

CROWN POINT SWIM CLUB

Crown Point, Indiana

Employee Handbook

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INTRODUCTION

Mission Statement

The Crown Point Swim Club is an aquatics program established to provide opportunities for our community through the sport of swimming. We are a USA Swimming and Indiana Swimming member committed to building excellence in athletes through the sport of swimming at the highest levels of competition. We are dedicated to the members of our not-for-profit organization to help provide our services at very little cost to all. We are committed to provide a safe & positive environment for all members.

Vision Statement

Building the future of the community through safety in the water, healthy lifestyles, and physical development while achieving excellence in swimming, academics, and life.

Philosophy

Commitment, *P*ride, *S*portsmanship, *C*haracter

We stress being committed to excellence both athletically and academically. We take pride in our organization, our athletes, and their families. We teach sportsmanship both in and out of the pool at all times. We build character through life lessons that will take our swimmers past their athletic careers and into being outstanding leaders of the future.

CLUB STATEMENT

The matters pertaining to employment presented in this handbook are for informational purposes only, and may be unilaterally amended or withdrawn by the Club at any time without prior notice to employees. This handbook is not a contract or offer of a contract of employment terms and cannot be relied upon as such.

By virtue of the execution of the acknowledgment statement pertaining to this handbook, each employee agrees, as a condition of hire or continued employment, to the above purpose and limitations on the use of this handbook, and to be bound by any changes in the terms and conditions of the employment relationship at any time, for any reason. As a condition of employment, each employee acknowledges and agrees that the Club may make changes in his or her terms of at-will employment, and each agrees to be bound by any such changes. The only effective objection an employee may make to any such changes is to resign from employment.

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to select the best-qualified person for each position in the organization. No employee will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, or age. No employee will discriminate against any applicant or fellow employee because of disability or because of the person's veteran status.

PROHIBITED HARASSMENT

Anti-Harassment/Non-Discrimination Policy Statement: The Club is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate any form of harassment or unlawful discrimination against our employees by anyone, including supervisors, other employees, vendors, clients, or customers. All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as unlawful harassment of employee or persons who do business with the Club.

Harassment Defined: Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, disability, veteran status, citizenship status, or other protected group status. Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his or her protected status.

Sexual Harassment Defined: The Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as unwanted or unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

Quid pro quo:

Promising an employee a reward, directly or indirectly, if the employee complies with sexually oriented request;

Threatening or retaliating against an employee, directly or indirectly, if the employee refused to comply with a sexually oriented request;

Denying an employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request;

Hostile environment:

Engaging in indecent exposure;

Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances;

Sex-oriented verbal "kidding";

Display of foul or obscene printed or visual material;

Physical contact such as patting, pinching or brushing up against another's body.

While such conduct generally can amount to sexual harassment only if it is both unwelcome and either severe or pervasive, the Club nonetheless discourages any such conduct in the workplace, regardless of the circumstance. Everyone at the Club and especially each supervisor is expected to avoid any behavior or conduct that could be interpreted as unlawful harassment. All employees should also understand the importance of informing an individual whenever that individual's behavior is unwelcome, offensive, in poor taste, or inappropriate.

Sexual harassment can be physical and/or psychological in nature. A combination of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Due process: An employee who believes that he or she may have been subject to discrimination, harassment, or any unwanted sexual conduct should immediately follow the following process:

If possible, make their uneasiness and/or disapproval directly and immediately known to the harasser;

Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and

Report the incident to your supervisor unless the incident involves your supervisor. In this case report the incident to your supervisor's superior.

It is the responsibility of the supervisor to do the preliminary investigation and give this information to either the President or the Board of Directors.

It is the responsibility of the President or the Board of Directors to promptly conduct a complete investigation, to protect the person making the complaint from retaliation and to confidentially handle the complaint as much as possible.

If the evidence merits it, the President or the Board of Directors will confront the alleged offender with the complaint and will give that person or persons an opportunity to respond.

The President or the Board of Directors can act to resolve the complaint.

If the evidence does not support the complaint, the President or the Board of Directors will notify the complaining party of that fact and why the complaint was not pursued.

The President will make a decision based on the evidence from the investigation or will convene an informal hearing with all involved parties to further hear the matter.

It is the hope of the Crown Point Swim Club that the parties can reach an agreement in the informal hearing or in previous steps that will satisfactorily end the sexual harassment complaint at hand and will prevent any future occurrence.

The President or the Board of Directors have the right to take appropriate disciplinary action on the offending person or persons. For any quid pro quo violation, as cited previously, the appropriate disciplinary action is immediate termination. For any hostile environment violation, the appropriate action is in the progressive disciplinary process.

The Crown Point Swim Club reserves the right to take any sexual harassment violations to mediation/arbitration for resolution.

GENERAL EMPLOYMENT INFORMATION

INTRODUCTORY AND PROBATIONARY PERIODS

The Club recognizes two separate conditions:

The first is the 90 days introductory period for new employees. This period is established to benefit both you and the Club. It is a period of adjustment and adaptation, both personally and in terms of learning the job requirements and work rules. The Club encourages above average and exceptional performances. However, if during this period, you are unable to adapt successfully to the requirements of the position, or the Club as a whole, your employment can be terminated immediately.

If you decide at any time during this introductory period that you would be happier employed elsewhere, you are free to resign at any time, just as the Club is free to terminate your employment at any time.

The second type of probation is for inadequate performance or improper behavior at any time after the introductory period. You may be placed on probation for a designated period, as outlined in the Disciplinary Action and Progressive Discipline Policies, to correct recognized performance shortcomings that you are able and willing to correct.

DEFINITION AND CLASSIFICATION OF EMPLOYEES

You are classified as either salaried (exempt from overtime pay) or hourly (eligible for overtime pay). Within each of these classifications are sub-classifications of full-time and part-time employees.

FULL-TIME EMPLOYEES: A regular employee is one who has successfully completed their introductory probationary period, consistently works 35 hours or more per week as assigned by their supervisor, and is paid on an hourly or salary basis.

PART-TIME EMPLOYEES: A part-time employee is one who has successfully completed their introductory period, consistently works less than 35 hours per week, and is paid on an hourly or salary basis..

A person will be considered for employment only if that person is a United States citizen or is a non-citizen authorized to work in the United States.

PERSONNEL FILES, EMPLOYEE INFORMATION

All information will remain strictly confidential. If someone inquires about your employment, the Club allows verification of position and dates of employment only. For release of other information, a signed authorization must be submitted.

All employees are required to submit an I-9 form with appropriate identification, a Federal W-4 form and a State of Indiana W-4 prior to starting work.

CHANGE IN EMPLOYEE'S STATUS

Your address, telephone number, and information about you and your family must be recorded by the Club. Report any changes in this information to your supervisor immediately. This is very important to you in the event of an emergency and in connection with such things as your Social Security, withholding taxes, etc. Please notify your supervisor whenever changes occur in the following areas:

Change of home address and/or telephone number.

Change in marital status.

Legal change of name.

Change of citizenship status.

Beneficiary change (if participating)

Telephone number of emergency contact.

PERFORMANCE REVIEWS

You may participate in a performance review with your supervisor. Your supervisor will be observing your effectiveness in performing your work. These reviews are used to provide you with an opportunity to talk about the job and your personal goals. They may be given at set intervals or as often as warranted by the job situation, your performance, and management discretion. Performance reviews do not necessarily result in merit increases.

SAFETY

The Club desires a safe workplace for every employee. Accidents are to be taken seriously by both employees and management. Accidents reduce earnings, cause physical discomfort, and reduce the efficiency of the Club.

YOU MUST REPORT ANY ACCIDENT/INJURY TO YOUR IMMEDIATE SUPERVISOR AS SOON AS POSSIBLE, AS A SLIGHT INJURY WITHOUT PROPER CARE MAY LEAD TO SERIOUS COMPLICATIONS. THE SUPERVISOR WILL THEN NOTIFY THE APPROPRIATE PERSON.

It is the policy of the Club to:

Provide safe and healthful place of employment for all employees and to abide by all regulations as they pertain to the Club's industry.

Require all employees to abide by the safety guidelines within the Club and/or their respective departments.

Require all employees to abide by the procedures and provisions for the reporting and treatment of injuries.

In order to minimize accidents/injuries, all employees are expected to abide by the following rules:

Report any unsafe conditions to your supervisor as soon as possible.

Dress properly. Wear appropriate coaching clothes and shoes.

Do not leave materials or equipment in aisles, walkways, stairways, roads, or other points of entrance or exit. Practice good housekeeping at all times.

When riding in company vehicles or moving equipment, securely fasten the seatbelts.

No smoking.

The use of or being under the influence of intoxicating beverages or illegal drugs while on the job is prohibited.

All posted safety rules must be obeyed and must not be removed except by management's authorization.

Horseplay causes accidents and will not be tolerated.

Use extreme caution when walking on wet or slippery surfaces.

Watch your step on stairs or around blind corners.

Enter and exit from the proper doors.

Know locations and be familiar with the proper operation of fire equipment.

Know fire procedures, and above all, remain calm in case of a fire.

Violation of these safety rules could result in progressive disciplinary action being taken. The use of or being under the influence of intoxicating beverages or illegal drugs while on the job will result in termination.

INJURY REPORTING

It is your responsibility as an employee to assure a safe working environment for yourself and your co-workers. If the Club determines that an accident was due to negligence or extreme carelessness by you, an Employee Warning Notice will be issued to you with a copy to be placed in your personnel file. Repeated acts of negligence or failure to comply with safety rules can lead to further disciplinary action up to and including termination.

All injuries, no matter how slight, must be reported to your supervisor.

The Club provides coverage for all employees in the event of an injury on the job. You are requested to exercise caution at all times while working in order to minimize industrial accidents. Failure to report all work-related accidents/illnesses may be grounds for disciplinary action.

When you have received a RETURN TO WORK order from your treating physician after a work related injury, you will have three (3) business days to report to work or to contact your supervisor by telephone. If you do not contact the Club within the three days, you will be subject to dismissal.

COMPLAINT PROCEDURE

The Club believes in an open door policy. If you have a complaint or disagreement, you are asked to try to resolve these problems by discussing them frankly with the board of directors. This communication path is preferred over discussing the matter with co-workers as it allows management the opportunity to find a solution to the problem before it becomes a club issue.

You are responsible for reporting your problem to management as outlined below. There should be no fear of retaliation at any stage of this process. The President or the Board of Directors will try to reach a solution through a thorough discussion of the problem with the involved parties.

Procedure: You should first take up the problem with your immediate supervisor. If the grievance is not settled by your immediate supervisor, you may present it to the executive board. This procedure should be continued until your complaint is either resolved or brought to the President whose decision will be final. The Club reserves the right to use mediation/arbitration to settle any complaint.

NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of the Club. Such confidential information includes, but is not limited to, the following: financial information, marketing plans, business contact information, member lists, sponsor lists, compensation data, personnel records, personal business conversations, pricing practices, procedures and processes.

Employees that improperly use or divulge club information will be subject to disciplinary action up to and including termination and legal action for restitution of financial and other damages to the Club as well as punitive damages.

REDUCTION OF STAFF

Economic slowdown or financial reversal within the Club may make it necessary to reduce your paid working hours or even lay you off. The Club will follow a policy of staff reduction of hours based on each employee's seniority and/or job performance.

RESIGNATION

If you find it necessary to resign, you are requested to give advance notice, in writing, to your supervisor indicating the last day you will be working. Ten working days notice is requested. If you resign without notice (quit), you may forfeit your eligibility to be rehired.

DISCIPLINARY ACTION

It is our philosophy to encourage self-discipline and to gain commitment from our employees to work toward common goals acceptable to the group. Certain rules are necessary to maintain an orderly work environment.

The Clubs’s normal practice is to help you identify strengths and weaknesses, and to improve your performance and behavior. The Club reserves the right to take whatever disciplinary measures it feels are appropriate, including discharge, if in the judgment of supervisors and managers the employee’s conduct cannot be corrected or it seriously threatens the well-being of the Club or other employees.

Failure to observe established rules and practices will lead to disciplinary action including formal warnings, suspension, probation, and discharge. The following is a non-inclusive list of misconduct that may lead to immediate adverse personnel action (in parentheses). Severe violations will result in termination and less serious violations will be handled by the progressive discipline system. Other conduct issues are covered in other sections of the handbook.

Theft (termination)

Intentional destruction (termination) or unauthorized use (progressive) of club or Crown Point school property

Language or actions which are inappropriate to the workplace or which create a racially or sexually harassing environment (progressive)

Intentional falsification of club records (termination)

Threatening, assaulting, or abusing any employee, member, or club visitor (termination)

Failure to follow club policies or procedures (progressive)

Unauthorized use or possession of firearms or explosives on club or school premises or during working hours (termination)

Intoxication or use of alcohol during working time or on club or school premises (termination)

Use, sale, possession, or functioning under the influence of unlawful drugs or other controlled substances on club or school premises during working time (termination)

Excessive absences or tardiness as determined by the business needs of the operating unit (progressive)

Failure to adhere to the scheduled or approved working hours (progressive)

Sleeping during work time, neglecting duties, or disrupting the performance of other employees (progressive)

Gambling (progressive)

Insubordination, including refusal to follow work direction (progressive)

Violations of club security regulations, including acts of espionage or other subversive activities (termination)

Failure to deal ethically and honestly with other employees, members, or club visitors (termination or progressive depending on the circumstances)

PROGRESSIVE DISCIPLINE POLICY

In the event that an employee violates club rules, procedures, and/or policies, but does not merit immediate dismissal, a “Progressive Discipline Policy” will be in effect.

The progression is as follows:

Upon the first infraction, a verbal warning will be issued.

The second infraction will garner a written warning, ninety (90) days probation, and up to three (3) days suspension depending on the severity of the infraction.

A third infraction will result in termination.

Documentation of all infractions will be placed in the employee's personnel file.

Should an employee remain free of infraction for a period of one year, (s)he may petition his/her supervisor to remove the infraction(s) from his/her record. However, management is under no obligation to do so.

GENERAL CONDUCT

You will maintain the highest degree of honesty and integrity so that the employer may, in turn, conduct his business at the same high level.

You will remain active at all times other than breaks or meeting with management.

You will maintain a neat, clean and well-groomed appearance and shall follow the CPSC uniform dress code. You will be responsible for cleaning and mending of your uniforms. Uniforms should be pressed and tucked in.

You will be courteous to members and try to serve their needs according to the contracted tasks. Discourteous conduct will not be tolerated.

Lack of transportation is not a good enough excuse to remain out of work. Call our office and we will arrange transportation on temporary basis.

Employee advances and/or loans will **NOT** be given at any time.

ATTITUDE

Since we are in the service industry, it is important that we provide the best service possible to our customers. That means you should have a cheerful and friendly attitude. Your willingness to help others, along with a desire to accept direction and feedback from your supervisor and members of management, will do more for you than anything we could teach you about the service industry. Keep in mind that customers and fellow employees evaluate you by your attitude, as will management. Leave all personal problems at home. You must never complain within hearing distance of a customer. If you do have a complaint, please direct it to your supervisor privately using the Club's Complaint Procedure.

TERMINATION

All terminations are to be treated in a confidential and professional manner by all concerned. Just as you can terminate your employment with the Club at any time for any reason, the Club reserves the right to terminate your employment at any time for any reason. The Club subscribes to the policy of "employment at will." Continued employment with the Club is at the sole and exclusive option of the President or the Board of Directors. Permanent employment or employment for a specific term is not guaranteed or promised.

Employment with the Club is normally terminated through one of the following actions:

Resignation – voluntary termination by you with notice.

Dismissal – involuntary termination by the Club for any reason at any time.

Layoff – termination due to reduction in force or elimination of a position.

Quitting – voluntary termination without notice.

Resignation: If you desire to terminate employment, regardless of your classification, you are expected to give as much notice as possible. Two weeks or 10 working days is considered to be sufficient notice time. The Club retains the right to require you to leave the Club premises immediately rather than work during the notice period.

Dismissal: An employee may be dismissed at any time for any reason at the sole and absolute discretion of company management.

Quitting: Employees who give no notice, less than 3 working day's notice, or who are terminated for absenteeism, shall be deemed to have "quit." Under these circumstances the Club may unilaterally change the employee's pay rate to minimum wage for all unpaid and accrued work hours as is allowed by Federal & State Law.

Termination Processing Procedures for Employees:

On the final day of employment, the personnel department must receive all keys and company property from you.

Your supervisor may conduct an exit interview with you.

You will be given your final paycheck, if one is forthcoming and all company property turned in, within the specified time frame of state/federal regulations, unless other arrangements have been made.

WAGE AND HOURS

PAY PROCEDURES

The Club is on a twice a month pay frequency. Pay periods are the 15th of the month and the last day of the month.

It will be your responsibility to properly record your hours. Further, you might be required to fill out a daily time sheet documenting how your time was spent.

In case of an error on your check, contact your supervisor immediately to review the possible error. Except in emergencies, adjustments will appear in the next issued paycheck.

WORK WEEK DEFINED

The office hours are 8:00 AM to 4:30 PM, Monday through Friday. Our phone number is 219 838 3294.

The workweek will be defined as including those workdays starting on Monday at 8:00 AM and ending on Friday at 4:30 PM.

The **unpaid meal period** will consist of thirty minutes per eight-hour shift. The **paid break period** will consist of fifteen minutes per eight-hour shift.

OVERTIME

You are to work overtime only at the request and authorization of your supervisor. Employees who qualify as administrative professional employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy. Only non-exempt employees qualify for overtime pay.

Hours worked means time actually spent on the job. It does not include hours away from work due to training, vacation, sickness, or holiday even when these days are compensated. Unpaid sick leave, personal leave, or any other time away from work is also not considered hours worked.

TRAINING DAYS

In order to provide the best possible service to our members, employees may require additional training. Employees designated for training are expected to participate in the training with attendance at all sessions. The Club will compensate employees at the regular rate per day and will pay all of the expenses associated with the training.

RAISES

Raises in pay, when awarded, will take effect at the beginning of the next regular pay period.

PAYROLL DEDUCTIONS

The following mandatory deductions will be made from your gross wages: Federal Income Tax, Social Security Tax (FICA), Medicare, State, and County Taxes. You must fill out and sign a federal withholding allowance certificate during your first week of employment. This form must be completed in accordance with federal regulations. You may fill out a new W-4 anytime your circumstances change.

You will receive an annual wage and Tax Statement (IRS Form W-2) for the proceeding year on or before January 31. If you feel that your deductions are incorrect for any pay period, please check with your supervisor.

GARNISHMENT

The Company may be required by law to recognize certain court orders, liens, and wage assignments. When the Company receives a notice of a pending garnishment or wage assignment, your supervisor will discuss the matter with you in an effort to settle the matter before involving the Company.

When a garnishment is received:

You will be notified by your supervisor of the garnishment.

You should complete all forms within the allotted time frame and return them to your supervisor.

The Company's Payroll Department will process the garnishment and begin to deduct the funds from your paycheck when the appropriate agency serves notice to do so.

ABSENTEEISM AND TARDINESS

Absenteeism and tardiness are expensive and disruptive, and they place an unfair burden on the Company. You are expected to report for work on time on a regular basis. Further, you are encouraged to arrive as early as possible for your shift so that you may have a chance to plan your day. If you must miss work, however, we ask that you notify your supervisor to give as much warning as possible. One hour prior to your scheduled start time is considered minimum sufficient notice of absence or tardiness. If you do not call in 1 hour prior to your absence, the absence will be automatically considered unexcused.

To define our terms, an absence means an employee not being present when scheduled to work. A tardy means an employee either arrives more than fifteen (15) minutes late for a scheduled shift or leaves more than fifteen (15) minutes prior to the end of a scheduled shift.

Each absence and tardy will be recorded in the employee's personal file as either excused or unexcused. The employee must provide **written** documentation (doctor's note, funeral notice, etc.) before an absence is considered "excused". Otherwise, it is unexcused.

Termination for unexcused absence (job abandonment): If you are absent and fail to call in for three consecutive days to report your absence, you will be considered to have voluntarily terminated employment with the Company.

LEAVES OF ABSENCE

Leave of absence is time off in a non-pay status and is differentiated from an absence or tardy in that time off is requested and approved in advance. You must submit a request for leave of absence in writing to your supervisor/manager that states the beginning and ending dates for the leave. You are expected to request the leave of absence with as much advance notice as possible. Your supervisor must approve the request in writing before the leave is granted. Without approval, any leave will be treated as outlined above in the Absenteeism & Tardiness policy.

If you are on a leave of absence and you do not return by the end of the leave, the Club may terminate your employment for job abandonment. The last day worked will be considered the termination date.

The following reasons will be considered for leave of absence:

Personal Leave – The Club may provide leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular, full-time employees are eligible to request personal leave as described in this policy.

Eligible employees may request personal leave only after having completed one year of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Upon reinstatement, a fitness-for-duty certificate may be required if the leave is for personal serious illness or injury. Employees may be required to supply reports of their status and intent to return to work every 30 days.

Please see your supervisor if you have questions about the terms and conditions for leaves of absence.

Requests for personal leave will be evaluated based on a number of factors including anticipated workload requirements and staffing considerations during the proposed period of absence.

Military Leave – A military leave of absence will be granted to employees, to attend scheduled drills or training, or if called to active duty with the U.S. Armed Services.

Employees may use any available vacation time for the absence. Upon returning from training or active duty, military orders covering the period of absence must be turned in to your supervisor.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Jury Duty – The Club will grant you unpaid time off for mandatory jury duty or court appearances as a witness when you must serve or are required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to your supervisor or manager when requesting time off.

Bereavement Leave – In the event of a death in the immediate family, you should immediately contact your supervisor. The amount of unpaid time off will be limited to five days. The immediate family is defined as:

- Spouse
- Son or Daughter
- Parents
- Brother or Sister

The Club may require verification of the loss and relationship of the deceased for which time off is requested.

GENERAL POLICIES

COMPANY PROPERTY

You are expected to exercise care in your use of club property and to use such property only for authorized purposes. Negligence in the care and use of club property may be considered cause for suspension and/or dismissal. Unauthorized removal of club property from the premises or its conversion to personal use will be considered cause for disciplinary action and/or dismissal.

Club property issued to you, such as keys, pagers, gas charge cards, and uniforms, must be returned at the time you are terminated from employment or when your supervisor requests its return.

DRESS CODE

If you, by your dress, appearance, or personal conduct provoke undue attention to yourself, this is considered by the Club to be detrimental and disruptive to the normal work atmosphere, and may be cause for recommendation for termination with cause after the first warning.

You are expected to report at the beginning of your daily shift in clean, fresh clothing.

Good hygiene and grooming habits are required of all individuals. Daily showers and the use of deodorant are minimum prerequisites. Always wash hands after using the restroom. Head and facial hair must be neat and clean in appearance. Beards and mustaches must be neat and well trimmed. Hands and nails should be clean and tidy.

The Board of Directors reserve the right to review your appearance in relation to the established standards at any time, and require reasonable improvement in any matters discussed with you within a reasonable time. You are expected to make corrections and follow recommendations on your own time.

SMOKING

Smoking is prohibited on club or school premises, or during club functions. Any employee breaking this rule will be subject to disciplinary action including dismissal.

PERSONAL TELEPHONE CALLS & TEXTING

Personal phone calls & texts should only be made in case of absolute necessity or an emergency. Please inform relatives and friends of this telephone policy. If non-emergency personal calls must be made, please arrange to make them during your break or after club activities. No long distance personal calls may be made on club or school corporation phones.

VISITORS AND VENDORS

It is the policy of the Company that, in order to avoid disruptions and possible security problems:

Visitors to the Club who are there on business must identify themselves and state their business.

Visits by personal friends and family members of employees are discouraged.

No visitor is allowed to wander about the premises unescorted.

No visitor is allowed to break club rules affecting safety and any employee seeing this happen should inform his/her supervisor.

GAMBLING

The Club takes a position that gambling among its employees can lead to bad morale, hard feelings, and financial hardships. Therefore, gambling is prohibited on club or school premises and will be a cause for discipline. Gambling includes card playing, dice, lotteries, betting on horses, sports betting or any other kind of wagering. Any employee who is guilty of selling or attempting to sell cards or run betting pools will be subject to discipline.

EMPLOYEE PARKING

Employees are required to park in designated areas. The Club is not responsible for any damage incurred to employee automobiles while on the premises.

HANDBILLS AND COLLECTIONS

Solicitation and distribution of literature of any kind by employees is strictly prohibited during work hours and in working places, unless the Club has given prior written approval.

SOCIAL MEDIA POLICY

POLICY STATEMENT

Whether or not an employee chooses to create or participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. However, the Club recognizes that emerging online collaboration platforms are fundamentally changing the way individuals and organizations communicate, and this policy is designed to offer practical guidance for responsible, constructive communications via social media channels for employees.

The same principles and guidelines that apply to the activities of employees in general, as found in the Club's Professional Conduct Policy, apply to employee activities in social media channels and any other form of online publishing.

Our organization fully respects the legal rights of our employees in all countries in which we operate, including their rights under the National Labor Relations Board to engage in concerted and protected activities, and any part of this policy which interferes with or "chills" the legal rights of our employees will not be enforced. In general, what you do on your own time is your affair. However, activities in or outside of work that affect your job performance, the performance of others, the Club business interests, or the perceptions of the Club are a proper focus for company policy.

DEFINITIONS

1. Social Media Channels - Blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or any other existing or emerging communications platform.
2. Social Media Account – A personalized presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, Facebook and other social networking channels allow users to sign-up for their own social media account, which they can use to collaborate, interact and share content and status updates. When a user communicates through a social media account, their disclosures are attributed to their User Profile.
3. Social Media Disclosures - Blog posts, blog comments, status updates, text messages, posts via email, images, audio recordings, video recordings or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media account.
4. External vs. Internal Social Media Channels – External social media channels are social media services that do not reside at a domain. Internal social media channels are located at a company- owned domain, require a password to access and are only visible to employees and other approved individuals.
5. User Profile – Social Media Account holders customize their User Profile within a Social Media Channel with specific information about themselves which can be made available others users.
6. Copyrights – Copyrights protect the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphical works, photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted material through social media channels without the permission of the copyright owner.
7. Hosted Content – Text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If you download content off

of the Internet, and then upload it to your social media account, you are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

8. Embed Codes – Unique codes that are provided to entice others to share online content without requiring the sharer to host that content. By means of an embed code, it is possible to display a YouTube user’s video in someone else’s social media account without requiring that person to host the source video file. This distinction is important because embed codes are often used by copyright owners to encourage others to share their content via social media channels.

9. Controversial Issues – Issues that form the basis of heated debate, often identified in political campaigns as wedge issues, since they provoke a strong emotional response. Examples include but are not limited to, political views, health care reform, gun control and abortion. Religious beliefs may also be controversial, particularly to those intolerant of beliefs different from their own.

10. Official Content – Publicly available online content created and made public by the Club, verified by virtue of the fact that it is accessible through the Club’s website.

11. Inbound Links – An inbound link is a hyperlink that transits from one domain to another. A hyperlink that transits from an external domain to your own domain is referred to as inbound link. Inbound links are important because they play a role in how search engines rank pages and domains in search results.

12. Tweets and Retweets – A tweet is a 140 character social media disclosure distributed on the Twitter micro-blogging service. Retweets are tweets from one Twitter user that are redistributed by another Twitter user. Retweets are how information propagates on Twitter.

OBJECTIVES

1. Establish practical, reasonable and enforceable guidelines by which our employees can conduct responsible, constructive social media engagement in both official and unofficial capacities.
2. Promote a safe environment for employees to share subject matter expertise that is not proprietary and earn management’s recognition for the outstanding use of social media for business.
3. Prepare the Club and employees to utilize social media channels to help each other and the communities served, particularly in the event of a crisis, disaster or emergency.
4. Protect the Club and employees from violating Municipal, State or Federal rules, regulations or laws through social media channels.

GUIDING PRINCIPLES

1. Our Club trusts and expects coaches and employees to exercise personal responsibility whenever they use social media, which includes not violating the trust of those with whom they are engaging as well as following CPSC, IS, and USA Swimming’s policies and code of conduct . Employees and coaches should never use social media for covert advocacy, marketing or public relations. If and when employees and coaches use social media to communicate on behalf of , they should clearly identify themselves as employees.
2. Only those officially designated can use social media to speak on behalf of the Crown Point Swim Club in an official capacity, though employees may use social media to speak for themselves individually or to exercise their legal rights under the National Labor Relations Act.

3. When you see misrepresentations made about by media, analyst, bloggers or other social media users, you may certainly use your blog, social networking account, or someone else's to point that out. But you may only do so in an official capacity if you follow the terms of this policy.
4. Different social media channels have proper and improper business uses. For example, members of social networks are expected to read, and when appropriate respond, to questions asked of them from another member of their social network. It is important for employees to understand what is recommended, expected and required when they discuss or -related topics, whether at work or on their own time.
5. Employees are responsible for making sure that their online activities do not interfere with their ability to fulfill their job requirements or their commitments to their managers, co-workers or customers.

DRUG AND ALCOHOL POLICY

INTRODUCTION

PURPOSE

The objective of this policy is to develop a drug and alcohol free workplace that will help ensure a safe and productive work environment. It is the policy of the Club that employees shall not be involved with the unlawful use, possession, sale, solicitation, or transfer of drugs and or narcotics in any manner that may impair their ability to perform assigned duties or otherwise affect the Club's business.

Further, employees shall not possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the workplace or during work time. Use and misuse of alcohol or drugs can and does impair the ability of an employee to perform his/her duties safely and may endanger the employee, his/her co-workers, and the public as well as company property.

The specific purpose of this policy is to outline the methods for maintaining a work environment free from the effects of alcohol or drug use/misuse/abuse or other substances that may affect the mind or body. If the Club is to continue to fulfill its responsibility to provide reliable and safe service to customers and a safe work environment, employees must be physically and mentally fit to perform their duties safely and efficiently.

POLICY

This Policy is not intended and will not be used to discriminate against any protected class defined by race, color, religion, sex, age, national origin, veteran status, disability, or other legally protected status.

The Club will not attempt to make judgments concerning whether alcohol or a drug was consumed on "personal time" as distinguished from working time. If the employee is tested and the results are positive, (s)he will be considered in violation of the Club's policy.

Employees are expected to report for work and remain at work in the conditions to perform assigned duties free from the effects of alcohol/drugs.

Alcohol/illegal drug use/misuse/abuse and its physiological effects-represent a threat to the well-being and security of employees and could cause extensive damage to the Club's reputation, property, and community standing. Drug abuse could also instigate the shutdown of vital company installations, should the public authorities conclude that the operation of these facilities cannot be continued responsibly by company personnel.

Any involvement with alcohol/drugs that affects the workplace (including rest periods and meal periods) or the work environment will not be tolerated. The manufacture, distribution, dispensing, possession, sale, purchase, solicitation, or use of a controlled substance on company property is prohibited. The Club promotes and is a “Drug Free” workplace and has a “No Tolerance” Policy concerning the use of illegal drugs or the abuse of legal drugs.

Off-the-job illegal drug activity or alcohol abuse that could have an affect on an employee’s job performance or that could jeopardize the safety of other employees, the public, company equipment, or the Club’s relations with the public will not be tolerated.

Employees must notify their supervisor of any criminal drug statute arrest or conviction for a violation occurring at a company worksite, on company premises, or company property or while on duty no later than one (1) business day after such arrest or conviction. Employees must also notify their supervisor of any drug-related convictions occurring outside of the work place within five (5) business days of conviction.

Employees who violate this policy are subject to appropriate disciplinary action up to and including immediate termination.

Illegal drugs are those drugs defined as illegal under federal, state, or local laws; they include, but are not limited to:

- | | |
|---|----------------|
| *Marijuana | *Methaqualone |
| *Barbiturates | *Inhalants |
| *Opiates/Narcotics | *Cocaine |
| *Methamphetamines | *Hallucinogens |
| *Amphetamines | *Heroin |
| *Depressants and Stimulants (non-doctor prescribed) | |

GENERAL POLICY PROVISIONS

Any of the following actions constitute a violation of the Policy and will subject an employee to disciplinary action up to and including immediate termination:

Solicitation, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment on club or school property, club leased, or rented vehicles, or on business time.

Working or reporting to work, conducting club business, or being on club premises or in a club-leased, or rented vehicle while under the influence of an alcohol/illegal drugs or in an impaired condition.

Switching, altering, or attempting to tamper with any sample submitted for medical testing or otherwise interfering or attempting to interfere with the testing process and or procedures.

Refusal to submit to an alcohol/drug test pursuant to this Policy.

DEFINITIONS

Club Premises – All club owned, leased, or rented property used by employees such as the pool, lockers, desks, closets, etc.;

Drug – Amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic, narcotics, designer drugs, or a metabolite or any of the substances listed herein; an all substances listed in this policy;

Drug Paraphernalia – Equipment, product, or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance;

Fitness for Duty – To work in a manner suitable for the job. To determine “fitness,” a medical evaluation may include alcohol/drug testing;

Illegal Drug – An illegal drug is any drug or derivative therefore which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under federal, state, or local law or regulation, and any other drugs, including (but not limited to) a prescription drug used for any reason other than a legitimate medical reason and inhalants used illegally.

Illegal drugs include, but are not limited to marijuana or cannabis in all forms, heroin, hashish, cocaine, hallucinogens, depressants, stimulants, all other substances listed in this policy, and those not prescribed for current personal treatment by an accredited physician;

Reasonable Cause/Reasonable Suspicion- A belief that an employee is using or has used alcohol/drugs in violation of the Company’s policy, drawn from specific objective and articulate facts, and may be based upon, among other things:

observable phenomena, such as:

the physical symptoms or manifestations of being under the influence of alcohol/drugs use while at work or on duty, or

the direct observation of alcohol/drug use while at work or on duty, or

a report of alcohol/drug use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated or

evidence that an individual has tampered with an alcohol/drug test during employment with the Company, or

evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while on duty or while on the employer’s premises operating the employer’s vehicle, machinery or equipment or

when there is reasonable suspicion that use of a substance is affecting performance or the employee is engaged in any of the prohibited acts or activities listed in this Policy;

Alcohol or Drug Test – A chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person’s body tissue, fluids, blood, hair, saliva or products;

Confirmation Test – An alcohol/drug test on a sample to substantiate the results or a prior alcohol/drug test of the same sample and which users different chemical principles and is of equal or greater accuracy than the prior alcohol/drug test;

Random Selection Basis – A mechanism for selecting employees for alcohol/drug testing that:

results in an equal probability that any employee or group or employees subject to the selection made will be selected, and

does not give the Company discretion to waive the selection of any employee selected under the mechanism;

Under the influence – Where there is not obvious evidence of consumption of alcohol/drugs during regular work time, including breaks and meal periods, the following will apply:

For the purpose of this policy, an employee will be considered under the influence when, in the judgment of the supervisor, the employee's ability to perform his/her job safely and effectively is affected by the use of alcohol/drugs.

Any employee who is perceived to be under the influence of alcohol/drugs will be removed from service and evaluated by medical personnel, if reasonably available. Management may take further appropriate disciplinary action.

An employee in a job involving public contact or safety-related considerations who is not perceived to be under the influence of alcohol/drugs, but who displays evidence of alcohol/drug consumption, will be removed from service. Management may take appropriate disciplinary action deemed appropriate.

TESTING INFORMATION

CIRCUMSTANCES UNDER WHICH TESTING MAY BE ALLOWED

REASONABLE CAUSE/REASONABLE SUSPICION: The Club may request or require an employee to undergo alcohol/drug testing where the Club has "reasonable cause/reasonable suspicion" (**see definition section in this policy on this term**) that the employee has violated the Club's alcohol/drug policy

In any reasonable cause/reasonable suspicion circumstance, a representative of the Club should transport the employee to an appropriate collection site facility. The Club should then attempt to transport the employee back to the Club's premises where a spouse, family member, or other individual will be contacted to transport the employee home.

RANDOM TESTING: The Club may require employees to undergo testing on a "random selection basis", defined as a mechanism for selecting employees that result in an equal probability that any employee from a group will be selected. The selection method must not give the Club discretion to waive the selection of any specific employee for testing.

Once a random sampling selection is made from the consortium pool of employees, the Club will notify the employee of his/her selection and the employee will be required to submit to alcohol/drug testing upon notification.

POST-ACCIDENT TESTING: The Club will require an employee to undergo alcohol/drug testing on all reportable injuries.

SCHEDULED, PERIODIC TESTING: The Club may request or require an employee to undergo alcohol/drug testing if the test is conducted as a routine part of a routinely scheduled, employee fitness-for-duty medical examination or is scheduled routinely for all members of an employment classification or group and which is part of the Company's policy.

APPLICANT TESTING: The Club may require all job applicants to undergo drug testing as a requirement for placement and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire and/or for withdrawing a conditional offer of employment.

POST-REHABILITATION TESTING: The Club may require an employee to undergo testing, without prior notice, for a period of two years if an employee's return to work is permitted following a positive test or following participation in an alcohol/drug dependency treatment program. This allows the Club to periodically test rehabilitated employees to ensure they comply not only with the Club's policy but also with all requirements of the rehabilitation program. Employees, who have been permitted to return to work after a positive test result, will be discharged for a "positive" result on a subsequent drug screen.

Employees taking drugs prescribed by their attending physicians must advise their direct supervisor of the use thereof and any possible effects of such medication on their job performance and physical/mental capabilities. This information will be kept confidential and communicated only on a need-to-know basis as required. Employees who fail to conform to this reporting requirement may be subject to disciplinary action up to and including immediate termination. All prescription drugs must be kept in their original container.

DISCIPLINARY ACTION

CONSEQUENCES OF REFUSING TO UNDERGO TESTING: The Club will take immediate disciplinary action against an employee who refuses to undergo a properly requested test.

All employees who are subject to an alcohol/drug test are required to submit to the test. Failure to do so will result in disciplinary action up to and including immediate termination.

UNEMPLOYMENT COMPENSATION: An employee discharged on the basis of refusal to undergo alcohol/drug testing or a positive alcohol/drug test shall be considered to have been discharged for misconduct for purposes of unemployment compensation benefits.

POTENTIAL ADVERSE ACTION WHICH MAY BE TAKEN AS A RESULT OF A POSITIVE TEST RESULT:

Immediate suspension or transfer will be taken by the Club against an employee based upon on a positive test result until the appropriate action can be determined.

Employees who have a positive test will be subject to disciplinary action up to and including immediate termination.

An employee may be suspended without pay. If the employee is suspended without pay, the following steps will be taken:

The employee must contact an Employee Assistance Program (EAP) to learn what drug counseling resources are available. The employee will be required to seek treatment for drug abuse from a recognized professional or institution. Refusal to do so, or refusal to cooperate with the EAP Staff coordinating the treatment process, will be viewed as insubordination. At the discretion of the Club, this step may be considered “optional” depending on the circumstances and/or severity of the situation.

The employee must have a negative test result within a reasonable period of time from the date of suspension, as determined by the Club in consultation with drug testing professionals. In the event the employee fails to do so within this period the employee will be discharged. If, after a negative results within such period an employee is unable to return to work for good reason (e.g. participation in a treatment program is not yet completed), the time at which the employee shall return to work may be extended beyond the end of the period.

Employees who have been suspended following a positive drug screen and who subsequently have had a negative test result will be subject to random screening for an indefinite period of time.

Employees who have been suspended for a positive alcohol/drug screen and allowed to return to work, in accordance with the procedures, will be discharged for a positive test result on a subsequent drug screen.

SPECIAL ACTION

To protect the best interest of employees, the public, and the Club, the Club will take whatever measures are necessary to find out if alcohol or illegal drugs are located or being used on company property. These measures will not be taken unreasonably, but when the Club believes them to be justified and necessary.

The measure that may be used may include, but may not be limited to, the following:

Federal, state, or local authorities may be called upon to assist in an investigation.

Unannounced drug screens of groups of employees may be conducted where a reason to suspect drug use exists. Refusal to participate in a drug screen will result in immediate removal from service and may result in termination for insubordination.

Searches of company property, facilities, or equipment may be conducted by authorized personnel.

Searches of people, and of personal property located on company premises, may be conducted by management. Searches of the person and non-company property will not be conducted if an individual refuses to submit to a search. Upon refusal to submit to such a search, the purpose of the requested search

and the potential implications of refusal will be carefully explained to the employee. Further refusal to submit will result in immediate removal from service and may result in termination for insubordination.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

While the Club does not sponsor or endorse any specific alcohol/drug treatment programs, such programs are available through public and private health care facilities in our area. While participation in an alcohol/drug treatment program, in itself, does not preclude the Club’s use of appropriate disciplinary action up to and including immediate termination, participation in a treatment program may enable management to allow time for completion of such program before initiating or determining additional correction action. However, participation will not:

- Prevent normal disciplinary action for violation that may have occurred already, or
- Relieve an employee of the responsibility to perform assigned duties safely and efficiently.

COORDINATION WITH LAW ENFORCEMENT AGENCIES

The sale, use, purchase, transfer, or possession of an illegal drug or drug paraphernalia is a violation of the law. The Club may report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and any such substances found during a search of an individual property. Searches will only be conducted of individuals and individual’s vehicles, lockers, desks, and closets based on reasonable cause. The Club will cooperate fully in the prosecution and/or conviction of any violation of the law.

RESERVATION OF RIGHTS

The Club reserves the right to interpret, change, suspend, cancel, or dispute with or without notice, all or any part of this Policy, or procedures or benefits discussed herein. Employees will be notified before implementation of any change.

Although adherence to this Policy is considered a condition of continued employment, nothing in this Policy alters an employee’s at-will status and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason without notice, and the Club retains the right to terminate any employee at any time for any reason or no reason without notice.

OTHER LAWS AND REGULATIONS

The provisions of the Policy shall apply in addition to and shall subordinate to any requirements imposed by applicable federal, state, or local law, regulations, or judicial decisions. Unenforceable provisions of the Policy shall be deemed to have been deleted without effect on the remaining document.

// End of Document //
 // Revised 01-04-2006 //

*** DO NOT SIGN ACKNOWLEDGMENT PAGE UNTIL YOU HAVE READ THE ENTIRE EMPLOYEE HANDBOOK***

EMPLOYMENT ACKNOWLEDGMENT

I have received my copy of the company's Employee Handbook which outlines the policies, practices, and benefit guidelines, and I have read and understood the information contained within.

I acknowledge and understand that this Employee Handbook and the policies, practices and regulations contained in the Handbook may be changed, modified, or eliminated at any time at the discretion of the company. I understand I will be responsible for complying with such future changes in such policies, practices, and regulations which may be communicated to employees whether or not I have signed an acknowledgement of such changes. I further understand that this Handbook and the representations made in it do not constitute any form of employment contract or guarantee.

I specifically agree by virtue of my signature below to all terms and conditions described in the text as well as the company statement appearing at page 4 of this handbook.

Employee's Signature: _____

Name(please print): _____

Date: _____

DO NOT SIGN UNTIL YOU HAVE READ THE ENTIRE DRUG AND ALCOHOL POLICY

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the company's Drug & Alcohol Policy, and I have read and understand the information contained within. I also acknowledge that the provisions of the Policy are part of the terms and conditions of my employment, and that I agree to abide by them. I also acknowledge that under certain conditions, I may be required to submit to testing of blood, urine, breath, hair, and/or saliva to determine drug or alcohol use of abuse as a condition of any continued employment with the company.

I consent to the release of the drug screen result to authorized company representatives for appropriate review. I release and agree to hold harmless that company, its employees, and its agents from any liability stemming from negligence to me based on the results of the drug screening.

Employee's Signature: _____

Name(please print): _____

Date: _____

(Please return this page to your supervisor. This acceptance statement will be placed in your personnel file as a part of your employment records.)