Company policy, Section 509(A) of the Communications Act requires any employee of a radio or television station who accepts or agrees to accept from any person (other than Sinclair) any money, service, or other valuable consideration in return for, or in connection with, the broadcast of any matter over a station, to disclose to the Company the fact of acceptance or agreement to accept. Section 509(A) also requires that this disclosure be made in advance of the broadcast in question. The purpose of this disclosure requirement is to enable the Company to determine whether a sponsorship identification announcement pursuant to Section 317 of the Communications Act is required to be broadcast as the consequence of an employee's acceptance or agreement to accept consideration for or in connection with the broadcast of any matter over the station.

In addition to any action which the Company may take, Section 508(G) of the Communications Act provides that any employee who fails to make the required disclosures shall, for each violation, be fined up to \$10,000 or imprisoned up to one year.

Outside employment must not conflict in any way with an employee's regular job with the Company. All employees will be subject to the Company's scheduling demands and performance expectations without regard to any impact from outside employment. The Company reserves the right to decide when outside activities conflict with job performance or Company interests, and may ask the employee to make changes or refrain from it.

In accordance with applicable SEC rules, the Company adheres to the Related Person Transaction Policy, which can be found on the intranet.

Any actions or conditions in conflict with the Company's interests will result in disciplinary action up to and including discharge. Employees who are uncertain as to conformity with Company policy should discuss such circumstances with their Department Head or immediate Supervisor.

Non-Disclosure/Confidential Nature of Company Affairs

As a publicly traded company, the Company is under statutory and other obligations to protect the confidentiality of its business affairs. It is the policy of the Company, therefore, that the business affairs of the Company should be discussed with no one outside the organization, except when required in the normal course of business and only to the extent necessary to perform the particular business.

The duties performed by you for the Company may place you in a position of trust and confidence with respect to certain trade secrets and other confidential and proprietary information relating to the conduct of the Company's business which is not generally known to the public. The protection of confidential information is essential to the interests and success of Sinclair. Such information includes, but is not limited to, price lists, personnel data, management discussions, considerations, and actions, advertising, marketing and promotional ideas and strategies, contest information, customer lists, financial or securities information, programming (including topics, content, development of program schedules, and the like), pending projects or proposals, rate cards, technological data, contracts, and research and development strategies. This provision is intended to protect confidential information of the Company which employees may possess and is not intended to, and does not, restrict any employee, as permitted by federal, state or local labor laws, from discussing his/her terms and conditions of employment with other employees or individuals.

An employee must not, while employed or thereafter, directly or indirectly:

- A. Disclose or furnish to any person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during employment with the Company, except as may be required by law or governmental process;
- B. individually or in conjunction with any other person, firm, agency, corporation, client, business, or enterprise, use or cause to be used any confidential information in any manner whatsoever, except in the furtherance of the business of the Company; or
- C. publish, deliver, or commit to such, any copies, disks, recordings, abstracts, or summaries of any files, records, conversations, documents, lists, proposals, or contracts, of confidential information, except to the extent required by the ordinary course of Company business.

All confidential information relating to the business of the Company, whether prepared by you or otherwise coming into your possession, will remain the exclusive property of the Company and you agree to return to the Company all such information, copies, or extracts immediately upon separating from the Company's employment or at any time the Company requests.

An employee's disclosure of confidential information is prohibited and will not be tolerated, whether or not the employee actually benefits from the disclosed information.

The Company has established procedures with respect to communications between Company personnel and financial analysts, securities brokers, members of the press and similar persons who may from time to time seek information from the Company as such information reflects on the business prospects of the Company. Such persons are referred to as "Analysts". Analysts may attempt to initiate communications by telephone or in writing and may indicate that they are writing a report or article or are generally interested in the Company. They may indicate that they are seeking to "verify" information from another source either inside or outside the Company. All such inquiries should be addressed substantially as follows: "All such questions are handled by our Investor Relations Department. Please call our Corporate office at 410-568-1500." If the Analyst persists, the employee should state substantially the following: "I am not at liberty to discuss Company information outside the Company", and then terminate the conversation. After any such conversation, please contact our Investor Relations Department and supply to them the name of the Analyst and describe the inquiry.

Buying and Selling Company Stock/Insider Trading

Generally speaking, Sinclair employees may freely buy and sell Sinclair Broadcast Group, Inc. (Sinclair) stock. However, federal securities laws and Company policy prohibit transactions in any Company stock at a time when you may be in possession of material information about the Company which has not been publicly disclosed. Insider trading prohibits any person from trading on the basis of material, non-public information or tipping such information to others or recommending the purchase or sale of securities. This includes any information which could affect the Company's stock price. In addition to criminal and civil consequences for individuals who trade on insider information or provide information to others, failure to comply with this policy shall be grounds for dismissal or other disciplinary action.

For purposes of this policy, the procedures set forth below apply to all persons who in the course of employment are expected to come into possession of material non-public information regarding the business of the Company and/or regarding the business of other public companies. Trading by Company insiders, Executives and Corporate personnel of Sinclair Common stock is prohibited thirty (30) days prior to and two (2) business days following the actual scheduled date of the public release of quarterly or annual financial information about the Company. No director, officer or employee

of Sinclair Broadcast Group, Inc., or their subsidiaries may trade in Common Stock while actually in possession of material non-public information about the Company. No trade may be made in any publicly traded securities of another corporation while actually in possession of material non-public information concerning the issuer thereof, if such information is obtained by virtue of such person's employment or other association with the company.

No director, officer or employee of the Company may trade in any interest or position relating to the future price of Company securities, such as a put, call, short sale or other derivative, whether or not permission to trade is sought from or granted by a Designated Contact.

A full copy of the Policy Memorandum Concerning Securities Trading is available in the Business Office and on the Company's intranet.

Ethics and Whistleblower Policies

The Board of Directors of Sinclair has adopted a Code of Business Conduct and Ethics Code for directors and employees of the Company. This Code is intended to identify the ethical duties and responsibilities of directors and employees, provide guidance and assist them with ethical issues, provide mechanisms to report unethical conduct, and foster a culture of honesty and accountability. Each director and employee must comply with the letter and spirit of this Code.

Section 301 of the Sarbanes-Oxley Act requires the Audit Committee of the Board of Directors of Sinclair to also establish procedures for: (a) the receipt, retention, and treatment of complaints received by the Company regarding accounting, internal accounting controls and auditing matters ("Accounting Matters"); and (b) the submission by employees of the Company, on a confidential and anonymous basis, of good faith concerns regarding questionable accounting or auditing matters. This procedure only applies to Accounting Matters. All other complaints should be directed through appropriate company channels.

A full copy of the Whistleblower Policy for Accounting, Internal Accounting Controls and Auditing Matters and Ethic Policy are presented upon employment and is also available in the Business Office and on the Company's intranet.

Travel Policy

Employees who travel in connection with their work must learn and observe the Company's Travel Policy. The travel policy establishes standards and process related to travel, hotel, and rental car reservations, as well as expense reports. This Policy is available on SinclairNet or may be obtained from the Business Office.

Telephones and Mail

The telephone is one of the most vital tools we have in our business. Our telephone system must be free from non-essential incoming and outgoing calls. It is the policy of the Company that its telephone facilities will be available during working hours for effective communication with the Company's customers, business associates, and members of the public. Accordingly, the use of Company facilities for personal calls should be avoided. In like manner, do not have personal mail (electronic or physical) delivered to the station or use Company stationery or mail systems for personal correspondence.

COMPUTER, EMAIL, INTERNET, SOCIAL MEDIA AND OTHER ELECTRONIC RESOURCES

OWNERSHIP, USE AND PRIVACY

All electronic resources provided by Sinclair are the sole property of the Company. Users should be aware that the data they create on Sinclair's electronic resources remains the property of Sinclair.

In general the use of the Company's electronic resources should be for business-related purposes, serving the interests of Sinclair, its clients, and associated parties in the course of normal operations.

Because of the need to protect Sinclair's electronic resources, the Company cannot guarantee that private information stored on any resource belonging to Sinclair will not be accessed or viewed.

For security and network maintenance purposes, authorized individuals within Sinclair may monitor, intercept, and review, without further notice, every employee's activities using the Company's electronic resources and communications systems, including but not limited to email (incoming and outgoing), voice mail recordings, instant messages, and Internet and social media postings and activities, and you consent to such monitoring by your acknowledgment of this Policy. This includes any personally owned or third-party systems intentionally or unintentionally connected to Sinclair's networks and systems, including wireless access points. To be very clear: you should not have any expectation of personal privacy in any communication using Company owned equipment.

Please understand that everything you send electronically is recoverable and discoverable material. For instance, if another employee initiates legal proceedings with the Company based on something you said or did, your email correspondence, both Company and personal, can be subject to discovery. Also, be aware that deletion of electronic

material, such as email and instant messages, does not necessarily remove messages from the system and, they may remain accessible.

GENERAL INFORMATION SECURITY REQUIREMENTS

Effective information security is a "team effort" involving the participation and support of all Sinclair employees, contractors, consultants, and others who deal with information and/or information systems. Individuals must exercise appropriate judgment when accessing electronic resources, and make every reasonable effort to protect the confidentiality, integrity, and availability of Sinclair, client, and associated party data. Email, social media, and downloading from the Internet are prime sources of viruses and other malicious software. With this in mind, all employees, contractors, consultants, and others using Sinclair electronic resources are required to adhere to the following:

- Users are responsible for the security of their user ID's and passwords at all times and should not share them with anyone. All user and system account passwords must be changed every ninety (90) days, maintained in a secure manner, and must conform to policy requirements for length, age, history, and complexity.
- Employees may not use other employee passwords or access the systems of other employees.
- Users should never save or store passwords within applications or web browser sessions.
- Users must lock or log off of their computer when not actively using it. As an additional security measure, PCs, laptops, and workstations within certain environments may be secured with a password-protected screensaver that locks a computer after a period of user inactivity. Modifying or disabling the locked screensaver is a violation of this policy.
- Users must log off of their computer at the conclusion of their day and power it off if not being used by anyone thereafter.
- Users must secure all CDs, DVDs, USB flash drives, or any other storage media containing sensitive information within their work area.
- Information contained on portable computers and devices is especially vulnerable and special care should be exercised at all times when traveling with these devices. All Company portable computers and devices must remain in the employee's possession at all times. This is defined as always secured in the office, home, hotel room, vehicle, or on your person.
- Users must store all files with confidential, proprietary, or personally-identifiable information within secure network locations only (ex. departmental shares), and should never save these types of files to local drives (ex. Documents folder on employee workstation or portable computer).
- Printed documents containing confidential information that are no longer needed should be shredded and not placed in regular wastebaskets or recycling bins.
- Users should never distribute printed station lists or personnel directories to outside parties for any reason.
- Users should not bypass or attempt to bypass any security feature in order to access content.

UNACCEPTABLE USE

As stated previously within this Policy, use of Sinclair's electronic resources should be used for business-related purposes and employees are responsible for exercising appropriate judgment related to their use. Email, social media and downloading from the Internet are prime sources of viruses and other malicious software. In an effort to characterize what would normally be viewed as inappropriate use of electronic resources, the following types of activities are prohibited:

Web Browsing

- Accessing, viewing, streaming, or downloading any web content related to pornography, gambling, peer-to-peer file sharing, pirated software, Internet radio and television. Certain websites, which might be categorized as potentially liable, containing mature content, or bandwidth consuming, may be permitted by a manual override of content blocking. Use of this override should only be used for official company business, and may be monitored. If there is any uncertainty, employees should consult their supervisor or manager. Accessing personal social media platforms (including Facebook and Twitter) for personal, nonbusiness use.
- Accessing personal email (including Gmail, Hotmail, and Yahoo!).

Email, Voice Mail, and Instant Messaging

- Creating, sending, or forwarding "junk" messages (spam), solicitations, chain letters, jokes, or any other personal, non-business messages or attachments.
- Creating, sending, or forwarding any messages or communications related to gossip, containing personal information (non-business related), or attacking and/or harassing in nature.
- Unauthorized use or forging of email header information.

Systems and Network Activities

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Sinclair.

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- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Sinclair or the end user does not have an active license.
 - Installing non-business related or unauthorized software on Sinclair electronic resources.
 - Unauthorized software includes screen savers, games, Internet shareware, upgrades, patches, or any other applications that are not specifically approved for use by Sinclair.
 - Introduction of malicious programs into the network or server.
 - Attempting to bypass content licensing requirements.
 - Introduction of malicious programs (ex. malware, worms, etc.) to Sinclair electronic resources.
 - Effecting security breaches or disruptions of network communication. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
 - Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
 - Circumventing user authentication or security of any host, network or account.
 - Under no circumstances is an employee of Sinclair authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing company-owned resources
 - Downloading, installing, using, or attempting to use any copyrighted content (software, audio, video, etc.) on Sinclair electronic resources for which the Company or the end user does not have a valid license.

The lists above are by no means exhaustive and serve as general guidelines for activities which fall into the category of "unacceptable use".

Users of Sinclair systems should use a professional email signature or social media profile. Elements should be simple, professional, and in a style/font easy to read. Examples to include in an email signature or social media profile are name, title, station, telephone number, and/or a professional photograph. Best practices for professional communications include refraining from the use of personal statements or quotations, unprofessional images or profile photographs, and special fonts or graphics in signatures. Similar standards should also be followed for outgoing voicemail messages, instant messages, or other forms of communication systems used by employees.

Sinclair reserves the right to audit the use of electronic resources on a periodic basis to ensure compliance with this Policy. Those who violate this Policy may be charged on a time and materials basis for repairs and/or remediation activities, have access to Sinclair electronic resources revoked, and/or may be subject to disciplinary action up to and including termination of employment.

Use of Social Media

The Company recognizes that social media platforms are essential news gathering and station promotion or branding resources. Accordingly, access to professional social media accounts as a part of an employee's job function is permitted for business-related purposes. Professional social media accounts are administered and owned by the Company and are subject to approval and monitoring. The Sinclair Broadcast Group, Inc. and Subsidiaries Social Media Policy sets forth guidelines regarding the appropriate use of social media that must be followed by Employees. This Policy may be found on SinclairNet.

Employees are ultimately responsible for what they post online and accountable for any publication or posting. It is important that whether you are posting on your personal accounts, professional talent accounts or on behalf of your Station (if you are authorized to do so), you use good judgment when posting, commenting or sharing content. Certain employees may have additional expectations and responsibilities related to journalism standards. Sinclair may monitor content on the Internet. Policy violations may result in disciplinary action up to and including termination of employment. This policy is intended to provide guidance regarding acceptable use of social media and not intended to interfere or restrict the rights of employees to engage in activity as may be permitted by local, state or federal laws.

Termination of Employment

It is the policy of the Company to terminate employment because of an employee's resignation or discharge. Discharge of an employee by the Company may be for cause, without cause, a reduction in the work force, or for any other reason. Any decision to discharge remains within the sole and absolute discretion of the Company. At-will employees who provide at least two (2) weeks' notice prior to resignation date and remain in good standing will be paid for any unused vacation and personal hours that they have accrued. The employee should provide a written resignation notification to his/her supervisor. Employees who do not give two (2) weeks' notice and do not remain in good standing during the notice period will forfeit any accrued time. Employees cannot use vacation or personal time as part of their two-week notice. No sick time may be used during the two-week notice period. Employees who call out sick without a doctor's certificate during the two-week notice period will be disqualified from receiving payout of vacation and personal time at the discretion of the Company. The last day of work is considered the last day that the employee is actively at work in the office and all benefits will end according to each benefit plan.

Employees who are not actively at work for more than three months (unless on Military Leave) may be terminated automatically regardless of the reason for the absence (e.g. Workers' Compensation, Long Term Disability, etc.)

Employees must return any issued Company property, such as key card, computer equipment, files or cell phones, no later than the last day of work. Employees will be responsible for any lost or damaged items.

Performance Evaluations

Department Heads and employees are strongly encouraged to discuss job performance and goals on an informal, day to day basis. Formal written performance evaluations will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance reviews may be conducted from time to time (e.g. annually) to provide both Department Heads and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Drug-Free Workplace

The Company is committed to providing a safe work environment and to fostering the well-being and health of its employees. This commitment is jeopardized when any employee uses illegal drugs or alcohol on the job, comes to work with them in their system, or possesses, distributes, or sells drugs in the workplace. To address this, Sinclair has developed this policy for two primary reasons:

1) employees deserve a work environment that is free from the effects of drug and alcohol abuse and the problems associated with their use, and 2) the Company has a responsibility to maintain a healthy and safe workplace.

- A. It is a violation of Company policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol on the job.
- B. It is a violation of Company policy for anyone to report to work or be working with illegal drugs or alcohol in their system.
- C. It is a violation of Company policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications).
- D. Violations of this policy will result in disciplinary action up to and including discharge.

All job applicants who are offered employment with the Company will undergo pre-employment testing for the presence of illegal drugs as a condition of employment. Drug tests are reviewed by competent medical professional personnel who screen out the appropriate use of legally prescribed medicines before reporting the test results to the Company. Any applicant with a confirmed positive test result will be denied employment. In addition, interns and hires to the Company will also be tested and the same conditions will apply.

The Company has adopted testing practices to identify employees who report to work with illegal drugs or alcohol in their system. It shall be a condition of employment for all employees to submit to drug/alcohol testing under the following circumstances:

- A. When there is reasonable suspicion to believe that an employee has illegal drugs or alcohol in their system.
- B. When employees are involved in on-the-job accidents where personal injury or damage to Company property occurred or could have occurred.
- C. When an employee engages in physical violence or verbal altercations on Company premises or during working hours.
- D. As part of a follow-up to treatment for drug/alcohol abuse.
- E. Fitness for duty.
- F. Department of Transportation compliance (if applicable).

Any employee who believes he or she has a drug or alcohol problem is urged to seek immediate help or contact the Company's Employee Assistance Program or the National Drug and Alcohol Treatment Hotline 1-800-662-HELP for a local referral for assistance. Everyone shares responsibility for maintaining a safe work environment and supervisors and co-workers should encourage anyone who may have a drug or alcohol problem to seek help. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment.

A complete description of the Company's policy on drugs and alcohol is detailed in a separate Drug/Alcohol Safety Policy which each employee will read and sign. This policy is available on SinclairNet.

Medical Procedures

Employees returning to work after a medical procedure or from a sick or medical leave of absence may be required to submit to Human Resources a certification from their attending physician stating the employee is fit to return to work with or without accommodation(s). An employee who has a sick leave of absence of three (3) consecutive working days or more must present medical documentation for the absence and that the employee is fit to return to work, before returning to work. The Company reserves the right to require the employee to have a physical examination by a physician selected by the Company to determine their capability to perform their regular work satisfactorily and without endangering themselves or their fellow employees. Such examinations will only be required if job-related and consistent with business necessity, including Department of Transportation compliance (if applicable). The Company will pay the costs of any physical examination requested by the Company.

The Company reserves the right to require its employees to be examined by a physician under certain circumstances. Employees may be required to have a physical examination when management may determine that the interests of the Company and/or the employee will be served thereby. When the Company requires a physician's report, the examination will be at the expense of the Company and performed by a physician selected by the Company.

Personnel Records

The Company will request, use, and retain only personal information about employees that is required for business or legal reasons. Personal information will be gathered directly from each employee, except for references required on the job application form or recommendations from professional associations, educational institutions, or other organizations used to evaluate a person's employment or education history and promotability. The Company will maintain personnel/payroll files containing appropriate information, such as the following:

- A. Information pertaining to the application for employment;
- B. employee's employment application form;
- C. employee's physical examination form, if any required;
- D. authorized payroll deduction forms, other than mandated payroll deductions;
- E. letters of commendation or other indications of outstanding performance;
- F. written disciplinary records, if any; and
- G. offer letters, status changes, transfers, promotions, salary, merit increases, etc.

All information about employees in their personnel file will be confidential, and will be disclosed within the Company only to executives or to those of the Company with a legitimate need to know, as determined by the Company. An employee may inspect their file and may take notes or make single copies of each page, but no employee is allowed to remove anything from any personnel file. An employee has the right to correct or request deletion of inaccurate information. In case of disagreement, the employee may add a statement of disagreement to the file.

No information may be released to persons outside the Company without the written consent of the individual concerned, except for:

- A. Requests from prospective employers concerning dates of employment, title, or position;
- B. duly authorized requests from law enforcement officers; or
- C. information that is judicially mandated.

Personnel records are the sole property of Sinclair. Current employees have access to their personnel file, however former employees do not, unless required by law.

Compensation and Bonuses

There is no automatic cost of living adjustment, although cost of living adjustments may be taken into consideration at such time as the compensation of an employee may be reviewed. Merit increases are at the discretion of management.

The Company reserves the right to reward employees for exceptional, superior, and dedicated work performance. The rewards granted for such may consist of pay increases, administrative leave, bonuses, or such other rewards as the Company, in its sole discretion, deems appropriate.

Employees who take time off work in excess of earned vacation and personal hours for any reason (whether an approved leave of absence under the FMLA or another leave policy, or for any reason whatsoever) during a particular period, may be ineligible for any bonus or have that bonus (if any) pro-rated based on time actually worked during the applicable period as the result of failing to achieve the benchmarks upon which the bonus is based. Employees subject to disciplinary action may be ineligible for a bonus.

Employees who are paid based on commission pay, payment of earned commissions will be subject to the terms and conditions set forth in the Station's Marketing Consultant Statement of Understanding document or any similar statement of terms and conditions applicable to earning commissions.

Employee Referrals

Sinclair recognizes the importance of attracting and retaining qualified employees with a good work ethic. We encourage our current employees to recommend any friends, acquaintances or professional associates who would be suitable candidates for employment consideration. If an employee is aware of any individuals who would contribute to the growth and success of the Company (who are not already employed with Sinclair), please refer them to the Company website to apply for the applicable position and list the referring employees' name within the applicable fields. Depending upon the level and type of position, a bonus may be given if the candidate is selected for employment and completes the initial introductory period.

Regional/Group Managers, GMs and HR employees are not eligible for recruiting bonuses if the referral is hired in any of the stations you manage. Managers and Supervisors are not eligible for referral awards when referring a candidate into their own departments.

Internal Employment Policy

Sinclair is dedicated to helping employees reach their professional goals through internal promotion and transfer opportunities. Employees are encouraged to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization. Upward mobility provides growth for employees and qualified personnel for the Company. The Company recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within Sinclair.

Through its internal recruiting process, the Internal Job Application Program informs employees of job openings so that qualified, interested employees will have the opportunity to apply and perform at the highest level for which they are capable and qualified. Open positions will be posted on the Company's internal portal, which can be accessed by going to the main page of the Company's Internet site under Sinclair Jobs". In general, notices of regular full-time and part-time positions may be posted, although the Company reserves the right, in its sole discretion, not to post a particular opening if the Company determines that circumstances warrant not posting a position. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Generally, employees must have at least one (1) year of service and have performed competently in their current position for at least one (1) year prior to applying for another position. This period allows employees to become competent in their jobs, to demonstrate sustained good performance and provide the Company with a productive return on its investment in the employees' training. Management has the option to deviate from this requirement based on business needs, after consultation with Human Resources.

Additionally, employees must have a satisfactory current performance rating, and meet the hiring specifications for the position, and be capable of performing the essential functions of the job as listed on the job description. Employees who have an active written warning on file, or who are on a performance improvement plan or probation are *not* eligible to apply for posted jobs.

Internal job applicants must submit their interest for the desired position through the internal portal and according to the application process, which is further described on the Company's intranet site (SinclairNet) under Human Resources > Employment. Employees should inform their supervisor and Human Resources about their submission of an internal application and should keep them informed throughout the process should they be selected for an interview. Internal candidates who meet the qualifications for the posted position, along with other job requirements, will normally be interviewed by the hiring manager. Exceptions may be made if large numbers of internal candidates apply.

Departmental, and station to station transfers and promotions are strongly encouraged. Managers and supervisors are advised to consider moving qualified employees within their departments before posting on a company-wide basis.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Transfer

If an employee is offered the new position, the current and new supervisors with the help of Human Resources will mutually determine the best time of transfer based on the needs of the Company. The general guideline for transfer is two (2) to four (4) weeks.

Employment of Relatives

The Company may employ relatives of current employees. However, because of the potential for conflicts of interest, relatives will not be employed in direct or indirect reporting relationships and would usually be employed in different departments.

Fraternization Policy

The Company's experience has been that dating, sexual involvement, and similar relationships between managers/supervisors and their staff of employees can result in work-related problems. Among these difficulties are carrying personal disputes into the workplace, the actual or perceived existence of conflicts of interest or favoritism and resulting resentment.

As a result, it is in the Company's and its employees' best interests from the standpoint of maintaining a productive, efficient, and harmonious work environment to prohibit any employee from dating, sexual involvement, or similar relationships with any other employee who is subordinate to, or supervisory to, the other employee. It is not possible to define in advance every possible situation which might be covered by this policy, and the Company reserves to itself the absolute right to determine in its discretion what conduct falls under this provision.

Appropriate steps will be taken should any violation of this policy occur.

HIPAA / Privacy Policy

Sinclair has adopted policies and procedures to provide for the integrity, security, privacy and availability of Protected Health Information ("PHI"). These policies and procedures are intended to comply with all applicable requirements of the Health Insurance Portability and Accountability Act ("HIPAA") Administrative Simplification Regulations and will be administered accordingly.

Sinclair will consider any breaches in the handling of PHI to be serious and will investigate any potential violation. If a violation is discovered, appropriate remedial or disciplinary action will be taken based on the severity of the violation.

The Sinclair HIPAA Privacy Policy can be found on *SinclairNet* and a written copy can be obtained from the Corporate Human Resources Department.

BENEFITS

Health Benefits

All benefits described in this Handbook are subject to change at any time at the discretion of the Company. In the event of conflict between the terms of the applicable benefit plan and this Handbook, the terms of the plan documents govern.

Medical, Dental, Vision Plans

Medical, dental, vision and the prescription drug benefit plans are available for full-time employees and eligible dependents on the first day of the pay period following seventy-five (75) days of employment. A detailed description of the benefits is contained in booklets, which are given to each employee when accepted for full-time employment. The exact terms and conditions of these plans are contained in the formal documents which will govern in case of any discrepancy between any such formal document and any booklet. Copies of these documents are available through the Company's intranet site (*SinclairNet*) for any employee to examine.

To enroll in any of the benefit plans, employees must complete the electronic enrollment process within the applicable timeframe. Please note, if an employee misses his/her initial enrollment period and does not experience a qualifying event (as defined below), the employee will not be able to enroll in Sinclair's health benefits until the next Open Enrollment, as further described below, with coverage becoming effective the following January 1st. Employees will pay their share of the insurance premiums through payroll deduction on a pre-tax basis. Employees, who choose not to participate in health benefits offered by the Company must still complete the electronic enrollment process to waive coverage and provide information for company-paid benefits.

Employees are permitted to make changes to their coverage during the annual Open Enrollment or if they should have a qualifying change in family circumstances (a qualifying event). These changes include, but are not limited to, the death, birth or adoption of a dependent, marriage, divorce from a spouse or the loss of coverage elsewhere. Changes must be made within thirty (30) days of the qualifying event. Open Enrollment meetings take place in the late fall. Any changes that have been made to the plan (e.g. the addition or change to current benefits, or the change in premiums)

are introduced at this time. Changes that are made (e.g. adding/dropping coverage type or level, adding/dropping any covered dependents, etc.) are effective January 1st.

In the event that an employee enters an approved non-paid leave status (e.g. STD or Workers' Compensation), the employee must pay and remain current in paying his/her share of the premium directly to the Company.

For detailed information regarding medical, dental, vision, short-term disability, and prescription drug benefit plans, consult the employee benefit booklet or the Company intranet site (*SinclairNet*) regarding health insurance.

Flexible Spending Accounts

On the first day of the pay period following seventy-five (75) days of employment, all full-time employees are eligible to participate in one or all of Sinclair's Flexible Spending Accounts; the Health Care Account, the Dependent Care Account, and the Adoption Assistance Account. A flexible spending account allows for employees to pay for eligible expenses with pre-tax money. The process is handled through payroll deductions which are made prior to calculating income tax (state and federal) and Social Security deductions. This serves to lower your taxable income. Amounts deducted which are not used to pay for eligible expenses are subject to IRS rules and such unused amounts may be forfeited by the employee. **Employees must re-enroll for this benefit each year.** Election amounts will not carry over from year to year. Details on how to benefit from these options, maximum/minimum amounts, eligible expenses, and pertinent IRS rules and can be found in Sinclair's Flexible Spending Accounts Summary Plan Description.

COBRA

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1986 ("COBRA"), employees and their qualified dependents may have the opportunity to continue health insurance coverage under Sinclair's health plan upon the occurrence of a qualifying event which normally terminates coverage. Some common qualifying events which terminate coverage are resignation, termination of employment, reduction in an employee's hours, extended leave of absence, divorce, death of an employee, and a dependent child no longer meeting eligibility requirements. If an employee is covered under the Company's health insurance when a qualifying event occurs, benefits may be continued provided that the full cost of coverage (at Sinclair's group rate) is paid by the employee and/or covered dependent(s). If elected, the coverage will continue for eighteen (18) months after the date of termination of benefits. If during that time another qualifying event takes place, coverage may be extended for a period that does not exceed thirty-six (36) months.

The Company provides each eligible employee with a written notice describing employee rights and obligations under COBRA when the employee becomes eligible for coverage under the health insurance program. COBRA notification will be sent by the insurance administrator directly to the employee's home. If continuation of benefits is not properly elected, benefits will end according to our Summary Plan Description.

For detailed information regarding continuation of benefits, consult our Summary Plan Description or the initial COBRA notice previously provided to you.

Short-Term Disability Income Insurance

All full-time employees, on the first day of the pay period following seventy-five (75) days of employment, are eligible to receive short-term disability benefits in the event of an employee's medical short-term absence (short-term means up to 90 days). The cost for this insurance is paid entirely by the Company. Short-term disability benefits for eligible employees are subject to submission of proper paperwork to the Company's third party administrator, and its claim approval. If an employee cannot work due to a non work-related accident or sickness, the Company (through its insurance administrator) may pay the employee's salary at the rate of 60% of the employee's weekly rate of base earnings. Benefits begin the seventh day of disability and the maximum period of payment is twelve (12) weeks (90 days). If an employee is out for surgery, or other short-term illness, the sick days to which the employee is entitled will be applied against the elimination period absence first. If the employee has no sick days left, he or she may use unused personal or vacation time. Paid leave must be used before unpaid leave during the six (6) day elimination period. After six (6) days, the employee may be paid at the 60% rate for the duration of the recovery period or illness up to the maximum payment period of twelve (12) weeks.

Short-Term disability claims related to pregnancy will be paid at the rate of 80% of the employee's weekly rate of base earnings. Pregnancy related benefits begin the first day of disability and the maximum period of payment is thirteen (13) weeks (90 days).

If an employee has health insurance, supplemental life insurance or any other benefit requiring payment of premiums through the Company, he or she must remain current in paying premiums for such coverage during the disability. All time periods during which an employee is on short-term disability will also count as leave under the Family and Medical Leave Act of 1993 ("FMLA") and applicable amendments and applicable state leave provisions if the employee is eligible.

Short-term disability benefits for Marketing Consultants are subject to certain guidelines.

For further information regarding short-term disability, consult the appropriate employee benefit booklet.

Maternity Leave for Full-Time Employees

Employees who are medically unable to work due to pregnancy or birth of child are covered under the Short-Term Disability benefit for full-time employees and will run concurrently with leave that falls under the Family and Medical Leave Act of 1993 ("FMLA") and applicable amendments or any other applicable state or local leave provisions if the employee is eligible. Employees requesting time off for maternity leave should communicate with their Supervisor or Department Head in advance regarding the expected dates of maternity leave.

Maternity leave typically covers a normal recovery period of six (6) to eight (8) weeks usually beginning with the date of birth of the child. A short-term disability claim in connection with maternity leave may be made by eligible employees for the time period in which the physician certifies that the employee is medically unable to work. Short-term disability benefits for eligible employees are not subject to an elimination period and are paid at the rate of 80% of the employee's weekly rate of base earnings, subject to submission of proper paperwork to the Company's third party administrator, its claim approval and applicable governing plan document. This leave typically covers a normal recovery period of six (6) to eight (8) weeks usually beginning with the date of birth of the child.

An employee requesting additional time off beyond the typical six (6) to eight (8) weeks leave period must do so in writing to her Department Head who may grant the additional time off. An employee requesting additional time beyond six (6) to eight (8) weeks will only receive Short-Term Disability benefits if she provides a physician's statement certifying that she is unable to return to work for medical reasons, subject to applicable claim approval procedures. An employee on leave for longer than the approved Short Term Disability leave must use sick, personal and vacation time available prior to an unpaid leave status, except that the employee may save up to a total of forty (40) hours of paid time off, subject to no-carry over as set forth in sick leave and paid personal time off policies, to be used upon return from leave to active status.

The time period during which an employee is on maternity leave may also count as leave under the FMLA therefore, maternity leave status will be for duration of no more than twelve (12) weeks, except that, in cases of major or unusual complications, the Company may authorize an extension of such period if authenticated by a doctor's statement. Prior to returning to work, the employee must present a certificate from her physician stating that she has physically recovered and is able to perform her regular duties. Such employees will be credited for continuous service for the period during leave, provided that there has been compliance with the leave policy procedures and adherence to the expected date of return. If an employee has health insurance, supplemental life insurance or any other benefit requiring payment of premiums through the Company, she must remain current in paying premiums during her absence.

Parental Leave for Full-Time Employees

Full-time employees are eligible to apply for Parental Leave for the birth or adoption of a dependent child. The employee is entitled up to forty (40) hours of paid Parental Leave to be used in whole work day increments during the first three (3) months following the birth or adoption of the dependent child. An employee requesting time off for Parental Leave must do so in writing to their Supervisor or Department Head in advance regarding the expected dates of parental leave. Time off for paid parental leave or additional time off to care for the employee's child after birth or adoption will run concurrently with leave that falls under the Family and Medical Leave Act of 1993 ("FMLA") and applicable amendments or any other applicable state or local leave provisions if the employee is eligible. An employee using paid parental leave for longer than these forty (40) hours must use sick, personal and vacation time available prior to an unpaid leave status, except that the employee may save up to a total of forty (40) hours of paid time off to be used upon return from leave to active status. Employees paid under the Sinclair Short-Term Disability Plan for Maternity Leave (or, if applicable, state paid leave benefits) are not entitled to an additional forty (40) hours of Parental Leave under this policy. Parental Leave hours are not paid out upon termination of employment.

Long-Term Disability Insurance

All full-time employees, on the first day of the pay period following seventy-five (75) days of employment, are eligible to receive long-term disability insurance benefits to partially replace income in the event of total or partial disability. The insurance may pay 66 2/3% of an employee's total monthly earnings, not to exceed the maximum monthly benefit of \$15,000. The cost of this insurance is paid entirely by the Company. For further information regarding both short-term and long-term disability benefits, consult the appropriate employee benefit booklet or Company intranet site (*SinclairNet*).

Life Insurance

All full-time employees, on the first day of the pay period following seventy-five (75) days of employment, receive life and accidental death and dismemberment insurance. The cost of this insurance is paid entirely by the Company. The amount of insurance is 1.5 times your basic annual earnings subject to a maximum benefit of \$200,000. Sinclair's group policy contains provisions for accelerated benefit and conversion privilege. Please consult the life insurance benefit booklet for complete details.

Supplemental Life Insurance

On the first day of the pay period following seventy-five (75) days of employment, the employee is eligible to sign up for supplemental life insurance. Employees must sign up for this benefit within forty-five (45) days of eligibility to receive the guaranteed issue amount (i.e. medical underwriting is not required). Once an employee has met his/her eligibility, the employee can sign up for this benefit at any time. If the employee has passed the forty-five (45) day limit, all levels of coverage will require medical underwriting, except for dependent coverage on a child. This benefit is voluntary and therefore is paid for by the employee on a post-tax basis through a payroll deduction. Employees can cover themselves, their spouse and any dependent children. An employee must take self-coverage before coverage can be taken on a spouse or other dependent. If an employee has supplemental life insurance through the Company, the employee must remain current in paying premiums for supplemental life insurance coverage during a leave of absence.

For detailed information regarding this benefit, consult the employee benefit booklet regarding Supplemental Life Insurance.

Employee Assistance Plan

Sinclair provides to employees (including part-time employees) and dependents (including spouses), an Employee Assistance Plan ("EAP"). This is a program that offers a variety of employee assistance services, all of which are provided at no cost to the employee. The services include financial planning, life services and counseling in most areas. Contact Human Resources or SinclairNet for more information.

Workers' Compensation Insurance

Sinclair provides Workers' Compensation insurance at no cost to employees. Employees must report all work-related accidents, injuries, and illnesses to his/her Department Head and Human Resources immediately following the occurrence thereof. No retaliatory measures will be taken against an employee as a result of reporting a work-related accident, injury or illness. Medical, surgical, or other qualified expenses for treatment related to on-the-job injuries may be paid under Workers' Compensation coverage; not by the Company's group medical insurance. The Company cannot claim any benefits for you if you do not report your injury. Unless otherwise required by law, Workers' Compensation benefits will not be paid for accidents, injuries, or illnesses that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Company. If an employee is covered by any of the insurance plans offered through the Company (e.g. health, dental, vision, supplemental life, etc.), the employee must remain current in paying premiums for insurance coverage during a workers' compensation absence.

Vacation for Full-time Employees

It is the policy of the Company to grant vacation time to full-time employees in accordance with the guidelines established below. Vacation pay is computed at regular straight time rates of pay for the normal work week. Part-time and temporary employees are not entitled to any paid vacation time. Although full-time employees begin accruing vacation time immediately upon employment or upon a status change to full-time, employees may not utilize their vacation hours until six (6) months of full-time employment are complete. Vacation time is earned according to the date of hire or transfer to full-time status and is an accrued benefit (i.e. an employee does not get 2 weeks of vacation on their anniversary date, but accrues the time each pay period as illustrated below). For example, an employee accrues 2 weeks of vacation each year from their date of hire (or transfer to full-time status) to the completion of their fifth year. Upon completion of their fifth year, they begin to accrue three weeks of vacation per year.

Beginning with/ending with	Vacation days (hours) per year	Hours earned per pay period	Maximum Hours Accumulation
0 – 5	10 (80)	3.08	100
6 – 10	15 (120)	4.62	150
Over 10	20 (160)	6.15	200

The Company considers it important that employees have an opportunity for relaxation and personal pursuits away from their work. The Company does not permit vacation days to exceed the maximum cap of 1 1/4 year's vacation accrual. When your total vacation hours reach the maximum accumulation level, you will not accumulate any more hours until the balance has been reduced. The Company will not grant an employee payment for vacation time in lieu of time off.

If an employee must cancel vacation plans due to work reasons and thereby reaches the maximum cap, the accumulation of additional vacation hours beyond the maximum may occur only with written approval of the General Manager. An employee may not incur a negative vacation balance without the approval of the General Manager.

Time off for vacation requires management approval. Each employee must submit vacation plans to his/her Department Head or immediate Supervisor at least two (2) weeks prior to the first day of vacation to enable review of the personnel needs of the Department and the vacation preferences of co-employees. Requests for vacation should be submitted for approval through *The Bridge*. Should circumstances compel a change in vacation plans, reasonable notice must be given to the Department Head. Vacation schedules must fit the work requirements of each department. Preference may be based on employee's length of service with the Company.

If an employee wants to take vacation time in advance of earning it, they can do so upon the approval of the General Manager. Vacation in Advance should be used in limited circumstances and not exceed more than forty (40) hours. If all sick, personal and vacation time balances are depleted, Vacation in Advance may be charged. A "Vacation Taken in Advance" form must be completed and turned in your local Human Resources representative. Paid leave must be used before unpaid leave. If an employee leaves the Company prior to earning the vacation, then the days paid will be deducted in full from the employee's final paycheck.

Ordinarily, smooth operations are best preserved by vacations not exceeding one (1) week. However, employees who have accumulated a vacation of two (2) or more weeks may take their full vacation at any one time or in lesser units at the sole discretion of his/her Department Head.

In the event a Company paid holiday occurs within an employee's vacation period, that day will not be counted as a vacation day.

In the event an employee is separated from the Company, the employee will be paid for any unused vacation time PROVIDED THAT (1) THE EMPLOYEE HAS AT LEAST SIX (6) MONTHS OF FULL-TIME SERVICE, and (2) THE EMPLOYEE IS IN GOOD STANDING. No payment for unused vacation will be made to an employee who resigns or retires without giving at least two (2) weeks' notice (and remains in good standing) or who is dismissed for cause. Vacation time may not be used during or as a part of an employee's two-week notice of resignation period.

Marketing Consultants

- (a) When a Marketing Consultant (formerly known as an Account Executive) is separated from the Company, they will be paid through the last day of their service in accordance with the procedure set forth in the Marketing Consultant Statement of Understanding. The Marketing Consultant will receive no pay for unused vacation, sick, or personal time; however, unused vacation and personal time will be added to the Marketing Consultant's (if eligible) last day of employment for final commission calculation purposes, subject to the above requirements.
- (b) If, while on vacation or during an extended leave of absence, other Marketing Consultants cover accounts for the "absent" Marketing Consultant the Marketing Consultant on vacation or leave will be paid according to the Statement of Understand and by the guidelines established by the General Manager and General Sales Manager.

Since continuous service is required to qualify for vacation, a rehired employee's prior service will not be considered for the purpose of determining vacation earning category.

Paid Personal Time Off for Full-Time Employees

The Company grants sixteen (16) personal leave hours each calendar year. Full-time employees upon completion of six (6) months of regular, full-time employment are eligible to utilize personal leave. Personal leave hours allow an employee time off with pay for observing religious holidays or for attending to personal business.

Usage of personal leave hours requires Department Head approval. The Department Head should be notified in advance (at least two working days) of any planned and scheduled use of paid personal leave. For unexpected use of personal leave, contact the Department Head directly as soon as possible.

Unused personal leave hours will not carry over into the next year. No payment for unused personal leave will be made to an employee who resigns or retires without giving at least two (2) weeks' notice (and remains in good standing) or who is dismissed for cause. Personal time may not be used during or as a part of an employee's two-week notice of resignation period.

Holidays

The Company observes seven (7) holidays:

<u>Holidays Observed</u>	
New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

If a full-time, non-exempt employee is scheduled to work on a Company observed holiday, he/she will have a choice of how compensation will be made. A non-exempt employee may choose either:

1. Pay at time and one-half (1 ½ pay) for the holiday worked and a day off at straight pay, which should be used before the end of the following pay period and will be void after a period of thirty (30) days and not paid upon termination of employment; or
2. pay at a rate of two-and-one half times (2 ½ pay) for the holiday worked with no additional day off.

Non-exempt employees who are scheduled to work on a Company observed holiday must inform their supervisor of their choice of compensation method at least two weeks prior to the holiday or it will be assumed they desire to be paid at time and one-half with an additional day off. Holiday pay for employees with overnight work schedules will be paid based on when the shift begins. If the shift begins on a Company observed holiday, then the employee will receive holiday pay for hours worked during that shift.

If a full time, exempt employee is scheduled to work on a Company observed holiday, he/she will receive an alternative day off (based on one 8-hour work day). This day should be used before the end of the following pay period and will be void after a period of thirty (30) days and not paid upon termination of employment. Time cards should accurately reflect the day worked and the day the holiday was used. If an exempt employee is scheduled to work on a calendar holiday that is not observed by the Company, they will not receive any additional day off.

Usually the Company will observe holidays on the ordinary calendar day on which it falls. However, sometimes a calendar holiday (legal observance date) falls on a weekend. When this happens, the Company will announce which day (Monday or Friday) the Company will observe the holiday in lieu of the normal calendar holiday. When this happens, non-exempt employees will receive time and one half for working on the Company observed and/or calendar holiday. An employee will also receive an additional day off (based on one 8-hour work day), but only when working on the Company observed holiday.

If a Company observed holiday falls on a non-exempt employee's regularly scheduled day off, the employee can schedule a different day off (subject to supervisory approval) or receive straight pay (based on one 8-hour work day) for the observed holiday. If a Company observed holiday falls on an exempt employee's regular day off, the employee will schedule a different day off (subject to supervisory approval) for that holiday. Time cards should accurately reflect the day the holiday was used.

In order to receive pay for any holiday, an employee must work his/her scheduled full shift prior to the holiday, as well as his/her scheduled full shift just after the holiday, or must have prior management approval to utilize vacation, personal time, or scheduled sick time in place of either of those shifts. Use of unplanned sick time will not count toward meeting this requirement without certification from a health care provider, and as such, employees who call out sick for the shift before and/or the shift after a holiday will not receive holiday pay.

Part-time and temporary employees will not be paid for time off for holidays. If a part-time or temporary employee is required to work on a holiday, he/she will be paid time and-one-half (1 ½ pay) and will not receive an additional day off.

Sick Leave for Full-Time Employees

Sick leave is afforded when a full-time employee is unable to report to or remain at work because of personal or dependents' illness, injury, or medical appointment. For the purposes of this policy, dependents are defined as a dependent child, spouse or parent. The employee's Supervisor or Department Head should be notified in advance (at least two working days) of any planned and scheduled use of sick leave for doctor's appointments. For unexpected use of sick leave, contact the Supervisor or Department Head directly as soon as possible to advise of your absence and anticipated return to work status.

Employees may use this leave as additional "Parental Leave" after the birth of a new baby to care for their spouse and dependent(s) or adoption. If sick leave is used for "Parental Leave" it must be used within the first three (3) months after the birth or adoption.

All full-time employees are granted forty (40) hours each calendar year for sick leave. Sick leave is granted each calendar year and must be used by the end of the calendar year.

New employees may not utilize paid sick leave until completion of the benefits waiting period, which is the first day of the pay period following seventy-five (75) days of employment ("benefit waiting period"). After completion of the benefit waiting period, employees will be granted a pro-rated amount of sick leave, based on the number of pay periods remaining, until the start of the next one-year period (beginning with the calendar year) when they will be granted forty (40) hours. Any days taken in excess of forty (40) hours per year will be unpaid unless covered under another paid leave category and require a doctor's certificate.

An employee who has a sick leave absence of three (3) consecutive working days or more must present medical documentation for the absence and that the employee is fit to return to work, before returning to work.

If applicable, all used sick time and days in excess of the forty (40) sick hours will also be considered by the Company as leave covered under provisions of the Family and Medical Leave Act of 1993 ("FMLA") and applicable amendments if the employee is eligible for FMLA and/or other applicable state, federal or local leave provisions.

Any absence from work for medical consultation or treatment requiring an employee to be away from work for part of a day may be made up during the week of the absence (with Department Head approval) or applied against sick leave.

Unused sick leave hours will not carry over into the next year. **No payment will be made for unused sick leave at any time.**

Misuse of sick leave may result in disciplinary action, up to and including discharge.

Employees in certain locations may be subject to an addendum to this sick leave policy, as required by applicable state or local law.

Bereavement Leave

Paid bereavement leave for full-time employees up to three (3) continuous days during either the week of the death or week of the funeral will be allowed in the event of the death of a family member to include the following: spouse, children, parents of the employee or spouse or others who took the place of parents, brothers or sisters (brothers-in-law or sisters-in-law) of employee or spouse, grandparents or grandchildren of employee or spouse, and other relatives who lived as members of the employee's household.

Upon the death of a relative not considered immediate family (aunts, uncles, nieces, and nephews), you will be paid for one (1) bereavement leave day.

Additional days, if taken, may be charged against vacation or personal leave.

Jury Duty Leave

If it is necessary for a full-time employee to serve on a jury, the Company will continue to pay the employee's full salary up to a maximum of ten (10) working days per calendar year. If you receive jury duty notice, please let your supervisor know immediately. It is expected that any working hours not occupied in court are to be spent at work. At the end of the jury duty tour, a slip from the Court must be turned in to the Business Manager.

Family and Medical Leave Act

The Company will abide by all the requirements of the Family and Medical Leave Act of 1993 ("FMLA") and applicable amendments. The FMLA requires employers to provide up to twelve (12) weeks of unpaid, job-protected leave during a 12-month period to eligible employees for certain family and medical reasons. This twelve (12) month period begins on the first day of the employee's leave and ends one (1) year from that same date (i.e. the "Measured Forward" method). Employees are eligible if they (1) have worked for a covered employer for at least one year and for 1,250 hours over the

previous twelve (12) months and (2) work at a location where at least 50 employees are employed by the employer within seventy-five (75) miles.

The Company will grant FMLA leave to eligible employees for any of the following reasons:

- A. For incapacity due to pregnancy, prenatal medical care or child birth;
- B. to care for the employee's child after birth, or placement for adoption or foster care;
- C. to care for an immediate family member (spouse, child, or parent) who has a serious health condition;
- D. for a serious health condition that makes the employee unable to perform the duties of the job; or
- E. qualifying exigency leave for families of members (spouse, son, daughter or parent) of the Armed Forces (including National Guard and Reserves) when the covered military member is on active duty or called to active duty in support of a contingency operation.

A separate type of FMLA leave called military caregiver leave (also known as covered servicemember leave) to care for an ill or injured service member is available for eligible employees for up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered servicemember with a serious illness or injury incurred in the line of duty on active duty. Military caregiver leave also applies to covered family members to care for veterans who are undergoing medical treatment, recuperation or therapy for a serious injury or illness and who were members of the Armed Forces (including the National Guard or Reservists) at any time during the five years preceding the date of treatment, recuperation or therapy. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

For purposes of the types of leave described in B and C above, a "child" is defined as the employee's biological, adopted, or foster child, stepchild, legal ward, or the child of a person standing in loco parentis who is either under 18 or over 18 but incapable of self-care because of a physical or mental disability.

A "serious health condition", as referenced in C and D above are:

- A. Conditions requiring an overnight stay in a hospital or other medical facility;
- B. conditions that incapacitate the employee or employee's family member (for example, unable to work or attend school) for more than three (3) consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication); and
- C. chronic conditions that cause occasional periods when the employee or the employee's family member is incapacitated and require treatment by a health care provider at least twice a year.

For purposes of leave described in E above, a son or daughter means the employee's biological, adopted or foster child, legal ward, or a child for whom the employee stood in loco parentis who is of any age.

The employee may take FMLA leave in twelve (12) consecutive weeks, may use leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an ill or injured or ill service member over a 12-month period).

If the Company employs both spouses and they both request FMLA leave for reasons B or C stated above, the spouses are entitled to a combined total of twelve (12) weeks of family leave. If the Company employs both spouses and they both request military caregiver leave (to care for a covered injured or ill servicemember or veteran), the spouses may only take a combined total of 26 weeks of leave.

Employees seeking to use leave under the FMLA are required to provide the Company with the following:

- 1) Thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable;
- 2) sufficient and timely medical certifications supporting the need for leave due to an FMLA qualified reason, with periodic recertification
- 3) periodic reports during FMLA leave on the employee's status and intent to return to work; and

-
- 4) a "fitness for duty" certification upon return to work if requested by the Company.

All requests for FMLA leave and any and all inquiries about any of its provisions or the Company's policy should be directed to your Human Resources representative in the Business Office.

In the event an employee takes paid sick leave for a condition that progresses into a serious health condition, the company may designate all or some portion of the related leave taken as leave under this policy, to the extent the earlier leave meets the necessary qualifications.

If the employee is eligible for paid leave under another Company benefit plan (e.g., short-term disability, long-term disability, sick, personal and vacation time), the paid leave will be used first and credited toward the twelve (12) weeks of FMLA leave, and remaining FMLA leave, if any, will be without pay. FMLA and other Company leave run concurrently. Any incremental or intermittent use of FMLA leave will be tracked in accordance with the actual amount of FMLA leave taken.

When an employee is out on FMLA leave, the Company will continue to provide those health insurance benefits which were elected on the benefit enrollment form; however, the employee must submit the applicable premium amount to the Company which, prior to the employee being out on FMLA leave, was withheld from the employee's paycheck. The Company's obligation to maintain these benefits will cease (1) if the employee discontinues making benefit payments in a timely manner, or (2) when an employee informs the Company that he/she will not return to work, or (3) if the employee fails to return to work when the FMLA entitlement is completed.

The use of FMLA leave will not result in the loss of employment benefits that accrued prior to the start of an employee's leave. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms and conditions.

The use of leave under any applicable state or local leave law will be counted concurrently with leave taken under FMLA.

Military Leave

The Company will comply with all applicable laws pertaining to military duty and military training. This includes the Uniformed Services Employment and Reemployment Rights Act (USERRA), which provides certain job and benefit protections for employees called to active duty for any of the Armed Forces.

Employees in the National Guard and the various military reserve forces of the United States sometimes desire or are required to attend military training sometime during the calendar year. There are usually 24 days (one weekend each month) and 15 days (two weeks) of annual training. Notification of the absence during such periods of training should be made as early as possible and discussed with the Department Head so that necessary arrangements can be made for coverage of work. These employees may take either their vacation or "military leave" to attend the 15 days of annual training. If the employee takes military leave for military training, the employee may take their regular vacation at another time during the year. For any full-time employee who takes military leave to attend annual training, the Company will pay an amount equal to the difference between his/her salary and the military pay received during the entire training period, provided the military pay is less. This difference in pay is limited to a two (2) week period during each calendar year.

"Military Pay" or "Training Pay" is considered to be base pay, and any increases for longevity, flight pay, submarine pay, overseas pay, and any other increase in base pay provided for by military regulations. Items not considered to be military pay are rental allowances, clothing allowances, dependent allowances, travel expenses, per diem allowance, subsistence allowances, variable housing allowances, etc.

To secure a check for the difference between Company and military pay, the employee should furnish a copy of his/her military pay voucher to his/her Department Head to be forwarded to the station's payroll/ business office contact.

For more information or if you are called to active duty, please notify your Supervisor and the Business Office.

Medical Leave of Absence

After successful completion of the introductory period, all regular full-time and part-time employees who may not be eligible for FMLA or other state or federal regulated leave are eligible to request a Medical Leave of Absence due to the employee's own illness or injury under the following conditions:

- A. The employee does not meet FMLA and/or other state and/or federal mandated leave eligibility requirements;
or
- B. The employee's illness or injury requires a leave of absence for more than twelve (12) weeks.

All requests for a Medical Leave of Absence must be made in writing and should be submitted to your Department Head as far in advance as possible giving the reason for requesting the leave, start date, and intended date of return. A Medical

Leave, substantiated with satisfactory medical documentation in a timely manner, may be granted for up to thirty (30) day increments upon the approval of the Department Head and General Manager. The maximum leave duration of a Medical Leave of Absence shall not exceed a period of three (3) months in a twelve (12) month period and must be taken with the understanding that you have no right to return to your former job or be entitled to reinstatement to a comparable position and comparable pay. This twelve (12) month period begins on the first day of the employee's leave and ends one (1) year from that same date.

A Medical Leave will be unpaid, unless an employee is eligible for pay continuation through Short-Term Disability, Long-Term Disability or Workers' Compensation. Sick leave, vacation and/or personal time must be used before unpaid time until Short-Term Disability or Workers' Compensation begins.

For a Medical Leave as described in A above, the Company will continue to provide those health insurance benefits which were elected on the benefit enrollment form to a maximum of three (3) months. The employee remains responsible for the timely payment of all employee and, if applicable, dependent health and other insurance coverage premiums. The Company's obligation to maintain insurance benefits will stop if the employee fails to continue to make his or her benefit premium payments in a timely manner or if the employee fails to return to work, or informs the employer of an intent not to return to work, at the end of the leave period.

For a Medical Leave as described in B above, the employee will be able continue any health insurance coverage for the employee or the employee's family is receiving by the Company through COBRA.

Personal Leave of Absence

A Personal Leave of Absence is an unpaid management-approved temporary period of time away from employment. A Personal Leave of Absence is different from vacation, sick time, paid personal time off, FMLA leave, or a Medical Leave of Absence. Full-time employees with at least one (1) year of service who have received satisfactory or better performance evaluations may request a Personal Leave of Absence.

All requests for a Personal Leave of Absence must be made in writing and should be submitted to your Department Head as far in advance as possible giving the reason for requesting the leave, start date, and intended date of return. Both your Department Head and General Manager must approve the request. Vacation time will not be earned and your next anniversary date or salary review date may be adjusted. A Personal Leave of Absence may not exceed three (3) months and must be taken with the understanding that you have no right to return to your former job or be entitled to reinstatement to a comparable position and comparable pay.

An eligible employee who is away from work due to Personal Leave of Absence may continue those insurance benefits the employee elected on his or her benefit enrollment form. The employee must submit the applicable premium contribution to the Company, which, prior to the employee being out on leave, was deducted from his or her paycheck. The Company's obligation to maintain insurance benefits will stop if (1) the employee fails to continue to make his or her benefit premium payments in a timely manner or (2) if the employee fails to return to work, or informs the employer of an intent not to return to work, at the end of the leave period.

Vacation Accruals and Holidays During Employee Leave

While on Military Leave, Personal Leave of Absence, Medical Leave of Absence, Maternity/Paternity Leave, Short-term Disability, Long-term Disability or Family and Medical Leave, employees are not eligible to receive pay for regularly scheduled paid holidays, nor will employees accrue any vacation hours. Once employees have returned to work on a regular, full-time basis, holiday pay and vacation accrual will resume as detailed in this Handbook.

For any employee who is on Military Leave, Personal Leave of Absence, Medical Leave of Absence, Maternity/Paternity Leave, Short-term Disability, Long-term Disability or Family and Medical Leave at the beginning of a calendar year when sick and personal days are allocated, a prorated amount of sick time will be allocated once the employee returns to a regular, full-time status.

Retirement Plan

The Company's Retirement Plan is a Safe Harbor 401(k) Plan and is made available to any employee who qualifies on the first day of the month following seventy-five (75) days of employment. All newly hired employees (including part-time and temporary employees) will be eligible to enroll in the Company's 401(k) Plan.

Although eligible employees may participate in the plan, they are ineligible for the employer discretionary match until completion of one (1) year of service. That is, the employee may make pretax contributions to the plan on the first of the month following seventy-five (75) days of employment. Employees are eligible for the company match following one (1) year of service per the plan document. Prior to being eligible for salary deferral, employees may "roll over" funds from other qualified retirement plans into the Sinclair 401(k) plan.

Contributions are voluntary, provided through payroll deduction, and may be divided among a variety of investment options. An employee may contribute up to a maximum amount, which is determined annually by the I.R.S. The Safe

Harbor Matching calculation is 100% on the first 3% of compensation contributed to the plan plus an additional 50% on the next 2% of compensation contributed. The match is deposited annually in the employees account in SBGI stock and may be reallocated to any investment option the employee chooses upon deposit.

Please see the 401(k) Plan summary for details. The Plan and Trust Agreement contains the exact provisions and a copy of this Agreement is available at the Sinclair Corporate Office for the convenience of any employee.

Reimbursement of Tuition Expenses for Full-Time Employees

The Company has a Tuition Reimbursement Plan that offers the opportunity for full-time employees to apply for reimbursement of tuition expenses if:

- A. The employee is in the employ of Sinclair while taking the course for which reimbursement is requested;
- B. the employee has completed at least one (1) year of employment prior to enrolling in the course;
- C. the course is **directly** related to the area of work the employee does for the Company or is in the best interest of the Company or the broadcast industry;
- D. the employee completes and submits an Educational Reimbursement Application for each course and receives the appropriate approvals prior to enrolling in the class; and
- E. the employee's performance is satisfactory.

The Company will reimburse the employee for 100% of the tuition cost if a grade of "A" is received, 90% for a "B" and 80% for "C". No reimbursement will be made for pass/fail courses, testing or other course fees, books or room and board.

To apply for tuition reimbursement, the Educational Reimbursement Application must be completed and submitted to the General Manager. If the cost of tuition is within station budget and the application is approved, the employee must sign a Training Expense Contract which states that the Company will be reimbursed by the employee if the employee leaves the Company, either voluntarily or is dismissed, within twenty-four (24) months of receiving this tuition benefit. The amount of tuition reimbursement due to the Company may be deducted from any remaining salary that is due at time of termination of employment. If this amount is insufficient to cover the reimbursement, the employee must make arrangements for additional prompt payment to the Company. The Educational Reimbursement Application is available in the Business Office.

Employee Stock Purchase Plan

After one (1) year of service, all regular employees (including part-time, but not temporary) are eligible to participate in the Employee Stock Purchase Plan ("ESPP"). This program allows employees the opportunity to acquire an ownership interest in Sinclair Broadcast Group, Inc. Employees who want to participate in this plan can designate 1 to 20% of their pay to be withheld for purchasing Sinclair stock; however, the withholding is subject to a maximum dollar amount during each calendar year. The amount designated will be deducted from each paycheck on a post-tax basis.

Prior to each quarter, employees have the opportunity to begin participating, change deduction percentages or stop participating in the plan. The quarterly offering periods are January 1 to March 31, April 1 to June 30, July 1 to September 30 and October 1 to December 31. The Company holds all monies that are contributed by the employee until the end of the quarter. At that time, the stock is purchased at a price which is 15% lower than the closing stock price on the first day or the last day of the quarter, whichever is lower. There are no fees or commissions associated with the purchase of this stock.

The Plan requires a one-year minimum holding period after which time the stock may be sold. The amount of the deduction cannot be changed while the quarter is in progress. Any changes must be made at least fifteen (15) days prior to the beginning of the quarter through the enrollment website. Once a payroll deduction level has been selected, it will remain in effect for each of the offering periods that follow unless the employee instructs the Company to change it.

Employees may stop participating in the ESPP while the quarter is in progress, provided the employee opts out of participation. at least thirty (30) days prior to the end of the quarter. If an employee stops participating during a quarter, money deducted since the beginning of the quarter will be refunded.

For complete details on the ESPP, please read the ESPP Information brochure. To participate, log on to the enrollment website.

Conclusion

This employee handbook highlights your responsibilities as an employee. We ask that you read, understand and comply with the policies described within this employee handbook, as well as any other policies you may receive. If you have any questions about this employee handbook, please see your supervisor.

ACKNOWLEDGMENT FORM

Employee Handbook

I have received a copy of the Sinclair Broadcast Group, Inc. and Subsidiaries Employee Handbook and have read it carefully. I understand the contents and agree to abide by the policies, rules, and procedures described. I understand and agree that any provision of this Handbook may be revised or amended at any time by the Company without notice. I understand and agree that I am responsible for remaining current with any updated policies or versions of the Employee Handbook, which can be accessed through the Company intranet site, *SinclairNet*.

I understand that part of this Handbook is intended to be a summary description of benefits. If there is any conflict between the material set forth in this Handbook or any other booklet or information on insurance and benefits and the terms and provisions of any actual insurance policy or master agreement, then the terms and provisions of the latter shall govern.

I also understand and agree that, except to the extent of any employment agreement to which I am a party or my collective bargaining agreement to which I am subject, contains terms to the contrary, my employment is terminable at will so that both the Company and I remain free to choose to end our work relationship at any time, and further, that nothing in this Handbook in any way creates an express or implied contract of employment in any fashion. I further understand and admit that I know that no one in the Company can obligate the Company to provide me benefits, term of employment, or in any way alter our at will relationship except the CEO or EVP/Vice Chairman by instrument in writing.

Print Name

Signature

Date

Complaint Procedures "Whistleblower Policy" and Code of Business Conduct & Ethics "Ethics Policy"

I have received a copy of the Whistleblower Policy and the Ethics Policy and have read them carefully. I understand the contents and agree to abide by the procedures described in the Whistleblower Policy and the Ethics Policy.

Signature

Date