



BeachSports
Employee Handbook 2019

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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 BeachSports is "AT-WILL." This means employees or BeachSports 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 BeachSports for any set period of time.

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 BeachSports! We are stoked to decided to join our team!

BeachSports 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 Executive Director.

Welcome aboard. We look forward to working with you this summer!

Sincerely,

Tommy Ostendorf

Executive Director

1.3 Changes in Policy

Change at BeachSports 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 Changes will be effective on the dates determined by BeachSports, and after those dates all superseded policies will be null and void.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 Executive Director.

1.4 BEACHSPORTS OVERVIEW

POLICIES

Week-to-Week Employment

All BeachSports employees are by California State law, “at will” employees. This means that either BeachSports or the employee can terminate the employment at any time and for any reason, with or without notice. It is at BeachSports sole discretion to hire and to relieve you of employment. Your performance as an employee during training, scheduled shifts and your overall acceptance and adherence to the rules below effect your being hired on a week-to-week basis.

BeachSports hires coaches on a week-to-week basis. Our intention is to hire you for the summer. It is possible, however, you may not be offered weekly work if the camp for that week has a low enrollment and requires fewer coaches. If you have employment questions regarding this or other BeachSports policies, please contact the Director of Operations or email info@beachsports.org.

More details on “at will” info and detailed legal policies described later in this doc.

Time Cards, Paydays and Days Off

Payroll forms are submitted by the Director of Operations for your location. Each

weekly shift will be awarded pay at your individual pay level. If you substitute for another employee by working a day or part of their shift, ensure your Director of Operations is aware of the substitution so we can compensate the right employee. Any shift substitution must be approved by the Director of Operations.

Shift Assignments

Shift assignments are made by the Director of Operations. Each shift is created to benefit our participants and the employee. Each shift will be specifically assigned hours, Monday to Friday.

Shift time Shift Hours

AM/PM 8:15-12:15 & 1:45-5:15

AM+ 8:15-2:15

PM+ 11:45-5:15

AM only 8:15-12:15

PM only 1:45-5:15

If you are unable to work a shift, notify the Director of Operations two weeks in advance or as soon as you are aware of the conflict. Trading shifts must be approved by the Director of Operations. You are expected to complete all shifts.

CONDUCT

Conduct Among Employees & Campers

Treat each employee, camper and parent of BeachSports with respect and courtesy. Do not tease, intimidate, make fun of, use foul language, make sexual comments, ask for favors or use your position with BeachSports to gain an advantage over any employee, camper or parent. Do not touch any coach, camper or parent inappropriately.

Be On-Time Everyday

Arrive on time for your scheduled shift. Depart when relieved by your Head Coach. Late arrival for your shift can result in termination of your employment.

On Duty Talking & Cell Phone Use

When you are on duty in the ocean or on the sand, watching campers in the ocean

or sand activity or a lecture is in progress, there is to be no social talking among coaches. Communication between coaches regarding campers is a part of your duty.

Cell phones are to be kept in your bag at all times during your shift. You may only use your phone when requested by your Head Coach or by asking their permission.

*Only Head Coaches may have their cell phones out during camp hours and it must be only for camp business.

Coffee

Coffee must be in your bag or in the trash by 8:45AM. As parents arrive, they expect to see alert, engaged coaches ready to welcome their kids. A coffee in hand does not present preparedness.

Dress Code

Wear your uniform every day. Wear a clean uniform. Your uniform includes a BeachSports blue rashguard, BeachSports t-shirt, BeachSports sweatshirt OR black sweatshirt, two-piece or one-piece swim suit with no strings, BeachSports hat/visor or Straw Lifeguard Hat.

Clothing worn by BeachSports personnel will be clean and in good repair. Each year you are employed by BeachSports, you will receive two BeachSports t-shirts and one instructor rashguard; BeachSports sweatshirts are available for purchase for \$20.00 each. BeachSports t-shirts are available for \$10.00 each over the 2 that are provided.

Leaving the Beach

Come to the beach prepared to stay at the beach (water, lunch, sunscreen, parking meter paid etc.). You will not be permitted to leave the beach unless authorized by your Director of Operations.

Be Involved with your Campers

Campers assigned to your care are your responsibility the entire time the camper is in camp. Always know who and where your campers are. Always escort campers to the bathroom. Do not leave campers unattended at any time.

Surfing On Duty

If you're on a surfboard teaching, always remember your focus is on your campers. At no point should you be catching more waves than your campers, cutting off your

campers or ignoring your campers to find waves. Surfing privileges will be revoked if your fellow coaches believe you're abusing the policy.

Equipment & Vans

It is your responsibility to maintain and respect all equipment on a daily basis. Use of equipment is a privilege, and both campers and coaches should be respectful and responsible when using it. Open and pack shade tents with care. Carry surfboards and boogie boards, don't let them drag. Pack equipment in vans in a way that doesn't cause any damage (surfboard fins not bent!). No jumping on boards.

Beach Presentation

Maintain an organized, professional appearance on the beach at all times. Perception among the community and the lifeguards is crucial to our longevity as a business. Keep equipment organized and in close proximity to your tents. Leave the beach cleaner than when you arrived.

Respect the Lifeguards

Always treat the lifeguards as authority figures. Speak to them as you would a police officer. Follow any instruction they give you. "Yes, sir" "No problem, ma'am". If you're concerned it will affect your ability to run your program, speak with your Director of Operations and they will try to resolve the issue.

PROCEDURES

Drop off/Pick up

First Impressions: This is our first interaction with parents and their initial interaction with BeachSports. It's crucial we appear competent, professional, trustworthy and organized so that parents leave with the confidence that their child is in good hands. Refer back to the "conduct" guidelines above, specifically punctuality, on-duty talking, coffee and dress code.

Neighbor and Community Impact: Be considerate of our neighbors and our impact on the local community. Be courteous if confronted by a neighbor. They have the power to create a lot of trouble for us if we get on their bad side. If you feel you can't address their concerns, direct them to the Head Coach or Director of operations.

Traffic: Be as efficient as possible during pick-up and drop-off to avoid traffic jams. Try to keep parents in their vehicles. If a parent would like to speak with the Head Coach, direct them to find parking and walk down to check-in.

Camp Rules

***Should be stated DAILY to your campers prior to the first camp activity.**

B E A C H

1. Be kind to others
2. Everyone stays together
3. Always wear your rashguard
4. Clean up after yourself
5. Have fun, it's summer!

Consequences { 3 Strike-Rule }

1. Verbal Warning (coach names action and the broken rule)
2. Time Out & make note on roster - Removed from Activity 5 minutes (sits out with a coach)
3. Removed from remainder of Activity (sits out with a coach and call home to parents)

*In the case of a severe incident, the 3-Strike Rule may not apply.

Consult the office when camper reaches 3rd strike.

Incident Reports- should be filed for 3-Strike Rule or other significant events.

Ex. Bullying, physical contact, lost camper, lifeguard rescue

- Incident report should be filled out by the coach who witnessed the incident
- Report should then be given to Head Coach
- Head Coach sends report (via iphone picture) to Lisa

Restroom Policy

- A coach is always required to accompany campers to the bathroom.
- Ideally, the coach and campers are the same gender and can accompany campers in the bathroom.
- Minimum of 2 campers for any bathroom trip.
- A coach may never be alone in a bathroom with a camper.

- Coach should announce that they are going to the restroom and take as many kids that need to go.

Medical / Emergency Plan

In the event of an emergency/accident within our Day Camp the following guidelines should be adhered to:

1. Assess the situation:
 1. Is it truly an emergency? Is the victim breathing, conscious, bleeding severely, moving, in severe pain, etc.?
 2. If any of the above warrants the situation as serious TAKE CONTROL!
 1. Send one person to the nearest lifeguard stand to inform them of the current situation
 2. Provide reassurance to the victim. Demonstrate confidence.
 3. Direct other children in the group to sit and wait in a specific location, away from the victim, be visible.
 4. Stay with the victim.
 5. If the situation warrants action prior to the arrival of the lifeguards, more extensive than reassuring and/or calming the victim, the counselor should perform only those steps/procedures they have been trained in.

For Example:

1. Severe bleeding: apply direct pressure
2. Respiratory emergency: open airway and initiate CPR
3. Report all accidents to the Camp Director and fill out accident report (**Attachment B**). Parents must be made aware of ANY injury their child incurred at camp, regardless of the extent of the injury.

Bee Sting Allergies/Food Allergies:

**Parents should notify coach of any allergies at check in and provide an Epi Pen if necessary

Here are symptoms to watch for:

Airway is most important issue here. All symptoms derive from restricted air movement. (look for lip and tongue swelling, accessory muscle use followed by

blue lips. A True medical emergency can occur within minutes of being exposed to allergen. **Act fast** but **stay calm**, STAY with camper delegate to get lifeguards involved and Epi/Benadryl into camper. **REMOVE** other campers from direct observation of incident.

Head	Feeling very anxious, Confusion, Dizziness, Passing out
Mouth	Itching, Swelling of lips and/or tongue, Tingling of lips or tongue
Lungs	Shortness of breath, Coughing, Wheezing, Difficulty breathing
Skin	Itching , Hives, Redness, Swelling
Throat	Itching, Tightness/closure, Coughing, Hoarseness
Heart	Weak pulse, Fast heartbeat, Shock
Stomach	Vomiting, Nausea, Diarrhea, Cramps

***If any of these signs or symptoms of anaphylaxis occur, contact the lifeguard. Administer Epi Pen as prescribed if the matter is urgent.**

Epi Pen:

-Head Coach stores Epi Pen in backpack and will administer if necessary

-1 coach must always stay with the child to watch for signs/symptoms until another staff member retrieves Epi Pen or parent/legal guardian arrives

-Head Coach must have signed release form from parent to hold and administer Epi Pen (see **Attachment C**)

Sharks:

-If a shark is spotted, calmly and immediately evacuate water

-Tell, or signal, a lifeguard

-Sit campers on beach and explain the situation

If camper is bit:

- Get lifeguard
- Lay the camper down
- Control Bleeding

- Apply direct pressure to the wound
- Use surf leash as tourniquet if necessary
- Keep the person warm and calm until help arrives

Weather Emergency Plan:

Lightning:

- At the first sign of thunder or lightning remove all campers from the water.
- Campers pack up and head to designated safe spot (listed below).
- All beach equipment should be left on beach until campers are safe.
- Manhattan Beach-15th St. or 6th St. walkstreet between Ocean Drive and Strand
- Hermosa Beach- Parking Structure between 13th St. and Beach Drive (behind Goodstuff)
- Redondo Beach- Each Head Coach should take a group to a restaurant or shop in the Riviera.

Injury Response: Ensure scene is safe (victims do not carry an electrical charge and can be touched). If necessary, safe, and appropriate, move the victim to a safe place away from the threat of another lightning strike. Contact Lifeguard immediately.

Tsunami:

- Follow the evacuation order issued by lifeguards and evacuate immediately
- Move to high ground and away from water immediately
- Save yourself, not your possessions
- Avoid downed power lines and stay away from buildings and bridges from which heavy objects might fall during an aftershock
- Stay away until local officials tell you it is safe. A tsunami is a series of waves that may continue for hours. Do not assume that after one wave the danger is over. The next wave may be larger than the first one.

Earthquake:

- Remain on beach and follow the evacuation order issued by lifeguards

Rain:

-Instruct campers to head under the tent until rain has passed

-If rain does not appear to be passing, wait for further instructions from your Director of Operations

-If cold, instruct campers to wrap up in towels and create a fun game to help pass the time

****If weather requires cancellation of camp, Head Coach should contact the Director of Operations and then the Director of Operations will contact Lisa. Lisa emails all parents AND Head Coaches begin calling their individual list of parents.**

Contact Phone Numbers

Name	Title	Phone Number
Tommy Ostendorf	Executive Director	(310) 963-0232
Lisa Shea	Client Relations & Administrator	(310) 372-2202
Jenn Martin	Director of Operations	(919) 656-1347
Sarah Schemerhornn	Location Director – Manhattan Beach	(310) 922-1673

Staff Development

Sun Safety

As a counselor at BeachSports we encourage you to be Sun Smart. Your job requires you to be in the sun for a good part of each day. You may enjoy getting a bit of tan today but will very likely regret not wearing sufficient sunscreen as you get older. Best case you get wrinkled at a young age, worse case melanoma.

You also have a unique opportunity to be a great role model for your campers. Take

this chance to show them how important sun safety is to you. Remind campers to apply sunscreen multiple times during the day and make sure they see you applying sunscreen too! If you make wearing a hat "cool" they will want to wear one as well. Take time aside from an activity to reapply sunscreen and assist lower campers with application. As you know, a 5-year-old is not going to apply sunscreen on their own, they need help. Counselors may assist older campers with putting sunscreen on their backs but please assign female counselors to female campers and male counselors to male campers and be sure to do this in a public setting.

We instruct all parents to "lather" their children in sunscreen before camp and to put sunscreen in their backpacks for re-application.

Follow these easy sun safety tips:

- Use sunscreen with SPF 15+
- Do not sunburn
- Cover up
- Seek shade
- Wear a hat
- Take time to remind your campers to drink water too!!

Strategies for managing behavior

A Camp Director's 10

A list of strategies for managing problem behavior of young campers

by Ralph W. Smith

1. **Reinforce desirable behavior.** It is much easier to establish desirable behavior patterns at the beginning of the camp session than to alter problem behavior after it has started. A smile, gesture, or brief word of support is frequently all that is necessary to encourage positive behavior.
2. **Clearly state privileges as well as rules.** Most camp activities or programs have set rules and procedures that are necessary for safety and efficiency, but too many don'ts violate strategy. Tell campers what they may do.
3. **Tolerate some unacceptable behavior.** Too much attention to annoying behavior may not only interfere with an activity's effectiveness, but may serve to reinforce undesirable actions.
4. **Use nonverbal cues.** Eye contact, a frown or gesture, may control the behavior without embarrassing the camper.

5. **Consider redirection to a different task or activity.** One of the best ways to avoid behavior problems is to keep campers involved in the task at hand. The challenges of any activity should be consistent with the camper's skill development, so plan for varying levels of skill and try to individualize tasks to each camper's abilities.
6. **Clarify consequences of unacceptable behavior.** A camper should clearly understand the personal impact of his or her behavior. Encourage the camper to clarify consequences by asking, "What things do you think will happen if you continue to act this way?"
7. **Clarify benefits of acceptable behavior.** Staff should be reminded, however, that pointing out the benefits of acceptable behavior will be most effective if it occurs immediately after desirable behavior (strategy 1).
8. **Use "time-out" procedures.** It may be necessary to temporarily remove a disruptive camper from the situation in which problem behavior is occurring and place him or her in a location where little or no enjoyable stimulation is received for a short period of time.
9. **Punishment, if used, should be a last resort.** Any form of punishment should be appropriate to the situation and, of course, must conform to camp policies.
10. **If in doubt, seek help.** This final strategy should be used whenever the staff member feels incapable of coping with a situation or camper. No one, no matter how experienced, has all of the answers to handling camper behavior problems.

2. General Employment

2.1 At-Will Employment

Employment with BeachSports is "at-will." This means employees are free to resign at any time, with or without cause, and BeachSports 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 BeachSports 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 BeachSports, 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 BeachSports and any of its employees.

2.2 Immigration Law Compliance

BeachSports 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 BeachSports within the past three years, or if their previous I-9 is no longer retained or valid.

BeachSports may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, BeachSports 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

BeachSports is an Equal Opportunity Employer. Employment opportunities at BeachSports 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, 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 Executive Director. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

BeachSports 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. BeachSports will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

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characteristic protected by law.

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BeachSports 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. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

2.5 Employee Grievances

It is the policy of BeachSports to maintain a harmonious workplace environment. BeachSports 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 Executive Director.

After receiving a written grievance, BeachSports 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 BeachSports's Sexual and other Unlawful Harassment Policy.

BeachSports 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 BeachSports is essential. As such, the Organization maintains systems through which important information can be shared among employees and management.

BeachSports uses email and text to facilitate communication and share access to documents.

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 BeachSports.

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

BeachSports'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 BeachSports's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, BeachSports 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 Jenn Martin directly. Employees should also review their state and local requirements for any additional reporting guidelines.

BeachSports 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 Executive Director 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, BeachSports 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 BeachSports or if your job responsibilities change, you will be informed by the Executive Director 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 BeachSports's benefits, subject to the terms, conditions, and limitations of each benefit 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 BeachSports benefit programs, subject to the terms, conditions, and limitations of each benefit 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 [BeachSports 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 BeachSports Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Executive Director 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 Executive Director 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

3.3 Expense Reimbursement

BeachSports 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 Executive Director.

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 Executive Director 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.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by BeachSports. In most cases, BeachSports will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by BeachSports for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with BeachSports, shall provide BeachSports with at least two weeks of 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.

Since employment with BeachSports is based on mutual consent, both the employee and BeachSports have the right to terminate employment at-will, with or without cause, at any time.

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

Any employee who terminates employment with BeachSports shall return all files, records, keys, and any other materials that are the property of BeachSports.

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
- Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.
- The employee will be notified 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, direct them to the Executive Director.

4. Working Conditions & Hours

4.1 Company Hours

BeachSports is open for business from Monday - Friday 8:00 AM to 5:15 PM. This excludes holidays recognized by BeachSports. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times and location. 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 location. The decision to close or delay regular operations will be made by BeachSports management.

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

4.3 Workplace Safety

BeachSports 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. BeachSports 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:

Jenn Martin

jenn@beachsports.org

919-656-1347

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:

BeachSports 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 Executive Director.

4.4 Security

The purpose of BeachSports's security policy is to protect Organization assets and to maintain a safe working environment for all employees.

Facility Access:

If applicable, BeachSports employees will be issued a key to gain access to BeachSports 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.

If applicable, upon separation from BeachSports, and at any other time upon BeachSports's request, all keys must be returned to your supervisor.

Closing Procedures:

The last employee, or a designated employee, who leaves their camp location or 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 Executive Director.

4.5 Meal & Break Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will 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.

BeachSports will schedule meal and break periods in order to accommodate Organization operating requirements.

5.Employee Benefits

5.1 Employee Discount Program

BeachSports offers a 15% percent discount off of BeachSports products/services .

This employee discount extends to Employees and family members. For purposes of this policy, an immediate family member is a parent, sibling, spouse, domestic partner, or child. Prohibited use of employee discounts may result in disciplinary action, up to and including termination of employment.

Questions regarding this policy should be directed to the Executive Director.

BeachSports employees receive 30% off at Dive N' Surf in Redondo Beach, certain products excluded. Tell them you're a BeachSports employee when checking out. Your name will be in their system.

5.2 Workers' Compensation

Employees who are injured on the job at BeachSports 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 BeachSports. No premium is charged for this coverage and no individual enrollment is required. BeachSports 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 Executive Director to obtain the required claim forms and instructions.

6. Employee Conduct

6.1 Standards of Conduct

BeachSports'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 BeachSports's standards of conduct, please direct them to your supervisor or the Executive Director.

6.2 Disciplinary Action

Disciplinary action at BeachSports 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. BeachSports reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

BeachSports 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 BeachSports business practices or any other confidential information
- Any misrepresentation of BeachSports to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

BeachSports 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 BeachSports and as a direct result of your job responsibilities with BeachSports. *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 BeachSports, 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 Executive Director.

6.4 Personal Appearance

The purpose of BeachSports's personal appearance policy is to ensure a safe and sanitary workplace for all employees. BeachSports strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing BeachSports, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

- Only company approved uniforms
- BeachSports T-Shirt
- BeachSports Hat or Straw Hat

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

BeachSports understands that in certain situations, the Organization may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Organization will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on BeachSports.

Questions regarding appropriate workplace attire should be directed to your supervisor or the Executive Director.

6.5 Workplace Violence

BeachSports 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. BeachSports will not tolerate any form of retaliation against any employee for making a report under this policy.

BeachSports 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.

6.6 Drug & Alcohol Use

BeachSports is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for BeachSports 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 BeachSports, or in any vehicle owned or leased on behalf of BeachSports 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.

BeachSports 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 Executive Director 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, BeachSports 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, BeachSports reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with BeachSports, 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 BeachSports and its employees.

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

6.7 Sexual & Other Unlawful Harassment

BeachSports is committed to a work environment in which all individuals are treated with respect. BeachSports 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:

BeachSports 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:

Jenn Martin

jenn@beachsports.org

919-656-1347

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:

BeachSports 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.

6.8 Sexual and Other Unlawful Harassment (California Employees)

BeachSports is committed to a work environment in which all individuals are treated with respect. BeachSports expressly prohibits discrimination and all forms of harassment against employees, interns, contractors and volunteers.

The California Fair Employment and Housing Act (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. Harassment on the basis of any other protected characteristic, including sex, race, national origin, color, ancestry, age, disability, religion, military status, veteran status, genetic information, medical condition, marital status, gender, gender identity, gender expression, sexual orientation, or any other characteristic protected by law is also strictly prohibited.

The law prohibits sexual harassment by coworkers, supervisors and managers, and non-employees, (such as vendors and customers), whether the person is the same or a different gender as the harasser. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the

same gender as the harasser and harassment of a Organization employee by a non-employee. These behaviors include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes, including racial, ethnic or religious jokes, slurs or remarks
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive, discriminatory or obscene letters, notes, or invitations, including sending harassing emails or text messages and messages on social media
- Physical harassment including touching or assault, as well as impeding or blocking movements

Complaint Procedure:

BeachSports strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. Promptly report the incident to your supervisor if you believe you have experienced or witnessed harassment or discrimination based on any characteristic protected by law. Supervisors are instructed to promptly report any complaints of misconduct to the Executive Director.

If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor, contact the Executive Director, or report the matter directly to:

Jenn Martin
919-656-1347
jenn@beachsports.org

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially, providing all parties due process.

The Organization will keep the investigation confidential but only to the extent possible to conduct an impartial and thorough investigation. The Organization will document and track the investigation to ensure reasonable progress, and will provide appropriate resolution at the conclusion of the investigation. 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.

Filing a Complaint with the Department of Fair Employment and Housing (DFEH):

Employees who believe that they have been sexually harassed may also file a complaint of discrimination with DFEH within one year of the harassment. DFEH is part of the State of California and serves as a neutral fact-finder, attempting to help parties resolve such disputes.

If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, DFEH may file a formal accusation. This will lead to either a public hearing or a lawsuit filed by DFEH on behalf of the complainant. If DFEH finds that harassment has occurred, it may order certain remedies to the complainant. For more information see DFEH-159 "Guide for Complainants and Respondents".

Contact DFEH toll free at (800) 884-1684, TTY (800) 700-2320 or visit their website at www.dfeh.ca.gov.

Retaliation Prohibited:

BeachSports expressly prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of 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.

Any questions or concerns regarding this policy can be directed to the Executive Director.

6.9 Telephone Usage

BeachSports 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.

6.10 Personal Property

Employees should use their discretion when bringing personal property into the workplace. BeachSports 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 BeachSports premises.

6.11 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.

BeachSports 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.

6.12 Smoking

BeachSports 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 employees and in maintaining pleasant working conditions.

6.13 Visitors in the Workplace

To ensure the safety and security of BeachSports, its clients and its employees, only authorized visitors are permitted at Organization locations and in Organization facilities.

6.14 Computer, Email & Internet Usage

Computers, email, and the Internet allow BeachSports employees to be more productive. However, it is important that all employees use good business judgment when using BeachSports's electronic communications systems (ECS).

Standards of Conduct and ECS

BeachSports strives to maintain a workplace free of discrimination and harassment. Therefore, BeachSports 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.

BeachSports 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, BeachSports 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. BeachSports 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 BeachSports.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by BeachSports are the property of BeachSports. Employees have no right of personal privacy when using BeachSports'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 Executive Director.

6.15 Company Supplies

Only authorized persons may purchase supplies in the name of BeachSports. No employee whose regular duties do not include purchasing shall incur any expense on behalf of BeachSports or bind BeachSports 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. BeachSports 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. BeachSports 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, BeachSports will presume that the employee has voluntarily resigned. BeachSports 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.

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.

BeachSports 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.

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

BeachSports 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

BeachSports 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 Executive Director immediately. BeachSports will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

7.5 Overtime (California Employees)

The nature of our business sometimes requires employees to work overtime. Supervisors will notify employees when overtime is required. Employees are not permitted to work overtime without prior authorization from their supervisor.

Non-exempt employees will be paid overtime in accordance with state and federal overtime requirements as follows:

- One and one-half times (1.5) the regular rate of pay for all hours worked in excess of eight (8) hours in any workday;
- One and one-half times (1.5) the regular rate of pay for all hours worked in excess of 40 hours in the same workweek;*
- Two times the regular rate of pay (or double time) for all hours worked in excess of twelve (12) in any workday;
- One and one-half times (1.5) the regular rate of pay for the first eight (8) hours on the seventh consecutive day in the same workweek;*
- Two times the regular rate of pay (or double time) for all hours worked in excess of eight (8) on the seventh consecutive day in the same workweek.*

There may be exceptions to these standards where allowed by law. Employees are encouraged to speak with their supervisor or the Executive Director for more information.

Please be reminded employees are not permitted to work overtime unless it has been authorized in advance by their supervisor.

Employees are generally entitled to a day of rest after working six consecutive days in the same workweek, unless their work hours never exceed 30 in any workweek or six on any day of the workweek. Employees aren't encouraged to forgo their day of rest, but they may voluntarily

choose to do so. Before foregoing a day of rest, notify the Executive Director in writing. If the nature of the job requires an employee to work seven or more consecutive days, the employee will receive, in each calendar month, the equivalent of one day's rest in seven.

* The workweek is defined as any seven consecutive days, starting with the same calendar day each week, as determined by BeachSports. For more information, employees are encouraged to speak with their supervisor or the Executive Director.