

Apalachicola Maritime Museum / HLS Property Management Employee & Volunteer Handbook

We value our employees and volunteers and hope the working relationship is a productive and mutually beneficial one. We have prepared this handbook in order to have clarity of communication on our expectations, policies, and procedures. Please read the following guidelines, sign the acknowledgement on the last page, and return that page to your manager. Retain this handbook for your records. Please feel free to contact your manager with any questions or concerns regarding these policies.

Attendance and Punctuality

Every employee is expected to attend work regularly and report to work on time. If you are unable to report to work on time for any reason, notify your supervisor as far in advance as possible. For planned absences, we require a minimum of 48 hours' notice. For illnesses and emergencies, telephone your manager as soon as possible. For vehicle breakdowns, every attempt possible should be made to obtain alternate transportation to work, including requesting transportation from your manager.

If you do not call in an absence in advance, it will be considered unexcused. Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Time Records

All employees must keep accurate time records by punching in/out at **ontheclock.com/punch** when starting or leaving work, including coming and going during lunch periods. Falsifying time cards or punching another employee's time card will result in disciplinary action, up to and including discharge.

Company Equipment and Vehicles

When using Company property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent

injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Company because of such mistreatment.

Company Property

Please keep your work area neat and clean and use normal care in handling company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

You may not use any company property for personal purposes or remove any company property from the premises without prior written permission. Inappropriate use of company computers, including pornography, is prohibited and may result in termination.

Conduct Standards and Discipline

We expect every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contacts. The Company reserves the right to discipline or discharge any employee for violating any company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that Company retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or lateness
- failing to follow instructions or Company procedures
- failing to follow established safety regulations

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- falsifying an employment application or any other company records or documents
- failing to record working time accurately or recording a co-worker's timesheet
- insubordination or other refusal to perform reasonable work-related requests from a manager
- using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- disorderly conduct, fighting or other acts of violence
- misusing, destroying or stealing company property or another person's property
- possessing, entering with or using weapons on company property
- possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on company property or on company time
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the Company's computer or software use policies, and
- being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its employees in any way.

Dress Policy

Appropriate attire is required. We wish to put forth an image that will make us all proud to be Company employees. Be guided by common sense and good taste. Upon employment, you will be issued two tee-shirts free of charge. Additional apparel may be purchased at half price.

For office/gift shop employees, we expect neat, casual to business casual attire. Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting. Clothing should not be wrinkled or too form fitting. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees or customers is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable. Jewelry, makeup, perfume, and cologne should be in good taste, with limited visible body piercing and limited visible tatoos. Remember, that some employees are allergic to the chemicals in fragrances, so wear these substances with restraint or not at all in the workplace.

If clothing fails to meet these standards, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress code violations continue.

Drug and Alcohol Policy

We strive to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers' confidence in our company.

Employees are prohibited from using or being under the influence of alcohol while performing company business for Company, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite. Company employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Company facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited. Company may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Company property that is provided for employees' personal use, such as desks, lockers, and files. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

We may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Ethical and Legal Business Practices

We expect the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations. If you have any questions about this policy, consult your supervisor or manager. Only the general manager may make exceptions to this policy. You are expected to promptly disclose to the management of AMM anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

Account and Customer Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer. Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Grievances

Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your manager or, if the situation warrants, to any Company officer.

Smoking Policy

Smoking is prohibited inside Company facilities and vehicles. All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Zero Tolerance for Workplace Violence

Company has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment. Employees are not permitted to bring weapons of any kind onto company premises or to company functions. Any employee who is suspected of possessing a weapon will be subject to a search at AMM's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace. If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

Introductory (Probationary) Period

The first 90 days of employment are an Introductory Period for both the employee and the Company. However, during and after this period, the work relationship will remain at will. This time period allows you to determine if you have made the right career decision and for Company to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Reference/Background Checks

We conduct reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires. Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

We are committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager.

Worker's Compensation

If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed. You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still report it in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards that might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. AMM provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Company. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Security

We are committed to ensuring employees' security. Our premises are equipped with both security alarms that are active outside working hours and a fire alarm system. You must comply with policies regarding setting the alarm system at the end of each day.

Emergency Measures (Inclement Weather)

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time. However, you are expected to make a diligent effort to report

to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your manager.

Communication with Press or Media

Media inquiries in relation to AMM should be referred to Augusta or George, who will respond directly or designate another spokesperson and who will also help draft or direct an appropriate response if necessary. This policy covers all forms of responses to the media, including off-the-record and anonymous statements.

Use of Company Communication Systems

Because AMM reserves the right to access any personal communication without prior notice, employees should not use company systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of AMM's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use. The telephone system (including voicemail) at Company is the property of AMM and is provided for business purposes.

Complying With Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Acknowledgement of receipt and understanding

I acknowledge that I have received the Company Employee Handbook and that I have read and understand the policies. I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. Company retains the right to change these policies and benefits, as it deems advisable.

I have read the associated Safety Manual and Activity Hazards Analysis documents and agree that I fully understand all matters described therein and will comply with all rules, procedures and processes as documented. I will contact my manager with any and all questions.

Unless expressly proscribed by statute or contract, my employment is "at will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company. I understand that I must comply with all of the provisions of the Handbook to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Handbook, my access to Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Company's safety, health, and emergency procedures as outlined in this Handbook or in other documents.

Signature

Date

Print Name