



USSVI Submarine Veterans - Groton Employee Handbook

EXECUTIVE BOARD Approved

Steven A. Ricard

27FEBRUARY2023

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1. Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Organization. Employment with USSVI Submarine Veterans - Groton is "AT-WILL." This means employees or USSVI Submarine Veterans - Groton may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with USSVI Submarine Veterans - Groton for any set period of time.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Organization also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Dear Valued Employee,

Welcome to USSVI Submarine Veterans - Groton! We are pleased with your decision to join our team.

USSVI Submarine Veterans - Groton is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Organization.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the Permittee.

Welcome aboard. We look forward to working with you!

Sincerely,

The Permittee

1.3 Changes in Policy

Change at USSVI Submarine Veterans - Groton is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by USSVI Submarine Veterans - Groton, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Permittee.

2. General Employment

2.1 At-Will Employment

Employment with USSVI Submarine Veterans - Groton is "at-will." This means employees are free to resign at any time, with or without cause, and USSVI Submarine Veterans - Groton may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with USSVI Submarine Veterans - Groton for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by USSVI Submarine Veterans - Groton, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between USSVI Submarine Veterans - Groton and any of its employees.

2.2 Immigration Law Compliance

USSVI Submarine Veterans - Groton is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, 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. Former employees who are rehired must also complete the form if they have not completed an I-9 with USSVI Submarine Veterans - Groton within the past three years, or if their previous I-9 is no longer retained or valid.

USSVI Submarine Veterans - Groton may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, USSVI Submarine Veterans - Groton provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

USSVI Submarine Veterans - Groton is an Equal Opportunity Employer. Employment opportunities at USSVI Submarine Veterans - Groton are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Organization will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Organization will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your Permittee. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

USSVI Submarine Veterans - Groton strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. USSVI Submarine Veterans - Groton will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Equal Employment Opportunity (Connecticut Employees)

USSVI Submarine Veterans - Groton is an Equal Opportunity Employer. Employment opportunities at USSVI Submarine Veterans - Groton are based upon

one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion
- Sex (including pregnancy, sexual harassment or transgender status)
- Workplace hazards to reproductive systems
- National origin
- Ancestry
- Age
- Veteran status
- Physical disability
- Past or present history of mental disability
- Learning disability
- Intellectual disability
- Genetic information
- Sexual orientation
- Gender identity or expression
- Marital status
- Civil union status
- Homelessness status
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

USSVI Submarine Veterans - Groton strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. USSVI Submarine Veterans - Groton will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.5 Employee Grievances

It is the policy of USSVI Submarine Veterans - Groton to maintain a harmonious workplace environment. USSVI Submarine Veterans - Groton encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Permittee.

After receiving a written grievance, USSVI Submarine Veterans - Groton may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with USSVI Submarine Veterans - Groton's Sexual and other Unlawful Harassment Policy.

USSVI Submarine Veterans - Groton assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.6 Internal Communication

Effective and ongoing communication within USSVI Submarine Veterans - Groton is essential. As such, the Organization maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, USSVI Submarine Veterans - Groton uses email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.7 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with USSVI Submarine Veterans - Groton.

Unless an alternative work schedule has been approved by USSVI Submarine Veterans - Groton, employees will be subject to the Organization's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

USSVI Submarine Veterans - Groton's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.8 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address USSVI Submarine Veterans - Groton's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, USSVI Submarine Veterans - Groton will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Organization or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;

- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Jeff Walsh directly. Employees should also review their state and local requirements for any additional reporting guidelines.

USSVI Submarine Veterans - Groton will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Permittee or any state or local agency responsible for investigating alleged violations.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, USSVI Submarine Veterans - Groton classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with USSVI Submarine Veterans - Groton or if your job responsibilities change, you will be informed by the Permittee of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for USSVI Submarine Veterans - Groton's benefits, subject to the terms, conditions, and limitations of each benefit program. As of May 2022, we do not employ full time employees and have not employee benefits program.

Part-Time:

Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some USSVI Submarine Veterans - Groton benefit programs, subject to the terms, conditions, and limitations of each benefit program. As of May 2022, we do not employ full time employees and have not employee benefits program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to [USSVI Submarine Veterans - Groton benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially

stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by USSVI Submarine Veterans - Groton Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Permittee of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Permittee as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

Employees will have the ability to update information related to pay and payroll processes directly with ADP.

3.3 Privacy Protection Policy (Connecticut Employees)

Employees are permitted to access “personal information” only as necessary and with prior authorization. If given authorization to access personal information for job-related purposes, employees must do so in accordance with the Organization's policies and procedures.

“Personal information” means information capable of being associated with a particular individual through one or more identifiers, including, but not limited to, a Social Security number, a driver's license number, a state identification card

number, an account number, a credit or debit card number, a passport number, an alien registration number or a health insurance identification number. Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.

Accessing and using such information without prior authorization by USSVI Submarine Veterans - Groton or in violation of the Organization's policies and procedures may result in discipline up to and including termination of employment.

If you come into contact with Social Security numbers or other sensitive personal information without authorization from the Organization, or under circumstances outside of your job duties, you may not use or disclose the information further, and must contact the Permittee immediately. All related information must then be turned over to the Permittee including all copies of the information in whatever form.

For more information regarding access to personal information, review your job description and contact your supervisor or the Permittee.

3.4 Expense Reimbursement

USSVI Submarine Veterans - Groton reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Permittee.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the Permittee for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

Some employees will be authorized to use Debit Cards. This is for the purpose of ordering and payment of supplies. In these cases the original receipt must be provided to the Treasurer within 3 working days. If the expense is not related to food, liquor supplies then prior approval from the Permittee is required and a report

should accompany the receipt.

3.5 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization.

Notice of Voluntary Separation

Employees who intend to terminate employment with USSVI Submarine Veterans - Groton shall provide USSVI Submarine Veterans - Groton with at least two weeks written notice. Such notice is intended to allow the Organization time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Return of Company Property

Any employee who terminates employment with USSVI Submarine Veterans - Groton shall return all files, records, keys, and any other materials that are the property of USSVI Submarine Veterans - Groton prior to their last date of employment.

Final Pay

USSVI Submarine Veterans - Groton will provide employees with their final pay in accordance with applicable federal, state and local laws.

Benefits Upon Termination

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. USSVI Submarine Veterans - Groton will notify employees of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, contact USSVI Submarine Veterans - Groton's Permittee.

4. Working Conditions & Hours

4.1 Company Hours

USSVI Submarine Veterans - Groton is open for business from

- Monday 11 AM to 2 PM
- Tuesday 11 AM to 2 PM
- Wednesday 11 AM to 2 PM
- Thursday 11 AM to 5 PM
- Friday 11 AM to 5 PM

This excludes holidays recognized by USSVI Submarine Veterans - Groton. The standard workweek is less than 40 hours.

Hours of Work may change during the year, as examples:

Winter: Monday & Tuesday 11 am to 3 pm, Wednesday 11 am to 5 pm, Thursday & Friday 11 am to 7 pm

Summer: Monday to Wednesday 11 am to 3 pm, Thursday & Friday 11 am to 5 pm

Clarification some employees may be required to start work prior to 11 am in order to prepare for that days work.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by USSVI Submarine Veterans - Groton management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.3 Workplace Safety

USSVI Submarine Veterans - Groton is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. USSVI Submarine Veterans - Groton and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Jeff Walsh

Permittee@ussvigroton.org

860.445.5262

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

USSVI Submarine Veterans - Groton expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Permittee.

4.4 Security

The purpose of USSVI Submarine Veterans - Groton's security policy is to protect Organization assets and to maintain a safe working environment for all employees.

Facility Access :

Normally all regular USSVI Submarine Veterans - Groton employees will be issued a key to gain access to USSVI Submarine Veterans - Groton facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible. Key holders will be identified based on their responsibility to open the Club.

Upon separation from USSVI Submarine Veterans - Groton, and at any other time upon USSVI Submarine Veterans - Groton's request, all keys must be returned to your supervisor.

Closing Procedures :

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the Permittee.

4.5 Meal & Break Periods

Non-exempt employees will be provided with meal and break periods in accordance with applicable federal, state, and local rules. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will generally be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable

meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

USSVI Submarine Veterans - Groton will schedule meal and break periods in order to accommodate Organization operating requirements.

4.6 Meal Periods (Connecticut Employees)

Employees are entitled to a 30-minute meal period if scheduled for 7 ½ or more consecutive hours of work. For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of the meal period using USSVI Submarine Veterans - Groton's timekeeping system.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid meal periods. If for any reason a non-exempt employee does not take the meal period that they are provided, the employee must notify his or her supervisor immediately.

Supervisors will schedule meal periods in order to accommodate the Organization's operating requirements; however, the meal period will be scheduled after the first 2 hours of work and before the last 2 hours.

4.7 Break Time for Nursing Mothers

USSVI Submarine Veterans - Groton accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Organization will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the Permittee.

5.Employee Benefits

5.1 Military Leave

USSVI Submarine Veterans - Groton grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Permittee.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

USSVI Submarine Veterans - Groton complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Permittee.

5.2 Jury Duty

USSVI Submarine Veterans - Groton encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either USSVI Submarine Veterans - Groton or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, USSVI Submarine Veterans - Groton may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

5.3 Jury Duty Leave (Connecticut Employees)

USSVI Submarine Veterans - Groton encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either USSVI Submarine Veterans - Groton or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

If a full-time employee reports for jury duty and/or serves on a jury, he or she will be granted paid time off for the first 5 days of service or part thereof. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. For purposes of this policy, a full-time employee means an employee normally working 30 or more hours per week.

If a part-time employee reports for jury duty and/or serves on a jury, he or she will be granted unpaid time off to serve; however, part-time employees may opt to use accrued paid time off for this purpose.

An employee who has served eight hours of jury duty in any one day will be not required to report to work on that day.

Employees should consult with the Permittee for more information on eligibility for compensation under this policy.

5.4 Workers' Compensation

Employees who are injured on the job at USSVI Submarine Veterans - Groton are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by USSVI Submarine Veterans - Groton. No premium is charged for this coverage and no individual enrollment is required. USSVI Submarine Veterans - Groton will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Permittee to obtain the required claim forms and instructions.

5.5 Domestic Violence Leave (Connecticut Employees)

An employee may be entitled to up to 12 days of leave in a calendar year if the employee is a victim of family violence. This leave may be used to:

- Seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim;
- Obtain services from a victim services organization on behalf of the victim;
- Relocate; or
- Participate in any civil or criminal proceeding related to or resulting from family violence.

Except in cases of imminent danger to the health or safety of the employee, or unless impractical, an employee requesting domestic violence leave must inform his or her supervisor at least 7 days prior to the need for leave.

Employees must be prepared to provide USSVI Submarine Veterans - Groton with signed written certification to verify the employee's eligibility for the leave requested, such as copies of restraining orders, police reports, or documentation of treatment

from a medical professional or other licensed professional from whom the employee has sought assistance.

During leave, employees may be eligible for wage-replacement benefits through the state. The state will determine whether you are eligible for wage-replacement benefits, including the amount of benefits you may receive. Your entitlement to those benefits is subject to the terms and conditions established by the state. If the employee exhausts their state wage-replacement benefits, they may use unpaid leave. Employees may also use accrued paid time off for this purpose.

Leave under this policy will not affect any other leave provided under state or federal law.

Retaliation Prohibited:

USSVI Submarine Veterans - Groton will not retaliate against employees for exercising their rights under the law.

Questions Regarding Leave

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Permittee.

5.6 Court Attendance Leave (Connecticut Employees)

Employees may be eligible for leave to attend to certain court related matters such as:

- The employee obeys a legal subpoena to appear before any court of Connecticut as a witness in any criminal proceeding,
- The employee attends a court proceeding or participates in a police investigation related to a criminal case in which the employee is a crime victim,
- The employee attends or participates in a court proceeding related to a civil case where the employee is a victim of family violence, or
- A restraining or protective order has been issued on the employee's behalf by a court.

To the extent possible, employees must provide his or her supervisor with notice of

their need for leave under this policy as soon as possible after receipt of the subpoena or becoming aware of the need for such leave.

Leave is unpaid; however, employees may use accrued paid time off for this purpose.

Employees must be prepared to provide USSVI Submarine Veterans - Groton with certification to verify the employee's eligibility for the leave requested.

5.7 Pregnancy Accommodation Policy (Connecticut Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, related medical conditions or lactation may request a reasonable accommodation as is necessary.

USSVI Submarine Veterans - Groton will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Organization.

Reasonable accommodations may include, but are not limited to:

- Sitting while working
- Periodic rest, or more frequent or longer breaks
- Light duty assignments or assistance with manual labor
- Job restructuring
- Modified work schedules
- Temporary transfers to less strenuous or hazardous work
- Time off to recover from childbirth
- Break time and appropriate facilities for expressing breast milk

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment. **Note:** Employees may be entitled to a reasonable leave of absence for a disability resulting from pregnancy.

The Organization will not retaliate against an employee who requests or uses a

reasonable accommodation under this policy. Employees should speak with the [HR Contact Title] to discuss their need for reasonable accommodation or for questions regarding this policy.

5.8 Civil Air Patrol Leave (Connecticut Employees)

Effective October 1, 2019, members of the Civil Air Patrol may be allowed a leave of absence to:

- Respond to an emergency declared by the Governor or the President of the United States;
- Respond to a request for assistance in an emergency, natural disaster, or life-threatening event at the request of the U.S. Air Force or Coast Guard, Department of Emergency Services and Public Protection, the Division of Emergency Management and Homeland Security, state police, or local police department; or
- Participate in required emergency services training programs and exercises.

Civil Air Patrol leave is unpaid; however, employees may use accrued paid time off for this purpose.

Notice and Verification

Employees who are members of the Civil Air Patrol must notify USSVI Submarine Veterans - Groton that they may be called to participate in training or to serve in an emergency, natural disaster, or life-threatening event. This notice must be provided by October 31, 2019, when the employee starts working for USSVI Submarine Veterans - Groton, or by the date on which the employee joins the Civil Air Patrol, whichever is latest.

Employees must give USSVI Submarine Veterans - Groton as much notice as possible of their need for such leave and provide written verification from the Civil Air Patrol that confirms their eligibility for the leave requested.

Reinstatement

Upon expiration of the leave, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Retaliation Prohibited:

USSVI Submarine Veterans - Groton will not retaliate against employees for exercising their rights under the law.

Questions Regarding Civil Air Patrol Leave

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Permittee.

5.9 Voting Leave (Connecticut Employees)

Under state law, eligible employees are entitled to up to two hours of unpaid time off for the purposes of voting. This leave entitlement expires on June 30, 2024, unless extended.

Eligibility:

Employees are entitled to voting leave in any state election or when they are an elector in any special election for United States senator, representative in Congress, state senator, or state representative.

To be eligible for voting leave, employees must also request the time off at least two working days prior to the date of the election.

Retaliation Prohibited:

USSVI Submarine Veterans - Groton will not take adverse action against an employee for exercising their rights under the law.

If you have questions about this policy, contact your supervisor or the Permittee.

5.10 Family and Medical Leave (Connecticut Employees)

Eligible employees may be entitled to a leave of absence under the Connecticut Family and Medical Leave Act ("CTFMLA"). Below is a summary of rights and obligations under the CTFMLA.

Eligible Employees

Employees who have been employed by USSVI Submarine Veterans - Groton for at least 3 months are eligible to take a leave of absence (“CTFMLA leave”) if they meet the conditions set forth in this policy.

Basic Leave Entitlement

Eligible employees may take up to 12 weeks of CTFMLA leave during any 12-month period:

- For the birth of a child;
- For the placement of a child with the employee for adoption or foster care;
- To care for a family member with a serious health condition;
- To care for an employee's own serious health condition;
- Because of a qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty, in the armed forces;
- To serve as an organ or bone marrow donor.

Eligible employees may take up to two additional weeks of leave for a serious health condition resulting in incapacitation that occurs during a pregnancy.

Eligible employees must take CTFMLA leave within 12 months of the birth or placement of a child.

A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, nursing home or residential medical care facility, or continuing treatment by a healthcare provider.

For the purposes of this policy, a family member means spouse, sibling, son or daughter, grandparent, grandchild, or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

Intermittent or Reduced Schedule Leave

Employees may take leave for the birth or placement of a child intermittently or on a reduced schedule with approval of the Organization. When medically necessary, employees may take leave for a serious health condition intermittently or on a reduced schedule.

Notice

Where the need for leave is foreseeable, employees must provide at least 30 days' notice of the need for leave. If 30 days' notice is not possible, employees must provide as much notice as is practical. Where possible, employees should make a reasonable effort to schedule medical treatment in a way that does not disrupt the operations of the Organization.

Medical Certification

USSVI Submarine Veterans - Groton may require that the employee submit a medical certification issued by the treating health care provider.

Benefits Continuation

Employees taking CTFMLA leave will not lose any benefits they accrued before their CTFMLA leave began. In addition, the Organization will maintain any existing benefits coverage while the employee is on leave provided the employee continues any contributions that the employee would have made if the employee had continued employment.

Employees are not entitled to any benefit other than the benefits to which they would have been entitled had they not taken CTFMLA leave. In addition, employees will not accrue any additional seniority or employment benefits while on leave.

Compensation

During leave, employees may be eligible for wage-replacement benefits through the state. The state will determine whether you are eligible for paid family and medical leave benefits, including the amount of benefits you may receive. Your entitlement to benefits is subject to the terms and conditions established by the state. Employees may also opt to use any available, accrued paid time off for this purpose.

Return to Work

Under most circumstances, an employee is entitled, upon return from leave, to be reinstated to the position they held before going on leave, or to be placed in an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. An employee, however, has no greater right to reinstatement or to other benefits and conditions of employment than if he or she had been continuously employed during the CTFMLA leave period.

Relationship with Federal Family and Medical Leave and Other Leave

Policies

Generally, leave taken under the CTFMLA must be taken concurrently with leave taken under the federal Family and Medical Leave Act ("FMLA"). Where applicable, when an employee's leave qualifies under CTFMLA and under the federal FMLA, the leave used counts against the employee's entitlement under both laws. To the extent the Organization offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Retaliation Prohibited:

USSVI Submarine Veterans - Groton will not retaliate against employees for exercising their rights under the law.

Questions Regarding Family Leave

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Permittee.

5.11 Family Military Leave (Connecticut Employees)

Employees may be eligible to take a one-time benefit of up to 26 workweeks of leave during any 12 month period when their spouse, parent, child or next of kin is a current member of the armed forces and is undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status, or is on the temporary disability retired list for a serious injury or illness incurred in the line of duty.

To be eligible, employees must have been employed with USSVI Submarine Veterans - Groton for at least three months.

Family military leave is unpaid; however, employees may opt to use accrued paid time off for this purpose. Separately, employees may be eligible for up to 12 weeks of wage-replacement benefits through the state. The state will determine whether you are eligible for wage-replacement benefits, including the amount of benefits you may receive. Your entitlement to those benefits is subject to the terms and conditions established by the state.

Where the need for leave is foreseeable, employees must provide at least 30 days' notice of the need for leave. If 30 days' notice is not possible, employees must provide as much notice as is practical. Where possible, employees should make a reasonable effort to schedule leave so that it does not disrupt the operations of

the Organization.

Family military leave may be taken intermittently or on a reduced schedule, with prior USSVI Submarine Veterans - Groton approval and the appropriate certification.

Employees must be prepared to provide USSVI Submarine Veterans - Groton with certification from the proper military authority to verify the employee's eligibility for family military leave.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with and Other Leave Policies

To the extent permitted by law, Connecticut's Family Military leave will run concurrently with leave taken under the federal Family and Medical Leave Act ("FMLA"). If an employee meets the qualifications of both laws, the Organization will provide the more generous of the two benefits.

Questions Regarding Family Military Leave

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Permittee.

6. Employee Conduct

6.1 Standards of Conduct

USSVI Submarine Veterans - Groton's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Organization's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Organization's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way

restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding USSVI Submarine Veterans - Groton's standards of conduct, please direct them to your supervisor or the Permittee.

6.2 Disciplinary Action

Disciplinary action at USSVI Submarine Veterans - Groton is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. USSVI Submarine Veterans - Groton reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

USSVI Submarine Veterans - Groton recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging USSVI Submarine Veterans - Groton business practices or any other confidential information
- Any misrepresentation of USSVI Submarine Veterans - Groton to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

USSVI Submarine Veterans - Groton takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Organization's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with USSVI Submarine Veterans - Groton and as a direct result of your job responsibilities with USSVI Submarine Veterans - Groton. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Organization to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Organization, and not otherwise available to persons or companies outside of USSVI Submarine Veterans - Groton, may result in disciplinary action, up to and including termination of employment. If you leave the Organization, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Permittee.

6.4 Workplace Violence

USSVI Submarine Veterans - Groton strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. USSVI Submarine Veterans - Groton will not tolerate any form of retaliation against any employee for making a report under this policy.

USSVI Submarine Veterans - Groton will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.5 Drug & Alcohol Use

USSVI Submarine Veterans - Groton is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for USSVI Submarine Veterans - Groton is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of USSVI Submarine Veterans - Groton, or in any vehicle owned or leased on behalf of USSVI Submarine Veterans - Groton or while on Organization business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that

such use does not hinder an employee's ability to safely perform their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

USSVI Submarine Veterans - Groton will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Permittee immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, USSVI Submarine Veterans - Groton employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, USSVI Submarine Veterans - Groton reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with USSVI Submarine Veterans - Groton, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between USSVI Submarine Veterans - Groton and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.6 Sexual & Other Unlawful Harassment

USSVI Submarine Veterans - Groton is committed to a work environment in which all individuals are treated with respect. USSVI Submarine Veterans - Groton expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a

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

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Organization's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Organization

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

USSVI Submarine Veterans - Groton strongly encourages the reporting of all

instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Jeff Walsh

Permittee@ussvigroton.org

860.4455262

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

USSVI Submarine Veterans - Groton expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.7 Telephone Usage

USSVI Submarine Veterans - Groton telephones are intended for the sole use of conducting company business. Personal use of the Organization's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.8 Personal Property

Employees should use their discretion when bringing personal property into the workplace. USSVI Submarine Veterans - Groton assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on USSVI Submarine Veterans - Groton premises.

6.9 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Organization, and is subject to reassignment and/or use by the Organization without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

USSVI Submarine Veterans - Groton has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of company property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to employees in order to assist them in their

required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.10 Smoking

USSVI Submarine Veterans - Groton provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our members & employees and in maintaining pleasant working conditions.

6.11 Visitors in the Workplace

To ensure the safety and security of USSVI Submarine Veterans - Groton and its employees, only authorized visitors are permitted on Organization premises and in Organization facilities.

All visitors must enter through the main reception area and sign in and out at the front desk.

6.12 Computer, Email & Internet Usage

Computers, email, and the Internet allow USSVI Submarine Veterans - Groton employees to be more productive. However, it is important that all

employees use good business judgment when using USSVI Submarine Veterans - Groton's electronic communications systems (ECS).

Standards of Conduct and ECS

USSVI Submarine Veterans - Groton strives to maintain a workplace free of discrimination and harassment. Therefore, USSVI Submarine Veterans - Groton prohibits the use of the Organization's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Organization's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Organization's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Organization's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

USSVI Submarine Veterans - Groton purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, USSVI Submarine Veterans - Groton does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. USSVI Submarine Veterans - Groton prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Organization that violate the Organization's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Organization-owned software without permission.
- Sending or posting the Organization's confidential material, trade secrets, or non-public proprietary information outside of the Organization. *Wages and other conditions of employment are not considered confidential material.*

- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of USSVI Submarine Veterans - Groton.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by USSVI Submarine Veterans - Groton are the property of USSVI Submarine Veterans - Groton. Employees have no right of personal privacy when using USSVI Submarine Veterans - Groton's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Permittee.

6.13 Company Supplies

Only authorized persons may purchase supplies in the name of USSVI Submarine Veterans - Groton. No employee whose regular duties do not include purchasing shall incur any expense on behalf of USSVI Submarine Veterans - Groton or bind USSVI Submarine Veterans - Groton by any promise or representation without

express written approval.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Organization. USSVI Submarine Veterans - Groton expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Organization's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. USSVI Submarine Veterans - Groton reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, USSVI Submarine Veterans - Groton will presume that the employee has voluntarily resigned. USSVI Submarine Veterans - Groton will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Timekeeping

It is the Organization's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

Employees will use the Square POS system to log into and out of work.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

USSVI Submarine Veterans - Groton strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

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

7.3 Paydays

USSVI Submarine Veterans - Groton employees are paid on a Weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the

employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Organization makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

USSVI Submarine Veterans - Groton makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Permittee immediately. USSVI Submarine Veterans - Groton will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.