



CALIFORNIA CAPITAL AQUATICS

Employee Handbook

Effective: February 1, 2020

Table of Contents

NO.	POLICY TITLE
1. INTRODUCTION	
1.1	Handbook Disclaimer
1.2	Welcome Message
1.3	Changes in Policy
2. GENERAL EMPLOYMENT	
2.1	At-Will Employment
2.2	Immigration Law Compliance
2.3	Equal Employment Opportunity
2.4	Equal Employment Opportunity (Includes Applicable California Law)
2.5	Employee Grievances
2.6	Internal Communication
2.7	Outside Employment
2.8	Anti-Retaliation and Whistleblower Policy
3. EMPLOYMENT STATUS & RECORDKEEPING	
3.1	Employment Classifications
3.2	Personnel Data Changes
3.3	Expense Reimbursement
3.4	Termination of Employment
4. WORKING CONDITIONS & HOURS	
4.1	Company Hours
4.2	Emergency Closing
4.3	Parking
4.4	Workplace Safety
4.5	Security
4.6	Meal & Break Periods (Includes Applicable California Law)
4.7	Break Time for Nursing Mothers (Includes Applicable California Law)
5. EMPLOYEE BENEFITS	
5.1	Retirement Plan
5.2	Holidays
5.3	Paid Sick Leave (Includes Applicable California Law)
5.4	Military Leave
5.5	Jury Duty
5.6	Workers' Compensation
5.7	Crime Victims Leave (Includes Applicable California Law)
5.8	Domestic Violence Leave (Includes Applicable California Law)
5.9	Voting Leave (Includes Applicable California Law)
5.10	Pregnancy Disability Leave & Pregnancy Accommodation (Includes Applicable California Law)
5.11	Paid Family Leave (Includes Applicable California Law)
5.12	Paid Time Off (PTO)
5.13	Paid Time Off Policy Supplement (Includes Applicable California Law)
6. EMPLOYEE CONDUCT	
6.1	Standards of Conduct
6.2	Disciplinary Action
6.3	Confidentiality
6.4	Personal Appearance
6.5	Workplace Violence
6.6	Drug & Alcohol Use
6.7	Sexual and Other Unlawful Harassment (Includes Applicable California Law)
6.8	Telephone Usage
6.9	Personal Property
6.10	Use of Company Property
6.11	Smoking
6.12	Visitors in the Workplace
6.13	Computer, Email & Internet Usage
6.14	Company Supplies
6.15	Coach Requirements and USA Swimming

7. TIMEKEEPING & PAYROLL

- 7.1 Attendance & Punctuality
- 7.2 Timekeeping
- 7.3 Paydays
- 7.4 Payroll Deductions
- 7.5 Overtime (Includes Applicable California Law)

1.Introduction

1.1 Handbook Disclaimer

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

All references to CALIFORNIA CAPITAL AQUATICS and CCA include its seasonal programming (Pre-Comp, Fall Team, etc.), US Masters program, and its recreational swim program doing business as Woodcreek SeaWolves.

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

1.2 Welcome Message

Dear Valued Employee,

Welcome to CALIFORNIA CAPITAL AQUATICS! We are pleased with your decision to join our team.

CALIFORNIA CAPITAL AQUATICS is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

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

Welcome aboard. We look forward to working with you!

Sincerely,

The CCA Head Coach and Board of Directors

1.3 Changes in Policy

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

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

2. General Employment

2.1 At-Will Employment

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

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

2.2 Immigration Law Compliance

CALIFORNIA CAPITAL AQUATICS is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CALIFORNIA CAPITAL AQUATICS within the past three years, or if their previous I-9 is no longer retained or valid.

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

2.3 Equal Employment Opportunity (Includes Applicable California Law)

CALIFORNIA CAPITAL AQUATICS is an Equal Opportunity Employer. Employment opportunities at CALIFORNIA CAPITAL AQUATICS are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, color, sex, national origin, age, military status, veteran status, disability, genetic information, ancestry, medical condition, marital status, gender identity, gender expression, sexual orientation, or any other characteristic protected by law.

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

CALIFORNIA CAPITAL AQUATICS strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

2.5 Employee Grievances

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

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

Finance Director at finance@ccaswimming.org or Board President at president@ccaswimming.org

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

Complaints involving alleged discriminatory practices shall be processed in accordance with CALIFORNIA CAPITAL AQUATICS' Sexual and other Unlawful Harassment Policy.

CALIFORNIA CAPITAL AQUATICS assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.6 Internal Communication

Effective and ongoing communication within CALIFORNIA CAPITAL AQUATICS is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

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

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

2.7 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with CALIFORNIA CAPITAL AQUATICS.

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

CALIFORNIA CAPITAL AQUATICS' property, office space or pool deck, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.8 Anti-Retaliation and Whistleblower Policy

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

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

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

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

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

CALIFORNIA CAPITAL AQUATICS will promptly and thoroughly investigate and, if necessary, address any reported violation.

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

3. Employment Status & Recordkeeping

3.1 Employment Classifications

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

If you change positions during your employment with CALIFORNIA CAPITAL AQUATICS or if your job responsibilities change, you will be informed by the Finance Director of any change in your exempt status.

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

Permanent Full-Time:

Permanent Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for CALIFORNIA CAPITAL AQUATICS' benefits, subject to the terms, conditions, and limitations of each benefit program.

Permanent Part-Time:

Permanent Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some CALIFORNIA CAPITAL AQUATICS benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary/Seasonal:

Temporary/Seasonal employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to CALIFORNIA CAPITAL AQUATICS benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by CALIFORNIA CAPITAL AQUATICS Management, of a change.

3.2 Personnel Data Changes

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

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

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

3.3 Expense Reimbursement

CALIFORNIA CAPITAL AQUATICS reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Head Coach.

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

To be reimbursed, employees must submit expense reports to the Head Coach for approval and Finance Director for processing. The report must be accompanied by receipts or other documentation substantiating the expenses. Expense reimbursements are paid monthly and are due to the Finance Director by the 5th of each month. Questions regarding this policy should be directed to your supervisor.

3.4 Termination of Employment

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

Notice of Voluntary Separation

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

Return of Company Property

Any employee who terminates employment with CALIFORNIA CAPITAL AQUATICS shall return all files, records, keys, and any other materials that are the property of CALIFORNIA CAPITAL AQUATICS prior to their last date of employment. Company property also includes City of Roseville issued keys and/or security card access to the Roseville Aquatics Complex.

Final Pay

CALIFORNIA CAPITAL AQUATICS will provide employees with their final pay in accordance with applicable federal, state and local laws.

Benefits Upon Termination

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

If you have any questions or concerns regarding this policy, contact CALIFORNIA CAPITAL AQUATICS' Finance Director.

4. Working Conditions & Hours

4.1 Company Hours

CALIFORNIA CAPITAL AQUATICS is typically open for business from

- Monday - Friday 04:45 AM to 08:15 PM
- Saturday 05:30 AM to 12:00 PM

This excludes regularly scheduled swim meets that may overlap these business hours or extend them. This excludes holidays recognized by CALIFORNIA CAPITAL AQUATICS. The standard full-time workweek is 40 hours.

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

4.2 Emergency Closing

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

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

4.3 Parking

CALIFORNIA CAPITAL AQUATICS provides parking for employees in the building parking lot. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by CALIFORNIA CAPITAL AQUATICS. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

4.4 Workplace Safety

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

Complaint and Reporting Procedure:

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

Finance Director at finance@ccaswimming.org or Board President at president@ccaswimming.org

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

Retaliation Prohibited:

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

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

4.5 Security

The purpose of CALIFORNIA CAPITAL AQUATICS' security policy is to protect Company assets and to maintain a safe working environment for all employees.

Facility Access:

All regular CALIFORNIA CAPITAL AQUATICS employees may be issued a key to gain access to CALIFORNIA CAPITAL AQUATICS facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from CALIFORNIA CAPITAL AQUATICS, and at any other time upon CALIFORNIA CAPITAL AQUATICS' request, all keys must be returned to your supervisor.

Closing Procedures:

The last employee, or a designated employee, who leaves the pool deck at the end of the business day assumes the responsibility to ensure that: all doors and equipment are securely locked; and all lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from their supervisor.

4.6 Meal & Break Periods (Includes Applicable California Law)

Depending on the length of an employee's shift, he or she may be entitled to meal and/or break periods as outlined in this policy. Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during breaks and unpaid meal periods.

Meal Periods:

Employees working 5 or more hours in a workday are entitled to a 30-minute meal period. Employees working 10 or more hours in a workday are entitled to a second 30-minute meal period. For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of their meal periods using CALIFORNIA CAPITAL AQUATICS' timekeeping system.

In the limited circumstances described below, with the employee's and the Company's mutual consent, employees may waive their meal periods:

- If an employee's workday ends within six hours;
- If an employee's workday will not exceed twelve hours, then the employee may waive their second meal period but only if the first meal period was not waived.

If an employee voluntarily waives a meal period, the employee must submit a written request and receive written authorization from their supervisor to do so.

In very limited situations, non-exempt employees may take a paid on-duty meal period. Non-exempt employees may only do so when the nature of their work requires it, and only after the employee and CALIFORNIA CAPITAL AQUATICS agree in writing. Employees may revoke this agreement in writing at any time.

Rest Periods:

Non-exempt employees are also entitled to paid break periods in accordance with the following schedule:

- One 10-minute break period for shifts from 3.5 to 6 hours in length;
- Two 10-minute break periods for shifts of more than 6 hours and up to 10 hours;
- Three 10-minute break periods for shifts of more than 10 hours and up to 14 hours.

Supervisors will schedule meal and break periods in order to accommodate the Company's operating requirements. Where possible, breaks will be scheduled in the middle of each work period or between practice groups. Employees must take their meal and break periods, but if for any reason a non-exempt employee does not take the applicable meal or break period, the employee must notify his or her supervisor immediately.

If a non-exempt employee is discouraged, deterred, or otherwise impeded from taking a meal or break period they are entitled to, notify the Finance Director immediately.

For questions regarding this policy, please speak with the Finance Director.

4.7 Break Time for Nursing Mothers (Includes Applicable California Law)

Employees who need to express breast milk for their infant child have the right to request lactation accommodations. CALIFORNIA CAPITAL AQUATICS accommodates employees who wish to express breast milk during the workday by providing reasonable break time for this purpose. The break time will be provided each time the employee needs to express milk.

If possible, the break time should run concurrently with any break time already provided to the employee. Break time that does not run concurrently with the rest breaks already provided will be unpaid for a non-exempt employee.

Lactation Room:

Unless it would impose an undue hardship as defined by state law, CALIFORNIA CAPITAL AQUATICS will provide a private room or other location that:

- Is in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk;
- Is safe, clean, and free of hazardous materials;
- Contains a surface to place a breast pump and personal items;
- Contains a place to sit; and
- Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

The room or location will not be a bathroom. CALIFORNIA CAPITAL AQUATICS will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, CALIFORNIA CAPITAL AQUATICS may provide another cooling device suitable for storing milk, such as an employer-provided cooler.

The room or location may include the place where the employee normally works if it otherwise meets the requirements stated above.

Requesting Lactation Accommodations:

Employees should make requests for lactation accommodations to their supervisor or the Finance Director. CALIFORNIA CAPITAL AQUATICS will respond to all such requests.

When possible, employees should give reasonable oral or written notice that they intend to express milk upon returning to work after a child's birth. This will allow the time needed to make necessary preparations.

Retaliation Prohibited:

CALIFORNIA CAPITAL AQUATICS prohibits retaliation against an employee for exercising or attempting to exercise their rights to lactation accommodations.

Complaints:

Employees have the right to file a complaint with the California Labor Commissioner if they believe their rights to lactation accommodations have been violated.

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

5.Employee Benefits

5.1 Retirement Plan

CALIFORNIA CAPITAL AQUATICS employees have the opportunity to participate in a company-sponsored retirement plan after earning at least \$5,000 in compensation during the calendar year. Any employee that meets the compensation requirement is eligible to participate in the plan.

For details on the specific retirement plan offered through CALIFORNIA CAPITAL AQUATICS, contact the Finance Director.

5.2 Holidays

CALIFORNIA CAPITAL AQUATICS observes the following paid holidays for permanent employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Due to the nature of our business, CALIFORNIA CAPITAL AQUATICS may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws. Any holiday pay will be made at the employee's regular hourly rate of pay for the employee's number of regularly scheduled hours had the day not been a holiday. CALIFORNIA CAPITAL AQUATICS may make additional days paid holidays at its discretion.

5.3 Paid Sick Leave (Includes Applicable California Law)

Eligible employees are entitled to paid sick leave under the Healthy Workplaces, Healthy Families Act.

Eligible Employees:

To be eligible for paid sick leave, employees must work in California for CALIFORNIA CAPITAL AQUATICS for 30 or more days within a year of their hire date. Employees can begin using accrued paid sick leave after 90 days of service with CALIFORNIA CAPITAL AQUATICS.

Basic Leave Entitlement:

Eligible employees may take up to 24 hours or 3 days (whichever is more) of accrued paid sick leave per year for:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or

- To attend legal proceedings, or to obtain care, counseling or other victims' services for domestic violence, sexual assault, or stalking.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours or six days per year. Accrued leave may generally be carried over into the following year; however, employees may not use more than three days of paid sick leave per year.

CALIFORNIA CAPITAL AQUATICS may increase paid sick leave entitlement at its discretion.

Upon separation from CALIFORNIA CAPITAL AQUATICS, employees are not entitled to compensation for accrued, but unused paid sick days.

Notice:

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice as soon as practicable.

Benefits Continuation:

Leave under this policy will not constitute a break in the employee's continuous service for the purpose of CALIFORNIA CAPITAL AQUATICS benefits and seniority.

Job Restoration:

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

Relationship with Other Leave Policies:

If a law, regulation or policy provides for greater accrual or use of sick days, the law, regulation or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations or Company policies and your entitlement to leave under the Act, please contact the Finance Director.

5.4 Military Leave

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

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

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

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

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

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

5.5 Jury Duty

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

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

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

5.6 Workers' Compensation

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

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

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

5.7 Crime Victims Leave (Includes Applicable California Law)

An employee may be entitled to leave if the employee, or his or her immediate family member, is a victim of a serious or violent felony, or a felony related to theft or embezzlement. Such leave may be taken to attend legal and court proceedings related to the crime. For purposes of this policy, immediate family member means spouse, registered domestic partner, child, child of registered domestic partner, stepchild, sibling, stepbrother, stepsister, parent, and stepparent.

The employee must provide CALIFORNIA CAPITAL AQUATICS with a copy of the notice of each scheduled proceeding that is provided to the victim, unless advance notice is not feasible. When advance notice is not feasible, the employee must be prepared to provide CALIFORNIA CAPITAL AQUATICS with certification of the judicial proceeding from the proper authority within a reasonable time following the leave. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

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

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

5.8 Domestic Violence Leave (Includes Applicable California Law)

An employee may be entitled to a reasonable amount of leave if the employee is a victim of domestic violence, sexual assault or stalking. This leave may be used:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program, or crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

Except in cases of imminent danger to the health or safety of the employee, or unless impractical, an employee requesting domestic violence leave must provide his or her supervisor with reasonable notice prior to the need for leave.

Employees must be prepared to provide CALIFORNIA CAPITAL AQUATICS with certification to verify the employee's eligibility for the leave requested, such as a police report, a court order, or documentation from a medical professional, domestic violence advocate, health care provider, or counselor.

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

5.9 Voting Leave (Includes Applicable California Law)

CALIFORNIA CAPITAL AQUATICS requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for up to two hours of paid time off to vote on Election Day.

CALIFORNIA CAPITAL AQUATICS may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift, whichever allows the most time for voting and the least time off from a regular working shift, unless otherwise mutually agreed.

To the extent possible, employees must provide at least two working days' notice of their need for leave under this policy.

Employees must be prepared to provide CALIFORNIA CAPITAL AQUATICS with certification, such as a voter's receipt, to prove that he or she voted.

5.10 Pregnancy Disability Leave & Pregnancy Accommodation (Includes Applicable California Law)

Employees who are temporarily disabled because of pregnancy, childbirth, or related medical conditions may take up to 4 months of leave either before or after childbirth.

Intermittent or Reduced Schedule Leave:

Leave may be taken on an intermittent basis or the employee may work a reduced work schedule if advised by their health care provider. CALIFORNIA CAPITAL AQUATICS may require the employee to transfer temporarily to an alternative position with equivalent pay and benefits that would better accommodate recurring periods of leave.

Notice:

To the extent possible, employees must provide 30 days advance notice of their need for leave under this policy. CALIFORNIA CAPITAL AQUATICS will respond to the request made by the employee as soon as practical but no later than 10 days after receiving the request. CALIFORNIA CAPITAL AQUATICS will make every effort to respond to such request prior to the date leave is due to begin.

Medical Certification:

Employees must be prepared to provide CALIFORNIA CAPITAL AQUATICS with medical certification by a health care provider to verify the employee's eligibility for the leave requested.

Benefits Continuation:

Employees taking pregnancy disability leave are entitled to maintain the same level of benefits and seniority with CALIFORNIA CAPITAL AQUATICS for the duration of the leave as if the employee continued employment.

Reasonable Accommodation:

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, and related medical conditions may request a reasonable accommodation as is necessary. Reasonable accommodations include, but are not limited to:

- Modifying work duties, practices or policies
- Modifying work schedules
- More frequent breaks
- Transfer to a less strenuous position
- Providing furniture, or acquiring or modifying equipment or devices
- Providing a reasonable amount of break time to express breast milk
- Time off to recover from pregnancy, childbirth or related medical condition

Compensation:

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

Return to Work:

Employees returning from leave will be reinstated to the same position or a comparable position to the position held when leave began unless doing so is not possible due to legitimate business reasons unrelated to the employee taking such leave. Employees may be required to submit a release to return to work by their health care provider.

Relationship with Federal Family and Medical Leave and Other Leave Policies:

To the extent allowed by law, pregnancy disability leave must be taken concurrently with leave taken under the federal Family and Medical Leave Act. Employees are entitled to take pregnancy disability leave in addition to any leave entitlement provided under the California Family Rights Act. To the extent the Company offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Questions Regarding this Policy:

CALIFORNIA CAPITAL AQUATICS will not retaliate against an employee for requesting or using leave or a reasonable accommodation under this policy. Employees should speak with the Finance Director to discuss their need for leave or reasonable accommodation, or if they have questions about this policy.

5.11 Paid Family Leave (Includes Applicable California Law)

Employees in California are eligible for up to 6 weeks (increasing to 8 weeks effective July 1, 2020) of wage replacement benefits within a 12-month period from the State of California for absences from work for the following reasons:

- To care for a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild or sibling with a serious health condition;
- To bond with a new child; or

- To bond with a new child in connection with the adoption or foster care placement of that child.

Beginning January 1, 2021, employees may also be entitled to wage replacement benefits to participate in a qualifying exigency related to the covered active duty or call to covered active duty of their spouse, domestic partner, child, or parent in the Armed Forces of the United States.

Employees must provide a medical certification when filing a Paid Family Leave claim to provide care for a seriously ill family member.

Paid Family Leave is limited to the first year after the birth, adoption or foster care placement of a child.

Employees may be required to use up to 2 weeks of accrued paid time off prior to receiving Paid Family Leave benefits.

California Paid Family Leave does not provide employees with job protection. Rather, eligible employees are entitled to receive certain paid benefits from the State of California if the employee is absent from work for the reasons stated above.

The State of California will determine whether you are eligible for Paid Family Leave benefits, including the amount of benefits you may receive. Your entitlement to benefits is subject to the terms and conditions established by the State of California.

Generally, employees entitled to leave under the federal Family and Medical Leave Act, the California Family Rights Act, or the New Parent Leave Act must take Paid Family Leave concurrently with leave taken under those acts.

Employees who are interested in any additional information about these benefits should contact the Finance Director.

5.12 Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy: Permanent Full-time and part-time employees

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

Permanent Full-Time staff receive 80 hours of PTO annually.

Permanent Part-Time staff receive 40 hours of PTO annually.

Temporary/Seasonal staff are not eligible for PTO.

Paid time off 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.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

CALIFORNIA CAPITAL AQUATICS may increase an employee's PTO benefit at its discretion.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which CALIFORNIA CAPITAL AQUATICS operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

5.13 Paid Time Off Policy Supplement (Includes Applicable California Law)

Paid time off provided by CALIFORNIA CAPITAL AQUATICS will accrue at the rate established within our Paid Time Off (PTO) policy. All employees are encouraged to use their available PTO each year. However, in the event an employee does not use their accrued PTO, the time will not be forfeited and will be carried over from year to year.

Employees may earn up to two times their annual rate of PTO before a cap will be placed on the accrual of additional time off. Once this cap is reached, employees must use a portion of their accrued PTO before they can continue to accrue additional time off.

Upon termination of employment, CALIFORNIA CAPITAL AQUATICS will pay employees their earned and unused paid time off at his or her final rate of pay.

Questions surrounding paid time off with the Company should be directed to the Finance Director.

6. Employee Conduct

6.1 Standards of Conduct

CALIFORNIA CAPITAL AQUATICS' rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

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

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

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

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding CALIFORNIA CAPITAL AQUATICS' standards of conduct, please direct them to your supervisor or the Finance Director.

6.2 Disciplinary Action

Disciplinary action at CALIFORNIA CAPITAL AQUATICS is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence.

CALIFORNIA CAPITAL AQUATICS reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

CALIFORNIA CAPITAL AQUATICS recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

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

6.3 Confidentiality

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

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

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

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of CALIFORNIA CAPITAL AQUATICS, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

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

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

6.4 Personal Appearance

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

Generally, employees should wear only company approved apparel, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire: CCA logo t-shirts, sweatshirts, jackets and parkas. This includes related logo or special program apparel for the appropriate group. For example, SeaWolves coaches are required to wear SeaWolves apparel. Other CCA programming may wear apparel specific to that program or general CCA apparel. Any apparel that doesn't include a CCA or SeaWolves logo is discouraged. Any apparel that includes a non-CCA or related program graphic image is prohibited. Shoes should be appropriate for wear on a pool deck.

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

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

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

6.5 Workplace Violence

CALIFORNIA CAPITAL AQUATICS strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

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

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures

- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

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

CALIFORNIA CAPITAL AQUATICS will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.6 Drug & Alcohol Use

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

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

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

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

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

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

6.7 Sexual and Other Unlawful Harassment (Includes Applicable California Law)

CALIFORNIA CAPITAL AQUATICS is committed to a work environment in which all individuals are treated with respect. CALIFORNIA CAPITAL AQUATICS expressly prohibits discrimination and all forms of harassment against employees, interns, contractors and volunteers based upon race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

All CALIFORNIA CAPITAL AQUATICS employees are required to complete Anti-Sexual Harassment training upon hire and every subsequent two years. Currently training for current employees will occur in December of every odd calendar year.

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

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

The law prohibits sexual harassment by coworkers, supervisors and managers, and non-employees, (such as vendors and customers), whether the person is the same or a different gender as the harasser. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser and harassment of a Company employee by a non-employee. These behaviors include, but are not limited to:

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

- Verbal sexual advances or propositions
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

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

Complaint Procedure:

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

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

Finance Director at finance@ccaswimming.org or Board President at president@ccaswimming.org

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

The Company will keep the investigation confidential but only to the extent possible to conduct an impartial and thorough investigation. The Company will document and track the investigation to ensure reasonable progress, and will provide appropriate resolution at the conclusion of the investigation. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

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

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

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

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

Retaliation Prohibited:

CALIFORNIA CAPITAL AQUATICS expressly prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

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

6.8 Telephone Usage

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

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

6.9 Personal Property

Employees should use their discretion when bringing personal property into the workplace. CALIFORNIA CAPITAL AQUATICS assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on CALIFORNIA CAPITAL AQUATICS premises.

6.10 Use of Company Property

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

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

CALIFORNIA CAPITAL AQUATICS has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of company property:

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

Company Tools:

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

Care of Company Property:

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

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

6.11 Smoking

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

6.12 Visitors in the Workplace

To ensure the safety and security of CALIFORNIA CAPITAL AQUATICS and its employees, only authorized visitors are permitted on Company premises and in Company facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on CALIFORNIA CAPITAL AQUATICS premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Company at all times.

6.13 Computer, Email & Internet Usage

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

Standards of Conduct and ECS

CALIFORNIA CAPITAL AQUATICS strives to maintain a workplace free of discrimination and harassment. Therefore, CALIFORNIA CAPITAL AQUATICS prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

Copyright and other Intellectual Property

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

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

ECS Guidelines

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

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside of the Company. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of CALIFORNIA CAPITAL AQUATICS.

Privacy and Monitoring

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

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

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

6.14 Company Supplies

Only authorized persons may purchase supplies in the name of CALIFORNIA CAPITAL AQUATICS. No employee whose regular duties do not include purchasing shall incur any expense on behalf of CALIFORNIA CAPITAL AQUATICS or bind CALIFORNIA CAPITAL AQUATICS by any promise or representation without express written approval.

6.15 Coach Requirements and USA Swimming

CALIFORNIA CAPITAL AQUATICS is a USA Swimming club member and requires its Coaching Staff to adhere to USA Swimming Policies and Procedures. While not intended to be an all-inclusive list, the following is a list of USA Swimming coach requirements to adhere to:

Complete the USA Swimming Coach Membership Requirements:

- Criminal Background Check
- Adult & Pediatric/Child CPR & AED Requirement
- Safety Training for Swim Coaches (STSC)
- Application, Submittal & Membership Card
- Athlete Protection Training (APT)
- Approved CPR/AED Certifications
- More information can be found at: <https://www.usaswimming.org/utility/landing-pages/coach-membership-checklist>

Additionally, the CALIFORNIA CAPITAL AQUATICS Coaching Staff must adhere to USA Swimming Safe Sport Policies and Minor Athlete Abuse Prevention Program (MAAPP.) This program includes policies on the following:

- Applicable Adults
- One-on-One Interactions
- Social Media and Electronic Communication
- Travel
- Locker Room and Changing Areas
- Massages Rubdowns and Athletic Training Modalities
- APT Requirement for Applicable Adults
- Non-USA Swimming Activities
- More information can be found at: <https://www.usaswimming.org/Home/safe-sport>

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

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

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

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

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

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

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

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

7.2 Timekeeping

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

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

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

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

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

It is the responsibility of all employees to submit and approve their time records upon the provided payroll schedule.

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

7.3 Paydays

CALIFORNIA CAPITAL AQUATICS employees are paid on a Semi-monthly basis. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will be paid on the day preceding the weekend or holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive electronic access to an itemized statement of wages when the Company makes direct deposits.

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

7.4 Payroll Deductions

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

If you believe that an improper deduction has been made from your pay, raise the issue with the Finance Director immediately. CALIFORNIA CAPITAL AQUATICS will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

7.5 Overtime (Includes Applicable California Law)

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

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

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

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

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

Employees are generally entitled to a day of rest after working six consecutive days in the same workweek, unless their work hours never exceed 30 in any workweek or six on any day of the workweek. Employees aren't encouraged to forgo their day of rest, but they may voluntarily choose to do so. Before foregoing a day of rest, notify the Finance Director in writing. If the nature of the job requires an employee to work seven or more consecutive days, the employee will receive, in each calendar month, the equivalent of one day's rest in seven.

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