



THE GALENA TERRITORY
ASSOCIATION, INC.®

Employee Handbook

Revised August 1, 2018



THE GALENA TERRITORY ASSOCIATION, INC.®

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Welcome to the GTA!

On behalf of your colleagues, I welcome you and wish you every success here.

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

We believe that the work conditions, wages and benefits we offer to GTA employees are competitive with those offered by other employers in this area and in this industry.

This handbook outlines the policies, programs, and benefits available to eligible employees. It was also developed to describe some of the expectations we have of our employees. The employee handbook will answer many questions about employment with GTA.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Issue Date: 9/1/1998

Revised Date: 8/1/2018



ORGANIZATION DESCRIPTION

I. Services Provided: The GTA is a property owners association which was established to serve the members and their guests, to maintain the common properties, and to manage the affairs of the GTA.

II. Facilities and Location: The GTA consists of the Owners' Club, pools, marina, lake, riding center, tennis courts, trail system, and greenspace.

III. The History of GTA: The Galena Territory was developed by the Branigar Organization, Inc., of Savannah, Georgia. They purchased approximately 13 farms and subdivided the land into vacant lots and townhouses/condominiums. Upon transfer of the title to each property, the owner became a member of the GTA and as such owns a portion of the common properties.

IV. Our Organizational Structure: A nine-member board of directors is elected by the membership to oversee the operations of the GTA. They in turn contract a General Manager to run the day-to-day operations for the GTA.

V. The Role of the Human Resources Department: The GTA Human Resources function is part of the administration area of the GTA and is monitored by the Operations Manager.

VI. Management Philosophy: Management of the GTA rests in the hand of the management team which is comprised of the General Manager, Operations Manager, Facilities Manager, and department coordinators. Ultimate decisions rest with the General Manager, and in his absence, the operation or Facilities Manager. It is management's position that the staff is to serve the membership of the GTA in a friendly, business-like manner consistent with the rules, regulations, by-laws, covenants and restrictions, board policies, and administrative policies of the GTA.

VII. Our Goals: The GTA should strive to serve the membership, control expenses, maintain all properties and equipment, and aid the common good of the organization.

Issue Date: 9/1/1998

Revised Date: 8/1/2018



EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about GTA, and I understand that I should consult the Administrative Department regarding any questions not answered in the handbook.

I have entered into my employment relationship with GTA voluntarily and acknowledge that there is no specified length of employment. Accordingly, either GTA or I may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the handbook are subject to change as needed, I acknowledge that revisions to the handbook may occur, except to the employment-at-will policy of GTA. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have been provided a secure link to the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

Issue Date: 9/1/1998

Revised Date: 5/3/2016



PROPERTY OWNERS, GUESTS and VENDORS RELATIONS

Property Owners, guests and vendors are among our organization's most valuable assets. Each of you represents GTA to our property owners, guests and vendors. The way we do our jobs presents an image of our entire organization. Property owners, guests and vendors judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any property owner, guest or vendor. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to property owners, guests and vendors.

Remember that your contacts with the public in person, over the telephone, and through all your communications reflect not only on you but on GTA as a whole. Positive customer relations will not only enhance the public's image of GTA, but also pay off in greater customer loyalty and increased sales and profit.

Issue Date: 9/1/1998

Revised Date: 2/9/2008



101 Nature of Employment

Effective Date: 9/1/1998

Revision Date: 8/1/2018

This handbook is intended to provide you with a general understanding of the personnel policies of GTA and to answer many common questions. You are required to review all the policies in the handbook and become familiar with them.

However, this handbook cannot anticipate every situation or answer every question about employment. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind. Since employment at GTA is based on mutual consent and is at will, either you or GTA have the right to end the employment relationship at any time, with or without cause or advance notice.

In order to retain necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will.



102 Employee Relations

Effective Date: 9/1/1998

Revision Date: 8/1/2018

If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that GTA amply demonstrates its commitment to employees by responding effectively to employee concerns.



103 Equal Employment Opportunity

Effective Date: 9/1/1998

Revision Date: 8/1/2018

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at GTA will be based on merit, qualifications, and abilities. GTA does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of your supervisor or the Human Resource Department. At GTA, be assured that you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.



104 Business Ethics and Conduct

Effective Date: 9/1/1998

Revision Date: 8/1/2018

The successful business operation and reputation of GTA is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our property owners and guests trust and we are dedicated to preserving that trust. Employees owe a duty to GTA, and our property owners and guests to act in ways that will merit the continued trust and confidence of the public.

As an organization, GTA will comply with all applicable laws and regulations and we require our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your immediate supervisor. If necessary, you may also contact the Human Resource Department for advice and consultation.

It is the responsibility of every GTA employee to comply with our policy of business ethics and conduct. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.



105 Conflicts of Interest

Effective Date: 9/1/1998

Revision Date: 8/1/2018

As an employee of GTA, you have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. In this policy, GTA is establishing the framework within which we wish to operate. These guidelines are intended to provide a general direction so that you can get further clarification on areas that affect you. For more information or questions on conflict of interest, contact the Operations Manager.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of business dealings with GTA. For the purposes of this policy, we define a relative as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Management and senior staff members must annually complete a conflict of interest form listing any potential conflicts.

There is no "presumption of guilt" created by the mere existence of a relationship with outside firms. However, if you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose this fact to management as soon as possible. By alerting us to the existence of any actual or even a potential conflict of interest, we can establish safeguards to protect all parties.

The potential for personal gain is not limited to situations where an employee or relative has a significant ownership in a firm with which GTA does business. Personal gains can also result from situations where an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealings involving GTA.



106 Non-Disclosure

Effective Date: 9/1/1998

Revision Date: 3/29/2008

It is vital to the interests and success of GTA that we protect our confidential information. Confidential information is any information that you learn or have access to, because of, or through your employment with the GTA, and includes, but is not limited to, the following examples:

- * compensation data
- * membership lists
- * computer processes
- * computer programs and codes
- * customer lists
- * customer preferences
- * lists of potential customers/members
- * financial information
- * labor relations strategies
- * marketing strategies
- * lists of employees
- * lists of suppliers

No employee may disclose any such confidential information to any other person not employed by GTA, or any other company or organization, without the written consent of the General Manager. You may not disclose such information even after you leave your employment with GTA.

All books, records or other documents, whether in writing or recorded electronically, that relate to confidential information as described above, are the property of GTA. You must return any such documents to GTA upon request of management or upon the termination of your employment.

Because we consider security breaches very serious, if you improperly use or disclose any confidential information, you will be subject to disciplinary action, up to and including termination of employment, even if you do not actually benefit from the disclosed information.



107 Disability Accommodation

Effective Date: 9/1/1998

Revision Date: 2/9/2008

GTA is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

All employment practices and activities are conducted on a non-discriminatory basis. Our hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to an employee with a disability if the disability affects the performance of job functions. We make all employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, and lines of progression. We make leaves of all types available to all employees on an equal basis.

GTA is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. GTA will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. GTA is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.



108 Job Posting

Effective Date: 9/1/1998

Revision Date: 8/1/2018

Our job posting program provides you with the opportunity to indicate your interest in open positions and advance within the organization according to your skills and experience. In general, we post all regular, full-time job openings, although GTA reserves its right to not post a particular opening.

Job openings will be posted in a visible location and normally remain open for 14 days. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, you must have performed competently for at least 30 calendar days in your current position. Your application will then be considered at management's discretion. You may only apply for posted jobs for which you possess the required skills, competencies, and qualifications.

To apply for an open position, submit a job posting application to the Human Resource Department listing your job-related skills and qualifications. You should also describe how your current experience with GTA and prior work experience and/or education qualifies you for the position.

We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support employees' efforts to gain experience and advance within GTA.

After you apply for a job, your supervisor may be contacted to verify your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring Manager. We may also use other recruiting sources to fill open positions when it is in the best interest of the organization.



109 Outside Employment

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA employees may hold outside jobs as long as they can satisfactorily perform their GTA job and there is no interference with our scheduling demands.

All employees will be held to the same standards of performance and scheduling expectations, regardless of any outside job. If we determine that outside work is impacting our performance or the ability to meet our requirements, which may change over time, you will be asked to terminate the outside job in order to stay employed at GTA.

Side jobs shall not create liability or an adverse impact to the The Galena Territory Association or The Galena Trading Corporation.



201 Employment Categories

Effective Date: 9/1/1998

Revision Date: 3/28/2015

Understanding the definitions of the employment classifications at GTA is important because your classification is one of the factors that determine your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Since employment with GTA is based on mutual consent, either you or GTA have the right to terminate the employment relationship at will at any time, with or without cause or advance notice.

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by GTA management.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

REGULAR FULL-TIME employees are employees who are not in a temporary or seasonal status AND who are regularly scheduled to work the full-time schedule at GTA. An employee is considered full-time if they work 32 hours or more per week. Generally, regular full-time employees are eligible for all GTA benefit programs, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are employees who are not in a temporary or seasonal status AND who are regularly scheduled to work less than 32 hours per week. While part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are eligible for limited benefit programs.

SEASONAL employees are employees who are hired to work during the summer season, generally April through October annually. Seasonal employees are only eligible for benefits mandated by law.

TEMPORARY employees are employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration and typically do not exceed six months. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until they are notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all other GTA benefit programs.



202 Access to Personnel Files

Effective Date: 9/1/1998

Revision Date: 8/1/2018

At GTA we maintain a personnel file on each employee that includes the job application and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of GTA. Because this information is highly confidential and we respect your privacy, only persons with a legitimate legal reason will be allowed access to personnel files.

If you wish to see your personnel file, contact the Human Resource Department. With reasonable advance notice, you may review your own personnel file in our offices and in the presence of a person authorized by GTA.



203 Personnel Data Changes

Effective Date: 9/1/1998

Revision Date: 8/1/2018

To help us keep records and benefit program information accurate, please notify GTA of any changes to your personal information. The information we need includes your mailing address, telephone numbers, your marital status, changes to your dependents' information, who to contact in case of an emergency, educational accomplishments, and other possibly relevant information. To make changes or if you have questions about what information is required, contact the Human Resource Department.



204 Employment Applications

Effective Date: 9/1/1998

Revision Date: 2/9/2008

GTA relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.



205 Performance Evaluation

Effective Date: 9/1/1998

Revision Date: 8/1/2018

The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly. GTA wants to ensure that you and your supervisor have scheduled, formal performance evaluations. These discussions give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

The performance of all full-time employees is generally evaluated on an ongoing 12-month cycle, beginning at the end of the calendar year.

GTA awards merit-based pay adjustments in recognition of truly superior employee performance. These adjustments are based on numerous factors, including the information documented by the formal performance evaluation process.



301 Employee Benefits

Effective Date: 9/1/1998

Revision Date: 7/29/2016

GTA provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner required by the laws.

Your eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand exactly which benefit programs you are eligible for, talk to your supervisor. You will find details about many of these programs elsewhere in the employee handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document for that benefit.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- * 401(k) Savings Plan
- * Auto Mileage
- * Benefit Conversion at Termination
- * Bereavement Leave
- * Blood Donation
- * Educational Financial Assistance
- * Employee Discounts
- * Flex Spending Plan
- * Family Leave
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Life Insurance
- * Military Leave
- * Paid Time Off (PTO)
- * Long-Term Disability
- * Short-Term Disability
- * Travel Allowances
- * Uniform and Uniform Maintenance

While some of the benefit programs we offer may require you to contribute to the cost, many programs are fully paid by GTA.



302 Holidays

Effective Date: 9/1/1998

Revision Date: 3/28/2015

GTA gives holiday time off to all eligible employees on the following holidays:

- * New Year's Day (January 1)
- * Easter
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Thanksgiving (fourth Thursday in November)
- * Christmas Eve (December 24)
- * Christmas (December 25)

We provide holiday time off with pay to eligible employees immediately upon assignment to an eligible employment classification. If you are eligible for paid holidays, your holiday pay will be calculated on your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked on that day. Employees in the following employment classifications are eligible for paid holiday time off:

- * Regular full-time employees

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, the employees will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday. Management may request that you take equal time off in the same week if at all possible in lieu of the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.



303 Workers' Compensation Insurance

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA provides a comprehensive workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to the applicable legal requirements, this program provides benefits after a short waiting period or, in the event of hospitalization, immediately.

It is critical that you inform your supervisor prior to end of shift about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, you will qualify for workers' compensation benefits as quickly as possible and also lets us investigate the matter promptly. All employees are requested to seek treatment at the GTA named medical provider unless an emergency situation dictates otherwise.

Workers' compensation is intended to cover only work-related injuries and illnesses while working for the GTA. Because of this, neither GTA nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities that we may sponsor.



304 Time Off to Vote

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA encourages you to fulfill your civic responsibilities by voting in elections. Generally, we expect that you will be able to vote either before or after work hours. However, if you cannot vote during your nonworking hours, we will grant up to 2 hours of paid time off to vote.

In order to accommodate your absence, you should request the time off from your supervisor at least two working days prior to an election day.



305 Bereavement Leave

Effective Date: 8/24/2013

Revision Date: 10/25/2014

In the event that you need to take time off in the event of the death of an immediate family member, GTA provides bereavement leave. To request bereavement leave, see your supervisor.

We grant up to 3 days of paid bereavement leave to eligible employees in the following employment classifications:

- * Regular full-time employees

During paid bereavement leave, your pay will be calculated based on your pay rate at the time of absence, excluding any special forms of compensation, such as incentives, commissions, bonuses, or shift differential. Bereavement leave must be taken within seven (7) days of the death.

We will normally grant bereavement leave unless there are unusual business needs or staffing requirements that prevent accommodating the request. You may also, with supervisory approval, use any available paid leave benefits, such as vacation, for additional time off as necessary.

The bereavement leave policy defines "immediate family" as your spouse, domestic partner, parent, child, or sibling; your spouse's parent, child, sibling, sibling's spouse or domestic partner; your child's spouse, your first aunts/uncles, your grandparents or grandchildren, your spouse's first aunts/uncles and your spouse's grandparents or grandchildren.

Any exceptions to these guidelines must be approved by management.



306 Jury Duty

Effective Date: 9/1/1998

Revision Date: 3/28/2015

GTA encourages you to fulfill your civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any 1 year period.

If you are eligible for paid jury duty leave, you will be compensated at your base rate of pay for the number of hours you would normally have worked that day. Any compensation that you receive from the judicial system must be reimbursed to the Galena Territory Association. Employees in the following classifications are eligible for paid jury duty leave.

* Regular full-time employees

If you remain on jury duty beyond the period of paid jury duty leave, you may use any available paid time off, such as vacation time, or request an unpaid jury duty leave of absence.

If you receive a jury duty summons, show it to your supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work. You are expected to report for work whenever the court schedule permits.

Either you or GTA may request you be excused from jury duty if necessary. We may request that you be relieved from serving on jury duty if we believe that your absence would cause serious operational difficulties for GTA.

Subject to the terms, conditions, and limitations of the applicable plans, GTA will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.



307 Benefits Continuation (COBRA)

Effective Date: 9/1/1998

Revision Date: 12/12/2009

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under our health plan when a "qualifying event" occurs that would normally result in the loss of eligibility. "Qualifying events" include resignation, termination of employment, or death of an employee; a reduction in an employee's hours; employee's leave of absence; employee's divorce or legal separation; and when a dependent child no longer meets the eligibility requirements as a dependent.

GTA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under GTA's health insurance plan. The notice contains important information about the employee's rights and obligations.



308 Educational Assistance

Effective Date: 2/9/2008

Revision Date: 8/1/2018

We recognize that our employees' skills and knowledge are critical to the success of GTA. Therefore, we created our educational assistance program to encourage employees to maintain and improve their job-related skills through formal education. We also want to help employees enhance their potential to compete for reasonably attainable jobs at GTA.

Our educational assistance program is available to all eligible employees immediately upon assignment to an eligible employment classification. Once you begin receiving educational assistance, to remain eligible, you must stay on the active payroll and perform your job satisfactorily as you complete each course. Employees in the following employment classifications are eligible for educational assistance:

- * Regular full-time employees

The Human Resource Department can provide more information about educational assistance if you have questions.

GTA management retains right to decide if it is a reimbursable course of study. If so determined, all tuition and books will be paid for by GTA. At completion of class, GTA management requires copy of transcript to assure a passing grade. If the course is not passed, GTA shall request full reimbursement of expenses.

Employee must remain employed by the GTA for a period of one year following completion of the most recent GTA funded course of study or the employee will be required to reimburse the GTA the cost of education assistance provided for all courses attended the year preceding voluntary termination of employment. The employee will sign an agreement stating they understand the obligation required if they receive educational assistance.

While we expect educational assistance to enhance your performance and professional abilities, we do not promise or guarantee that additional education will result in advancement, new job assignments, or pay increases.



309 Paid Time Off (PTO)

Effective Date: 4/1/2015

Revision Date: 8/1/2018

GTA provides Paid Time Off (PTO) for eligible employees to use for vacation, illness or injury, and personal business. Paid Time Off combines traditional vacation and sick leave plans into one flexible, paid time-off policy. Employees in the following employment classifications are eligible to earn and use PTO:

- * Regular full-time employees
- * Part-time employees

Once you enter an eligible employment classification, you begin to earn PTO according to the schedule. You can request to use PTO after it is earned. PTO will not accrue if the employee is off due to illness or injury resulting in workers compensation or disability claims.

Full-Time employees (working 40 hours per week)

The amount of PTO you receive each year increases with the length of your employment as shown in the following schedule: PTO will be pro-rated for full-time employees working 32-39 hours per week based on the number of hours normally scheduled to work.

*Following completion of 90 days of employment, the employee is entitled to 128 hours of PTO each year, accrued monthly at the rate of 10.667 hours.

*After 7 years of eligible service the employee is entitled to 168 hours of PTO each year, accrued each year, accrued monthly at the rate of 14 hours.

* After 15 years of eligible service the employee is entitled to 208 hours of PTO each year, accrued monthly at the rate of 17.334 hours.

Part-Time Employees (working 24 hours per week)

The schedule below is for part-time employees (employees who are not in a temporary or seasonal status) working a minimum of 24 hours per week. It will be adjusted for part-time employees working 25-31 hours per week. The amount of PTO you receive each year increases with the length of your employment as shown in the following schedule.

*Following completion of 90 days of employment, the employee is entitled to 48 hours of PTO each year, accrued monthly at the rate of .4 hours.

*After 7 years of eligible service the employee is entitled to 72 hours of PTO each year, accrued monthly at the rate of .6 hours.



PTO benefits may be extended for any significant leave of absence except military leave of absence. (Military leave has no effect on the benefit year calculation.) See the leave of absence policies in this handbook for more information.

Nonexempt employees may use PTO in minimum increments of one-quarter hour. If you have an unexpected need to be absent from work, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of unexpected absence.

Exempt employees are only deducted PTO when absent from work for one or more full days. If you need to be absent from work, you should notify your supervisor.

To schedule planned PTO, you should first request advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our operational needs and staffing requirements.

PTO is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

As an additional condition of eligibility for PTO, an employee on an extended absence for illness or injury must apply for any other available compensation and benefits, such as workers' compensation. PTO may be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation, or GTA-provided disability insurance programs. The combination of any such disability payments and PTO cannot exceed the employee's normal weekly earnings.

In the event that available PTO is not used by the end of the benefit year, employees will be allowed to carry forward a balance not to exceed 120 hours. Any hours in excess of 120 will be forfeited.

Upon termination of employment, employees will be paid for unused PTO that has been earned through the last day of work. Adjustments between accrued PTO and PTO actually taken will be adjusted on the last paycheck.

If you are absent from work for an illness or injury for an extended period of time, you may be required to present a statement from your physician that you were under his/her care for the entire period of your absence and that you are free to return to work.



310 Use of Amenities

Effective Date: 9/1/1998

Revision Date: 6/28/2014

The GTA allows its employees and up to 5 guests to use amenities as a benefit. Each amenity has limitations by day and by season. Listed below are examples of some of the limitations:

- * Fitness Center: Users must be 14 years of age or older. Fitness Center use is restricted to normal operating hours.
- * Indoor and Outdoor Pool: Pool use is restricted to normal operating hours.
- * Complimentary boat use at Marina is restricted to certain days and times.
- * Use of amenities discouraged on weekends and holidays before 5:00 pm.

Please see current Administrative Procedure for Personnel Use of Amenities for specific restrictions for each amenity. Employees should avoid using any of the amenities when they are obviously busy and return at a different time.

All employees shall be responsible for the behavior of their guests.

GTA has the right to ban any employee or guest from the amenities until further notice due to poor or questionable behavior.

Any exceptions to these guidelines must be approved by management.



311 Paid Time Off for Blood Donation

Effective Date: 4/22/2006

The Galena Territory Association encourages its employees to make blood donations. In accordance with the Illinois Blood Donation Leave Act, the Galena Territory Association will provide paid time off for blood donation as follows:

- * Eligible employees must be full-time and employed at least six months.
- * Eligible employees are granted one hour of paid leave every 56 days for blood donation.
- * Employee must request prior approval before taking leave and such leave shall be scheduled in a manner which is least disruptive of work schedules
- * Employees may be required to provide proof that they donated blood during the time off.
- * Leave time in excess of one hour per donation will be charged to the employee's accrued paid time off.



312 Voluntary Paid Time Off Transfer Program

Effective Date: 6/22/2013

The Voluntary Paid Time Off Transfer Program allows full-time employees to donate Paid Time Off (PTO) to other full-time employees in certain circumstances.

GENERAL CONDITIONS:

1. Full-time employees can donate Paid Time Off (PTO) to other full-time employees who are absent or will be absent from duty for at least 24 work hours without pay because of a personal or family emergency or as the result of a natural disaster.
2. A natural disaster shall be defined as loss of home or personal property due to flooding, tornadoes, wildfire, lightning and earthquake.
3. PTO cannot be donated to an employee for maternity/paternity leave, cosmetic surgery, or for worker's compensation or disability claim once eligibility for such a claim has been reached.
4. Supervisors and management may not use their knowledge of employee leave balances to directly or indirectly intimidate or coerce another employee into donating leave.
5. Management must approve all Voluntary Paid Time Off Transfers.

RECIPIENT:

1. Recipient employee must use all available PTO before being eligible to use donated PTO.
2. Recipient employee shall provide medical documentation, if requested by management, if the need is due to personal or family medical emergency.
3. Employees affected by natural disasters must submit documentation, if requested by management, confirming the loss and the cause of loss (e.g. assessment that home is condemned, documentation that employee has been displaced, copies of fire report, etc.).
4. Intended recipient cannot receive more transferred PTO hours than required to reach the next PTO year (currently April 1 of any given year).
5. Eligibility as a recipient is terminated when the employee leaves the employment of the GTA, when the medical condition is terminated or when the employee no longer needs to conduct personal business related to the loss of home or personal property.

DONOR:

1. Any full-time employee wishing to donate PTO must name the intended recipient and the amount of hours to be donated.
2. Donations must be made in minimum four-hour increments.
3. The maximum amount of annual leave to be donated is no more than 40 hours of the annual leave earned in the current leave year and cannot exceed the donor employee's remaining PTO hours for the current PTO year.
4. If the intended recipient returns to work prior to utilizing the donated PTO, the PTO will revert back to the donor. If multiple donors are involved, and donated time not utilized will be prorated among all donors based on the amount of time donated by each.
5. The request to donate is irrevocable.
6. A signed request to donate PTO must be signed by the employee and submitted to the administration office to be processed by human resources.
7. Donors may remain anonymous if they so desire.



401 Timekeeping

Effective Date: 9/1/1998

Revision Date: 11/10/2015

Nonexempt employees are responsible for accurately recording the hours they work. This information also helps GTA comply with the laws that require us to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time nonexempt staff spend performing assigned duties.

If you are a nonexempt employee, you must accurately record the time you begin and end your work by using an approved tracking method. You should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime must be approved by your supervisor in advance and should be included in your total hours worked. Your supervisor retains sole discretion to determine when employees must work overtime. All nonexempt employees will be paid at one and a half times their base hourly rate for any work performed over 40 hours per week.

We consider attempts to falsify time keeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record.

If you are a nonexempt employee, you should not start working more than 5 minutes before your scheduled starting time. You should also not continue working more than 5 minutes after your schedule ending time. The only time you can start earlier or work later is with prior authorization from your supervisor.

Your supervisor will review and authorize the time records before submitting for payroll processing.

Due to the specific requirements of various departments, it is impractical to set standard GTA-wide work hours as to when the workday begins and ends. Accordingly, work hours will be set by your respective supervisor.



402 Paydays

Effective Date: 9/1/1998

Revision Date: 2/9/2008

All employees are paid biweekly on every other Friday. Each paycheck includes earnings for all work performed through the end of the previous payroll period.

If a regularly scheduled payday falls on a day off, such as a holiday, you will be paid on the last work day before the regularly scheduled payday.

If you are going to be on vacation on a payday, your paycheck will be available upon your return.

We also offer the option of having your pay directly deposited into your bank account once you provide us with the required authorization. When you select direct deposit, you receive an itemized statement of wages on paydays instead of a paycheck.



403 Employment Termination

Effective Date: 9/1/1998

Revision Date: 8/1/2018

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- * Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with GTA is based on mutual consent, both the employee and GTA have the right to terminate employment at will, with or without cause, at any time. Although there is no requirement that you give advance notice, doing so can reduce the impact on your co-workers and productivity. We request a resigning employee submit a written notice of resignation at least 2 weeks in advance. Upon resignation an employee may be asked to attend an exit interview.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. Some benefits may be continued at your expense if you choose. You will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations for continuing them. All GTA property must be returned on or before your last day of work. Any outstanding debts including educational assistance funds must be paid prior to termination.



404 Pay Advances

Effective Date: 9/1/1998

Revision Date: 2/9/2008

In the event of a personal emergency, GTA Management may consider a full-time employee's request for a pay advance for an amount not to exceed two weeks of wages without approval of the Executive Committee of the Board of Directors. We will consider each request individually, but do not guarantee that it will be granted. To request a pay advance, submit a written request explaining the emergency to your supervisor.



405 Administrative Pay Corrections

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise the Human Resource Department so that the discrepancy can be corrected as quickly as possible.



406 Pay Deductions and Setoffs

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA is legally required to make certain deductions from every employee's compensation. Among these deductions are federal and state income taxes. We are also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is called the Social Security "wage base." GTA contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation.

GTA offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.

We may find it necessary to take "pay setoffs" from your paycheck. Pay setoffs are voluntarily authorized pay deductions taken by GTA, usually to help pay off a debt or obligation to the GTA.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, consult with your supervisor or the Human Resource Department.



407 Wage Garnishment

Effective Date: 8/1/2018

Revision Date: 8/1/2018

Wage garnishment is the process of deducting money from an employee's compensation usually as a result of a court order. Wage garnishments may continue until the entire debt is paid or arrangements are made to pay off the debt. GTA is legally required to continue the garnishment as long as the court order stands.

If you have questions concerning why a garnishment was made from your paycheck, consult with the Human Resource Department.



501 Safety

Effective Date: 9/1/1998

Revision Date: 8/1/2018

To assist in providing a safe and healthful work environment for employees, customers, and visitors, GTA has established a workplace safety program. This program is a top priority at GTA. The Safety Compliance Officer is responsible for implementing, administering, monitoring, and evaluating the safety program. The success of the program depends on the alertness and personal commitment of everyone.

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion for how to improve safety in the workplace, we encourage you to tell your supervisor, another supervisor, or the Safety Compliance Officer. We want you to be assured that you can report any concerns about workplace safety anonymously if you wish and you can make a report without fear of reprisal.

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate GTA safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify the Human Resource Department or the appropriate supervisor. Prompt reporting can ensure legal compliance and quick initiation of insurance and worker's compensation benefits procedures.

The complete safety manual is included as part of this handbook.



502 Smoking

Effective Date: 9/1/1998

Revision Date: 8/1/2018

In keeping with Illinois State Law and GTA's intent to provide a safe and healthful work environment, smoking is prohibited within 15 feet of any GTA operated structure. Smoking is also prohibited on the pool deck, the outdoor balcony of the social hall, and in all vehicles or equipment.

This policy applies equally to all employees as well as to our property owners and guests.



503 Overtime

Effective Date: 9/1/1998

Revision Date: 02/09/08

There may be times when GTA cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to let you know in advance of a mandatory overtime assignment and ask that you take equal time off in the same week if at all possible.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

All nonexempt employees will be paid overtime compensation in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, holiday and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

If you work overtime without receiving your supervisor's prior authorization, you may be subject to disciplinary action, up to and including possible termination of employment.



504 Use of Equipment and Vehicles

Effective Date: 9/1/1998

Revision Date: 8/1/2018

All GTA vehicles and equipment, are considered “pool” vehicles and are available for authorized use by approved drivers. If a staff member drives a GTA vehicle out of town for overnight training, meetings, or services, normal activities of daily living are considered work related.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using GTA property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Insurance verification cards must be kept in glove compartment of the vehicles at all times. In order to insure suffice fuel for emergency travel or early morning departures, gas tanks should always be kept above one-fourth ($\frac{1}{4}$) full. Smoking is prohibited in all GTA vehicles.

In accordance with Illinois state statute, GTA prohibits text messaging while driving and cellular phones can only be used with a hands-free device or in voice-activated mode while driving.

You should notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or need repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

Non-employees are prohibited from riding in GTA vehicles without permission of the Association Management. Each employee authorized to drive a GTA vehicle must have a valid driver’s license and liability insurance. Anyone without a valid driver’s license cannot drive any GTA vehicles.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment. Employee will be responsible for any traffic or parking violations that they incur.

No personal use of vehicles unless directed by the Management of the GTA.



505 Emergency Closings

Effective Date: 9/1/1998

Revision Date: 8/1/2018

There could be times when emergencies, such as severe weather, fires, power failures, or earthquakes, may disrupt our normal business operations. In extreme cases, these circumstances may require that we close a work facility.

When a facility is officially closed due to emergency conditions, the time off from scheduled work will be paid.

If GTA is not officially closed during an emergency, you are expected to report to work. If you do not report to work, you will not be paid for the time off.

There may also be some situations where we ask employees in essential operations to work on a day when we are officially closed due to an emergency. In these circumstances, those employees who work will receive their double pay.



506 Business Travel Expenses

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA will reimburse employees for reasonable business travel expenses when the travel has been approved in advance by the General Manager.

When approved, we will reimburse the costs of travel, meals, lodging, and other expenses directly related to accomplishing the objective of your trip. Naturally, we expect you will keep expenses within reasonable limits.

Expenses that will be reimbursed include the following:

- * Conference registration.
- * Airfare or train fare for travel in coach or economy class.
- * Car rental fees, only for compact or mid-sized cars.
- * Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- * Taxi fares, only when there is no less expensive alternative.
- * Mileage if you choose to use personal car not to exceed air fare. Mileage will be reimbursed at the approved IRS rate per mile.
- * Cost of standard lodging accommodations.
- * Cost of meals, limited to reimbursement of \$100.00 per day with receipts and including tip.
- * Charges for telephone calls, fax, and similar services required for business purposes.
- * Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

In the event that you are involved in an accident while traveling on business, immediately report the incident to your supervisor. And, if you use a vehicle owned, leased, or rented by GTA, it may not be used for personal reasons unless you have prior approval.

There may be times when you wish to have a family member or friend come with you on a business trip. You may also want to combine a business trip with personal travel. In both cases, you need to get prior approval. Since the purpose of your trip is business, we want to ensure that nothing interferes with achieving that objective. Of course, any expenses related to the nonbusiness portion of the trip or a companion will be your responsibility.

When a business trip is over, submit your completed travel expense report as soon as possible accompanied by receipts for all individual expenses.

The Administrative Department can give you guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.



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We consider abuse of this policy to be a very serious matter. This includes falsifying expense reports to reflect costs that were not incurred by you or were not business-related. Therefore, failure to follow this business travel expense policy may be grounds for disciplinary action, up to and including termination of employment.



507 Computer and Email Usage

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA owns and maintains a computer and email system in order to conduct business. GTA may give employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Confidentiality of any electronic message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. GTA reserves and intends to exercise its right to review, audit, intercept, and access all messages created, received, or sent over the email system for any purpose.

To make sure that employees comply with this policy, the GTA reserves the right to load software to assist in monitoring activities in computers and email usage.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

We prohibit displaying, downloading, or emailing sexually explicit images, messages, and cartoons. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racial comments, off-color jokes, or anything that may be seen by another person as harassment or disrespectful.

You may not use email to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters. The email system should not be used to send (upload) or receive (download) copyrighted materials, trade secrets, or similar materials without prior authorization.

GTA 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 the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. GTA prohibits the illegal duplication of software and its related documentation.

You should notify your supervisor, or any member of management if you learn about a violation of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.



508 Internet Usage

Effective Date: 9/1/1998

Revision Date: 02/09/08

GTA may provide employees with Internet access to help them do their jobs. This policy explains our guidelines for using the Internet responsibly and productively. While Internet usage is intended for job-related activities, in some situations personal use is allowed as long you receive prior approval.

All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of GTA. Therefore, GTA reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or is stored in our computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

GTA does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for ensuring that a person sending material over the Internet has the appropriate distribution rights.

Employees whose Internet usage violates laws or GTA policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization



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- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- * Violating copyright law
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Engaging in any other illegal activities



509 Workplace Monitoring

Effective Date: 9/1/1998

Revision Date: 02/09/08

GTA may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. We use telephone monitoring to identify and correct performance problems with targeted training. We are always striving for improved performance to enhance our customers' image of GTA as well as customer service satisfaction.

All computer equipment, internet, vehicles and equipment that employees may use are the property of GTA. Therefore, we reserve the right to monitor those activities. We also reserve the right to retrieve and read any computer files or data that are composed, sent, or received through Internet connections or stored in our computer systems.

You may request access to information gathered through workplace monitoring that may impact employment decisions. We will grant access unless there is an ongoing investigation or a legitimate business reason to protect confidentiality.

Because we are sensitive to the legitimate privacy rights of our employees, we will make every effort to guarantee that workplace monitoring is always done in an ethical and respectful manner.

Improper use subject to disciplinary action up to and including termination.



510 Workplace Violence Prevention

Effective Date: 9/1/1998

Revision Date: 02/09/08

GTA is committed to preventing workplace violence and to maintaining a safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that might occur during business hours or on our premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Failure to refrain from conduct that may be dangerous to others could lead to disciplinary action, up to and including termination of employment.

GTA will not tolerate conduct that threatens, intimidates, or coerces another employee, a property owner or guest, or a member of the public at any time, including off-duty periods. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to your supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible.

Be sure to report any suspicious person or activities as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person who made the report will be protected to the extent practical. To maintain workplace safety and the integrity of its investigation, GTA may suspend an employee, either with or without pay, pending investigation.

Any person who violates these guidelines will be subject to disciplinary action, up to and including termination of employment. Violations include making a threat of violence or actually committing a violent act.

If you are having a dispute or differences with another employee, we encourage you to discuss it with your supervisor or the General Manager before the situation escalates into potential violence. GTA is eager to assist in the resolution of employee disputes and we will not discipline an employee for raising these types of concerns.



511 Social Media

Effective Date: 5/26/2016

Revision Date: 8/1/2018

The Galena Territory Association is aware that many of its employees use social media on their own time. This policy explains our guidelines for using social media outside the workplace responsibly and productively.

1. The GTA Communication Department is solely responsible for posting and managing content on the GTA social media accounts. The communication coordinator shall be the lead person on this effort, with the webmaster serving in a backup role.
2. Anyone else who desires to post on the social media accounts must either receive permission from the General Manager or Operations Manager or bring the message to be shared to the communication coordinator for review. The communication coordinator reserves the right to edit the message so it follows Board policy, social media rules and regulations and consistent GTA communication.
3. Use a personal email address as your primary means of registering for entry into social media platforms. Never use your “thegalenaterritory.com” address.
4. Do not comment on work-related matters unless you are an official spokesperson, and have the legal approval by the GTA to do so. In addition, talking about revenues, possible future plans, unannounced financial results or similar matters may cause harm financial or otherwise to the company and should be avoided.
5. Do not share confidential or proprietary information about the GTA/GTC.
6. Do not publish or post false information about the GTA, GTC, its employees, members or vendors.
7. Be courteous and professional when interfacing with the GTA’s corporate social media platforms such as our official Facebook sites, Twitter feed, etc.
8. Be the first to respond to your own mistakes. If you make an error, admit it up front, and correct it quickly and visibly. If you choose to modify an earlier post, make it clear that you have done so.
9. You may not use the GTA name or logo to promote or endorse any product, cause or political party or candidate.
10. In some instances, the personal opinion of a GTA staff member (who directly or indirectly identifies themselves as a staff member of the GTA) could be misconstrued as an official GTA stance. In those circumstances, we strongly urge you to use this disclaimer: “The views



expressed on this [blog; website] are my own and do not reflect the views of my employer.”)

We suggest including this language in an “About me” section of your online profile. It’s always prudent to distinguish between your personal views and an official GTA position.

11. Some of the information you post online may be available more broadly than you expect (social media platforms are often less private than they seem), and could potentially be misconstrued. Since the staff is seen as an extension of the GTA itself, we advise you to exercise good judgment and take personal and professional responsibility for your online behavior.
12. Review an item you are about to post. The cardinal rule: think twice, publish once. If you are still unsure and it is related to the GTA, talk to the communication coordinator before posting. Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation or any other characteristic protected by law.
13. Personal use of social networking sites should not be discriminatory, offensive, obscene, threatening, harassing, intimidating or disrupting to any employee, GTA member, or other person, or be a violation of the GTA’s workplace policies against discrimination, harassment or hostility on account of a protected class, status or characteristic.
14. Please respect copyright. As a general rule, if you did not create the material, do not own the rights to it or have not received authorization for its use, you may not put the material on the Internet.
15. Employees whose social media use violates laws or GTA policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.
16. Employees will comply with Board of Director’s Social Media Policy.
17. Any employee wishing to report a concern about social media use should notify the communication coordinator, or the General Manager or Operations Manager. Reports will be promptly investigated and appropriate corrective action will be taken, if warranted by the investigation.
18. No employee, who in good faith, reports a concern about social media use shall be subject to retaliation or adverse employment consequences. Moreover, anyone who retaliates against someone who reported a concern in good faith will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.



512 Weapon Free Workplace

Effective Date: 8/11/2016

Revision Date: 8/11/2016

To ensure that the GTA maintains a workplace safe and free of violence for all employees, the association prohibits the possession or use of dangerous weapons on association property. A license to carry the weapon does not supersede association policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All association employees are subject to this provision, including temporary employees. Staff members implementing the deer management program are exempt from this policy during that period.

"Association property" is defined as all association-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, parking lots, trails, greenspace and waterways under the company's ownership or control. This policy applies to all association-owned or leased vehicles and all vehicles that come onto association property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives (excluding pocket knives) and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

The Galena Territory Association reserves the right at any time and at its discretion to search all association-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.



601 Medical Leave

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA provides unpaid medical leaves of absence to eligible employees who become temporarily unable to work due to a serious health condition or disability. For medical leave purposes, a serious health condition or disability includes inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave:

- * Regular full-time employees

In order to receive medical leave, you must specifically request it. If you think you will need a medical leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider's statement verifying the need for medical leave and the start and expected end dates. You are responsible for telling us about any subsequent changes to that information. Before you can return to work, we will require verification from a health care provider stating that you are fit to return.

Unpaid medical leaves are normally for the period of the disability, up to a maximum of 12 weeks within any 12-month period. The 12 week maximum applies to any combination of both medical leave and family leave during any 12-month period.

If you incur a work-related injury, you are eligible for a medical leave for the period of disability in accordance with the laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, GTA will continue to provide health insurance benefits for the full period of a medical leave. The employee will be responsible for his/her share of the premium during the full period of medical leave.

Benefit accruals, such as PTO and holiday benefits, will be suspended during medical leave and will resume when you return to active employment.

To help us plan for your return from leave, we request at least a two week notice before your expected return date.

If you do not report back to work promptly at the end of a medical leave, we will assume that you have resigned.



602 Family Leave

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA provides unpaid family leaves of absence to eligible employees who need to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child. Family leave may also be requested to care for a child, spouse, or parent with a serious health condition. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. It also includes continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave:

- * Regular full-time employees

If you think you will need family leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to the serious health condition of a child, spouse, or parent, you may be required to submit a health care provider's statement verifying the need for a family leave, the start and expected end dates, and the estimated time required.

An eligible employee may request up to a maximum of 12 weeks of family leave within any 12-month period. The 12 week maximum applies to any combination of both family leave and medical leave during any 12-month period. If your spouse is also employed by GTA, as a couple you may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, GTA will continue to provide health insurance benefits for the full period of the approved family leave. The employee will be responsible for his/her share of the premium during the full period of medical leave.

Benefit accruals, such as PTO and holiday benefits, will be suspended during family leave and will resume when you return to active employment.

To help us plan for your return from leave, we request at least a two week notice before your expected return date.

If you do not report back to work promptly at the end of a family leave, we will assume that you have resigned.



603 Unpaid Personal Leave

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA will consider a request from an eligible employee to take an unpaid personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request a personal leave:

- * Regular full-time employees

In order for us to give your leave request adequate consideration, we ask that you submit the request in writing, setting forth your reason for the leave to your supervisor as far in advance as possible.

An eligible employee may not take more than 30 calendar days of personal leave every 2 years. We will also consider a written request for a single extension of no more than 15 calendar days. With supervisory approval, you may include available accrued paid time off, such as PTO, as part of your personal leave period.

We will give each request individual consideration. The decision to approve a personal leave will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence.

Subject to the terms, conditions, and limitations of the applicable plans, GTA will continue to provide health insurance benefits for the full period of the approved personal leave. The employee will be responsible for his/her share of the premium during the full period of medical leave.

Benefit accruals, such as PTO or holiday benefits, will be suspended during a personal leave and will resume when you return to active employment.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, GTA cannot guarantee reinstatement in all cases.

If you do not report to work promptly at the end of a personal leave, we will assume that you have resigned.



604 Military Leave

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA will grant a military leave of absence to employees who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You are required to give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

The military leave will be unpaid. However, you may use any available accrued paid time off, such as vacation or sick leave, for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during a military leave and will resume when you return to active employment.

Employees who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

When you return from military leave (depending on the length of military service in accordance with USERRA), you will be placed either in the position you would have attained if you had remained continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Human Resource Department for more information.



605 Pregnancy-Related Absences

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. We will evaluate such leave requests according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

If you request time off for a pregnancy or childbirth reason (such as bonding or child care) that is not related to a medical disability for those conditions, we will treat the request in the same way as we would consider a request for unpaid family or personal leave.



701 Employee Conduct and Work Rules

Effective Date: 9/1/1998

Revision Date: 2/9/2008

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees and GTA.

Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct
- * Criminal conduct

Since employment with GTA is based on mutual consent, either you or GTA have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.



702 Sexual and Other Unlawful Harassment

Effective Date: 9/1/1998

Revision Date: 7/14/2009

GTA is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * 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 conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

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. Any of these types of conduct constitute sexual harassment regardless of whether the employee committing the conduct is a managerial or supervisory employee or non-managerial or non-supervisory employee. The fact that a managerial or supervisory employee may commit such conduct against a person who is not under that employee's supervision or control is irrelevant.



If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the General Manager or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or Manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the General Manager or any member of management so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.



703 Attendance and Punctuality

Effective Date: 9/1/1998

Revision Date: 2/9/08

As an employee of GTA, we expect you to be reliable and punctual by reporting for work on time and as scheduled. When you are absent, late, or leave early it places a burden on other employees and can impact productivity and service. In the rare instances when you cannot avoid being late or are unable to work as scheduled, be sure to notify your supervisor as soon as possible so that appropriate arrangements can be made.

Because unplanned absences can be disruptive to work, a poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment. If you fail to report to work or contact us for three consecutive days (unless hospitalized), it will be considered job abandonment and will result in termination.



704 Personal Appearance

Effective Date: 9/1/1998

Revision Date: 7/29/2016

We want GTA employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers.

During business hours or whenever representing GTA, you are expected to present a clean, neat, and tasteful appearance. You should always dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing in person with customers or visitors.

Your supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance. We may, when necessary, make reasonable accommodation in the personal appearance policy for a person with a disability.

Certain work areas require different dress code standards. By example, security guards are required to wear uniforms provided by the GTA, blue jeans, athletic shoes and flip flops are banned in the GTA administrative office, and maintenance staff employees are required to wear shirts at all times.

Because personal style can be important to people, we do not want to restrict individual tastes unnecessarily. However, to give additional guidance, we expect GTA employees to follow the personal appearance guidelines below:

- * Shoes must provide safe, secure footing, and offer protection against hazards.
- * Mustaches and beards must be clean, well-trimmed, and neat.
- * Hairstyles are expected to be in good taste.
- * Offensive body odor and poor personal hygiene is not professionally acceptable.
- * Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- * Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- * Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.

Snack bar employees must follow these guidelines, or the current state guidelines:

- * Longer hair must be pulled back or in a hair net.



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- * No fingernail polish; if worn employee must wear gloves at all time.
- * If artificial nails are worn, employees must wear gloves at all times.
- * No jewelry, except plain rings, such as wedding bands.
- * No open toed shoes.

Exceptions to this policy must have prior approval by executive management.



705 Security Inspections

Effective Date: 9/1/1998

Revision Date: 02/09/08

GTA is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. We prohibit the possession, transfer, sale, or use of such materials on our premises. To ensure this policy is successful, we need every employee's cooperation.

We may provide you with desks, lockers, and other storage devices for your convenience but these are always the sole property of GTA. Because they are our property, we may inspect them along with any items that are inside them. Agents or persons we authorize, either with or without prior notice to you, may make an inspection at any time.

We also want to discourage theft and the unauthorized possession of property that belongs to our employees, GTA, visitors, and property owners and guests. To help enforce this policy, we may require inspection of employees and other persons who enter or exit our premises as well as any packages or other belongings they carry with them. If you wish to avoid having your belongings inspected, the best thing is to not bring them to work.



706 Drug Free Workplace

Effective Date: 5/20/2006

Revision Date: 8/1/2018

The GTA is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- The Galena Territory Association has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- The Galena Territory Association encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business on behalf of the Galena Territory Association, is applying for a position or is conducting business on the Galena Territory Association property on behalf of the Galena Territory Association is covered by our drug-free workplace policy. Our policy includes, but is not limited to executive management, managers, supervisors, full-time employees, part-time employees, interns and applicants.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the Galena Territory Association. Therefore, this policy applies during all working hours and whenever conducting business or representing the organization.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants except, as to alcohol only, use is permitted at social events and for sale in our Owners Club Cafe sponsored by the Galena Territory Association or the Galena Trading Corporation.



Notification of Convictions

Any employee who is convicted of a criminal drug violation must notify the Galena Territory Association in writing within five calendar days of the conviction. The Galena Territory Association will take any and all actions it deems appropriate within 30 days of notification. Any Federal agencies with which the Galena Territory Association has ongoing contractual relationships will be notified when appropriate. Failure to comply with the notification requirement in the above-stated time frame will lead to immediate termination upon discovery thereof unless a legitimate (as determined by the Galena Territory Association Management) medical explanation is provided to The Galena Territory Association.

Searches

Entering the Galena Territory Association property by an employee constitutes consent by the employee to searches and inspections by management. If an individual employee is suspected of violating the drug-free workplace policy, he or she may be asked by management to submit to a search or inspection at any time. Searches can be conducted of lockers, desks, work stations, company or private vehicles and company or private equipment.

Any employee who is found to be in possession of alcohol, illegal drugs or intoxicants as a result of such a search will be immediately removed from duty and terminated unless, a legitimate (as determined by the Galena Territory Association Management) explanation is provided to The Galena Territory Association.

An employee will be subject to the same consequences of a search resulting in discovery of alcohol, illegal drugs and intoxicants, if he/she refuses the search or refuses to cooperate in the search process in such a way that prevents completion of the search.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to DHHS/SAMHSA guidelines where applicable and may include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, to be named by the Galena Territory Association Board of Directors as recommended by management, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in pre-employment, post-accident, reasonable suspicion and return-to-duty testing upon selection or request of management. Any active employee not working for a period of 120 days will be subject to re-testing. Any employee rehired within 60 days will not be subject to a drug or alcohol test.

The substances that will be tested for are amphetamines, cannabinoids, cocaine, opiates, phencyclidine (PCP) and alcohol.

Testing for the presence of alcohol will be conducted by analysis of urine, saliva, hair, blood, or any other available testing procedure. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine, saliva, hair, blood or any other available testing procedure.



Any employee who tests positive will be immediately removed from duty and terminated unless, a legitimate (as determined by the Galena Territory Association Management) explanation is provided to The Galena Territory Association.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Confidentiality

All information received by the Galena Territory Association through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.



707 Progressive Discipline

Effective Date: 9/1/1998

Revision Date: 2/9/2008

This policy describes the policy for administering equitable and consistent discipline for unsatisfactory conduct at GTA. We believe that the best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

We also believe that it is in the best interests of GTA to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and GTA have the right to terminate employment at will, with or without cause or advance notice, GTA may use progressive discipline at its discretion.

Disciplinary action may call for any of three steps -- verbal warning, written warning, then termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a documented verbal warning; a next offense may be followed by a written warning; another offense will normally then lead to termination of employment.

GTA recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be considered a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and GTA.



708 Problem Resolution

Effective Date: 9/1/1998

Revision Date: 8/1/2018

GTA is committed to providing the best possible working conditions for our employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from GTA supervisors and management.

GTA strives to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with GTA in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You present the problem to your supervisor within 7 calendar days after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you may present the problem to the Human Resource Department or any other member of management.
2. The supervisor responds to the problem during discussion or within 7 calendar days after consulting with appropriate management, when necessary. The supervisor documents the discussion.
3. You present the problem to the Operations Manager or Facilities Manager within 7 calendar days if the problem is unresolved.
4. The Operations Manager or Facilities Manager counsels and advises you, assists in putting the problem in writing, visits with your supervisor, if necessary, and directs you to the General Manager for a review of the problem.
5. You present the problem to the General Manager in writing.
6. The General Manager reviews and considers the problem. The General Manager informs you of the decision within 7 calendar days and forwards a copy of the written response to the Human Resource Department for your file. The General Manager has full authority to make any adjustment deemed appropriate to resolve the problem. **Any and all grievances are not to be aired with property owners, guests, vendors, etc. Such grievances are an internal problem which will be dealt with internally.**



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Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.



801 Food Employee Health

Effective Date: 7/26/2017

Revision Date:

The GTA is committed to ensuring the health, safety and well being of our employees and customers and complying with the Health Department regulations. All food employees shall report if they are experiencing any of the following symptoms to the General Manager or "person-in-charge" (PIC):

- Diarrhea
- Vomiting
- Jaundice
- Sore throat with fever
- Lesions (such as boils and infected wounds, regardless of the size) containing pus on the fingers, hand or any other exposed body part

Food employees should also notify the General Manager or PIC whenever diagnosed by a health care provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:

- Norovirus
- Escherichia coli
- Hepatitis A virus
- Salmonellosis (Typhi)
- Salmonellosis (Nontyphoidal)
- Shigellosis

In addition to all the above conditions, food employees shall notify the General Manager or PIC if they have been exposed to the following high-risk conditions:

- Exposure to or suspicion of causing any confirmed outbreak involving the above illness
- A member of their household is diagnosed with any of the above illnesses
- A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illness

All food employees shall follow the reporting requirements specified above involving symptoms, diagnosis and high risk conditions specified. All food employees subject to the required work restrictions or exclusions that are imposed upon them as specifies in Illinois law, the regulatory or by the General Manager/PIC, shall comply with these requirements as well as following good hygienic practices at all times.

The General Manager or PIC shall take appropriate actions as specifies in the Illinois Food Service Sanitation Code Section 750.500 to exclude, restrict and/or monitor food employees who have reported



any of the aforementioned conditions. The General Manager or PIC shall ensure these actions are followed and only release the ill food employee once evidence, as specified in the food code, is presented demonstrating the person is free of the disease causing agent or the condition has otherwise resolved.

The General Manager or PIC shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop the outbreak from continuing. The General Manager or PIC will ensure that all food employees who have been conditionally employed, or who are employed, complete the food employee health questionnaire and sign the form acknowledging their awareness of this policy. The General Manager or PIC will continue to promote and reinforce awareness of this policy to all food employees on a regular basis to ensure it is being followed.