



EMPLOYEE HANDBOOK
Effective: January 2019

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INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the United States Hunter Jumper Association, Inc. (USHJA) and provide you with information about working conditions, employee benefits, and a general understanding of the USHJA's personnel policies.

The handbook is not, however, an employment contract and does not imply a contractual obligation of any kind. It is your responsibility to read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the USHJA to benefit employees. If you are uncertain about any policy or procedure, it is your responsibility to check with your Supervisor to clarify your understanding.

No employee handbook can anticipate every circumstance or question about policy. As the USHJA continues to grow, the need may arise, and the USHJA reserves the right, to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is the employment-at-will policy permitting you, or the USHJA, to end the employment relationship with, or without cause, at any time. Employees will, of course, be notified of such changes to the handbook as they occur. It is your responsibility to maintain this handbook with any and all such changes and/or updates as provided.

The information in this Employee Handbook describes the current operating practices of the United States Hunter Jumper Association, Inc. and, unless superseded in writing by the Executive Director, all employees are expected to follow these practices. No Officer or other employee is authorized to make any agreement with an employee inconsistent with the express language contained in this Handbook.

The policies contained in this handbook supersede any other employee policies either in writing or oral.

EMPLOYEE ACKNOWLEDGEMENT FORM

This is to certify that I have received the United States Hunter Jumper Association, Inc. Employee Handbook ("Employee Handbook"). The employee handbook describes important information about the USHJA and I understand that it is my responsibility to read the Employee Handbook, and make sure I understand the information contained in it. I understand that if I have questions regarding the Employee Handbook, it is my responsibility to meet with my supervisor and clarify whatever questions I may have.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur. The Association reserves the right to make changes in content or application of its policies, as it deems appropriate and these changes may be implemented even if they have not been communicated, reprinted or substituted in this Employee Handbook. I understand that revised information may supersede, modify, or eliminate existing policies. Only the President or Executive Director has the ability to adopt any revisions to the policies in this handbook.

By signature below, I certify that I have had the opportunity to ask questions about the Employee Handbook. I also understand that this Handbook and the policies herein supersede any previous USHJA manual, handbook, policies and/or procedures. I also understand that:

- The Handbook only summarizes the USHJA regular policies, procedures and benefits.
- The USHJA may modify or terminate any policy, procedure, or benefit at any time in its discretion, with or without notice.
- The Handbook does not constitute or create a contract of any kind, nor does it confer any express or implied contractual rights.

All employees are employed "at-will" and both the USHJA and the employee may terminate the employment relationship for any reason whatsoever with or without cause.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed):

EMPLOYEE Signature/Date

CHAPTER 1 EMPLOYMENT

1.1 Employment At-Will

Employment with the United States Hunter Jumper Association, Inc. is voluntarily entered into, and the employee is free to resign at-will at any time, with or without cause. Similarly, the Association may terminate the employment relationship at will at any time, with or without notice or cause.

1.2 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Association will be based on merit, qualifications, skills and abilities. The Association does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, nationality, ancestry, sex, sexual orientation, marital status, pregnancy, age, marital status, genetic information, atypical heredity or cellular blood trait, military status, uniformed member status, mental or physical disability or perceived mental or physical disability, AIDS/HIV status or any other characteristic protected by law.

The Association will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have questions or concerns about any type of discrimination in the workplace you are **required** to bring these issues to the attention of your Supervisor or the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.3 Business Ethics and Conduct

The successful business operation and reputation of the United States Hunter Jumper Association, Inc. is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Association is dependent upon our members' trust, and we are dedicated to preserving that trust. Employees owe a duty to the Association, its members, and Board of Directors to act in a way that will merit the continued trust and confidence of the public.

The Association will comply with all applicable laws and regulations and expects all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate Supervisor or the Executive Director in order to obtain consultation and advice.

Compliance with this policy of business ethics and conduct is required by every Association employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

1.4 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. As such, the Association properties, services, opportunities, authority and influence are not to be used for private benefit. This policy establishes only the framework within which the Association wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. It is important to avoid any real conflict of interest as well as to avoid even the appearance of a conflict of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Association's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms, consultants or vendors. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Executive Director of the Association as soon as possible the existence of any actual

or potential conflict of interest so that safeguards can be established to protect all parties.

In addition, any Association employee who performs any paid or volunteer duties (including judging, stewarding, and secretarial) for any competition management must disclose those activities and, where indicated, receive advance approval of the Association's Executive Director.

Gifts, cash, travel, hotel accommodations, entertainment or favors are neither to be given nor received except those of nominal value exchanged in the normal course of business. Acceptance of any favors or other assets or gifts may be accepted if they are part of open and generally accepted practices and serve to promote the best interest of the Association and would not embarrass the individual or the Association if publicly disclosed and do not compromise the objectivity and integrity of the recipient or donor.

1.5 Speaking to the Media

Only those employees designated by the Executive Director may speak to or comment about the Association to the news media.

In the event of a situation where you are asked to respond to media questions, tell them, "Please contact the Executive Director at our main office at 859-225-6700."

1.6 Working at Competitions & Outside Employment

An employee may hold an outside job with another organization as long as the job does not create a conflict, or potential conflict of interest and as long as he/she satisfactorily performs his/her job responsibilities with the Association. All employees will be judged by the same performance standards and will be subject to the Association's scheduling demands, regardless of any existing outside work requirements.

If, at any time, the Association determines there is a conflict, or potential conflict of interest, or if the outside work interferes with performance or the ability to meet the requirements of the Association as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain with the Association. Outside employment will present a conflict of interest if it has an adverse impact on the Association.

To avoid a conflict or potential conflict of interest, an employee must obtain written approval from the Executive Director prior to accepting outside employment. Any employee performing outside work is required to disclose this employment to the Association.

If you wish to work at or compete in competitions, the Association will support such activities as long as they do not negatively impact your job at the Association or present a conflict, or potential conflict of interest. Employees whose positions work directly with competition officials may incur a conflict of interest if competing or working at certain competitions.

Any Association employee who performs any paid or volunteer duties (including judging, stewarding, and secretarial) for any competition must disclose those activities and receive advance approval of the Association's Executive Director.

1.7 Internal Job Posting

The Association provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, with the exception of certain positions deemed to require unique skills, ability and experience that generally cannot be found in our current workforce. Unique requirement positions will be determined by the Executive Director.

To apply for an open position, submit a resume with a cover letter to the Executive Director listing job-related skills and accomplishments. It should also describe how your current experience with the Association and prior work experience and/or education qualifies you for the position.

The Association recognizes the benefit of developmental experiences and encourages you to talk with your immediate Supervisor about your career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

Your 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.

Job posting is a way to inform you of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

1.8 Employment Categories

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

Each position is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are

entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws. A position's EXEMPT or NONEXEMPT classification is determined in accordance with the definitions set forth in the Fair Labor Standards Act and/or any applicable state laws.

In addition to the above classifications, you will belong to one of the following employment categories:

FULL-TIME – classification for employees who are not classified as temporary or seasonal and are regularly scheduled to work the Association's full-time schedule. Regular full-time employees are classified as those who work a regular schedule of 37.5 hours or more per week.

Following are some of the benefits provided to full-time employees (subject to the terms, conditions, and limitations of each benefit program): health insurance, dental insurance, vision insurance, short and long-term disability, life insurance, paid time off days, holidays, bereavement leave, jury duty leave and military leave.

PART-TIME - classification for employees who are not in a full-time classification and who work less than 37.5 hours per week.

Following are some of the benefits provided to part-time employees (subject to the terms, conditions, and limitations of each benefit program): paid time off, paid holidays, and military leave. Employees at 30+ hours per week are eligible for health insurance benefits under the Affordable Care Act provisions.

TEMPORARY - classification for employees who are hired as interim replacements, to temporarily supplement the work force during peak times, or to assist in the completion of a specific project. Temporary employees are employed for a limited duration, not to exceed 90 days. Extension beyond 90 days must be approved in writing by the Executive Director. If an extension is approved, re-evaluation is required every 90 days. Employment beyond any initially stated period does not in any way imply a change in employment status. You remain a temporary employee unless and until notified of a change. As a temporary employee you receive all legally mandated benefits (such as Workers' Compensation insurance and Social Security), but are ineligible for all of the Association's other benefit programs.

SEASONAL EMPLOYEES - are those employees who are hired on a

seasonal basis (for example, May 1 through September 1). Seasonal employees may be hired at any time during the year and may be regularly scheduled to work any number of hours during the seasonal employment period. Seasonal employees are employed for a limited duration. Seasonal employees are not eligible to participate in employee benefit plans nor are they eligible for PTO or paid holidays.

The Association's "at-will" policy is applicable to all employment categories and neither the employee nor the Association is bound to continue the employment relationship. Either may choose, at its will, to end the relationship at any time and for any reason with, or without, cause.

1.9 Work Hours

The United States Hunter Jumper Association, Inc. maintains a 37.5 hour work week. Employees assigned job tasks or duties requiring them to work more than 37.5 hours a week will be paid their regular hourly rate of pay up to 40 hours of work, and time-half for each hour exceeding 40 hours.

1.10 Personnel Files

The United States Hunter Jumper Association, Inc. maintains a personnel file on each employee. The personnel file includes such information as the employee's resume, documentation of performance evaluations and salary increases, and other employment records.

Personnel files are the property of the Association, and are maintained in a confidential manner.

If you wish to review your own file, contact the Executive Director. With reasonable advance notice, you may review your own personnel file in the Association's offices and in the presence of an individual appointed by the Association. Copying of any records is not permissible without the approval of management.

1.11 Introductory Period

All new hires are subject to an introductory period during the first 60 days of employment. The introductory period may be extended, if deemed necessary by the new hire's supervisor. The purpose of the introductory period is to determine if the new staff member meets the performance expectations for the position and if continued employment is warranted.

1.12 Falsification of Employment Records

Falsification of any Company record is a breach of Association's policy and is grounds for disciplinary action, which may include termination of employment.

1.13 Release of Employee Information

The United States Hunter Jumper Association, Inc. will not release any confidential information regarding employees to third parties, except in the following instances:

- In response to a written request from a third party, an employee or former employee's salary, job title, dates of employment, social security number and address will be verified in writing where such information has already been furnished to the third party;
- Information requested by law enforcement agencies, or information required to be released by statute, regulation, or in response to a lawfully issued judicial or administrative order or process will be made available after consultation with legal counsel.

- Upon receipt of a written authorization by the employee, information within the scope of the written authorization will be released.

1.14 Employment Reference Checks

To ensure that individuals who join the Association are well qualified and have a strong potential to be productive and successful, it is the policy of the Association to check the employment references of all applicants.

The Executive Director will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. All such inquiries made to Association staff are to be referred to the Executive Director.

1.15 Personal Data Changes

It is the responsibility of each employee to promptly notify the Association of any changes in personal data. Personal mailing addresses and telephone numbers and Emergency contact information in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Accounting Department. All changes to personnel files must be in writing.

1.16 Employment Eligibility

United States Hunter Jumper Association, Inc. is committed to compliance with the requirements of Federal Laws, and will hire only qualified candidates capable of presenting adequate documentation as defined by the U.S. Department of Homeland Security.

1.17 Employment Applications

United States Hunter Jumper Association, Inc. relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.18 Rehiring of Employees

The Association will consider reinstatement for former employees who left in good standing, provided they meet the requirements and possess the qualifications needed to perform the job.

If you are a rehired employee, you will not be given credit for the time lost due to the break in service. You will be given credit for prior service to determine benefits eligibility as follows:

Paid Time Off- You will receive credit for all past continuous service only if your break in service was twelve (12) months or less. However, you will be treated as a new hire without prior service during your first calendar year of re-employment. Your eligible prior service will be counted the following calendar year, after you complete your introductory period.

Short-term and Long-term Disability – In determining your eligibility to participate in the disability plans, you will receive credit for all past continuous service only if your break in service was twelve (12) months or less.

1.19 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. It is the responsibility of the Supervisor to discuss job responsibilities, standards, and expectations with an employee throughout their employment with the Association. Formal performance evaluations are conducted after 60 days of employment in any new position.

Effective performance evaluation is a continuous process where both supervisors and employees take the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals on a regular basis. In addition, formal performance evaluations are conducted annually, normally on the anniversary of the employee's date of hire, to review the prior year's performance and to set goals for the upcoming year.

Merit-based pay adjustments may be awarded by the Association in an effort to recognize outstanding employee performance. The decision to award such an adjustment is dependent upon the information documented by this formal performance evaluation process.

1.20 Background Checks

Background checks will be conducted on all applicants in accordance with all-applicable laws or Association policies. Background investigations such as academic references, license verification, work references, driving records, and criminal conviction records may be checked at time of hire or anytime thereafter if job related, as determined necessary in the sole discretion of the Association. All information submitted by an applicant must be accurate. If it is found that an applicant has misrepresented or omitted facts, they will not be considered for employment or, if employment has begun, they may be subject to immediate discharge.

CHAPTER 2 – EMPLOYEE BENEFITS

2.1 Available Benefits

Eligible employees of the USHJA are provided a wide range of benefits. Some of the programs (such as Social Security, Workers' Compensation, State Disability (where applicable), and Unemployment Insurance) cover all employees in the manner prescribed by law.

Benefit eligibility is dependent upon a variety of factors, including your employment classification. Details of many of these programs can be found elsewhere in the employee handbook and/or in applicable plan documents.

For the purposes of determining benefits eligibility, an employee's date of hire will be calculated based on his/her date of hire in either a full-time or part-time position.

Service in a temporary classification is not included.

The following benefit programs are available to eligible employees:

<i>Paid Time Off</i>	<i>Dental Insurance</i>
<i>Holiday Pay</i>	<i>Vision Insurance</i>
<i>Bereavement Leave</i>	<i>Short-term disability</i>
<i>Jury Duty Leave</i>	<i>Long-term disability</i>
<i>Military Leave</i>	<i>Life Insurance</i>
<i>Voting Leave</i>	<i>AFLAC – Employee Paid</i>
<i>Medical Insurance</i>	<i>Simple IRA Retirement Plan</i>

All statements of coverage in the benefits plans are subject to terms, conditions, restrictions and other eligibility requirements set forth in the plan documents or descriptions.

The United States Hunter Jumper Association, Inc. may modify, amend or terminate any benefit plan at any time and for any reason.

Individuals will not be eligible for any USHJA benefits if rendering services to the USHJA purportedly as (1) an independent contractor or (2) the employee of a company providing services to the USHJA.

2.2 Paid Time-Off (PTO)

Paid time off days are available to eligible employees to provide opportunities for rest, relaxation, illness, physician visits, personal obligations, or any other purpose that may arise. Full-time employees and part-time employees can earn and use paid time off as described in this policy.

The number of paid time off days you can take in a year is determined by your number of years of service. If you are a rehired employee, your prior service will not be counted during the first calendar year of re-employment. Once you enter the next calendar year, you will receive credit for all past continuous service only if your break in service was twelve (12) months or less.

Paid time off is determined according to the following schedule:

Employees hired on or after August 1, 2010.

<u>Years of Service</u>	<u>Paid Time Off</u>
1 - 4	15 days = 112.50 hours
5 - 9	20 days = 150 hours
10+	25 days = 187.5 hours

For full-time employees, one day equals 7.5 hours. For part-time employees, one day equals 3.75 hours.

1. Paid time off begins accruing immediately upon beginning employment.
2. New employees must successfully complete 90 days of employment prior to using any paid time off.
3. Paid time off is accrued each pay period throughout the year.
4. You may take paid time off during the year in which it will be accrued.
5. After 1 year of service an employee may take a maximum of 20 hours of paid time off that has not officially accrued.
6. If you leave the USHJA and you have taken paid time off days not yet accrued, repayment of these days will be deducted from your final paycheck. All taken, but not yet accrued, paid time off must be repaid in order to be considered as having left the organization in good standing.
7. If you leave the USHJA and have accrued paid time off that has not been taken, you will be paid for your accrued, but not used, paid time off.
8. The USHJA encourages the use of all paid time-off during the year. Employees can carryover a maximum of 40 paid time-off hours from one calendar year to the next. Employees cannot cash out any unused accrued time while they are employed.

9. If at the end of the year an employee has more than 40 hours remaining in their paid time off bank, paid time off in excess of 40 hours will be converted into their Extended Illness Bank with a maximum of 5 days per year converted to the Extended Illness Bank.
10. The amount of paid time off is based on your regular rate of pay at the time the paid time off is taken.
11. Paid time off must be taken in a minimum of one hour **increments**.
12. Any employee not meeting the 37.5 hours per week must use PTO to cover any hours not worked.
13. Paid time off will not be counted as hours worked for the purpose of computing overtime.

Paid Time-Off Scheduling

Paid time off must be scheduled in advance and pre-approved by your Supervisor unless it is due to an unforeseen and unavoidable need.

In all cases, approval is subject to the USHJA's needs and work requirements during the requested period.

Employees may not take more than ten (10) days at any one period.

In order to make-up time missed from work without using PTO, the employee must pre-approve it with their supervisor. Exceptions to this policy will be at the discretion of the Executive Director.

If there is a scheduling conflict between employees, the final decision will be made by the employee's Supervisor and/or Executive Director.

Any employee taking frequent or repeated unscheduled paid time off may be required to provide proof that the absences were unforeseen and unavoidable, and may be subject to disciplinary action for excessive use of unscheduled paid time off.

2.3 Holidays

The USHJA will grant paid holiday time off to full-time and part-time employees based on the schedule of Holidays published.

The USHJA observes the following holidays annually:

New Year's Day; Martin Luther King Jr. Day; Presidents' Day; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve; Christmas Day

1. If any holiday observed by the USHJA falls on a Saturday or Sunday,

- the USHJA will not observe an alternate day.
2. Holiday pay will be calculated based on your straight-time pay rate (as of the date of the holiday) times 7.5 hours for full-time employees and 3.75 hours for part-time employees.
 3. If a recognized holiday falls during a period of pre-approved paid time-off, holiday pay will be provided instead of the paid time off benefit, unless you are on personal, parental or disability leave.
 4. If you are scheduled to work the day before or day after a holiday, and you do not report to work, you will not be paid for the holiday unless you have pre-scheduled paid time-off or provide adequate medical documentation for the absence.
 5. Paid time-off for holidays will not be counted as hours worked for the purposes of determining overtime.
 6. In the event of leave or time-off for any purpose, paid time-off must be used prior to any unpaid leave approved and taken.

If you observe religious or commemorative holidays which occur on regularly scheduled workdays and are not observed by the USHJA, you may request time-off with your Supervisor. Every effort will be made to accommodate sincerely held religious beliefs, including specific days off during the year with advance notice.

Working on a USHJA observed Holiday:

If you are a non-exempt employee and you work on a USHJA observed holiday you will receive time and one-half your regular hourly rate for hours worked during that day. If you are a non-exempt employee and you work on an actual holiday that is not a regularly scheduled workday for you (ex. Easter holiday which falls on Sunday), you will be compensated at your regular hourly rate for hours worked that day.

2.4 Direct Deposit

Paychecks are delivered to employees on payday or by direct deposit. You may sign-up for Direct Deposit at any time.

2.5 Workers' Compensation Insurance

The USHJA provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

All accidents occurring on Association premises and any off-premises accidents that occur while performing job duties, even those of a minor nature, must be reported to Association management immediately, but in all cases before the end of your workday. Accidents are any occurrence that results in physical harm to a person or damage to property. "Near miss" accidents, which do not result in personal injury or property damage,

should also be reported under these same guidelines. This notification is important for securing the work area, ensuring the safety of others, obtaining appropriate treatment for any injured employee, conducting an accident investigation and completing appropriate reports.

If you sustain a work-related injury or illness, it is your responsibility to **inform your Supervisor immediately**. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable you to qualify for coverage as quickly as possible.

2.6 Bereavement Leave

Up to three (3) days of paid bereavement leave will be provided to full-time and part-time employees.

1. If you need to take time due to the death of an immediate family member, notify your Supervisor and/or Executive Director immediately.
2. For purposes of bereavement, and other types of leave, one day is considered 7.5 hours for full-time employees and 3.75 hours for part-time employees.
3. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, etc.
4. For purposes of bereavement leave only, the USHJA defines "immediate family" as your spouse, parent, child, sibling; grandparent or grandchild; your spouse's parent, child, sibling; grandparent or grandchild; or your child's spouse or child.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. You may, with your Supervisor's approval, use any available paid time off for additional time off as necessary.

2.7 Jury Duty

The USHJA encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time and part-time employees may request up to ~~2~~ weeks of paid jury duty leave over any one-year period. Jury duty includes service on grand and petit juries and does not include participation as a witness, plaintiff or defendant unless such service is requested for the benefit of the USHJA.

1. Jury duty pay is calculated on your base pay rate times the number of hours you would otherwise have worked on the day of absence.
2. If you are required to serve jury duty beyond the period of paid jury duty leave, you may use any available paid time off or you may request an unpaid jury duty leave of absence.
3. You must show your Supervisor the jury duty summons as soon as possible so that arrangements may be made to accommodate your

absence.

4. You must do what is reasonably possible to maintain the duties of your position during any interval while serving on jury duty.
5. You are required to come into work for times during jury duty when you are dismissed for the day or partial days.
6. You may be asked by the USHJA to request an excuse from jury duty if your absence would create unusual difficulties or hardships for the USHJA and its other employees.
7. The USHJA will continue to provide benefits for the full term of the jury duty absence, up to 2 weeks.
8. Paid time off and holiday benefits will continue to accrue during paid jury duty leave.

2.8 Parental Leave

A paid Parental Leave of absence may be granted to employees (male or female) for the birth of an employee's child. A parental leave of absence may also be granted for placement of a child in the employee's care for adoption or foster care.

Employees are eligible for Parental Leave after one year of continuous employment. Parental leave may not exceed 1 week (5 work days).

Upon making a request for a leave of absence, the employee may be required to provide documentation to support the birth or legal placement of a child.

The company will provide 1 week (5 days) of pay at the employee's regular rate of pay, minus required and applicable withholdings. The Association will pay its portion of the cost of the employee's benefits while an employee is on a parental leave of absence. The employee must continue to pay his or her portion of the benefits which may be made by payroll deduction or by check and must be submitted each pay period unless other arrangements have been made.

If an employee is on a leave of absence due to pregnancy, a physician's statement must be completed by the attending healthcare provider prior to returning to work.

2.9 Personal Leave

The USHJA may approve a leave of absence without pay to full-time employees who have been employed for three (3) years who wish to take time off from work duties to fulfill pressing or unusual personal obligations. Requests for personal leave are evaluated on an individual basis by the Executive Director.

1. The maximum length of personal leave is 30 days. While on leave, the

employee must continue to pay his or her benefit premiums, which may be made by payroll deduction if utilizing paid time off or by personal check and must be submitted each pay period unless other arrangements have been made.

2. Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.
3. Paid time off must be used first, with the balance of the leave unpaid if paid time off is insufficient to cover the leave period, unless otherwise approved by management.
4. Benefit accruals, such as paid time off or holiday benefits, will be suspended during any leave over 30 days and will resume upon your return to active employment.
5. After the 30 days of Personal Leave expires, all employer paid benefits will end and employee will be given the opportunity to continue health insurance at their own expense through COBRA.

When a personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, the USHJA cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the USHJA will assume the employee has resigned.

2.10 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

If you take military leave for a two-week (or shorter) training assignment, you will receive partial pay. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, you may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms,

conditions and limitations of the applicable plans for which you would otherwise be eligible.

Paid time off and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Executive Director for more information or questions about military leave.

2.11 Health Insurance

Details of the medical, dental, vision, life insurance and short and long term disability benefits are described in the Summary Plan Descriptions provided to employees. Plan summaries and information on employee cost of coverage is provided in advance of enrollment. Contact the Accounting Department or Executive Director for specific coverage questions.

USHJA's health insurance plan provides full-time employees working 30 hours or more per week and their dependents access to medical insurance benefits. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreements between the USHJA and the insurance carriers. Coverage for medical benefits is effective on the date of hire.

2.12 Dental and Vision Insurance

USHJA's dental insurance and vision insurance plans provide full-time employees working 30 hours or more per week and their dependents access to dental and vision insurance benefits. Eligible employees may participate in the dental and vision insurance plans subject to all terms and conditions of the agreements between the USHJA and the insurance carriers. Coverage for dental and vision benefits is effective on the date of hire.

2.13 Life Insurance

Life insurance offers you and your family important financial protection. Accidental Death and Dismemberment (AD&D) insurance coverage is

provided as part of the basic life insurance plan. AD&D insurance provides protection in cases of serious injury or death resulting from an accident.

2.14 Short-Term and Long-Term Disability

The USHJA provides a Short-term Disability (STD) and Long-term Disability (LTD) benefits plan to full-time employees who are unable to work because of a qualifying disability due to an injury or illness. Eligible employees may participate in the STD or LTD plan subject to all terms and conditions of the agreement between the USHJA and the insurance carrier. Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working.

2.15 Exempt Compensatory Time

The USHJA recognizes that exempt personnel may be required to travel or work at an event over a weekend as part of their official duties.

Non-exempt positions are **not eligible** for compensatory time.

If you are eligible for compensatory time, and are required to work at an event, competition or USHJA function over a weekend (Saturday and Sunday) or holiday, you will be granted one (1) day off in compensatory time for every Saturday, Sunday or holiday worked. Use of compensatory days before they are earned must be approved by your Supervisor.

Compensatory time cannot be carried over from year to year. Compensatory time must be used within 30 days of when it was earned. Recognizing this may not always be possible, a written request for an extension may be submitted to your Supervisor. All approved extensions will be confirmed in writing to the employee and the Accounting Department.

No pay will be given in lieu of compensatory time. Employees are limited to earning a maximum of 5 compensatory days (7.5 hours per day) per month unless prior written approval has been given by the Executive Director.

Compensatory time is not a federal or state requirement, but is a benefit offered by USHJA. As an exempt employee, there will be times when the job necessitates working beyond the normal workday and compensatory time is not warranted.

2.16 Voting Time

Employees are encouraged to vote in local, state and federal elections. In most instances you can vote before or after working hours. If your work

schedule makes this impractical, you may be granted unpaid time off with approval from your supervisor.

2.17 Extended Illness Bank

USHJA recognizes that situations arise that require an employee to be away from work due to unexpected illnesses and emergencies. The EIB is designed to allow employees to prepare for these situations by “banking” paid time off to be used exclusively for this purpose. No more than 5 days may be banked in any fiscal year. The maximum amount of banked time is 30 days. The Extended Illness Bank may be used for:

1. Illness or injury of the employee, the employee’s spouse or their dependents. A doctor’s note may be required to validate an illness or injury.
2. To extend Bereavement leave due to the death of an immediate family member. Immediate family members include: your spouse, parent, child, sibling; grandparent or grandchild; your spouse's parent, child, sibling; grandparent or grandchild; or your child's spouse or child.
3. Catastrophic or other special circumstance approved by the Executive Director.

Extended Illness Bank time has no cash value and will not be paid out upon termination. USHJA reserves the right to restrict the use or the duration of utilizing EIB time if the leave will cause a major impact on business or any departmental operation.

2.18 Pet Policy

No pets may be brought to the USHJA office or building without a formal request and approval granted by your supervisor and the Executive Director. If the request is granted, the following policies regarding having the pet in the office will apply:

1. Pets must be leashed (standard 6 foot leash) or in a closed office or cubicle. Pet owners may put a small folding fence (baby gate) in front of their cubicle door or choose to use a crate to confine their pet.
2. Pets, particularly dogs, should be well-behaved (not aggressive towards people).
3. Pets must be current on vaccinations and on a flea free regimen. It is up to the pet owner to decide the best type of flea program for their animal.
4. Pet owner is responsible for all pet related instances and damages.

2.19 Employee Cell Phone Policy

Employees whose job duties include the frequent need for a cell phone may opt to receive an Association cell phone allowance, to cover a percentage of

the costs on their personal cell phone. No further reimbursement for cell phone costs is available to employees who receive such an allowance.

As a general rule, cell phones should not be selected as an alternative to other means of communication or data access -- e.g., land-lines, WiFi when such alternatives would provide adequate but less costly service.

1. Cell Phone Allowance:

a. **Eligibility:** Employees eligible for a cell phone allowance generally include Management and those full-time employees whose job duties regularly require the employee to routinely utilize a cell phone to enhance their ability to perform their job duties. Department heads shall recommend which employees within their departments qualify for a cell phone allowance. The Executive Director shall give final approval on all cell phone allowances.

b. Employees using their personal cell phones:

i. **Allowance Amount for:** The standard monthly cell phone allowance amount shall be \$40.00. However, based upon the recommendation of a department head and with approval of the Executive Director, a monthly allowance of \$60 may be provided to any employee whose necessary business use of a cell phone justifies the need for a greater number of plan minutes. No further reimbursement for cell phone costs is available to employees who receive an allowance.

ii. **Allowance Payment:** The approved cell phone allowance will be paid quarterly. This allowance does **not** constitute an increase to base pay, and will **not** be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.

2. Employee Responsibilities: The employee opting to use their personal phone must retain an active cell phone contract as long as a cell phone allowance is in place. The employee must provide the Association with their current cell phone number and immediately notify the Accounting Department if the number changes. Employees receiving a cell phone allowance are expected to carry the cell phone on their person and respond when called.

Employees may choose the cellular service provider and plan design of their choice. If available from the Associations contracted cellular service provider, employees may be able to take advantage of discounts for their personal service plans if they utilize the same provider.

An employee's use of their cell phone recognized under this policy in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance.

2.20 Education and Training

USHJA strongly believes that personal development through education and training is mutually beneficial to its employees. USHJA offers training and educational opportunities, and provides training to all employees that meet state, federal and OSHA requirements.

Organizations are required to provide all employees and related parties with annual training on certain topics in compliance with state and federal laws, OSHA, and others mandates. USHJA's expectations are that all staff will act in accordance with applicable laws, policies, standards and requirements.

All staff is required to complete any requested mandatory compliance training. Training will consist of an overview of the compliance program, elements of the organization's Code of Conduct and Ethics, and other compliance related rules, regulations and laws to help employees fulfill their job responsibilities in an ethical and legal manner.

Trainings which are annual shall be defined by the calendar year.

All staff will be required to attest that they have received mandatory compliance training and that they understand the following:

- How to ask questions of or to report concerns to the appropriate authority.
- USHJA policy prohibits retaliation against any individual asking questions or reporting concerns to the appropriate authority.
- Violations of the Code of Conduct or Code of Ethics may result in disciplinary measures or sanctions by USHJA.

Individuals may also be required to receive specialized compliance training as needed for their positions.

Staff who do not complete training by the appropriate deadline are subject to disciplinary action up to and including dismissal.

CHAPTER 3 - CONDITIONS of EMPLOYMENT

3.1 Time Keeping

All non-exempt employees are to accurately record their actual time worked. This is the responsibility of every non-exempt employee. This is the time actually spent on the job performing assigned duties as scheduled by a supervisor.

If you are a non-exempt employee, you must accurately record hours worked, subtracting the meal period, by using the appropriate timekeeping method for your location. You should also record the beginning and ending time of any split shift or departure from work for personal reasons. Hours worked are to be recorded in quarter-hour increments.

Overtime (any hours over 37.5 hours) work must always be approved (by signature) in advance by your Supervisor, on the appropriate form(s), before it is performed. Employees working overtime without supervisory approval may be subject to disciplinary action or termination.

Non-exempt employees are responsible for affirming (by signature) the accuracy and correctness of all time recorded. Your Supervisor will review and approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both you and your Supervisor must verify the accuracy of the changes by authorizing the time record. Any employee found misrepresenting time will be subject to disciplinary action, up to and including termination.

Timekeeping While Traveling on USHJA Business

Non-exempt employees should record the actual hours worked during their business-related travel, even if it falls during hours or days the employee is not regularly scheduled to work. If you have questions concerning timekeeping while traveling please contact your Supervisor. *See sections 3.10 and 3.12 for additional related details.*

3.2 Rest and Meal Periods

All full-time employees are provided one unpaid meal period of 60 minutes in length each full workday to be taken between the third and fifth hours of work. Temporary and part-time employees qualify for meal periods in accordance with the length of their workday. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. All meal periods and breaks will be administered in accordance with state regulations.

3.3 Pay Days

All employees are paid biweekly on every other Friday. All employees will receive earnings for all work performed through the end of the previous payroll period.

In the event a regularly scheduled payday falls on a day off such as a holiday, you will receive pay no later than the last day of work before the regularly scheduled payday.

You may have your pay directly deposited into a bank account(s) if you

provide a Direct Deposit form, in advance, to the Accounting Department. An itemized statement of wages can be accessed via the payroll provider website.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine.

United States Hunter Jumper Association, Inc. in its discretion may terminate an employee's employment for any reason. The USHJA reserves the right to terminate an employment relationship without notice and for any reason, or without cause where it deems such termination appropriate. The USHJA will generally schedule exit interviews at the time of employment termination. The exit interview will afford the employee an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the USHJA, or return of USHJA-owned property.

In the event of a voluntary separation, such as a resignation initiated by the employee, in order to leave in good standing the employee will give at least two (2) weeks' notice prior to separating from the USHJA. Employees holding a management title are requested to provide four (4) weeks' notice.

Paid Time-Off In Connection to Termination

Employees may not substitute accrued Paid Time-Off for two weeks' notice, although the USHJA, at its discretion, may direct substitution of accrued Paid Time-Off in lieu of the final two weeks of work. If you leave the USHJA and have taken paid time-off days not yet accrued, pay for those days will be deducted from your final pay.

Return of USHJA Property

In order to leave the USHJA in good standing, the exiting employee must return all USHJA property on or before his/her last day worked. Exiting employees must confirm USHJA properties to be returned with the Accounting Department and Supervisor.

3.5 Administrative Pay Corrections

USHJA takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, you should promptly bring the discrepancy to the attention of your supervisor so that corrections can be made as quickly as possible.

3.6 Pay Deductions

The law requires that the USHJA make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The USHJA also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

The USHJA offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay, or how they were calculated, the Accounting Department can assist in having your questions answered.

3.7 Work Schedules

USHJA's regularly scheduled work hours are 8:30am to 5:00pm, Monday through Friday. Employees are expected to be present and actively engaged in USHJA work between the hours of 8:30am to 5:00pm. A regular work day consists of 7.5 hours per day for full-time employees. Part-time employee's work schedules and hours may differ depending on the position and approval of the supervisor. Employees are not paid for the meal period.

Employees wishing to adjust this schedule must submit a written request, and have it approved by their Supervisor and the Executive Director.

Employees may be instructed by their Supervisor to deviate from the normal work schedule due to USHJA work needs.

3.8 Work from Home Policy

United States Hunter Jumper Association at its discretion may allow an employee to work from home. To be able to work from home and receive pay without using available PTO time, employees must submit a written request to their Supervisor, and the Executive Director at least 2 days in advance and receive prior approval before scheduling a day to work from home.

Employees may also work from home when they are unable to give advance notice due to personal circumstances, with approval required from their Supervisor and the Executive Director.

In these circumstances, employees must state the reason for the request and list the tasks/projects they will be working on from home. Additionally, employees must track their hours worked and document tasks/projects

completed. If actual hours worked for the day fall short of 7.5 hours, employees must use PTO hours to make up the difference.

At any time, if the direct Supervisor or the Executive Director feels this policy is being abused or time at home is not accurately being tracked or not used to perform work, corrective action may be taken and management may apply PTO hours for the time requested to work from home.

3.9 Job Abandonment

An employee who is absent from work for three (3) consecutive days, and fails to report such absence consistent with the above policy, will be assumed by the USHJA to have voluntarily resigned employment without notice.

3.10 Overtime & Overtime Expenses

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime. All work in excess of 37.5 hours per week must receive your Supervisor's prior authorization. Overtime assignments will be distributed in accordance with the needs of USHJA as determined by department Supervisors.

For purposes of overtime compensation, employees in non-exempt positions will be paid overtime for hours worked over 40 hours during a work week. Overtime compensation is paid to all non-exempt employees in accordance with federal and state rules and regulations. Overtime pay is based on hours worked. Paid time-off, holidays, jury duty, bereavement leave, or personal leave of absence will not be considered hours worked for purposes of performing overtime calculations.

If you are a full-time employee and you are required to work three (3) or more hours after the end of the normal work day schedule, the USHJA may provide or reimburse you for your dinner expenses. Reimbursement will only be made when the cost is substantiated by an original receipt or credit card receipt, and must be approved by your Supervisor.

3.11 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or other unforeseen circumstances, can disrupt operations. In such cases, these circumstances may: create hazardous traveling conditions; or require a delay in the opening, the early closing or the closing of a United States Hunter Jumper Association, Inc. work location.

It is USHJA's policy to remain open for business each working day unless it is clearly impossible to do so. However, unusual emergency conditions

may occasionally require that operations be closed or curtailed in the interest of safety. Employees should use their own judgment regarding travel during inclement weather, and are expected to make reasonable attempts to report for work, unless otherwise directed by the Executive Director or his designee.

During regular work hours, changes to office hours will be communicated by the Executive Office by email and text messaging to all USHJA staff. During non-work hours, if a change to regular office hours is to take place, employees will be notified by email, and by text messaging, by 7:00 a.m. When in doubt, to determine if the office is closed, employees should contact their immediate supervisor.

When operations are officially closed due to emergency circumstances:

- Only essential operational personnel, previously designated by their managers to work an emergency, should attempt to report to work.
- Time-off from scheduled work will be paid. For example, if the USHJA delays a start time by one-hour, nonexempt employees will be paid for the one-hour delayed start. If the USHJA closes the offices at 3:00 p.m., nonexempt employees will be paid for the two hours.
- In cases where a delayed opening is announced, absences beyond the announced delay time will be charged to paid time off.
- In cases where an emergency closing is not announced, employees who fail to report for work will not be paid for the time off. Employees may request to use available paid time off to make up lost time.
- If, during work hours, an employee feels road or inclement weather conditions (snow, ice, floods, etc.) threaten personal traveling safety, the employee may request permission to leave early.
- Employees out on scheduled vacation, out sick or on FMLA, disability or worker's compensation, are not eligible for weather related pay. Part-time employees working less than 20 hours per week, temporary employees, and interns are not eligible for weather related pay. Employees working remotely or working events are also not eligible for weather related pay.
- The decision to pay non-exempt employees for hours not worked during an official emergency closing rests solely with USHJA.

3.12 Travel

Rules Applying To Travel and Travel Related Arrangement

Itineraries for business travel must be submitted in advance to the employee's Supervisor for approval. Itineraries must include the reasons for travel with significant business justification. **All travel and related arrangements must be booked through USHJA's designated Travel**

Coordinator. Travel coordinator will work with individuals to secure the most cost effective means within USHJA's travel guidelines. This applies to individual as well as group travel such as committee retreats and clinics.

Once approved, individual will identify to Travel Coordinator:

1. Trip Purpose/Program/Account Code
2. Destination
3. Airport preference (if multiple exist for destination)
4. Departure and return dates
5. Time of first meeting or event
6. Time of last meeting or event
7. Hotel requirement
8. Car Rental requirement
9. General event/meeting requirements
10. Any personal preferences

Meals

1. Employee Meals: employees are limited to a maximum of \$25 per meal (breakfast, lunch, and dinner) during the time of approved business travel which is 45 miles or more from the employee's home or primary worksite.
2. Business meals: business meals must be approved in advance. employees conducting business in conjunction with a meal are held to "employee meal" standard. Business meal expenditures beyond the individual employees involved must clearly identify:
 - i. Names, titles, organizations, and business relationships of all persons entertained.
 - ii. The business purpose of the meal or other business event (topics discussed, etc.).

Air travel

1. Air travel should be in coach class at the lowest logical airfare that reasonably meets business travel needs; and confirmed at least 30 days in advance to avoid premium pricing.
2. First class air travel is not permitted and will not be reimbursed unless there is a documented medical reason; a less than-first-class ticket (i.e., business class/comfort class) may be purchased at USHJA's discretion for domestic or international flights if an individual flight time exceeds five consecutive hours excluding layovers.
3. When airfare is \$700 or more, authorization by a Supervisor to purchase will be required.
4. Inflight amenities such as wireless access, premium seating or preferred boarding are not reimbursable unless deemed necessary to insure seat on flight. If necessary for seating the lowest fee offered must be selected.

5. Memberships in airline flight clubs are not reimbursable. Employees are allowed to use their own personal club memberships when traveling on business and may also earn and retain any frequent flyer points.
6. Cost of flight insurance is not reimbursable.
7. Cost of upgrade certificates is not reimbursable.
8. Preferred vendors should be utilized where schedule and fares permit.

REAL ID Act/Passport/TSA Pre✓®

1. Kentucky driver license and ID card holders will not see any changes in the state's driver license and identification card issuance system until January 1, 2019.
2. New Kentucky Voluntary Travel ID's will not be available until 2019.
3. Kentucky driver licenses will be approved for domestic air travel and all other federal purposes until new licenses become available.
4. If you hold a non-Kentucky driver's license you will need to check with that states Department of Motor Vehicle or visit <https://www.dhs.gov/real-id>.
5. Cost of a passport is not reimbursable
6. Cost of a TSA Pre✓® Membership will be reimbursed at 50% for those employees who travel more than four times per year, and is at the discretion of your supervisor.

Vehicle Rental

Commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical or practical than any other type of public transportation, or if the destination is not otherwise accessible. Rental cars should be shared when multiple staff are traveling to the same destination. If arriving on separate flights, or on different dates, the non-renter should look into other means of transportation to meet up, i.e. taxi, Lyft, Uber.

USHJA staff is required to use USHJA preferred vendors; exceptions are allowed only when the preferred vendor is not available in that city or is otherwise unavailable.

USHJA authorizes rental of mid-size or full size vehicles. In certain circumstances larger vehicles may be authorized due to the number of staff traveling or geographic location when a larger vehicle is required.

USHJA staff is advised not to purchase insurances such as: collision damage waiver (CDW) and loss damage waiver (LDW) coverage. Employees should be aware that parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement.

Employees are strongly encouraged to allow time to refill the gas tank before returning the vehicle to the rental agency to avoid service fees and expensive fuel rates.

Vehicles rentals may not be used for personal use without prior approval. Employee must pay any approved personal use of a rented vehicle in conjunction with authorized business travel.

Vehicle (personally owned).

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the USHJA mileage rate.

Rail transportation

Rail transportation is permissible provided the cost does not exceed the cost of the least expensive airfare.

Lodging (commercial).

USHJA will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel is the conference or convention site, reimbursement will be limited to the conference rate. When traveling as a group, staff is required to stay at the same hotel in order to secure possible discounted rate and to share rental car if one is needed.

The cost of overnight lodging (room rate and tax only) will be approved; exceptions to this may be approved in writing by the Executive Director.

USHJA staff is encouraged to use USHJA preferred vendors or booking resources; exceptions are allowed only when the preferred vendor is not available in that city or is otherwise unavailable.

Personal Time During Authorized Business Travel

Employees may add and personally pay for a personal travel leg to a business itinerary, while clearly distinguishing between USHJA and personal hours and expenses. If the combined personal/business itinerary is equal to or less than the cost of a business-only scheduled airfare, there is no cost to the employee. If the personal/business itinerary is greater than the cost of a business-only scheduled airfare, then the personal

portion will be charged to the employee.

Any personal time or rest time will not be paid work hours.

Spouse/Partner Travel

It is the policy of USHJA not to reimburse any employee or independent contractor for separate travel costs (airfare, etc.) associated with his/her spouse or partner.

Accidents Occurring During Authorized Business Travel

If you are involved in an accident while traveling on business, promptly document the incident in writing for record, and report the incident to your Supervisor.

Travel Time

For FLSA classified non-exempt employees, "travel time" is defined as including the time the employee arrives at the airport to the time the employee reaches his or her destination. If an employee is traveling to a location, then the destination is either the hotel or the worksite. If the employee is returning home from a location, the destination is the airport of final arrival.

If an employee is traveling by air and flights available from or to the airport nearest the employee's residence is not the best option due to availability, schedule, or cost, then travel between the employee's residence and the airport is considered travel time and is eligible for compensation in accordance with the policy guidelines below.

Travel between home and work or between the hotel and worksite is considered normal commuting time and is not eligible for compensation.

If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by USHJA, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation.

Travel Time Within Normal Work Hours for FLSA Classified Non-Exempt Employees

Any portion of authorized travel time that takes place within normal work hours (defined as 8:30 a.m. to 5:00 p.m.) on any day of the week, including Saturday and Sunday, is treated as work hours. Travel time within normal work hours will be paid at the employee's regular hourly rate and will be factored into overtime calculations.

Under FLSA regulations, when a non-exempt employee is required to travel as a passenger in an automobile, plane or any other mode of

transportation outside of normal work hours, he or she will be compensated at the regular hourly rate for that portion of travel time that takes place outside of normal work hours, however these outside travel hours are not factored into overtime calculations.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

Travel Time as the Driver of an Automobile

All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. An employee will receive his or her regular hourly rate for all travel time spent as the driver of an automobile, and this time will be factored into overtime calculations.

Travel as a passenger in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile is treated the same as all other forms of passenger travel (above).

If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be eligible for compensation.

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating and reporting travel time in accordance with USHJA requirements.

Meal periods should be deducted from all travel time.

Travel time should be calculated in quarter-hour increments.

Work Hours When on Authorized Travel

FLSA classified non-exempt employees working remotely at an authorized location must have their work schedule approved by their Supervisor, and will be compensated only for those hours worked. Time outside of the approved work schedule will be considered personal time and not compensatory work.

Compensation for time spent in authorized business travel

Employees in positions classified as non-exempt under the FLSA are eligible for compensation for the time they spend traveling. The law states that any portion of authorized travel time that takes place within normal

work hours on any day of the week, including Saturday and Sunday, is treated as work hours. Travel time within normal work hours would be paid at the employee's regular hourly rate and will be factored into overtime calculations.

If employees in positions classified as non-exempt are traveling outside normal work hours, USHJA is not required to compensate them for this time. However, USHJA will compensate all authorized travel hours of employees in positions classified as nonexempt at the regular rate. Travel hours outside the normal work hours are not factored into overtime calculations.

Exceptions

Occasionally it may be necessary for Employees to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the Executive Director.

3.13 Travel Expense Reimbursement

It is the policy of USHJA to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the company. USHJA strongly encourages use of travel discounts when making travel arrangements.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety.

Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

This business travel policy is aligned with company reimbursement rules. All business-related travel paid with USHJA funds must comply with USHJA expenditure policies.

Employee travel and participation in events during work hours must be authorized. Staff should verify that planned travel is eligible for reimbursement before making travel arrangements. Within seven (7) days of completion of a trip, the employee must submit an Expense Reimbursement form and supporting documentation.

Where possible employees should use their USHJA issued credit card for travel expenses. The USHJA Travel Coordinator will assist in pre-paying expenses such as airfare and lodging to reduce the amount of out-of-pocket expenses the employee will incur if a USHJA card is not available

while traveling. All receipts for USHJA credit card purchases must be turned in for monthly credit card reconciliation.

An individual may not approve his or her own travel or reimbursement. The Department Director and USHJA Executive Director must sign the Expense Reimbursement form. Without receipts, expenses will not be reimbursed (with the exception of reasonable tips).

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

When approved, the actual costs of air fare, travel time, transportation to and from airports, hotel rooms, meals and other expenses directly related to accomplishing business travel objectives will be reimbursed by the USHJA. When traveling for an extended period (in excess of one work week), dry-cleaning and laundry costs may be reimbursed.

Contact your Supervisor for guidance and assistance on procedures related to travel, expense reports, reimbursement of expenses, or any other business travel related issues.

Abuse of the business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Travel Expense Reimbursement

At the conclusion of a USHJA business trip, an employee or independent contractor who has incurred business-related expenses should complete a Expense Reimbursement Form in accordance with the following policies:

3. Only one expense report form should be prepared for each trip.
4. The business purpose of each trip must be adequately explained on each report.
5. With the exception of tips and reimbursed mileage, all business expenses must be supported with invoices/receipts.
6. Lodging: any expenditure other than meals, vendor receipts/invoices must be submitted. As an example, credit card charge slips do not represent adequate supporting documentation – a hotel receipt must be obtained to substantiate all lodging expenditures.
7. Employee Meals: employees are limited to a maximum of \$25 per meal (breakfast, lunch, dinner) during the time of approved business travel which is 45 miles or more from the employee's home or primary worksite.
8. Business meals: employees conducting business in conjunction with a meal are held to "employee meal" standard. Business meal

expenditures beyond the individual employees involved must clearly identify:

- a. Names, titles, organizations, and business relationships of all persons entertained.
 - b. The business purpose of the meal or other business event (topics discussed, etc.).
9. Airfare: a copy of the itinerary including the receipt for the flight and ticket number must be obtained.
 10. Automobile mileage will be reimbursed at the current rate per mile as determined annually by the USHJA Accounting Department.
 11. Business expenses: Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.
 12. Parking: Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.
 13. Miscellaneous transportation: Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation if costs are \$25 or more for each occurrence.
 14. All expense reports must be received within seven (7) days of the completion of the business trip by the USHJA Accounting Department to be considered for reimbursement.

An employee or independent contractor will not be reimbursed for expense reports not meeting the preceding criteria.

Personal Funds/Travel Advances

Travel advances. Cash advances are authorized for specific situations that might cause undue financial hardship for employees traveling for business. These situations are limited to staff traveling on behalf of USHJA. A maximum of 80 percent of the total estimated cost can be advanced.

Expenses associated with the travel must be reconciled and substantiated within two weeks of the return date. The employee must repay USHJA for any advances in excess of the approved reimbursable expenses. The department initiating the travel is responsible for notifying the Finance Department to deposit any excess funds.

Travel advances are processed by submitting a completed Request for Payment form and Travel Request form to the Finance Department. Reimbursement for any remaining expenses is processed on a Travel Reimbursement form approved by the designated approval authority.

Vacation in conjunction with business travel

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the Travel Request form. USHJA will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

Reasonableness of Travel Costs

USHJA shall reimburse employees only for those business-related costs that are reasonably incurred. Accordingly, the following guidelines shall apply:

1. Airfare: employees should always accept the lowest logical air fare and route that supports the business need.
2. Suites and other upgraded rooms at hotels shall not be allowed. Employees should stay in standard rooms.
3. Ask hotels for any available discounts – nonprofit or corporate rates.
4. When utilizing rental cars, employees should rent midsize or smaller vehicles; and share rental cars whenever possible.

Non-reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by USHJA:

1. Airline club memberships.
2. Airline upgrades.
3. Business class for domestic flights or first class for all flights.
4. Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
5. Commuting between home and the primary work location.
6. Costs incurred by employee’s failure to cancel travel or hotel reservations in a timely fashion.
7. Evening or formal wear expenses.
8. Haircuts and personal grooming.
9. Laundry and dry cleaning. (with the exception of travel in excess of one work week)
10. Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
11. Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
12. Travel accident insurance premiums or purchase of additional travel insurance.
13. Telephone calls unrelated to business needs.
14. Other expenses not directly related to the business travel.

Travel for Non-Employees

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or

attending the event.

Costs incurred that are subsequently deemed unreasonable will not be reimbursed.

CHAPTER 4 - EMPLOYEE CONDUCT

4.1 Workplace Violence Prevention

The USHJA is committed to preventing workplace violence and to maintaining a safe work environment. It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment.

All employees, including contract and temporary employees, should be treated, and treat others with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, **must** be reported as soon as possible to your immediate Supervisor or any other member of management. When reporting a threat of violence, you should be as specific and detailed as possible. The identity of the individual making a report will be protected as much as is practical.

The USHJA will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the USHJA may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The USHJA encourages all employees to bring their disputes or differences with other employees to the attention of their Supervisor or the Executive Director before the situation escalates into potential violence. The USHJA is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

4.2 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work

environment, the USHJA expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. Participating in directly or indirectly in activities or making malicious, false or derogatory statements that may damage the integrity or reputation of the USHJA, its programs, members, customers, Board and Committee Members or its employees;
2. Soliciting or engaging volunteers or being engaged by volunteers for purposes other than generally accepted USHJA business;
3. Participation in organized gambling, bookmaking, lotteries and activities of a similar illegal nature on the premises;
4. Soliciting, offering or accepting a bribe or gratuity in connection with the conduct of any of the USHJA's business;
5. Willful disclosure of proprietary confidential plans, policies, programs and/or actions of the United States Hunter Jumper Association, Inc.;
6. Theft, destruction, abuse or inappropriate removal or possession of the USHJA's property;
7. Falsification of timekeeping records;
8. Working under the influence of alcohol or illegal drugs;
9. Possession, distribution, sale, manufacture, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
10. Fighting or threatening violence in the workplace;
11. Boisterous or disruptive activity in the workplace;
12. Insubordination, including neglect of duties or refusal to perform work, or other disrespectful conduct;
13. Violation of safety or health rules;
14. Sexual or other unlawful or unwelcome harassment;
15. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
16. Excessive absenteeism or any absence without notice;
17. Violation of personnel policies;
18. Unsatisfactory performance or conduct;
19. Falsification of any USHJA records or documents;
20. Providing any form of public statement or comments related to USHJA business without authorization.

The above list of examples, while representative of misconduct is not exhaustive, is not intended to be comprehensive, and does not change the employment-at-will relationship between the employee and the Company.

Employment with the United States Hunter Jumper Association, Inc. is at the mutual consent of the USHJA and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

4.3 Electronic Surveillance (recording and video)

With the exception of USHJA security cameras and the keyless entry system deployed by USHJA to protect USHJA property and authorized individuals when present on USHJA property, or for timekeeping or for financial management purposes, any form of unauthorized electronic surveillance of employees by any person or person's within the employ, under contract or serving in a recognized business capacity is considered disruptive to employee morale and inconsistent with the respectful treatment expected of USHJA employees.

4.4 Smoking

In keeping with the USHJA's intent to provide a safe and healthful work environment, smoking is prohibited on USHJA property.

4.5 Drug Free Workplace

The USHJA recognizes that substance abuse is a major problem that affects employees, families, companies and communities. The USHJA opposes any situation that interferes with an employee's safety, health and well-being and anything that adversely affects job performance or is detrimental to the USHJA.

To promote this goal and in accordance with the federal Drug-Free Workplace Act of 1988 and state law, the USHJA strictly prohibits the unlawful manufacture, distribution, possession, sale or use of any illegal drugs, controlled substances or alcohol while acting in the course of employment, on USHJA owned, leased, or controlled property, while operating USHJA owned, leased, or controlled equipment or vehicles, or at USHJA sponsored functions.

You are required to report to your Supervisor use of any over-the-counter medication or prescribed medication that might impair your ability to perform your job safely or effectively. Any employee who violates this policy is subject to disciplinary action up to and including termination.

All USHJA employees must, as a condition of their employment, adhere to this policy. Employees are responsible for notifying management within five (5) days of any drug and/or alcohol related criminal conviction occurring in the workplace or while conducting USHJA business.

The USHJA reserves the right to take appropriate and lawful action to enforce this Drug and Alcohol-Free Workplace Policy. These rights include drug and/or alcohol testing and inspection of any and all USHJA and employee property when the USHJA has a reasonable suspicion that this policy has been violated.

Drug and alcohol screening may be conducted as a part of the pre-employment process for certain classifications of jobs after a conditional job offer has been made. Applicants will be notified of the requirement in advance and will be required to sign a form that authorizes the test/screen. Applicants must satisfactorily pass the drug screen prior to reporting to work. Substance screening means testing of blood, urine, breath, saliva or other tests as reasonably deemed necessary.

If testing results are positive the applicant will not be considered further for employment. Any refusal to submit to such screening will make it impossible to medically classify the applicant as eligible for employment and therefore the applicant will not be considered for employment or will be terminated. Tests that are paid for by the USHJA are property of the USHJA and will be treated as confidential.

Employees involved in work-related accidents that require off-site medical treatment or result in property damage will be tested for controlled substances and alcohol. Any employee who refuses to be tested or violates this policy is subject to disciplinary action up to and including termination or the requirement that the employee satisfactorily complete a drug and/or alcohol rehabilitation program. The USHJA encourages employees with drug and/or alcohol abuse problems to seek counseling and treatment.

4.6 Harassment in the Workplace

The United States Hunter Jumper Association, Inc., is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered hostile, harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same or opposite sex as the offender. Examples include, but are not limited to, verbal abuse or innuendos, suggestive comments, jokes or cartoons of a sexual nature, the display of pornography or other questionable material, leering, gestures, physical

abuse and/or any unwanted physical contact.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience, witness, or become aware of sexual or other unlawful harassment in the workplace, you are **required** to report it immediately to your Supervisor. If your Supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director or any other member of management or Human Resources. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged offender will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Because false accusations regarding harassment can have serious effects on the person or persons accused, any false accusation and/or accusation made in bad faith, may likewise result in disciplinary action up to and including termination.

Any employee who becomes aware of possible sexual or other unlawful harassment must immediately advise their Supervisor or HR so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

4.7 Gossip Policy

Gossip is discussion about people, facts, or circumstances of which you were not or are not a part or which serves no legitimate business purpose.

Gossiping among any and all employees will not be tolerated. This behavior fuels anxiety, conflict and misunderstanding and contributes to poor morale and poor job performance. This policy will be strictly enforced and anyone found in violation of this policy could possibly result in disciplinary action up to and including suspension and or termination of employment.

Be aware gossiping can be considered a form of Harassment and could lead to a Hostile Work Environment.

Each employee has the personal responsibility to not participate and to disengage from this behavior.

Employees with legitimate business concerns should meet with and discuss these with their supervisor.

4.8 Attendance and Punctuality

To maintain a safe and productive work environment, the USHJA expects employees to be reliable and to be punctual in reporting for scheduled work, and to be present and engaged in USHJA work during scheduled work hours. Absenteeism and tardiness place a burden on other employees and on the USHJA.

In the instances you may not avoid being late to work, or are unable to work as scheduled, you should give notice to your Supervisor at least 30 minutes before your scheduled work hours or as soon as you are aware that you will be late. Notice must be given for each day of absence unless your initial notice indicated the expected duration of absence. Notice must be given to your Supervisor by phone (voice message or text) and confirmed in writing (e-mail), and must be given by yourself and not by anyone acting on your behalf, unless serious illness or injury prevents you from doing so. If you are unable to contact your Supervisor, you should contact the Executive Director.

Employees not available and prepared to work at their designated starting time will be considered tardy or absent. Employees frequently away from their work site during regularly scheduled work hours for non-work related purposes, or leaving work unannounced will be considered absent and may result in disciplinary action.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. Excessive and unexplained use of *unscheduled* paid time-off is considered absenteeism and may result in disciplinary action.

4.9 Personal Appearance

USHJA employees must be professional in appearance and dress at all times suitable for the workplace. Dress should be clean, unwrinkled, and look professional. It is absolutely essential to keep in mind that, just because USHJA allows a business casual dress code, casual clothing that you might wear to the beach, to the barn, to exercise, to events with friends, or to run errands, isn't suitable for the business casual workplace.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures is discouraged, and any that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged, especially when representing USHJA at events.

Certain days may be declared dress down days. These days will typically be on a Friday. On these days, jeans and other more casual clothing, which is not potentially offensive to others, are allowed.

Guide to Business Casual Dressing for Work

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed also. Neither list is all-inclusive, and is subject to change as necessary. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire. No dress code can cover all possibilities, so employees must exercise reasonable judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor.

General

Business casual clothing should not be tight-fitting, or designed in such a manner as to be too revealing (i.e. low cut tops, or tops / shirts too short in length to prevent riding up in the back; or low waist pants that are revealing when actively engaged in the performance of work).

While business casual is the standard dress code for work, staff should be dressed at a higher standard when attending any business function where they will be representing USHJA, and at times when duties necessitate, dress for the job function to be performed.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Leggings that are paired with a top that is at least 'fingertip' length is typically acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, shorts (Bermuda or other), short shorts, bib overalls, and any spandex or other form-fitting pants such as those worn for biking.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Mini-skirts, sun dresses, beach dresses, and

spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear

Conservative walking shoes, loafers, dress shoes, boots, flats, dress heels, dressy sandals, and leather deck-type shoes are acceptable for work. Flashy athletic shoes, clogs, flip-flops, and slippers are not acceptable in the office.

Conclusion

If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

4.10 Care and Return of USHJA Property

Employees are expected to exercise care in the use of USHJA property, and only use it for authorized purposes. Negligence in the care and use of USHJA property may result in corrective action up to and including termination.

Similarly, unauthorized removal of Association's property from the premises or its conversion to personal use may result in corrective action up to and including termination.

Any Association property issued to you must be returned to US Hunter Jumper at the time you terminate employment, or when it is requested by management.

Employees are responsible for all United States Hunter Jumper Association, Inc. property, materials, or written information issued to them or in their possession or control. Employees must return all United States Hunter Jumper Association, Inc. property immediately upon request or upon termination of employment.

4.11 Credit Cards

The USHJA provides credit cards to certain exempt employees for business purposes.

If you are issued a USHJA credit card you should not use the card for personal reasons. If you do incur personal expenses on the credit card for whatever reason, you must submit the charges and appropriate receipts to the USHJA. Failure to do so may result in disciplinary action up to and including termination.

The Executive Director will approve which exempt employees need credit cards to fulfill their business responsibilities.

Each employee with a credit card must submit a receipt for each charge made to the Finance Department.

4.12 Confidentiality Policy

The USHJA has a policy to treat all of its business affairs and employee information as confidential.

In the course of your employment, you have access to confidential information regarding various phases of the USHJA's business. As such, you should treat such information as proprietary and refrain from discussing confidential information with any person outside of the USHJA. In addition, you should not discuss confidential information with **any** other employee unless deemed necessary. Confidential information should be discussed with other employees on a need to know basis only.

Employees may not share, discuss or disclose, or cause to be shared, discussed or disclosed or intentionally view or access, or cause to be viewed or accessed, any USHJA business or employee related information to any person or entity in violation of USHJA's Confidentiality Policy.

Any information deemed to be organizational property, and therefore confidential, is not to be copied, mailed, or given to any individual, other than a United States Hunter Jumper Association, Inc. employee, without the permission of your Supervisor.

Failure to comply with this policy can result in disciplinary action, which could include termination. If you have any questions as to the confidential nature of information, please discuss it with your Supervisor.

4.13 Trademark Usage

USHJA is the owner of certain trademarks used in connection with its goods and services, i.e. our logo, name and variations. These trademarks are valuable assets of the Association and must be used properly. All employees must use the trademarks appropriately and solely for USHJA business and employees working with committees of USHJA or outside sponsors should ensure that all trademark usage is in compliance with USHJA procedures. Questions about trademark compliance should be addressed to Legal Counsel and the Design Department.

4.14 Safety

The USHJA makes every effort to provide safe working conditions for employees. No employee will be knowingly required to work in any unsafe manner. Employees are responsible for ensuring a safe work environment, for practicing safe work habits and following safety procedures. You are responsible for reporting unsafe working conditions or hazardous situations to Management or HR.

4.15 Security

Employees are expected to follow and conform to all security protocols and requests to maintain a safe work environment. Employees are issued access keys for entry to the USHJA Office. Employees are requested to follow certain protocols and procedures for entry and exit of the offices to insure a safe environment. Failure to follow or adhere to protocols and procedures may result in corrective action up to and including termination.

4.16 Visitors

To provide for the safety and security of employees and the facilities at USHJA, only authorized visitors are allowed in the workplace. All visitors must check-in at reception when they arrive at the office.

4.17 Prohibition Against Firearms and Other Deadly Weapons

No employee, visitor, vendor, client, customer, or other person doing business with the Association shall bring or possess a firearm or other deadly weapon, including concealed deadly weapons, in the Association's facilities or buildings, in Association-owned vehicles or in vehicles used for Association business. Unauthorized possession of a firearm or weapon on Association property (building and parking lot) is strictly prohibited.

The Association reserves the right to conduct a search or inspection in order to insure compliance with this policy, including the search and inspection of an individual's person, clothing, pockets, desk, office, purse, briefcase or other bag, or other place in which a firearm or deadly weapon may be transported or kept.

Individuals who violate this policy may be denied access to or removed from the Association's premises. Employees who violate this policy may also be subject to disciplinary action, up to and including termination of employment.

4.18 Work Space

Employees are provided a work space by the USHJA so that they may efficiently perform their job duties. This work space may include, but is not limited to, a desk, a cubicle or an office. In some cases, the USHJA may provide an employee a lock and key in order to secure this work space or cabinets and drawers contained therein. This fact does not confer on an employee a right to privacy with respect to that workplace, or any items stored in that work space. The USHJA reserves the right of access to any and all such Association property at any time. The employee is expected to take appropriate measures in protecting files, equipment and confidential information from unauthorized access and use by other persons. However, access to all such workspace will be available to the USHJA at Management's discretion, and employees are not guaranteed prior notice of such access. Entry into workspaces will be made as deemed necessary. Employees are prohibited from installing or using personal locks and security devices on property or space belonging to the USHJA. If an employee has reason to believe a business purpose will be served by securing his or her personal work space, the employee should notify his or her supervisor.

4.19 Use of USHJA Property, Electronic Communication, Internet Usage, and Social Media

When using USHJA equipment and property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. This applies to stationery, office supplies, printers/scanners, flash drives, mobile WiFi's, computers, phones, etc.

Electronic communication systems are an asset and will be protected from unauthorized access, disclosure, modification, and destruction, whether accidental or intentional. It is the policy of the United States Hunter Jumper Association, Inc. that all employees will use electronic communication systems supplied to them for business purposes and will conduct themselves in a fashion that is consistent with the USHJA's ethics and conduct policies. Electronic communication systems include, but are not limited to: internal and external servers, all internet communications, telephone systems and equipment, and voice mail provided by the USHJA. The use of USHJA computer and phones for personal use should be kept to a minimum.

Inappropriate Usage

The equipment usage and communication that is prohibited includes, but is not limited to the following:

1. any communication that is defamatory, abusive, profane, sexually oriented, threatening, or racially offensive;
2. any communication that serves as advertising or solicitation;
3. chain letters;
4. any communication that is a violation of any federal, state or local law.
5. any activity that is not USHJA work related and reduces productivity.
6. any communication that embarrasses you or the USHJA if read by others.

Privacy, Confidentiality, and Usage

All communication and files on the USHJA's electronic communications and computer systems (computers, chat, e-mail, social media, the internet, etc.) are subject to review by USHJA management, or its designee, at any time. Employees should have no expectation of privacy when using USHJA's equipment. All information transmitted, received, or stored in any electronic communication system at the United States Hunter Jumper Association, Inc. is considered the property of the USHJA and will be treated accordingly.

All USHJA confidential information that is transmitted received or stored via any USHJA electronic communication system will be treated as any other confidential information and should only be transmitted to individuals with a need to know.

Inappropriate usage of the electronic communications and computer systems may result in disciplinary action, up to and including, termination.

Internet Access

Internet access from the USHJA must be through a USHJA supported connection, which is protected by security measures to minimize the risk to networks and systems from unauthorized access. Internet or third party service connectivity through auxiliary means attached to a USHJA computer is prohibited. This prohibition applies to direct internet access through an internet service provider as well as access to a third party service providers, such as Google.

Prohibition on Software/App Installation

Software and Applications available through the internet or third-party services can contain viruses or other hazards to your computer, phone,

and the USHJA's networks and other computers. It is the policy of USHJA not to allow any downloading/installing of software or applications on your PC without prior approval.

Employees will be held accountable for any damage to USHJA computers, phones, or network due to failure to adhere to this policy.

Software Copyright Compliance

It is the policy of USHJA to comply with all provisions of the Federal Copyright Act. Employees of USHJA are advised that any duplication of licensed software, except for backup or archival purposes, is a violation of the Act and in violation of the USHJA's policy and commitment to avoiding even the appearance of any impropriety in this area. This applies to licenses that can be found on the internet, obtained from third party service providers or from other sources.

Employee Responsibility

It is your responsibility as a USHJA employee to report any violation of this policy to your Supervisor. Violations of this policy are subject to disciplinary action up to and including termination.

Social Media

The Association recognizes the growing use of social computing for both personal and professional use. The same principles, policies and guidelines that apply to an Employee's activities in general, apply to an Employee's activities online. This includes forms of online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and audio, [virtual worlds](#) and social networks.

In general, what you do on your own time is your affair. However, activities in or outside of work that affect your job performance, the job performance of others, or Association's business interests are a proper focus for company policy. Employees who fail to follow the Association's recommended protocol for social computing are subject to corrective action up to and including termination. The following is a list of Association protocols concerning an employee's use of social computing sites:

1. Know and follow the Association's Code of Ethics.
2. Employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media.
3. Be aware of your association with the Association in online social networks. If you identify yourself as an employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients. Identify yourself—name and, when relevant, role at Association —when you discuss

Association or Association -related matters. You must make it clear that you are speaking for yourself and not on behalf of Association.

4. If you publish content to any website outside of the Association and it has something to do with work you do or subjects associated with the Association, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent the Association's positions, strategies or opinions."
5. Respect copyright, fair use and financial disclosure laws.
6. Don't provide Association's or another's confidential or other proprietary information. Ask permission to publish or report on conversations that are meant to be private or internal to the Association.
7. Don't cite or reference clients, partners or suppliers without their approval. When you do make a reference, where possible, link back to the source.
8. Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Association's workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory—such as politics and religion.
9. Try to add value. Provide worthwhile information and perspective. The Association's brand is best represented by its people and what you publish may reflect on the Association's brand.
10. You should make sure that your online activities do not interfere with your job or commitments to our customers.

Not Adhering to Policies

Any employee who does not adhere to these policy guidelines will incur disciplinary action which could include termination.

4.20 Document Retention Policy

The purpose of this policy is to promote the proper treatment of corporate records of USHJA and to specify how important documents of the organization should be retained, protected and eligible for destruction. The policy also ensures that documents are available and promptly provided to authorities in the course of legal investigations and/or lawsuits.

General Guidelines – In general, for cost management and ease of accessibility of pertinent documents, records should not be kept if they are no longer needed for the operation of the organization or required by law.

From time to time, USHJA may establish and revise document retention policies and schedules for categories of documents to ensure legal compliance, preserve intellectual property and to enhance cost management. Several categories of documents and retention times have been established and are listed in the Document Retention policy. Retention of documents which do not fall into the specific categories should be determined primarily by application of these general guidelines as well as the exception below regarding litigation relevant documents.

Exception Of Litigation Relevant Documents – USHJA expects all Officers, Directors, Committee Members and Staff to comply with the current document retention policy and schedules, noting the exception, however, which provides that if those Officers, Directors, Committee Members and Staff believe or are informed by USHJA that organization records are relevant to litigation or potential litigation (i.e., a dispute which could result in litigation), those records shall be preserved until it is determined by the appropriate parties that they are no longer needed. This exception supersedes any policy retention or destruction schedule.

Document Protection –Documents, including hard copy, online, computer backup and other media, will be stored in a protected environment provided by USHJA for the duration of the Document Retention Schedule.

Document Destruction – Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by commercially acceptable and proven means to destroy such media after they have been retained until the end of the Document Retention Schedule. Documents requested and subpoenaed by legally authorized personnel will be provided to same within ten business days. The provision will be authorized by either the Executive Director or Executive Committee. No documents will be concealed, altered or destroyed with the intent to obstruct an investigation or litigation.

For a complete Document Schedule Retention listing, please see Executive Operations.