

RULES AND REGULATIONS -- PERSONNEL

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

SECTION I. GENERAL PROVISIONS

1. Administration. The Club Manager is the personnel officer of the Club.

2. Revision and Amendment. Circumstances may arise in which the Board determines that changes in this document are in the Club's best interests. For this reason, the Club reserves the right to modify, rescind or supplement any of the provisions of this document. Normally, the Club Manager will make an annual recommendation for revisions in the provisions of this document based on study and observation of their effectiveness. The Board may amend this document.

3. Personnel Records. The Club Manager shall provide for the establishment and maintenance of personnel records that reflect an individual's status during the period of his or her employment. These records include but are not limited to employment applications, report of medical condition, prior employment, work performance, disciplinary actions other than oral reprimands, personnel action forms, tax withholding and benefits information.

An employee shall have access to his or her personnel file during normal office hours. A personnel file may be inspected by any Board member, the Club Manager and any other person authorized by the Club Manager without the consent of or notice to the employee. Except as otherwise provided in this section, a personnel file shall be inspected by others only following presentation of written consent by the employee to whom the file pertains. No document shall be removed from a personnel file without prior written approval from the Club Manager and notice to the employee.

4. Conflict of Interest. It shall be the responsibility of each Club employee to remain free from indebtedness or favors which tend to create a conflict of interest between personal and Club interests, or might reasonably be interpreted as affecting the impartiality of the individual employee. If an employee is offered a gift or gratuity which could reasonably be construed, in the eyes of the members or Club officials, to be an attempt to bribe, influence or to encourage special considerations with respect to the Club, such offer shall be reported without delay to the Club Manager, who in turn will inform the Board. If there should be any doubt as to whether the gift or gratuity is of such significance as to influence the employee, the matter shall be reported to the Club Manager.

If an employee shall knowingly accept any gift or gratuity that may be reasonably construed by the Club Manager to have influence, or result in special consideration for the donor or any entitled beneficiary thereof, then, after a hearing by the Board, that employee shall be dismissed from Club employment.

5. Equal Employment Opportunity. This homeowners association assures equal employment opportunities in all policies and procedures regarding recruitment, hiring, transfers, promotions, compensation, benefits, training, and layoff and recall practices. These policies and procedures will be administered without regard to race, color, religion, ancestry, national origin and citizen status, age, sex, sexual orientation, handicap, disability, marital status, political preference, or union affiliation. The Club will give full consideration to the employment of any individual if he/she is qualified to perform the work applied for. It is the responsibility of the Club to support this non-discrimination policy in word and deed.

6. Veterans. Preference rights shall be granted to a veteran, as provided in Federal and State laws that apply to employment preferences to veterans.

7. Nepotism. The employment of two full-time employees in the same family is not permitted.

8. Minimum Age. The minimum age for Club employment shall be in accordance with minimum ages prescribed by state law.

9. Discrimination. Cape George Colony Club assures equal employment opportunities in all its policies and procedures regarding recruitment, hiring, transfers, promotions, compensations, benefits, training,

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and layoff and recall practices. These policies and procedures will be administered without regard to race, color, creed, religion, ancestry, national origin and citizen status, age, sex, handicap, disability, marital status, political preference, or union affiliation. The club will give full consideration to the employment of any individual if he/she is qualified to perform the work applied.

10. Harassment. Cape George expects that all employees will treat each other with fairness and respect. Harassment on the basis of race, religion, color, gender, age, national origin or disability or as otherwise provided under state law, will not be tolerated and is strictly prohibited. Harassment of this type is illegal and contrary to the policy of Cape George. The organization strives to foster a work environment free of harassment, discrimination, intimidation and insult. Harassment is a form of misconduct that undermines both personal and professional relationships in the workplace. Every staff member must be assured that he or she can work in an environment that is free from unwanted and unwelcome harassment and discrimination.

Any employee, who believes that he/she is the victim of any type of harassing or discriminatory conduct, should bring that conduct to the immediate attention of the Manager or Board President. A prompt and thorough investigation of all the circumstances surrounding the alleged incident will take place in a confidential manner. If the investigation discloses that an individual has committed an act of harassment or discrimination, that individual will be subject to appropriate disciplinary action, up to and including termination. Retaliation in any form against an employee who complains of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action.

11. Sexual Harassment. The Club prohibits sexual harassment of any employee. Any employee, who believes that he/she is the victim of any type of sexual harassment, should bring that conduct to the immediate attention of the Club Manager or Board President. The organization will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident in a confidential nature. If the investigation discloses that an individual has committed an act of sexual harassment, that individual will be subject to appropriate disciplinary action, up to and including termination. Retaliation in any form against an employee who complains of harassment is strictly prohibited and will result in appropriate disciplinary action.

12. Immigration and Naturalization. Cape George Colony Club complies with immigration and naturalization laws and regulations. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

13. Driver's License. All employees whose job descriptions require a valid driver's license of a certain class, with or without endorsements, shall obtain and maintain such driver's license as a condition of employment.

An employee whose operating privilege is suspended, revoked, or canceled, who loses the privilege to operate a commercial motor vehicle in the State for any period, or who is disqualified from operating a commercial vehicle, shall not operate any Club vehicle during the period of suspension, revocation, cancellation, loss or disqualification. The employee shall notify the Club Manager of that fact at the beginning of the business day following the day the employee received notice of suspension, revocation, cancellation, or disqualification.

Violation of this section constitutes cause for termination of employment for employees whose job description requires a valid license, unless limited privileges are granted so employee does not lack a valid license.

14. Physical Condition. Before employment, an applicant may be requested to pass a physical examination conducted by a state licensed physician and paid at the Club's expense. If the Club Manager has reason to believe an employee has a physical or mental condition which substantially interferes with the employee's ability to perform his or her job duties, then the Club Manager, with written approval of the Board, may in writing require the employee to submit to a doctor's examination concerning the condition. The employee may select the doctor, provided the doctor is duly licensed in the state and specializes in the condition. Alternatively, the employee may request the Club to select the

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doctor meeting those requirements. If the Club selects the doctor, the Club shall pay for the examination, but not otherwise. If the doctor's evaluation shows the employee's condition substantially interferes with the employee's ability to perform the job duties in a safe and proficient manner, then the Club may terminate the employee, subject to law. Either way, the Club or its representative may review the employee's medical report.

15. Business Equipment and Electronic Privacy. All of Cape George Colony Club's business equipment, such as copiers, facsimile machines, computer systems (including E-mail, internet systems and electronic storage), and telephone equipment (including voicemail) are the organization's property and are to be used solely for business related purposes. There is a cost associated with the use of all of the business equipment, and the equipment must therefore be used only for business reasons. Cape George Colony Club reserves the right to access and monitor all technology resource activity on its systems.

16. Telephone Use. Cape George Colony Club's telephones are intended for the use of serving our customers and in conducting the Company's business. Personal use during business hours is discouraged except for emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

17. Internet and Email Use. Cape George Colony Club's employees are allowed use of the Internet and e-mail when necessary to serve our members and conduct the organization's business. Employees may use the Internet when appropriate to access information needed to conduct business. Employees may use e-mail when appropriate for business correspondence. Use of the Internet must not disrupt operation of the computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical.

SECTION II. CLASSIFICATION OF POSITIONS

1. Job Descriptions. Job descriptions shall be established and maintained by the Club Manager for each of the job classifications. Once every twelve months the Club Manager will review all job descriptions to assure descriptions are accurate. A job description may be revised or a new description may be prepared at any time in order to document the establishment of a new job classification or changes in the nature and scope of job responsibilities of an existing job.

2. Type of Employees. All employees serve at the pleasure of the Club's Board of Trustees.

Exempt Employee: Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements. Exempt employees are paid on a salaried basis, and as such, cannot:

- Be paid wages or benefits on an hourly basis in addition to salary,
- Charge sick time or vacation time on an hourly basis,
- Be subject to deductions from wages in hourly increments for absences of less than a full day, or
- Be treated in any other manner as an hourly employee.

Exempt employees must use (charge) leave in full day increments.

Non-Exempt Employee: Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

Regular Non-Exempt Full-Time Employee: A full-time employee is considered to be part of the regular complement continuously needed for performing Club services, regularly scheduled to work at least 30 hours per week for more than 36 weeks per year. The normal work schedule for all full-time

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employees is eight hours a day, five days a week, with a half-hour for lunch break and one 10-minute break for every two hours of work. The Club Manager is authorized to make changes in work schedules as operating needs may require.

Regular Non-Exempt Part-Time Employee: A part-time employee is any employee regularly scheduled to work less than 30 hours per week for more than 36 weeks per year, and who shall be compensated at the hourly rate established by the Club Manager, but not higher than that of full-time employees similarly situated. The work involved is to be done during a portion of a work day, such as on a morning, afternoon or night shift and totaling significantly less than a full-time position, typically less than 30 hours per week with a half-hour lunch break and one 10-minute break for every two hours of work. The Club Manager is authorized to make changes in work schedules as operating needs may require.

Part-time employees shall not accrue any category of paid leave or receive holidays or be eligible for any other employee benefits.

Temporary Employee: A temporary employee is hired periodically to assist the organization in meeting operational needs. A temporary employee does not work a regular schedule. A temporary employee shall be employed initially at the hourly rate established by the Club Manager, but not higher than that of full-time employees, shall be paid only for the hours actually worked, and shall not accrue leave or receive holidays or leave allowances or any other benefits. A temporary employee may fill the vacancy created by an approved leave of absence or extended illness. An employee hired to fill a temporary position serves at the pleasure of the Club Manager, is subject to summary removal for any reason or for no reason, and may be removed from the position without right of hearing or appeal.

3. Probationary Period. A probationary period shall be in effect the first 90 days of employment for all regular full-time and part-time employees. During this period, performance interviews and evaluations may be provided. This will give the Club Manager the opportunity to learn more about you and to decide whether your job assignment is suitable to your skills and personality, all factors involving your ability to learn, initiative, attitude and conduct. During this period employees will earn but cannot use sick leave or vacation leave. Separation from employment may take place at any time without notice or disciplinary action during your probationary period if your performance is not satisfactory.

4. Evaluations. The Club Manager shall evaluate all employees prior to the end of the 90-day introductory period and annually in October. Written evaluations will be provided and reviewed with employees by the Club Manager, using form EMP02 and based on the job description of each employee.

The Board President will coordinate evaluation of the Club Manager at the end of the 90-day introductory period and annually in October. Written evaluation will be provided using form EMP02 and based on the job description of the Club Manager. Board members will have opportunity to provide written input to the Board president prior to the development of the written evaluation. The written evaluation will be composed by the Board President or designee and will be reviewed by the Board in executive session before it is delivered to the Club Manager. Written evaluation will be reviewed with the Club Manager by the Board President or designee.

If employee evaluations include unsatisfactory areas of performance, a written plan of improvement will be developed, including a timeline for improvement of performance. Employees will be expected to improve as instructed in order to maintain employment.

5. Resignation. If you wish to resign from your position, reasonable notice (at least two weeks) to the Club Manager is expected in order to ensure a smooth transition of your duties to a new employee.

SECTION III. PAYROLL

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1. Compensation. The policy of the Club is to provide adequate compensation to its employees. The Club Manager shall periodically review employees' pay scales and may recommend pay amendments to the Board. Pay increases are generally implemented on a calendar year basis determined in conjunction with annual approved budgets.

2. Recording of Time Worked. All employees must record their own time worked. Under no circumstances should an employee allow his/her work time to be recorded by anyone else. Employees may be required to sign their time sheet each pay period.

3. Attendance/Punctuality. The Club Manager is accountable for monitoring attendance habits and determining the cause of any related problems. Written records will be maintained on each absence for every employee. Each employee is responsible for notifying the Club Manager prior to the start of the working day of an intended absence. Excessive absenteeism will result in negative performance reviews, and may subject the employee to discipline up to and including discharge.

4. Paid Holidays. Holidays with pay shall apply to all full-time and exempt employees of the Club. In the event a holiday falls on a Saturday, the attendance day immediately prior shall be considered a holiday. If the holiday occurs on a Sunday, the attendance day immediately after shall be considered a holiday. The Club recognizes the following paid holidays during each calendar year.

- New Year's Day.....January 1
- President's Day.....Third Monday in February
- Memorial DayLast Monday in May
- Independence DayJuly 4
- Labor DayFirst Monday in September
- Thanksgiving DayFourth Thursday in November
- Day after Thanksgiving.....Friday after Thanksgiving
- Christmas DayDecember 25
- Two Personal Days of Employee's choice to be taken within the calendar year
With advance approval of Manager

To be eligible, an employee must have a continuous service date that precedes any given holiday by ninety (90) days. Full-time and exempt employees will be paid for 8 hours at their regular rate of pay or prorated based on their regularly scheduled hours per day. Employees shall not be paid for holidays occurring while they are on an approved or unapproved leave-without-pay status. Where workload permits, the Club will allow employees to take the day before or after Christmas as a non-paid holiday.

5. Overtime. Employees will be compensated for overtime in accordance with federal and state laws and regulations. It is recognized that overtime duty is an occasional necessity dictated by conditions most of which ordinarily cannot be foreseen.

Authorized overtime work on a non-work day (normally Saturdays, Sundays and holidays) or at the end of any ordinary work day, if when added to all other time worked during the same week (Monday through Sunday) exceeds forty (40) hours, shall be paid at the rate of time and one-half.

6. Payroll Deductions. Deductions will be made for state and federal withholding taxes (where applicable), social security taxes, and other applicable federal, state or local taxes. Garnishments and other similar required payments also fall into this category. Other deductions will be made only on written request of the employee and after approval of the Club Manager.

7. Garnishments. The Cape George Colony Club is required to honor court ordered garnishments and other attachments to employees' pay. The Club does not wish to become involved in personal finances of its employees and, therefore, strongly encourages all employees to resolve debts and financial disputes in order to avoid costly garnishment proceedings. Should an employee's personal financial situation begin

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to interfere with proper work performance (absenteeism, excessive personal phone calls, etc.), the employee may be subject to termination.

8. Pay Periods. Salaries will be paid bi-monthly. Pay periods end on the 10th and 25th day of each month. Accrued pay will be paid on the day following the end of the pay period. If the day following the end of the pay period falls on a Saturday, Sunday or a holiday, accrued pay will be paid on the next regularly scheduled business day.

SECTION IV. BENEFITS

1. Forms of Leave

Notice of Absence by Employee: If you are unable to report for work, or if you will be late coming to work or have to leave early, notify the Club Manager as soon as you are aware of the situation so that alternative plans can be made. Regular attendance is required for all employees. Continued occurrences of lateness or absenteeism will result in dismissal.

Paid Vacation: Paid vacation is made available to regular full time and exempt employees, based on the following schedule:

Exempt Employees - Paid Vacation					Full-time non-exempt employees- paid vacation				
	total DAYS accrued annually	total hours accrued annually	semi- monthly DAYS accrued	Maximum Annual carryover	Based on worked hours	total hours** accrued annually	Semi- monthly accrual per hour worked	Maximum Annual carryover	Worked hour base
Year 1	10	80	0.417	40	Years 1-5	80	0.0417	40	1920
Years 2-5	15	120	0.625	60	Years 6-14	120	0.0638	60	1880
Years 6-14	20	160	0.833	80	Years 15-20	160	0.0870	80	1840
Years 15-20	25	200	1.042	80	year 21 +	200	0.1111	80	1800
Year 21 +	30	240	1.250	80	** Actual hours worked may impact the total annual hours accrued				

Employees will accrue vacation time at the beginning of employment but are not eligible to use these hours until after successfully completing the 90 day probationary period. In no event will an employee maintain a balance of vacation time greater than their annual hours earned. An exception to this rule may be granted by majority vote of the Board of Trustees. Upon resignation, retirement or termination, vacation accrued to that point in time, subject to the limits set forth herein, will be paid at the attained rate of pay.

Sick: After the first month of paid, regular employment, regular full-time and exempt employees shall be entitled to one-half day of sick leave. Further sick leave may accrue at the rate of one-half day for each calendar month worked. Total accrual of sick leave shall not exceed forty (40) days. Sick leave is not compensatory upon resignation retirement or termination. Compensatory time will not be granted for accrued sick leave.

Military: A military leave of absence will be granted to employees if required under federal or state rules, statutes, and regulations.

Family and Medical Leave Act: Family and medical leave may be granted to employees on a case-by-case basis upon written application to the Board of Trustees. The Club will comply with applicable provisions, if any, of the Family and Medical Leave Act as posted in the Club's main office.

Funeral/Bereavement: Full-time or part-time employees will be granted time off with pay for funerals and bereavement leave for a maximum of three work days per year in the event of a death in the

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employee's immediate family (mother, father, sister, brother, wife, husband, children, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law) or at the discretion of the Manager. Compensation will be paid for normal working hours.

Leave of Absence: A leave of absence is unpaid authorized absence from work. Most leaves are discretionary and will be approved only for compelling reasons, such as medical leave, military service and extreme personal hardship. Anyone considering taking such a leave should consult the Club Manager regarding specific conditions. It is the responsibility of the employee desiring a leave to submit the request in writing at least 30 days in advance of the requested starting date of leave, except in the case of sudden disability or emergency. Approval will be given in writing. Under no circumstances will a request for leave of absence be granted if an employee is to be employed elsewhere during such a leave.

2. Jury Duty. Jury service is considered the duty, privilege and civic responsibility of every citizen. The Club will not request an excuse from the courts for release of an employee who has been called for jury duty unless his/her absence from work would seriously hamper operation of the Club.

3. Mileage. All employees shall be paid mileage at the current federally allowed rate when carrying out official Club business and providing their own transportation. All claims for such paid travel are subject to approval by the Club Manager prior to payment and accurate records must be kept.

4. Health Plan. The Club shall provide a health and dental plan for its regular full time and exempt employees. The Board of Trustees will set the contribution for health plan premiums and manner of payment.

Employees can choose insurance coverage for family members provided that the additional premiums are paid monthly by the employee. The Board of Trustees will set the wage and benefit package for the Manager.

Temporary workers and part-time employees are not covered by the health or dental plan.

5. Workmen's Compensation Insurance. The Occupational Safety and Health Act of 1970 provides job safety and health protection for workers by promoting safe and healthful working conditions throughout the Nation. (OSHA of 1970 publication is posted in the Club's main office). The Club protects each associate against financial loss due to work-related injury or illness through Workmen's Compensation Insurance. It is the Club's policy and the employee's responsibility to report all injuries and illnesses immediately to the Club Manager. Workmen's Compensation Accident forms are available from the Club Manager. The Club Manager will provide employees with a detailed explanation of the policies and procedures regarding Workmen's Compensation insurance claims.

Cape George Colony Club provides industrial insurance to cover all employees.

6. Retirement Plan (see R&R EMP04). The Club has established a retirement plan (Fortis Simple IRA) that all full-time and exempt employees are eligible to participate in, with the following restrictions:

- You must earn a minimum of \$5,000 per year to be eligible.
- You may, by payroll deduction, contribute up to \$6,000.00 of your yearly salary to the IRA.
- The Club will match dollar for dollar your contribution, up to 3% of your annual salary.
- Failure to contribute to the IRA renders you ineligible for further contributions from the Club.

7. Other Fringe Benefits. Full-time employees who have completed their probationary period may be eligible, at the annual discretion of the Board, for certain other fringe benefits like use of marina rampage and parking (if excess space is available), fitness room and/or pool; note that use of the clubhouse, workshop and sports court are not included. Such benefits will be provided at no charge to the employee but will be to the extent specified by the IRS, subject to taxation where a monetary value is determined to be more than de minimis. Employees will annually be required to sign a waiver of liability to utilize this option, and are expected to follow all applicable rules associated with the use of each facility.

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SECTION V. GRIEVANCES

When an employee considers that he or she has a grievance in connection with working conditions or the interpretation of personnel policies, the employee shall present the grievance in writing to the Club Manager. The Club Manager shall record that a grievance has been submitted and note such grievance on an approved incident form. He/she will then conduct such investigations and hearings as may be appropriate and report the findings and decisions within fifteen working days to the employee.

The Club Manager may, at his or her discretion, bring the matter to the attention of the Board of Trustees. The intent of these procedures is to seek resolution of the complaint at the lowest level of the organization possible, to foster sound interpersonal relations, and to be supportive of open communication between management and employees.

The employee may also request a hearing with the Board of Trustees. The decision rendered by the Trustees shall be final.

The Club Manager can file grievances to the Board President or Vice-President, with final review by the Board.

SECTION VI. DISCIPLINE

It is the intention of the Club to be totally fair and impartial in the imposing of disciplinary action and this demands that all employees know what is expected of them.

The following rules apply to Club employees and are for the protection of the employees and Club property. Prohibited actions are:

- Use of intoxicating beverage and/or illegal drugs during working hours or lunch break
- Fighting during working hours or on Club property
- Theft of membership or Club property
- Deliberate and willful damage or destruction of Club property and/or equipment
- Bringing firearms or other weapons into the working area
- Smoking in prohibited areas
- Failure to use or wear safety equipment
- Driving a Club-owned vehicle at any time the employee's ability to do so is impaired by the use of prescription or non-prescription drugs or intoxicating substances.
- Making false claims of injury or illness
- Excessive absenteeism or tardiness
- Failure to maintain affairs or personal life or engaging in any conduct that reflects badly on Cape George Colony Club
- Any other conduct in violation of the Club's rules and regulations

Each circumstance involving a potential disciplinary situation will be reviewed and carefully investigated. Violation of these rules may result in disciplinary action up to and including immediate discharge. The following procedure shall be used in disciplinary actions:

- A meeting with the employee by the Club Manager and a letter in the employee's personnel file
- A written warning is issued to the employee with a copy in the personnel file. The Board of Trustees is notified
- Three (3) days off without pay. A letter in personnel file and Board of Trustees notified
- Discharge. Employee may request a hearing before the Board of Trustees

SECTION VII. MISCELLANEOUS

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1. Employee Responsibilities. Employee will be held responsible for understanding how to properly perform assigned duties. If an employee is not able to perform a part of a job assigned for any reason, it is his/her responsibility to make the fact known to the Club Manager.

It is essential to maintain accurate and current personnel records. Employees must notify the Club Manager of any change in residence address and phone number, changes in marital status, number and names of dependents, or other personal information which may directly affect benefits.

2. Open Door Policy. No situation involving employees is free from the potential for problems to develop. In a working environment, however, it is essential that problems be dealt with quickly and effectively. The objective of an open door policy is to promptly review any questions or complaints brought to the attention of the Club Manager.

3. Confidentiality. The unauthorized disclosure of confidential information by an employee is a violation of policy and will result in disciplinary action as provided in Section VI. All information received by an employee during the course of their employment shall be considered confidential unless otherwise authorized. Members requesting information are required to complete and submit Form MIS06 – “Member Information Request Form”. All requests for information will be directed to the Club Manager for his/her approval. Care should be taken to prevent confidential discussions from being overheard by other members who are not involved.

4. Public Relations/Courtesy. If an employee has a complaint, it is his/her responsibility to communicate this in a clear and timely manner to the Club Manager. Similarly, information which is important to the operation of the Club must be communicated to the proper person. Good communication can involve use of the telephone, be written or occur face to face.

When you telephone any place of business, you expect courtesy. This affects your beliefs about the company as a whole. Similarly, the public, whether they are members, members’ families or friends, vendors, or the general public, judge us based on personal contact or telephone conversations. Often the telephone is the only contact with us. Discuss all matters with the same courtesy that you would appreciate, and treat every call or contact as extremely important - because it is!

When you answer the phone, state the Club’s full name and your name.

5. Solicitation/Distribution. Solicitation, such as selling products or services, is prohibited in the work place during working time. Distribution of literature by employees is prohibited at any time in the working areas. Working time includes break time and lunch time, but does not include time before and after work. Working areas are those areas in which an employee works, but does not include break areas.

6. Dress and Grooming. In an informal work environment employees are expected to wear neat and clean clothing which would meet the requirement of their particular job function.

7. Incident Reports. In the event of an incident (an occurrence out of the ordinary such as a theft, disturbance, or property damage, or conflicts with members) the employee shall notify and review it with the Club Manager.

8. Theft. If at any time an unauthorized person is observed tampering with or removing property belonging to either the Club, a property owner, or an employee, the matter should immediately be reported to the Club Manager. The complete support and cooperation of all employees is imperative if theft is to be prevented.

9. Notices/Messages/Bulletin Boards. Cape George will maintain bulletin boards (if needed) for keeping employees informed on changes in federal and state labor laws, payroll deduction information, messages, and other information pertinent to Club employees.

10. Fire and Safety Regulations and Procedures. It is the responsibility of each employee to be fully aware of his/her role in case of fire. Fire plans are posted and otherwise available from supervisors.

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- Fire Exit signs are posted and should be noted
- Be aware where fire extinguishers are located
- Request instruction in the use of fire extinguishers
- Always be aware that your safety comes first

11. Smoking and Use of Tobacco. In keeping with the Club's intent to provide a safe and healthful work environment, smoking in the workplace and Club-owned buildings is prohibited, except in those locations that have been specifically designated as smoking areas. This policy applies equally to all employees, members, and visitors.

Approved at Board of Trustees Meeting dated: December 10, 2009.

Approved at Board of Trustees Meeting dated: February 11, 2010.

Approved at Board of Trustees Meeting dated: May 12, 2011.

Approved at Board of Trustees Meeting dated: December 15, 2011.

Approved at Board of Trustees Meeting dated: February 14, 2014.

Approved at Board of Trustees Meeting dated: February 12, 2015.

Richard Hilfer President

Carol Wood, Secretary