



EMPLOYEE HANDBOOK

Salisbury Country Club Mission Statement:

Salisbury Country Club is a family-oriented private club providing exceptional golf, tennis, fitness, aquatic, dining and social amenities with a focus on providing exceptional service in every facet of the member experience while upholding the history and traditions of the Club and maintaining strong financial health.

Vision Statement:

To be one of the finest, family-friendly social and recreational clubs in the Commonwealth of Virginia with an unwavering commitment to exceeding member expectations.

Employee Values:



HISTORIC SALISBURY

SALISBURY, built as a hunting lodge during the 18th Century by the Randolph family, stood directly across the James River from the Randolph Plantation, Tuckahoe. As Governor of Virginia in 1784, Patrick Henry rented the 1500-acre farm from Thomas Mann Randolph. Later, while Salisbury still served as home to Governor Henry, Mr. Randolph sold the estate to Dr. Philip Turpin, a graduate of the University of Edinburgh. During the Revolutionary War, Dr. Turpin, en route from Scotland to Virginia, was captured by the British and forced to serve as a surgeon on English ships. Dr. Turpin was subsequently accused of being a Tory; his possessions, including Salisbury, were confiscated. However, the influence of Thomas Jefferson helped secure an unconditional release of Dr. Turpin's property. (This same Philip Turpin gave the land on which was built Richmond's First Baptist Church.)

Upon his death, Dr. Turpin bequeathed Salisbury to his daughter, Caroline and her husband, Dr. Edward Johnson. Mrs. Johnson, in turn, left the property to her sons, Edward and Philip Turpin Johnson. Edward Johnson graduated from West Point, as did his neighbor, Henry Heth of adjoining Black Heath. Confederate Generals Edward Johnson and Henry Heth served gallantly during the Civil War. It was General Heth who touched off the Battle of Gettysburg.

General Johnson, who limped because of an ankle wound received in 1862 at McDowell, was affectionately called "Old Allegheny" by his troops. A favorite of General Stonewall Jackson, General Johnson served with the latter as a division commander in the Army of Northern Virginia.

The present central section of the clubhouse has been designed along the lines of the original Salisbury which stood nearby. This dormered story-and-a-half frame house burned around 1920. It boasted central halls, airy, spacious rooms, and porches shaded by a grove of giant trees, among them an ancient pecan, which stood until 1977. Salisbury's real fame lay then, as now, in its hospitality.

TABLE OF CONTENTS

Letter from General Manager.....	7
SCC Mission, Vision and Employee Values Statements	3
Historic Salisbury.....	4
I. Employment Policies and Practices	
A. Equal Employment Opportunity.....	8
B. At-will Employment	8
C. Verification of Employment Eligibility	8
D. Background Check	8
E. Working Schedule	8
F. Appearance Standards	9
G. Wage Adjustments	9
H. Attendance & Punctuality	9
I. Safety	9
J. Weather Policy.....	9
K. Workplace Injury & Illness	9
L. Employment Classifications & Compensation.....	10
M. Paying Policy	11
N. Withholdings From Pay	12
O. Discipline	12
P. Fraud and Theft.....	12
Q. Problems and Grievances.....	13
R. Ending Your Employment	13
S. Abuse.....	14
T. Prohibiting the Abuse or Mistreatment of Members and Guests.....	16
U. Prohibiting the Abuse or Mistreatment of One Member/Guest by Another Member/Guest	16
V. Policies	17
W. Training Requirements	19
II. Benefits	
A. Paid Time Off	20
B. Holidays.....	21
C. Short-Term Disability	22
D. Family and Medical Leave	22
E. Military Leave.....	25
F. Jury Duty.....	22
G. Bereavement Leave	26
H. Group Health Insurance.....	26
I. Group Dental Insurance	26
J. Consolidated Omnibus Budget Reconciliation Act (COBRA)	27
K. Life and Accidental Death and Dismemberment Insurance	27
L. Medical and Dependent-Care Flexible Spending Accounts	27
M. Health Savings Plan Accounts.....	27
N. 401(k).....	27
O. Social Media Policy.....	27

III. General Work Rules (Code of Conduct)

Communication..... 29
Cleanliness 30
Cooperation 30
Courtesy 30
Electronic Equipment..... 30
Employee Drop-off/Pick-up 30
Employees' Entrance..... 30
Loitering 30
Lost and Found Articles..... 30
Motor Vehicles..... 30
Parking 30
Reading/Other "Leisure" Activities 30
Security 30
Solicitation 30
Use of Facilities 30
Visitors 30
Prohibited Contact..... 31

Handbook Acknowledgement.....Online via PayCor

Dear Fellow Teammate:

Welcome! Congratulations on your decision to join the Salisbury Country Club team! We look forward to working with you. A country club operation is exciting and challenging. With its architecture, grounds, history, and tradition, Salisbury Country Club is a magnificent facility. The key to continuing the success of Salisbury is you---the employee. A sincere interest in your job, a spirit of cooperation, and courtesy toward members and fellow employees are essential to attain the highest level of satisfaction in your career and provide the highest degree of service possible.

This e-booklet is designed to acquaint you with the basic rules and policies necessary for conjunction with Salisbury Country Club's business. Please read it carefully and keep it as a handy reference. Do not hesitate to ask your supervisor about any policy or rule you do not fully understand. This e-handbook supersedes all previous editions of the Salisbury Country Club Employee Handbook.

We are very pleased that you have joined us, and we hope that our association will be mutually beneficial.

A handwritten signature in black ink, appearing to read 'Evan Sherwood', written in a cursive style.

Evan Sherwood, CCM
General Manager

I. EMPLOYMENT POLICIES AND PRACTICES

A. Equal Employment Opportunity

Salisbury Country Club's policy is to provide individuals with equal employment opportunities without regard to race, color, sex, religion, age, national origin, marital status, or disability status. This policy applies to all aspects of your employment with the Club.

B. At-Will Employment

Your employment with the Club is based upon our mutual consent and is not for any specified term or duration or pursuant to any employment contract. You have the right to end your employment relationship with the Club anytime and for any reason. Similarly, the Club has the discretion to terminate your employment at any time and for any reason.

C. Verification of Employment Eligibility

As a result of the Immigration Reform and Control Act of 1986, employees hired after November 6, 1986, are required to provide documentation establishing identity and eligibility to work in the United States.

D. Background Check

All new employees working are subject to a background check.

E. Working Schedule

The established workweek at Salisbury Country Club is a regularly recurring period of seven consecutive days beginning on Monday and ending on Sunday. The principal purpose of the Club is to provide service to its members. This requires the Club to be open seven days a week, including Saturdays, Sundays, and traditional holidays. Your work schedule will be arranged to give you the most convenient working hours possible while still meeting your department's and the Club's requirements.

It is mandatory that all non-exempt (hourly) employees punch in and out on the Club's timekeeping system. Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Club to record time worked to calculate employee pay and benefits accurately. Time worked is all the time spent on the job performing assigned duties. Exempt employees should accurately record their time worked to ensure proper cost allocation.

Non-exempt (hourly) employees should accurately record the time they begin and end their work and the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. The principal purpose of Salisbury Country Club is to provide service to its members, but more importantly, to provide support and resources to our coworkers. It is in the best interest of Salisbury Country Club that all non-exempt employees' time worked is performing assigned duties actually spent on Salisbury Country Club campus only. Appropriate supervision of non-exempt employees must be maintained at all times to ensure the integrity and accuracy of time-worked records.

Unless otherwise specified by departmental policy, at the convenience of the club, all employees working during a meal period (lunch or dinner) will be provided one employee meal, per shift, free of charge.

Bona fide 30-minute meal breaks are provided and are unpaid. In most departments, the meal breaks are automatically deducted from non-exempt employee's timecards as a convenience.

Individual departments may adopt meal periods and policies that best conform to the business and operating requirements of that department. You will be advised of the specific meal policy in your department.

Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, including termination of employment.

F. Appearance Standards

A clean, neat, and traditional appearance is an important part of employment at SCC. You will be required to sign an acknowledgment stating that you have received and agree to appearance standards for the area in which you will be working.

G. Wage Adjustments

Salaries and wages are reviewed at least annually when performance evaluations are completed.

H. Attendance & Punctuality

Your presence at work, when scheduled, is essential to the successful operation of the Club. If you are late or absent for a shift, you must notify your supervisor as early as possible, but in no event later than the start of your shift. Each department has specific call-in procedures; you should check with your supervisor for instructions. Absence or tardiness, excused or not, is grounds for termination. Failure to show up for a scheduled shift without calling in advance (no show/no call) is grounds for termination.

I. Safety

Safety is everyone's responsibility, and it is the Club's number one priority for employees and members. If you see a safety hazard, you should immediately correct it or report it to a supervisor. Failure to follow safety guidelines or use assigned safety equipment is grounds for termination.

Occupational Foot Protection: The OSHA standard generally requires that foot protection be worn whenever necessary because of the hazard of processes or environment that could cause foot injury. The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects exposed to the employees' feet. Salisbury Country Club requires that its employees wear protective shoes in our Tennis, Golf, Grounds, Aquatic, and Clubhouse facilities.

J. Weather Policy

In the unlikely event that the Club may be closed on a day when you are scheduled, you must check the Paycor app for updates and communicate with your supervisor before the start of your shift to be advised of the opening status. If the Club is open, you are expected to report to work on time. If you cannot or will not report for work as scheduled, communicate with your supervisor before the start of your shift. You will be charged with paid time off, or you will not be paid. Any scheduled employee who does not call to verify the status of Club operations or does not report as scheduled when the Club is open will be subject to disciplinary action, up to and including termination.

K. Workplace Violence

The Club is committed to deterring and preventing violence in the workplace. Workplace violence is defined as any physical assault, threatening behavior, or verbal abuse occurring in the workplace by employees or third parties. The safety of the Club's employees and the Club's members is of paramount importance to the Club and such behavior will not be tolerated.

The following is illustrative, but not exhaustive, of behavior that constitutes workplace violence. All forms of workplace violence are strictly prohibited.

- Injuring another person physically
- Engaging in any behavior that creates a reasonable fear of injury to another person
- Intentionally damaging property
- Threatening to injure an individual or to damage property
- Swearing or shouting
- Engaging in any behavior that subjects another individual to extreme emotional distress
- Possessing, brandishing, or using a weapon
- Making obscene phone calls
- Stalking
- Retaliating against any employee who, in good faith, reports a violation of this policy

Any employee who believes that he or she is threatened should immediately report the threat(s) to his or her supervisor, the Human Resources department, or if necessary, the police.

Violations of the Workplace Violence policy will lead to serious disciplinary action, up to and including termination. In certain situations, the employee may be subject to criminal penalties. Additionally, violent acts of employees that occur outside the workplace may also be grounds for disciplinary action, up to and including termination, if such behavior has an adverse impact on the Club or on the employee's ability to perform his or her assigned duties.

L. Workplace Injury & Illness

If you are injured on the job or develop a job-related illness, you should report it to your supervisor immediately, regardless of how minor it may seem. Suppose you cannot report the injury or illness to your supervisor immediately. In that case, you must report it to your supervisor or another member of management before the end of your shift. If you require medical attention, you must visit the closest Patient First. Certain workplace injuries are covered under the Virginia Workers' Compensation Act.

The Club pays Workers' Compensation insurance premiums. In certain circumstances, this insurance provides for your medical expenses and a percentage of your income if you are injured in the scope and course of your employment.

Suppose you do not make a timely report when you are injured or do not utilize the Primary Panel of Physicians (Patient First). In that case, you may not be able to receive compensation or reimbursement for the time you are unable to work or for any medical expenses you may incur as a result of the injury.

M. Employment Classifications & Compensation

An "employee" of the Club is a person who regularly works for the Club on a wage or salary basis. "Employees" may include individuals working in an exempt, non-exempt, regular full-time, regular part-time (variable hour), and temporary/seasonal basis. The Club will maintain standard definitions of employment and will classify non-exempt employees per these definitions:

1. Regular Full-Time

Persons in an established job regularly work no fewer than 30 hours per week and 1,560 hours per year. Regular full-time employees are eligible to participate in all Club benefits.

2. Regular Part-Time (Variable Hour)

Persons not qualified for some other classification and employed in an established job regularly, working fewer than 30 and no fewer than 20 hours per week, and fewer than 1,560 and no fewer than 1,040 hours per year. Regular part-time employees are eligible to participate immediately in the Club's holiday benefits. Regular part-time employees are eligible for our paid time off policy benefit after 60 days of continuous employment. Regular part-time employees are eligible for medical, dental, long-term disability, and life insurance after 60 days following 12 months of qualified employment and averaging 30 hours per week.

3. Part-Time

Persons in an established job work fewer than 20 hours per week and fewer than 1,040 hours per year. Part-time employees are eligible for our paid time off policy benefit after 60 days of continuous employment.

4. Temporary/Seasonal

Persons employed in a job established for a specific period or the duration of a specific project or assignment. Temporary/seasonal employees do not participate in any Club benefits.

Continuous Employment

Continuous employment means the absence of any interruption or termination of service as an Employee. Continuous employment shall not be considered interrupted during any period of paid time off, military leave, or any other leave of absence approved by the Club management.

Employment Compensation

For purposes of compensation, employees are divided into two classifications: Exempt and Non-Exempt Employees. Non-exempt employees, other than those paid on a fluctuating workweek basis, are paid hourly and receive overtime at time and one-half of the employee's regular rate for time worked over forty hours in any single workweek. Exempt Employees are paid a set salary for any workweek in which the employee performs any work for the Club, without regard to the number of days or hours worked.

Exempt Employees will not be paid for any workweek in which they perform no work. Generally, deductions will not be taken from an Exempt Employee's salary. For example, deductions from an Exempt Employee's compensation shall not be made for absences occasioned by the Club or its operating requirements or any time when the Exempt Employee is willing and able to do work but work is not available. However, deductions may be taken from the salary of an Exempt Employee in the following circumstances:

1. The Exempt Employee is absent from work for one or more full days for personal reasons other than sickness or disability;
2. The Exempt Employee is absent from work for one or more full days occasioned by sickness or disability (including work-related accidents), and the deduction is made in accordance with the Club's plan, policy, or practice of providing compensation for such leave;
3. The Exempt Employee may have offset against any salary to be paid in a workweek any amount received for jury fees, witness fees, or military pay in such workweek;

4. The Exempt Employee is suspended without pay for a violation of a Club safety rule of major significance;
5. An unpaid disciplinary suspension of one or more full days is imposed in good faith against the Exempt Employee for violating the Club's written rules governing conduct;
6. The Exempt Employee fails to work the entire workweek in the initial or final week of employment with the Club or
7. The Exempt Employee takes unpaid leave under the Family and Medical Leave Act.

Employee Compensation Complaint Procedure

The Club strictly prohibits making any deduction from an Exempt Employee's salary in any circumstance not specifically described in the above-listed exceptions. Suppose an Exempt Employee believes that a deduction has been made from their salary in violation of this policy or federal or state law or otherwise believes that this policy or federal or state law has been violated with regard to compensation. In that case, the Exempt Employee is expected to report such an instance immediately to the Club's Human Resources department, immediate supervisor, or other senior management official. The Club shall investigate the matter promptly and thoroughly by taking statements and interviewing witnesses where appropriate. In certain circumstances, the investigation may be assisted by, or conducted at the direction of, the Club's legal counsel or an outside investigator.

Suppose the Club determines that any deductions from salary or other compensation paid were made in violation of this policy or federal or state law governing the payment of wages. In that case, the Club shall reimburse the Exempt Employee for any improper deductions or compensation and make a good faith commitment to ensure compliance in the future.

If you have any questions regarding this policy or its complaint procedure, please contact the Club's Human Resources department or a management official.

N. Paying Policy

1. Pay Period

Each pay period covers two weeks (14 days) and ends at the end of the last shift every other Sunday.

2. Pay Statements

Pay statements are available through your Paycor employee portal after 2:00 p.m. on Friday following the end of a pay period.

3. Overtime

Non-exempt employees will be paid overtime for all hours worked over forty during one workweek. The overtime rate will be one and one-half times your regular pay rate, except for those paid on a fluctuating workweek basis. Any overtime requires authorization in advance by your supervisor.

4. Direct Deposit

The Club will deposit your pay into your bank account(s).

O. Withholdings From Pay

1. Social Security & Medicare Tax (FICA)

These deductions, required by law, entitle you to retirement income and health insurance. The Club is required to withhold a certain percentage of your earnings; in

addition to what you pay, the Club must pay an equal amount to the government for your benefit.

2. Federal Income Tax

Every new employee is asked to complete a W-4 (Federal Withholding Allowance Certificate), and the Club is required to withhold taxes based on the allowances claimed on the form.

3. State Income Tax

Every new employee is asked to complete a VA-4 (Virginia Withholding Exemption Certificate), and the Club is required to withhold taxes based on the allowances claimed on the form.

4. Optional Deductions

In addition to those deductions required by law, there are sometimes optional deductions that you may instruct us to withhold, such as your share of the health insurance premium.

5. Mandatory Child Support Withholding

Employees hired after July 1, 1993, must inform Salisbury Country Club of any child support withholding to which they may be subject.

6. Garnishments

Processing garnishments is an expensive and time-consuming obligation for the Club. As allowed by Federal Law, any employee whose wages are subject to garnishment for more than two indebtednesses in one calendar year may be subject to discipline by the Club, up to and including discharge.

P. Discipline

You are responsible for knowing and adhering to Club and departmental policies, procedures, and expectations. Up to and including discharge, disciplinary action may be taken to correct unsatisfactory behavior or performance. Management will consider the seriousness and frequency of violations and retains the right to select termination over any other form of discipline if it is determined to be in the Club's best interest.

Q. Fraud and Theft

All employees are expected to act with honesty and integrity at all times. Any instances of suspected or actual fraud or theft must be reported immediately. Examples of fraud and theft may include, but are not limited to, the following:

- A. Remaining on the clock while not actually working.
- B. Unauthorized altering of member charges.
- C. Unauthorized under- or over-charging of members and guests for services or merchandise (giving away a free drink, under-charging your favorite member for dinner).

Reporting Violations of this Policy

Any violations or suspected violations of this policy must be reported immediately. No reprisals will be taken against employees for making good-faith reports concerning fraud, theft, or other violations of this policy. Any employee aware of fraudulent activity or theft and failing to report it is subject to disciplinary action, including termination. Allegations may be reported to any management or the Human Resources department member.

Violations of this Policy

Violations of this policy may result in disciplinary action, including termination and prosecution.

R. Problems and Grievances

The Club has established an "Open Door Policy." We believe conflicts that arise in the workplace can be best resolved through effective communication between the parties. However, this may not always be the case. This Open Door Policy ensures that workplace concerns are properly communicated and addressed through the supervisory chain. If you have a problem or concern regarding the workplace, you should:

1. Talk with your immediate supervisor. Your supervisor will listen in a friendly, courteous manner because it is his or her desire to understand and aid in solving issues as they arise. Generally, you and your supervisor will be able to solve the problem.
2. If you and your supervisor cannot resolve the problem, ask your supervisor to make arrangements so that you may see the manager responsible for your department. The manager will obtain all the facts and endeavor to resolve the problem fairly and equitably.
3. If the matter still cannot be settled, please arrange to see the Club's General Manager. After conferring with you and reviewing the facts and circumstances, they will make a final determination. You may also, at any time, talk with the Human Resources department about any workplace problems or concerns. Management wants to consider all employees' workplace problems and concerns thoroughly. There will be no reprisals against any employee following this procedure to resolve an issue. When appropriate, matters discussed with management will be kept confidential. Employees are prohibited from discussing problems, grievances, and Club policies with Club members or fellow employees.

S. Ending Your Employment

1. Notice

If you choose to terminate your employment from the Club, you should provide written notice to your supervisor and Human Resources at least two weeks in advance.

2. Benefits

The Club will not pay accrued and unused paid time off to employees who resign. Employees may not use paid time off during their two-week notice period. You will receive information about other benefits, such as insurance, 401(k), and pension, by mail after your last day of work.

3. Pay

Your final pay statement will be available on the next regular payday following your last day of work.

4. Club Property

You must return all Club property in your possession upon termination of your employment. This equipment may include uniforms, keys, tools, radios, phones, nametags, laptops, locks, tablets, etc.

5. Club Premises

If you are discharged from employment, you are not permitted to return to the Club unless you have a scheduled appointment with a management or Human Resources member.

6. Exit Interview

The Human Resources department may contact you to schedule an exit interview to share your views regarding your work experience with the Salisbury Country Club. Your input is a valuable resource to the Club in its endeavor to improve practices and maintain good working conditions.

7. Eligibility for Rehire

Employees discharged for disciplinary reasons will not be eligible for rehire.

T. Abuse

1. Types of abuse

- a) Physical abuse is an injury that is intentionally inflicted upon an individual.
- b) Sexual abuse is any contact of a sexual nature that occurs between an individual and an adult or between two individuals. This includes any activity that is meant to arouse or gratify the sexual desires of the adult or the other individual.
- c) Emotional abuse is a mental or emotional injury to an individual that results in an observable and material impairment in the individual's growth, development, or psychological functioning.
- d) Neglect is the failure to provide for an individual's basic needs or the failure to protect an individual from harm.

2. Code of Conduct with Members and Guests

The following policies are intended to assist employees and volunteers in making decisions about interactions with members and guests. For clarification of any guidelines or to inquire about behaviors not addressed here, contact your supervisor.

Salisbury Country Club (SCC) provides our members with the highest quality services. We are committed to creating a safe, nurturing, and empowering environment for team members, promoting growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from our organization. All reports of suspicious or inappropriate behavior with individuals or allegations of abuse will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse require investigation.

The Conduct with Members outlines specific expectations of the employees and volunteers as we strive to accomplish our mission together.

- a) Members will be treated with respect at all times.
- b) Members will be treated fairly regardless of race, sex, sexual orientation, gender identification, age, or religion.
- c) Employees and volunteers will adhere to uniform standards of displaying affection as outlined by our organization.
- d) Employees and volunteers will avoid affection with members that cannot be observed by others.
- e) Employees and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by our organization.
- f) Employees and volunteers will not stare at or comment on members' bodies.
- g) Employees and volunteers will not date or become romantically involved with members.
- h) Employees and volunteers will not use or be under the influence of alcohol, marijuana, or illegal drugs in the presence of members.
- i) Employees and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property.
- j) Employees and volunteers will not have secrets with members and will only give gifts with prior permission.
- k) Employees and volunteers will comply with our organization's policies regarding interactions with members outside our programs.

- l) Employees and volunteers will not engage in inappropriate electronic communication with members.
- m) Employees and volunteers are prohibited from working one-on-one with members in a private setting.
- n) Employees and volunteers will use common areas when working with individual members.
- o) Employees and volunteers will not abuse members in any way, including (but not limited to) the following:
 - i. Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints
 - ii. Verbal abuse: degrading, threatening, cursing
 - iii. Sexual abuse: inappropriate touching, exposing oneself, sexually oriented conversations
 - iv. Mental abuse: shaming, humiliation, cruelty
 - v. Neglect: withholding food, water, shelter
- p) SCC will not tolerate the mistreatment or abuse of one member by another member. In addition, our organization will not tolerate any behavior classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- a) *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b) *Verbal bullying* is when someone uses their words to hurt another, such as belittling or calling others hurtful names.
- c) *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d) *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 - a. Sending mean, vulgar, or threatening messages or images.
 - b. Posting sensitive, private information about another person.
 - c. Pretending to be someone else in order to make that person look bad.
 - d. Intentionally excluding someone from an online group.
 - e. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
 - f. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all members, employees and volunteers.

1. All employees must follow state-specific mandatory reporting requirements. Employees should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Employees will:
 - a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
 - b. Know and follow organization policies and procedures that protect consumers against abuse.
 - c. Report suspected child abuse or neglect to the appropriate authorities as required by state-mandated reporter laws.
 - d. Follow up to ensure that appropriate action has been taken.
2. Employees and volunteers will report concerns or complaints about other employees, volunteers, adults, or members to their supervisor.
3. Our Club cooperates fully with the authorities to investigate all cases of alleged abuse. Any employees or volunteers shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the Club or persons given investigative authority by the Club. Failure to cooperate fully may be grounds for termination.
4. Employees and volunteers may not have engaged in or been accused or convicted of abuse, indecency, or injury to another person.

U. Prohibiting the Abuse or Mistreatment of Members/Guests

SCC has zero tolerance for abuse and will not tolerate the mistreatment or abuse of employees, volunteers or members in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.

V. Prohibiting the Abuse or Mistreatment of One Members/Guests by Another Members/Guests

SCC has zero tolerance for abuse, mistreatment, or sexual activity among persons within the Club. This Club is committed to providing all employees and members with a safe environment and will not tolerate the mistreatment or abuse of one person by another person. Conduct by persons that rise to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the Club.

In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the Club will take the necessary steps to eliminate such behavior.

W. Policies

Policies define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to individuals, when employees know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

1. Physical Contact

Salisbury Country Club's physical contact policy promotes a positive, nurturing environment while protecting members, employees and volunteers. Our organization encourages appropriate

physical contact with members and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees or volunteers towards members in the Club's programs will result in disciplinary action, up to and including termination of employment.

The Club's policies for appropriate and inappropriate physical interactions include but are not limited to:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<p>Contact initiated by the member such as:</p> <ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or "temple" hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated areas or while one-on-one • Lap sitting • Piggyback rides, wrestling • Tickling • Allowing a members to cling to an employee's or volunteer's leg • Allowing members, older than kindergarten, to sit on an employee or volunteer's lap • Any type of massage given by or to a member outside of accepted and documented medical treatment • Any form of affection that is unwanted by the member or the employee or volunteer • Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance

2. Verbal Interactions

Employees and volunteers are prohibited from speaking to members in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Employees and volunteers must not initiate sexually-oriented conversations with members. Employees and volunteers are not permitted to discuss their own sexual activities with members.

Our Club's policies for appropriate and inappropriate verbal interactions are:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
--	--

<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving members in the personal problems or issues of employees and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate members • Derogatory remarks about the consumer or his/her family
--	---

3. One-on-One Interactions

Most abuse occurs when an adult is alone with another person. Our Club aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the Club administration.

In those situations where one-on-one interactions are approved, employees and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Additional Guidelines for One-on-One Interactions

- When meeting one-on-one with anyone, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other employees and volunteers that you are alone with someone and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

X. Training Requirements

1. General Training Requirements

<i>Audience</i>	<i>Content</i>	<i>Timetable</i>
All employees and volunteers with access to members	Abuse Risk Management	Within 30 days of selection or prior to placement
All employees and high access volunteers	Prevention of person-to-person Abuse	Within 30 days of selection or prior to placement
All employees who make hiring decisions	Screening and Selection	Prior to making hiring decisions

All employees who conduct internal investigations	Incident Investigation	Prior to investigations
All employees with access to members	Refresher Abuse Risk Management	At employment or volunteer anniversary date

Audience	Topics	Timetable
Employees unable to attend live training AND Employees hired after live training conducted	Meet Sam It Happened to Me Organization Policies Preventing Sexual Activity between Young Children	Within 30 days of live training or hire date
High Access Volunteers	Organization Policies Abuse Risk Management for Volunteers	Prior to access with members
Employees who violate policies or exhibit questionable boundaries	Organization Policies Refresher Module	Within 5 days of administrator notification
Returning employees (who previously participated in training)	Refresher Module	At employment or volunteer anniversary date.

Y. Drug Policy

1. **Purpose:** The purpose of this drug policy is to maintain a safe, healthy, and productive work environment at Salisbury Country Club. Substance abuse can have a detrimental impact on both the individual and the workplace, leading to impaired performance, safety hazards, and potential legal issues. This policy aims to prevent and address issues related to drug and alcohol use within the Salisbury Country Club.
2. **Scope:** This policy applies to all employees, contractors, and visitors while on Salisbury Country Club premises, during working hours, or when representing the Club at external events.
3. **Prohibited Substances:** The use, possession, distribution, sale, or being under the influence of illegal drugs, prescription drugs not prescribed to the individual, or alcohol during working hours is strictly prohibited.
4. **Medical Marijuana:** While recognizing the potential medicinal benefits of marijuana, the use of marijuana, including medical marijuana, is prohibited on Salisbury Country Club premises and during working hours. Employees using medical marijuana should notify their supervisor and discuss potential accommodations.
5. **Prescription Drugs:** Employees taking prescription medications that may affect their job performance must notify their supervisor. Salisbury Country Club will consider reasonable accommodations for employees taking prescription medications, as long as such accommodations do not pose a risk to safety or job performance.
6. **Testing:** Salisbury Country Club reserves the right to conduct drug and alcohol testing under the following circumstances:

- a. Pre-employment testing
 - b. Reasonable suspicion
 - c. Post-accident testing
 - d. Random testing (if legally permissible)
7. Confidentiality: Information related to an employee's drug or alcohol use, testing, or treatment will be kept confidential to the extent allowed by law. Disclosure will only be made to individuals with a legitimate need to know or as required by law.
8. Consequences of Violations: Violations of this drug policy may result in disciplinary action, up to and including termination of employment. Salisbury Country Club may also require participation in a rehabilitation program as a condition of continued employment.
9. Assistance Programs: Salisbury Country Club encourages employees struggling with substance abuse issues to seek help. Confidential assistance programs and resources are available, and employees are encouraged to utilize them.

Salisbury Country Club reserves the right to review and modify this drug policy as necessary. Employees will be informed of any changes.

II. BENEFITS

This Employee Handbook provides highlights of Salisbury Country Club's benefits package; however, for more information regarding these plans, you should refer to the summary plan descriptions. The summary contained in this Handbook is not intended to provide complete details of all benefits. In the case of any question or conflict, the formal plan text will prevail.

A. Paid Time Off

1. PTO Policy Summary:

Salisbury Country Club provides all employees with paid time off (PTO) benefits that you can manage for vacation, personal business, personal illness or injury, care for dependents or use when the Club closes because of inclement weather or other unavoidable circumstances.

Time off under the PTO policy begins accruing October 1 and becomes available to use in increments of four (4) hours after 60 days of employment. **Paid time off must be approved by your supervisor.**

Your length of service with the Club determines the rate at which you accrue PTO benefits.

Years of Service	Annual PTO Benefits		PTO Accrual Rate Per Biweekly Pay Period <i>(based on hours worked, not including OT)</i>
	Days	Hours	
Less Than 1 Year	5	40	.01923
After 1 Year	10	80	.03846
After 2 Years	15	120	.05769
After 5 Years	20	160	.07692
After 15 Years	25	200	.09615

Employees whose base wage is below the current federal minimum wage for PTO will be paid at the current federal minimum wage rate.

Additional PTO Policy Information

Accrual

Employees continue to accrue PTO. You will accrue a maximum PTO balance according to your length of service. Weekly leave accrual amounts will not accrue more than your length of service maximum.

Years of Service	Annual PTO Benefits		Maximum Accrual
	Days	Hours	
Less Than 1 Year	5	40	5 days/40 hours
After 1 Year	10	80	10 days/80 hours
After 2 Years	15	120	15 days/120 hours
After 5 Years	20	160	20 days/160 hours
After 15 Years	25	200	25 days/200 hours

Family Medical Leave Act (FMLA)

Accrued paid time off (PTO) must be used before taking FMLA. PTO will not accrue during any period of FMLA leave.

Termination of Employment

Employees will not be compensated for any unused time off (PTO) upon the termination of employment. Additionally, unused PTO may not be used during a resignation notice period.

PTO time may be carried over year to year to a maximum of four weeks.

B. Holidays

Holiday pay is compensation for times when the Club or an individual department in the Club may be closed on the employee's regularly scheduled workday due to a holiday. The Fair Labor Standards Act (FLSA) does not require payment for time not worked, such as vacations or holidays. The Club is open to serve its membership every day of the year except Christmas Day. The Club recognizes the following holidays:

New Year's Day	July 4	Christmas Eve
Memorial Day	Thanksgiving	Christmas Day

1. Eligibility

- Premium pay for hours worked on holidays is available to Regular Full-Time and Regular Part-Time employees.
- Holiday pay is available to all Regular Full-Time and Regular Part-Time employees whose department is closed due to the holiday.

2. Pay

- Premium pay will be one and one-half times your base rate.
- Holiday pay will be based on your current base rate, with Regular Full-Time employees receiving eight hours and Regular Part-Time employees receiving five hours.

3. Accrual/Accumulation

Holiday time off will be taken in the same pay period in which the holiday falls. If your department is unable to grant the time off, then the holiday hours will be added to your paid time off balance.

C. Short-Term Disability

If an extended period of absence is required beyond your accumulated vacation and sick days, the following table of extended benefits will be available to Regular Full-Time

employees based on years of service. Accumulated vacation and sick leave must be exhausted to qualify for Extended Sick Leave / Disability pay. Extended disability will be available in total only once in any "years-of-service" classification as listed above unless otherwise approved by management and the Board of Directors.

<u>Years of Service</u>	<u>75% Pay (Weeks)</u>	<u>Half Pay (Weeks)</u>
3 to 5	2	4
6 to 9	4	6
10 to 15	6	8

D. Family and Medical Leave

Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in order to comply with the Family and Medical Leave Act of 1993 ("FMLA"), the Club has established the following policy governing parental, family, and medical leaves to be enforced in accordance with applicable federal and state laws.

Employees working at the Club are entitled to unpaid Family Medical Leave ("FML") provided the employee has worked for the Club for at least twelve months and at least 1,250 hours in the 12-month period immediately preceding the leave. The regulations establish that employment before a continuous break in service of 7 years or more need not be counted unless the break was due to National Guard or Reserve Military status. The employee bears the burden to prove prior employment if the employer has not retained personnel records beyond the statutorily required period. Eligible employees may take up to a total of 12 weeks (subject to increase in accordance with state or local law) of unpaid leave in a calendar year for any of the following reasons:

- Birth of a child (of the employee) and to care for the newborn child; or
- Placement of a child with an employee for adoption or foster care; or
- Care of the employee's spouse, minor child, disabled adult child, or parent who has a serious health condition; or
- An employee's serious health condition which prevents the employee from doing his or her job.

You will be permitted to take unpaid FMLA leave on an intermittent basis (i.e., take leave for a few days, work a few days, then take leave again) only in the case of a serious health condition. Intermittent leave or a reduced hour workload will be granted only if such leave is proven medically necessary. FMLA leave may be tracked using an increment no greater than the shortest period of time that the employer uses to account for other forms of leave, provided that the increment for FMLA leave is not greater than one hour and provided the employee's FMLA leave balance is not charged for time while the employee is working or for more than the actual amount of leave taken.

If an employee normally would be required to work overtime, the employee may count as FMLA leave the overtime hours that the employee would have worked but for the FMLA leave. If overtime is voluntary, any overtime declined because the employee is on FMLA leave does not count toward FMLA leave.

Military Caregiver Leave (also known as the Covered Servicemember Leave): This section of the regulations covers family members caring for a covered servicemember on active duty with a serious injury or illness incurred in the line of duty. These family members are permitted to take up to 26 workweeks of leave in a 12-month period. This leave is available on a per-service member, per injury

basis. Any amount of the 26 weeks of leave that is not taken during a single 12-month period expires at the end of the 12-month period. No carryover into the next 12-month period is allowed.

Families only on National Guard and Reserve personnel on active duty may take 12 weeks of FMLA job-protected leave to manage their affairs (i.e., "qualifying exigencies"). "Qualifying exigencies" are defined as: (1) short-notice deployment, (2) military events and related activities, (3) certain temporary childcare and school activities (4) financial and legal arrangements, (5) counseling by a non-medical counselor, (6) rest and recuperation, (7) post-deployment activities, and (8) additional activities where the employer and employee agree to the leave. A qualifying exigency is a non-medical activity.

Spouses employed by the Club are jointly entitled to a combined total of 12 workweeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Employees who take this leave and return to work by the end of the 12-week period are entitled to return to their former positions, or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

The provisions of this policy shall apply to all family and medical leaves of absence except to the extent that such leaves are covered under other paid employment benefit plans or policies for any part of the 12 weeks of leave to which the employee may be entitled under this policy. If the employee is entitled to paid leave under another benefit plan or policy, the employee must take the paid leave first (e.g., accrued vacation or sick leave) as part of the FMLA leave before the unpaid leave period begins. Any period of paid leave (including, but not limited to, paid leave under any Club benefit plan, worker's compensation leave, sick leave, or vacation leave) will run concurrently with FMLA leave. Holidays may be counted as FMLA leave only if the employee is on FMLA the entire week in which the holiday falls.

Serious Health Condition

An illness, injury, impairment, or physical or mental condition that involves: 1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (the inability to work due to the serious health condition), or any subsequent treatment in connection with such inpatient care; 2. Continuing treatment by a health care provider, including:

- A period of incapacity of more than three calendar days requiring two or more visits to a health care provider, or a single visit followed by a prescribed treatment that involves continuing treatment by a health care provider;
- Any period of incapacity due to pregnancy or for prenatal care;
- Any period of incapacity for a chronic serious health condition; A period of incapacity which is permanent or long-term for which treatment may not be effective;
- A period of absence to receive multiple treatments (including periods of recovery) by a health care provider for an accident or injury or for a condition that would result in an incapacity of more than three consecutive calendar days in the absence of medical treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis); and
- Absence due to pregnancy or for a chronic serious health condition even though the employee or immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days.

Twelve-Month Period

Available leave will be calculated by deducting from the 12-week allotment the amount of leave used by an employee in the 12 months before the date for which leave is requested.

Request for Family and Medical Leave

When family/medical leave is foreseeable (birth of a child or a planned medical treatment), the employee must give the Club 30 days' advance notice. In the case of medical emergencies, the employee or a family member should contact the immediate supervisor by telephone as soon as possible. If the employee fails to provide timely notice, the employer may count any absences during the delay as non-FMLA absences and apply the employer's attendance policy to these absences.

Medical Certification

Depending on the circumstances of the request for leave, the Club may request that the employee obtain a Medical Certification by the employee's health care provider. The Club may also require Medical Certification to support a request for leave because of a serious health condition, may require second or third opinions (at the Club's expense), and may request a fitness-for-duty report to return to work.

Pay Status During Leave and Substitution of Sick and Vacation Time

The Club requires that employees' available employer-provided paid leave (e.g., paid time off) for unpaid FMLA qualifying leave. These substitutions must be uniformly and consistently administered. Any portion of a medical leave not covered by those programs will be unpaid. However, paid time off which is not for a serious condition, does not count against the 12 weeks of FML. All paid leave programs, and FML will run concurrently.

Employees on leave due to a serious health condition may be entitled to pay in accordance with the Club's annual paid time off, and short-term disability programs.

Benefits While on FML

Employees who are participants in the Club health and welfare benefits program who are on FML are entitled to continue participation in all benefits (subject to plan eligibility requirements). In the case of paid leave, the employee's cost of coverage will be deducted from the employee's checks. During unpaid leave, the employee will be required to submit checks, payable to the Club, by the first of each month. If the employee fails to make the required payments for health coverage within 30 days of the date that such payments are due, health coverage will be discontinued, subject to the employee's right to elect and pay for COBRA continuation health coverage.

A participant in the Club's group health benefits (medical) taking an FML unpaid leave of absence may revoke an existing election of such coverage for the remaining portion of the Plan Year. Upon return from the FML leave, the participant may elect to be reinstated in the coverage. Other non-health benefits will be treated the same way during an FML leave as they are during other approved leaves without pay.

Participants in any retirement plans maintained by the Club will continue to participate in such plans, as applicable, during any period of absence that qualifies as leave under FML.

Employees will not accrue paid time off while on unpaid FML leave.

Reinstatement

In most circumstances, and in accordance with applicable law, an employee taking leave under this policy will be returned to the same position or an equivalent position. Taking leave under this policy will not result in any loss of benefits or conditions of employment accrued before the beginning of the leave period unless the benefit or condition of employment was discontinued or changed for other employees during the leave period. The employee may not be entitled to reinstatement if he/she cannot perform the essential functions of his/her position or an equivalent position. The Club remains subject to the requirements of the Americans With Disabilities Act and any applicable state laws.

The Club reserves the right to require a fitness-for-duty certification, at the expense of the employee, to ensure that employee returning from leave for a serious health condition and can safely perform all the functions of the job. A fitness-for-duty certification is not needed for intermittent leave.

Employees on FMLA leave are expected to maintain contact with their immediate supervisors periodically (at least monthly) regarding their status and intent to return from leave. Upon notification that the employee is not returning from leave, the Club will terminate the employee's benefits, and he or she shall be entitled to continuation of health benefits only in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") and the provisions of the applicable Club group health plan. Employees who return to work should contact the Club to verify whether all required health and other welfare benefit coverage payments are up-to-date and, if not, to work out an appropriate payment arrangement.

Should the employee not return to employment with the Club upon expiration of the FMLA leave for at least thirty (30) days, he or she will owe the cost of any group health care coverage costs provided during the leave, including the employer-paid portion of such coverage. Employees who fail to return to work after FMLA leave shall be treated as having voluntarily terminated their employment.

E. Military Leave

In compliance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (as amended), and in addition to any other federal and applicable state laws, leave of absence for performance in the Armed Forces of the United States, National Guard, Reserves, Public Health Service or the Coast Guard will be granted. Upon receiving orders, the employee should notify his/her manager as soon as possible. A copy of the military orders should be submitted to his/her manager and Human Resources department unless it is impossible to do so. If the employee is called to active duty or enlists in the Armed Forces of the United States, military leave of absence and reinstatement rights in compliance with applicable state and federal law will be granted.

F. Jury Duty

1. Eligibility

All employees will be eligible for jury duty compensation. Employees must notify their supervisors as soon as possible after receiving a jury duty summons or other notice regarding jury duty.

2. Pay

Employees serving jury duty on a scheduled workday may be paid an average day's salary, less the pay provided by the court. Pay during jury duty will be at your current base rate. For restaurant servers, pay during Jury Duty will be at minimum wage.

3. Approval

It is your responsibility to notify your supervisor when you receive a jury duty summons. A certificate of attendance must be turned in to the Human Resources department upon your return.

G. Bereavement Leave

1. Eligibility

Paid Bereavement Leave will be extended to all Regular Full-Time employees for the death of close relative (immediate family) for such short periods of time (3 days) as appear reasonable to the department head. Immediate family is defined as parent, grandparent, spouse, child, grandchild, brother, or sister.

2. Pay

To be eligible for this payment, the employee is expected to notify his immediate supervisor so that the necessary work arrangements can be made for his absence. Time paid for bereavement leave will not be counted as hours worked for computing overtime. Bereavement leave pay will not be paid in addition to any other type of pay allowed for the same days, such as holiday pay, paid time off, etc. Proof of death and relationship may be required before making such payments. Regular full-time employees will receive eight (8) hours of pay. Regular part-time employees will receive five (5) hours of pay. For restaurant servers, pay during Bereavement Leave will be at minimum wage.

H. Parental Leave

Purpose/Objective

Salisbury Country Club will provide up to two weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births and adoptions of children occurring on or after January 1, 2024.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with Salisbury for at least 12 months
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child (the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of two weeks of paid parental leave per birth or adoption of a child/children. The fact that a multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the two-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than two weeks of

paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the one-month period immediately following the birth or adoption of a child with the employee. Paid parental leave may not be used or extended beyond this one-month time frame.
- In the event of a female employee who herself has given birth, the two weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the one-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the one-month time frame.
- Upon termination of the individual's employment at the Club, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all Club policies, the organization has the exclusive right to interpret this policy.

I. Group Health Insurance

All Regular Full-Time employees who average a minimum of 30 hours per week are entitled to participate in the health benefits program on the first day of the month after completing 60 days of service. Regular Part-Time employees are eligible after 60 days following 12 months of employment averaging 30 hours per week. The Club pays the majority of your premium, and you pay the remainder through pre-tax payroll deductions. Coverage may be selected for you only, or if desired, for your spouse or eligible dependents. Please contact the Human Resources department for enrollment when eligible.

J. Group Dental Insurance

Group dental insurance is available to all Regular Full-Time employees on the first day of the month after completing 60 days of full-time service. Regular Part-Time employees are eligible after 60 days following 12 months of employment averaging 30 hours per week. You pay the premium through pre-tax payroll deductions. Coverage may be selected for you only, or if desired, for your spouse or eligible dependents. Please contact the Human Resources department for enrollment when eligible.

K. Consolidated Omnibus Budget Reconciliation Act (COBRA)

Qualifying employees and their dependents have the opportunity for a temporary extension of health coverage at group rates in certain instances such as termination of employment where coverage under the plan would otherwise end. Your rights to continued coverage at full cost plus administrative charge are contained in the health insurance summary plan description.

L. Life and Accidental Death and Dismemberment Insurance

Life and Accidental Death and Dismemberment Insurance is available to all Regular Full-Time employees on the first day of the month after completing 60 days of full-time service. Regular Part-Time employees are eligible after 60 days following 12 months of employment averaging 30 hours per week. Please contact the Human Resources department for enrollment when eligible.

M. Medical and Dependent-Care Flexible Spending Accounts

Flexible Spending Accounts are designed to save you money on your out-of-pocket medical and dependent-care expenses. You fund these accounts through pre-tax payroll deductions. After you pay an eligible expense for you or your family members, you are reimbursed from your account. Because the deductions are tax-free, you effectively receive a discount on services funded through this account. This benefit is available to Regular Full-time employees on the first day of the month after completing 60 days of full-time service. Please contact the Human Resources department for enrollment when eligible.

N. Health Savings Plan Accounts

Health Savings Plan accounts are designed to help you save money on your out-of-pocket medical expenses. You fund these accounts through pre-tax payroll deductions. After you pay an eligible expense for you or your family members, you are reimbursed from your account. Because the deductions are tax-free, you effectively receive a discount on services funded through this account. This benefit is available to Regular Full-time employees on the first day of the month after completing 60 days of full-time service. Please contact the Human Resources department for enrollment when eligible.

O. 401(k)

The 401(k) plan is designed to supplement your Social Security benefits. The plan year starts on October 1 and ends September 30. Vested interest accrues after five years of continuous service. You must work one year and at least 1,000 hours in that year and be at least 21 years of age to participate. You decide how much you want to save and how you want to invest the money. You may contribute up to 100% of your salary (up to published IRS limits). You are 100% vested in the amount you contribute from the day you join the plan. The Club will make a Safe Harbor match contribution up to 100 percent of the first 4 percent of salary you defer. The Safe Harbor contribution is immediately 100 percent vested.

Additionally, the Club may make a discretionary matching contribution up to 100 percent of the first three percent of salary you defer. This discretionary contribution becomes fully vested over six years. Please contact the Human Resources department for enrollment when eligible.

The Club has also arranged for personalized investment advice at no additional charge to participants.

III. GENERAL WORK RULES (Code of Conduct)

The employment rules that follow are not intended to be all-inclusive. Salisbury Country Club reserves the right to discipline or discharge employees at any time, with or without notice, for unsatisfactory performance as determined by the Club, for violation of its rules and policies, and for such other actions as the Club determines are contrary to its best interest, whether or not the grounds for such discipline or discharge are set forth below or in any other publication of the Club.

Discipline may include a verbal or written warning, suspension, or termination. The type of discipline administered will be determined at the Club's discretion based on the nature and circumstances of the violation.

Communication—Employee communication is available through many sources including bulletin boards and Paycor. Each department uses a unique form of communication. Notices, schedules, and correspondence regarding the Club and its employees are posted through these sources. It is your responsibility to review these notices periodically.

Cleanliness—As an employee of the Club, it is your responsibility to help keep the Club and Club grounds clean at all times. Be aware of your surroundings, and keep your uniform, work area, and equipment clean.

Cooperation—Follow the direction and/or instruction given to you by your supervisor. Be sure you clearly understand all directions/instructions before carrying them out. If you have a grievance, bring it to the attention of your department supervisor, manager, director, or Human Resources.

Courtesy—In your conversation with members, guests, and fellow employees, maintain a courteous and respectful attitude. If a member requests personal information about another member or employee, you should gather the contact information from the inquiring member and share it with the other member or employee to contact. Members and employees expect their affairs to be held in confidence in or out of the Clubhouse.

Electronic Equipment—Volumes must be kept to a reasonable level. TV sets are permitted only for professional development purposes. Headphones are prohibited for non-work-related activities.

Employee Drop-off/Pick-up - If you have someone dropping you off or picking you up, you should utilize the designated entrances when possible. Above all, you must avoid interfering in areas of high member activity. The person(s) dropping you off or picking you up should remain in the vehicle while waiting for you.

Employees' Entrance—All employees are to use designated entrances when entering and leaving the Club (check with your manager for these locations).

Loitering—You are prohibited from being on Club property when not on duty. Come in on time and leave when you have finished work.

Lost and Found Articles—Misplaced and lost items found on Club premises, regardless of value, are to be turned in to the Manager on Duty or the Front Desk immediately.

Motor Vehicles—If your job requires you to drive a Club vehicle, you must maintain an acceptable Motor Vehicle Report.

Parking—You are permitted to park without charge in the designated employee parking areas only. An employee who has a disabled parking permit or a physician's statement showing a medically necessary reason for alternate parking arrangements must obtain permission from Human Resources.

Reading/Non-Job Specific Activities—While you are on duty, other than performing job-specific tasks or other member services, employees may read only SCC or club industry publications. Other non-job-related activities are prohibited.

Security—Employees carrying large bags, handbags, backpacks, packages, or containers into or out of the Club may be required to open the packages for inspection upon the request of any manager, supervisor, or security staff. Backpacks and oversized handbags are to be secured in the employees' personal vehicles and not in the Club.

Solicitation—Individuals are not permitted to solicit employees or distribute literature on the property of Salisbury Country Club for any purpose other than official Club business. Employees are prohibited from soliciting or distributing literature of any kind to other employees or members while on Club property. Nothing in this paragraph is intended to prevent employees from engaging in activities protected by the National Labor Relations Act.

Use of Facilities—With the exception of privileges granted by the Board of Directors, employees do not have the privilege of using Club facilities. You are not permitted in other departments unless your duties take you there. Employees are to use designated restroom facilities only (check with your manager for these locations).

Visitors—You are prohibited from having visitors while you are on Club property unless you have advance permission from your manager.

Prohibited Conduct

The following acts, among others, violate Salisbury Country Club's rules of conduct and will justify disciplinary action, up to and including termination.

- a. Noncompliance with any policy or rule outlined in this Handbook
- b. Any illegal activity
- c. Gambling while on duty
- d. Sleeping while on duty
- e. Smoking or using smokeless tobacco in unauthorized areas or at unauthorized times
- f. Possession of any type of weapon while on duty or while on Club property
- g. Insubordination
- h. Falsification of company records or legal documents
- i. Excessive lateness, excessive absences, failing to give proper notice of lateness or absence
- j. Unauthorized possession of property belonging to SCC, a member, or a coworker
- k. Verbal or physical harassment or assaults on members or coworkers
- l. Use of obscene or abusive language
- m. Careless or willful destruction of or damage to property belonging to SCC, a member, or a coworker
- n. Conviction of or pleading guilty to a crime or engaging in other activities that may damage the reputation of SCC
- o. Solicitation of gratuities from members or guests

Social Media Policy

This policy provides guidance for employee's personal use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

The following principles apply to professional use of social media on behalf of Salisbury Country Club (SCC) as well as personal use of social media when referencing SCC.

- Employees need to know and adhere to the SCC Code of Conduct, Employee Handbook, and other company policies when using social media in reference to SCC.
- Employees should be aware of the effect their actions may have on their images, as well as SCC's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that SCC may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to SCC, its employees, or members.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or those that can create a hostile work environment.
- Employees are not to publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
- Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized SCC spokespersons.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with the employee's responsibilities at SCC. SCC computer systems are to be used for business purposes only. When using SCC's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, SCC blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates [the Company's Code of Conduct] or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with SCC, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent SCC's positions, strategies or opinions."
- It is highly recommended that employees keep SCC related social media accounts separate from personal accounts, if practical.

