

RULES AND REGULATIONS -- PERSONNEL

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

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
- 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 General 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

Approved at Board of Trustees Meeting dated: July 12, 2018.

Katie Habegger, President

Joel Janetski, Secretary