

GUNDALOW COMPANY

EMPLOYEE HANDBOOK



Gundalow
COMPANY

Protecting the Piscataqua Maritime Region
through Education and Action.

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TABLE OF CONTENTS

Letter from the Executive Director...4

SECTION 1: EMPLOYMENT

Introduction to Employment with the Gundalow Company...5
Employment Classification...5
Equal Employment Opportunity Policy...6
Americans with Disabilities Act...6
Fair Pay...7
Anti-Harassment and Non-Discrimination...7
 Reporting Harassment...8
 General Guidelines...8
 Investigation...9
 Responsive Action...9
Ethics Policy...9
 Confidential Information...9
 Conflicts of Interest...9
Substance-Free Workplace...10
 Alcohol Use...10

SECTION 2: SCHEDULES, COMPENSATION & ABSENCES

Work Schedules...11
Recordkeeping...11
Breaks/Lunch for Hourly Staff...11
Workweek & Payroll...11
 Timesheets...12
 Vouchers...12
 Overtime...12
Payroll Deduction...12
Expense Reimbursement...12
Travel...12
Absences...13
Emergency Conditions...13

SECTION 3: BENEFITS

Holidays...14
Insurance...14
Leave Provisions...14
 Bereavement Leave...15

Jury Duty/Court Duty...15
Military Leave...15
Pregnancy Leave...15
Leave of Absence for Victims of Crime...16
Personal Leave...17
Voting...17
Sick Time...17
Vacation...17
Compensatory Time-Off...18

SECTION 4: EMPLOYEE CONDUCT

Open Communication...19
Performance Evaluation...19
Disciplinary Procedure...19
Resignation...19
Computer Use...20
Electronic Communication...20
Security...20
Outside Employment...21
Personal Appearance...21
Personal Relationships...21
Personal Phone Usage...21
Political Activity...21
Social Media...21
Smoking Policy...22
Criminal Records Check...23
Safety...23
Workers' Compensation Insurance...23
 Reporting an Injury...23
 Disciplinary Action...24
 Second Opinion...24
 Misrepresentation...24
 Returning to Work...24
 Safety Committee...24

ACKNOWLEDGEMENT AND RELEASE FORM...25 & 26

APPENDIX

Gundalow Company Flow Chart
Health and Wellness
About the Board of Directors and Sub-committees
Resources

LETTER FROM THE EXECUTIVE DIRECTOR

Welcome to the Gundalow Company. We believe that each employee contributes directly to our organization's growth and success. We take pride in our staff and hope you will take pride in being a member of our team.

The purpose of the Gundalow Company's Employee Handbook is to provide you with an understanding of the framework we operate within as employer and employee, and of certain personnel policies that affect each of us. We hope that you find this information helpful regarding our policies and procedures.

We strive to develop policies that are fair and that help promote accomplishment, initiative and enthusiasm. In this regard, all policies stated are under periodic review since applicable laws, economic conditions and the success of the Gundalow Company affect them. Keep in mind that we cannot anticipate every circumstance or question about a policy. As each new policy or policy revision becomes available, it will be added to this handbook and a notification will be sent to you along with the copy of the new information.

Please read this handbook carefully, familiarize yourself with its contents, and refer to it for future reference. After reviewing this handbook, please sign the Acknowledgement form included in the back, confirming that you have received and understand the contents. If you have any questions or need further information, please speak with me.

We are committed to ensuring that our policies reflect the highest standards, and we welcome your comments and suggestions.

With warm regards,

Molly Bolster
Executive Director

SECTION 1: EMPLOYMENT

Introduction to Employment with the Gundalow Company

This Employee Handbook reflects present Gundalow Company's determinations and has been prepared by the Gundalow Company to provide a reference and overview of the present personnel policies of the Gundalow Company; some areas are self-explanatory while others may need further explanation. The Gundalow Company retains the right to modify, revise, suspend or cancel, in whole or in part, any part of this Employee Handbook.

Interpretation of this Employee Handbook is within the exclusive discretion of management. Nothing herein should be deemed to be considered a contract or commitment of any kind, express or implied. Except as otherwise expressly provided herein or by law, any complaints for any violations of the policies herein stated shall be given to the Executive Director of the Gundalow Company.

Employees in the state of New Hampshire are "at-will" and no employment, term of employment or continued employment shall be implied, assumed, granted and/or guaranteed hereunder and the relationship may be terminated by either party at any time, with or without cause, and with or without notice. Your "at will" employment relationship cannot be changed except in writing and signed by the Executive Director of the Gundalow Company. This policy represents the full understanding between the Gundalow Company and its employees with respect to the nature of the employment relationship. No other implied contract or obligation concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice.

Employment Classification

All employees are classified as either "exempt" or "non-exempt" from overtime compensation according to the overtime provisions of state and federal laws. Nonexempt employees are entitled to overtime pay. Exempt employees are not. (See *Compensatory Time-Off*) An employee's exempt or nonexempt classification may be changed only upon written notification by the Gundalow Company management when the employee's job duties warrant it.

In addition to holding exempt or non-exempt status, each employee will belong to other employment categories. The number of hours you are scheduled to work and the duration of your position determine this employment category, which in turn determines your eligibility for certain employment benefits, subject to the more specific provisions of each benefit plan. The principal categories are:

Full-time: An employee who is normally scheduled to work a standard forty-hour workweek.

Part-time: An employee who is normally scheduled to work less than forty hours per week, and is not temporary.

Regular: An employee who has completed their introductory period.

Temporary: An employee who is hired to temporarily supplement the work force or to assist in the completion of a specific project. Employment beyond the initial stated period does not in any way imply a change in employment status. Seasonal employees are considered Temporary.

Introductory Period

The first 90 days of employment are considered the Introductory Period. Either the employee or the employer may end the employment relationship at will at any time during or after this period, with or without cause or advance notice.

The Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a level of performance acceptable to The Gundalow Company and to determine whether the new position meets their expectations. Similarly, The Gundalow Company uses this period to evaluate the employee's capabilities, work habits, and overall suitability for the job.

The completion of the Introductory Period does not represent a guarantee of continued employment, as employment is always at-will.

Personal Data Changes

To help keep record and benefits program information accurate, please notify The Gundalow Company of any changes to your personal information, such as: mailing address, marital status, dependents, emergency contacts, and other possible relevant information.

Equal Employment Opportunity Policy

The Gundalow Company is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, veteran's status, marital status, physical or mental disability, or any other basis prohibited by applicable state, federal or local laws.

Accordingly, The Gundalow Company will hire, train, and promote individuals in accordance with this Equal Employment Opportunity Policy; make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities; and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers and training) in accordance with this Equal Employment Opportunity Policy.

Americans with Disabilities Act

The Gundalow Company is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.

In general, it is your responsibility to notify the Executive Director of the need for an accommodation, by written request, of any physical or mental disability which substantially limits a major life activity. When appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals to document that you have a disability and to assist us in assessing any functional limitations for which a reasonable accommodation may be needed. All medical information will be treated as confidential in accordance with applicable laws.

Consistent with this policy of nondiscrimination, The Gundalow Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made The Gundalow Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on The Gundalow Company or any other employees.

Fair Pay

Per the Lilly Ledbetter Fair Pay Act signed into law in 2009, the Gundalow Company will make all efforts to ensure that there are no discrepancies in pay between male and female employees when both employees are performing the same work and have equal education, training or experience as it pertains to the position.

Anti-Harassment and Non-Discrimination

The Gundalow Company strives to provide all employees a work environment that is free from harassment and discrimination. Therefore, it shall be The Gundalow Company's policy to prohibit discrimination or harassment of employees based on race, religion, color, gender, age, national origin, citizenship, disability, citizenship, marital status, sexual orientation, pregnancy or any other basis protected by state, federal or local laws.

The Gundalow Company expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. Sexual harassment typically is serious offensive conduct directed towards an individual because of his/her gender and is unwelcome by the individual. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature.

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made a term or condition of employment; or
- (2) submission to or rejection of such conduct is used as basis for employment decisions; or
- (3) such conduct interferes with an individual's work performance; or
- (4) conduct creates an intimidating, hostile or offensive work environment.

The following list provides some examples of conduct that *could be viewed as* sexual harassment. This list does not cover every type of behavior that could constitute sexual harassment. It is meant to provide employees with some idea of the type of conduct that is prohibited under this policy.

- Sex oriented verbal "kidding," "teasing," or jokes
- Foul or obscene language or gestures
- Physical contact such as patting, pinching, or brushing against another's body
- Pressuring someone to go on a date
- Comments about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, body gestures, suggestive or insulting comments
- Inquiries into one's sexual experience and discussion of one's sexual activities.

Communication of any harassing material by e-mail, voice mail, organization bulletin boards or otherwise is a violation of The Gundalow Company's policy against harassment.

Reporting Harassment

The Gundalow Company has both a voluntary and mandatory reporting system. The Gundalow Company's Hotline is a voluntary reporting system, which can be accessed by anyone, including employees and agents. Additionally, Gundalow Company has established a mandatory reporting policy that requires the Gundalow Company employees and agents to report any suspected violations of the Code of Conduct, Compliance Policies, operational policies or any law or regulation.

Gundalow Company has established an anonymous reporting system. Any employee or agent may report conduct that may be in violation of any compliance policies through Gundalow Company's confidential reporting system - dropping a note in the Employee Suggestion Box, and/or by calling the *Division of Charitable Trusts of the Office of the New Hampshire Attorney General 603-271-3591*.

Any employee who suspects that another employee (including a supervisory or managerial employee) has violated the policies stated within this handbook, or any applicable State or Federal law, should immediately report his/her suspicion to the Executive Director or the employee's direct supervisor, or to the Board of Directors. An employee, who for any reason is uncomfortable reporting a suspected violation to any of the above-referenced individuals, is encouraged to call the Division of Charitable Trusts of the Office of the New Hampshire Attorney General. *All* reports of suspected violations will be treated confidentially.

The Gundalow Company will promptly and thoroughly investigate any suspected violation in as confidential a manner as possible, and take appropriate disciplinary action if warranted. No employee who reports a suspected violation of the Code of Conduct, Compliance Policies or who participates in an investigation of an alleged violation will suffer any retaliation or reprisal for such report or participation. It is important to the integrity of our operation that all claims of suspected violations be thoroughly reviewed and investigated so that appropriate action can be taken as necessary.

General Guidelines:

- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.
- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it to their immediate supervisor or a member of management if the supervisor is the offending individual.
- Every reported incident of unlawful harassment or discrimination will be investigated.
- Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

Investigation

The Gundalow Company will promptly undertake an investigation of all complaints of harassment, discrimination or retaliation. The investigation will include a private interview with the person filing the complaint, and with witnesses if applicable. The person alleged to have engaged in harassment will also

be interviewed. Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.

Responsive Action

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bona fide complaint. However an individual who brings a false or frivolous complaint is subject to discipline up to and including termination.

Ethics Policy

Ethics are integral to the successful achievement of our mission at The Gundalow Company. Employees are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, employees will recognize the situations and activities that must be strictly avoided and those that require disclosure or prior approval. Employees must treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards.

Confidential Information

Information entrusted to employees must be treated as confidential and privileged, and must not be disclosed to anyone, either inside or outside The Gundalow Company, who does not have a legitimate need for the information. Confidential financial information about The Gundalow Company must not be disclosed to outsiders. Using confidential information for personal gain is strictly prohibited.

Such confidential information includes but is not limited to the following:

- Donor Names/Information
- Employee data
- Financial information
- Research and development initiatives
- Pending projects and proposals

The disclosure of The Gundalow Company's confidential, proprietary or other nonpublic information, whether intentional or unintentional, will be subject to disciplinary action (up to and including possible discharge), even if he or she does not actually benefit from the disclosed information.

Conflicts Of Interest

Employees must manage their personal financial and business affairs to avoid conflicts of interest or the appearance of a conflict of interest. A conflict of interest arises when an employee's personal interest in a transaction, or an obligation s/he owes to someone else, comes into conflict with the employee's obligation to The Gundalow Company or its clients.

If an employee is confronted with a conflict of interest, s/he must disclose the conflict to her/his manager, describe the facts giving rise to the conflict, and excuse her/himself from any deliberation or decision with respect to the transaction. Employees must not accept anything of value from clients, suppliers, or others in return for any business, service, or confidential information of The Gundalow Company.

Substance-Free Workplace

The Drug-Free Workplace Act of 1988 requires The Gundalow Company as a grant recipient, to certify that it will provide a drug-free workplace. As a result the following is prohibited:

- Reporting to work under the influence of alcohol or illegal drugs or substances, including the illegal use of prescription drugs;
- The illegal use, sale, manufacture, distribution or possession of drugs while on organization business or premises and while operating vehicles on organization business;
- The use, sale, possession, transfer or purchase of alcoholic beverages on organization premises or while performing organization business, except in connection with organization-authorized events; and
- Working under the influence of prescription or nonprescription drugs that could impair judgment or motor functions and potentially place persons or property in jeopardy.

The Gundalow Company will not condone criminal activity on its property, or on property under its direct control, and will take appropriate action up to and including terminating an employee or requiring him or her to participate in a drug abuse assistance or rehabilitation program.

As a condition of employment, employees must abide by the terms of this policy and must notify The Gundalow Company of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

The Gundalow Company has the right to conduct a search of all organizational owned property (desks, cabinets, etc) and employee property on the facilities, such as handbags and backpacks, if there is reasonable suspicion to believe that a violation of the substance abuse control policy has occurred. The Gundalow Company may, but is not required, to obtain the employee's consent when property belonging to or used by an employee is to be searched.

In addition, United States Coast Guard Certification requires drug-testing of any staff person that will serve as crew aboard the Piscataqua. An initial test will be conducted with 24 hours notice at the beginning of the season, and at random intervals throughout the summer. Please see the complete Drug and Alcohol Policy in the Appendix of this handbook.

Alcohol Use

Alcohol may sometimes be present at company gatherings or events, and it is the responsibility of employees to enjoy alcoholic beverages responsibly while representing the Gundalow Company. Employees who show signs of intoxication during company events may be asked to leave the, and may be subject to disciplinary action. Per USCG regulations, persons responsible for any aspect of vessel operations while underway may not consume alcohol.

SECTION 2: SCHEDULES, COMPENSATION & ABSENCES

Work Schedules

The Gundalow Company retains the right to vary work schedules according to its needs. Staffing needs and operational demands may necessitate amendments in start and end times, as well as variations in the total hours that may be scheduled each day and week. Your supervisor will inform you of your expected work schedule and when/if amendments are needed.

Recordkeeping

All employees are responsible for accurately recording the hours they work. Employees must accurately record the time you begin and end work, as well as the beginning and ending time of each meal period. You should also record the beginning and ending time of any departure from work for personal reasons. Your supervisor must always approve overtime work before it is performed. All employees (including exempt employees) are required to record any and all vacation and/or sick time taken. Altering, falsifying or tampering with pay records is strictly prohibited and shall result in disciplinary action, up to and including termination.

Breaks/Lunch for Hourly Staff

The Gundalow Company does not have a defined break policy in which operations stop for a specified period of time. It is recognized, however, that occasional pauses for rest are beneficial. Therefore, it is suggested that the time and occasion of such breaks be at the discretion of the supervisor and that the taking of short breaks is not against The Gundalow Company regulations. Non-exempt staff do not have to “sign out” for breaks, providing the break is no longer than 20-minutes in length.

All hourly employees who work more than 5 consecutive hours will have at least a 30-minute unpaid lunch or eating period or a paid lunch or eating period if it is feasible for the employee to eat while working.

Workweek & Payroll

The Gundalow Company normal business hours are: Monday – Friday, 9 am to 5 pm. The normal work hours/workweek for boat crew (including Captain, Onboard Educator, et. al) will fluctuate throughout the summer season per the schedule of public sails and private charters.

Payroll is bi-weekly, and runs Sunday through Saturday. Payday is on the Friday following the final Saturday within the pay period. In the event a regularly scheduled payday falls on a holiday, employees will receive pay on the business day prior. There is a one-week delay in the payment of wages after they are earned. Payroll is submitted the following week for payment the following Friday via direct deposit. Employees may choose to have their paychecks printed rather than directly deposited into their bank account(s).

We intend to avoid errors with your paycheck. In the unfortunate case of an error it will be corrected as soon as possible. Please bring any error in your paycheck to our attention immediately.

Timesheets

All employees must complete timesheets. Timesheets should be turned into the Business Manager by Monday at 5pm, and may be sent electronically or submitted in hard form. Please remember to sign and date your timesheet. Once submitted, timesheets signed by the Executive Director and held on file.

Vouchers

Once payroll processing is complete, you will receive a voucher with detailed withholding information. If you opt out of direct deposit, your paycheck will contain this information.

Overtime

The Gundalow Company complies with the Federal Fair Labor Standards Act in accordance with an individual employee's status as exempt or non-exempt, based on applicable overtime laws. All overtime hours worked by nonexempt staff must be approved by the Executive Director and recorded on an overtime sheet signed by the employee and the Executive Director. Overtime pay is the employee's regular hourly rate plus one half of the employee's regular hourly rate.

For information on compensatory time off, please see section 3 of this handbook.

Payroll Deductions

The Gundalow Company is required by law to deduct from your paycheck, federal, state and local withholding taxes, social security taxes and any court-ordered withholding such as garnishments or child support payments. These amounts, which are designated on your paycheck stub, are forwarded directly to the appropriate entity. The Gundalow Company will also make other deductions that have been authorized by you, such as your elected insurances and other benefits.

Expense Reimbursement

Employees must maintain accurate documentation of any business-related expenses incurred on behalf of The Gundalow Company that need to be reimbursed. Receipts and detailed explanations of expenses must accompany all reimbursement requests.

Travel

Travel may be reimbursed if the travel is for work purposes, such as traveling to/from meetings, travel for errands, and travel to/from conferences or workshops. Travel will be reimbursed at the revised IRS rate of 55 cents per mile. Travel reimbursement requests may be made using an expense reimbursement form.

Absences

Regular attendance is a condition of employment. You should report any anticipated absence to your supervisor ahead of time. In an emergency, let your supervisor know as soon as possible the reason for your absence and when you expect to return. Unexcused absences are subject to immediate discipline up to and including termination.

If you are absent from work for three consecutive days without advising your supervisor, you may be terminated. If you are absent for five consecutive working days and do not notify your supervisor, you will be considered to have abandoned your job and you will be terminated.

Emergency Conditions

Emergency conditions, such as severe weather, power outages, or fire can disrupt operations and interfere with work schedules, as well as endanger employees. These extreme circumstances may require the closing of the work facility.

When operations are closed due to an emergency, the time off from scheduled work will be paid for regular full time and regular part time employees. In the event of an emergency or severe weather your supervisor will notify you of any schedule changes or closures.

SECTION 3: BENEFITS

Holidays

The Gundalow Company will grant paid holiday time off to all eligible employees immediately upon hire. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would have worked on that day.

Paid holidays are as follows:

- New Year's Day
- Civil Rights Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day-after Thanksgiving
- Christmas Day
- 1 floating holiday (used on days of your choice with supervisor approval)

All staff are eligible for holiday pay or time-off. If a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If a recognized holiday falls during an eligible employees unpaid absence (e.g. unpaid leave of absence), no holiday pay will be provided.

If a holiday falls on a work-day in the sailing season, employees scheduled to work on that holiday may take a personal day at a later time per their supervisor's approval. Part-time employees are eligible to receive paid holidays on a prorated basis.

All holidays and floating holidays must be taken within the same calendar year; the holidays are not cumulative and will be lost if not taken by the year end. Holidays are not counted towards overtime hours computation.

Insurance

The Gundalow Company offers the following health insurance option to employees: Full-time regular employees are eligible to receive reimbursement for individual purchase of a health plan of their choice in the amount of \$250 per month. This amount will be assessed and adjusted each calendar year.

Leave Provisions

Bereavement Leave

At the discretion of management, full-time employees may be allowed up to 3 days off with pay in the event of the death of an immediate family member and 2 weeks off without pay. Please notify your supervisor as soon as possible if you need to take bereavement leave.

For the purposes of this policy, immediate family is defined as husband, wife, child, grandchild, parent, brother, sister, grandparent, and those same relatives of your spouse, and members of your immediate household.

Additional time off without pay may be granted at the discretion of your supervisor to attend the funeral of other relatives or friends. You also have the option of using any available vacation days in these instances.

Jury Duty/Court Duty

If you are called for jury duty or subpoenaed to appear in court as a witness, The Gundalow Company will allow time off without pay for the duration of your duty. When the court obligation does not demand services for a full day, the employee must return to work.

Military Leave

The Gundalow Company will grant military leave of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

Pregnancy Leave

Eligibility: Female employees, either full time or part time, who are temporarily physically “disabled” resulting from pregnancy, childbirth or related medical conditions are eligible for the benefits provided under this policy. The term “disabled” or “disability” in this circumstance means the employee cannot perform the essential functions of her job due to pregnancy. In order to be classified as “disabled”, the employee must be classified as “disabled” by her healthcare provider. Medical verification of the disability is required to receive eligibility under this policy.

Duration of Leave: Should your physician deem you temporarily disabled due to pregnancy, childbirth or related medical condition your leave will extend until your physician states that such disability has ended and you are able to return to work. The Gundalow Company complies with all Federal and State laws governing pregnancy leave laws. Because this policy covers medical disability leave only, it is not available for the care of newborn, adoptive or foster child, or for child rearing.

Compensation During Pregnancy Disability Leave: Pregnancy Disability Leave will be paid at 60% of normal base salary for up to six (6) weeks. To be eligible for this benefit, an employee must have been an employee for at least one year.

Transfer Rights: If you are pregnant and request a transfer, you may be eligible to transfer from your current position to a less strenuous or hazardous position or duties if such transfer is due to your pregnancy; and you provide a certification from your health care provider that such transfer is medically advisable; and the Gundalow Company can reasonably accommodate such a transfer without undue hardship.

If it is foreseeable that it would be medically advisable for you to take intermittent leave or leave on a reduced schedule based on your medical needs, the Gundalow Company may require you to transfer temporarily to an available alternative position that has equivalent pay and benefits, as long as you are qualified for the position, and the position better accommodates recurring period of leave. You will be reinstated to your regular job or comparable position when your health care provider certifies that there

is no further need for such transfer, intermittent leave or leave on a reduced work schedule due to your pregnancy.

Returning From Pregnancy Disability Leave: You will return to the Gundalow Company with no less seniority than when your leave began. If you return to work at the end of a pregnancy disability leave you will be reinstated to your former position, unless the position no longer exists due to legitimate business reasons, such as a reduction in force or job abolishment. If your former position does not exist, you will be reinstated to an equivalent position if you are able to perform the essential functions of the job, unless such position is unavailable.

You will be required to provide the Gundalow Company with a “fitness for duty” certification from your doctor stating that you are released to return to work and indicating any work restrictions you may have. You will not be permitted to return to work until you have provided this certification to the office manager. If you do not return to work after your leave has ended, and have not contacted your supervisor at the end of your leave, the Gundalow Company will assume that you have resigned and your employment may be subject to termination unless you are eligible for some other legally mandated leave. In addition, your employment will be subject to termination after a pregnancy disability leave if you accept other employment during your leave, or you perform services for another employer during your leave without the Gundalow Company’s express written permission.

Leave of Absence for Victims of Crime

In accordance with New Hampshire law, the Gundalow Company will grant an employee unpaid time off from work to attend court or other legal or investigative proceedings associated with the prosecution of a crime in which the employee was a victim. For purposes of this policy, a “victim” is any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.

Employees may also qualify for leave under this policy if they are part of the immediate family of a homicide victim or part of the immediate family of a child under the age of 18 or an incompetent adult who is the victim of a crime. For purposes of this policy, “immediately family” means the father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian of the victim, or a person who is otherwise in an intimate relationship with and residing in the same household as the victim.

An employee needing time off under this policy should notify the Executive Director as far in advance as possible. The employee may be asked to submit copies of the notices of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency involved in the prosecution of the crime. Employees must comply with any requests to submit these notices, and failure to do so may result in denial of the leave of absence. The Gundalow Company will maintain any such notices or records in confidence, and will disclose them only on a need to know basis.

The employee will be notified as soon as practicable whether the leave request is granted or denied. Requests falling within the definitions of this policy will typically be granted unless the leave of absence would cause an undue hardship on the organization. An “undue hardship” for purposes of this policy means significant difficulty and expense. In determining whether an undue hardship may exist, we will consider the size of our operations, the employee’s position and role within our organization, and our

need for the employee to be at work. Leave taken under this policy is unpaid, although an employee may elect to use his or her accrued, unused vacation or sick time. Our organization will not discharge, threaten, or discriminate against an employee for taking leave under this policy.

Personal Leave

Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, vacation leave, etc.). Generally, this leave is only for extraordinary circumstances, and the decision about whether an employee will be granted such a leave is at the sole discretion of the Executive Director. All personal leave is unpaid.

Voting

The Gundalow Company encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. Flexibility in the work hours will be allowed to accommodate your right to vote. Notify your supervisor prior to Election Day, if you require any such accommodation.

Sick Time

The Gundalow Company provides a total of 5 sick days during the calendar year; three sick days are granted during the first six months of the calendar year, and employees may roll over one of those days to the next half of the year if it is unused in the first half of the year. The remaining two days may be taken during the second half of the year. If an employee does not use any of their sick days, they will be granted one paid personal day off, per their supervisor's approval.

Vacation time may be used as sick days if employees are sick for a consecutive number of days.

Vacation

The Gundalow Company provides paid vacation to regular exempt staff. The vacation accrual rate is calculated according to your anniversary date and, as a guideline, may be taken after six months of employment. Vacation pay does not include shift differentials, incentive pay, bonuses, or other special forms of compensation. The employee's supervisor must approve vacation requests. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed absence.

Vacation time must be used within the year (based on the employee's anniversary date), and may not be rolled over. Upon termination of employment, employees will be paid for vacation benefits which have accrued through the last day of work.

Vacation benefits will be awarded to eligible employees according to the following schedules:

Length of Service:

1 to 5 years: 15 days

6 to 10 years: 20 days

11+ years: 25 days

Scheduling Vacation Leave

The Gundalow Company encourages you to utilize the vacation leave provided. All vacation requests must be made in advance in writing, and approved by the Executive Director. Please do not purchase airline tickets or make reservations before receiving approval for your vacation request. While every effort will be made to approve your leave request there may be times when your leave may not be approved due to increased workload or other business reasons. Vacation time may be scheduled upon completion of 6 months of regular employment.

Compensatory Time Off

Compensatory time off, or “comp time” is defined as time off with pay in lieu of overtime pay for irregular or occasional overtime work. Compensatory time applies to exempt, full-time, regular staff that normally work 40 hours during a defined work-week or 8 hours in a defined work-day.

Use of compensatory time off must be communicated with a supervisor, and should be used within 2 weeks of a work week that exceeds 40 hours.

Examples of circumstances that may warrant use of compensatory time off:

- Meetings scheduled before or after a normal work day
- Time-sensitive projects that require extra hours

Employees are expected to self-regulate their time, and comp time may not be granted if an employee chooses to stay late or arrive early if there is no immediate need for the employee to do so.

SECTION 4: EMPLOYEE CONDUCT

Open Communication

Employees should share their concerns, provide input, seek information, and resolve work-related issues by professionally discussing them with their supervisors. The simplest, quickest and most satisfactory solution is often reached at this level.

If discussion with the employee's supervisor is not able to resolve the matter, the concern then may be presented to the next level of management.

Performance Evaluation

Supervisors and employees are encouraged to discuss job performance and goals informally, as needed. A formal written performance evaluation will be conducted at the end of an employee's introductory period. Additional formal performance reviews are conducted annually to provide both supervisors and employees the opportunity to review job tasks, recognize strengths, identify and correct weaknesses, and discuss positive approaches to achieving goals.

Disciplinary Procedure

All disciplinary action shall be handled in a fair manner and shall be consistent with the infractions for which the disciplinary action is being taken.

1. All suspensions and discharges must be stated in writing and the reasons stated, and a copy shall be given to the member and stored in employee files as per state or federal requirements.
2. Disciplinary actions will normally be taken in the following order:
 - i. A documented Verbal Warning or supervisor counseling
 - ii. Written Warning
 - iii. Suspension Without Pay
 - iv. Discharge
3. Notwithstanding the above, however, the above sequence need not be followed if an infraction is sufficiently severe to merit immediate suspension or discharge.
4. No member shall be penalized, disciplined, suspended, or discharged without just cause.
5. The personnel record of any member will be cleared of written reprimands after a period of one (1) year from the date of the reprimand, provided that there are no similar infractions committed during the intervening period.

A member's personnel record will be cleared of suspension notices after a period of three (3) years from the date of reprimand, provided that there are no similar infractions committed during the intervening period.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment. While the law does not require advance notice, The Gundalow Company requests at least two weeks' written resignation notice from all employees.

Computer Use

Use of The Gundalow Company's computer and telecommunication resources and other organization equipment by a person who is not properly authorized is not permitted. All employees have the responsibility to use their assigned computer and telecommunication resources in an efficient, effective, ethical, and lawful manner.

Employees may not install software onto their individual computers or the network without management authorization to do so. Any duplication of copyrighted software, except for backup and archival purposes, is a violation of organization policy and federal law. The Gundalow Company may delete unlicensed and personal software without notice.

Electronic Communication

All communications transmitted by, received from, or stored in The Gundalow Company's computer systems are considered to be the property of The Gundalow Company. The following apply to use of The Gundalow Company's computer and telecommunication resources and services:

- Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
- Employees should not alter or copy files belonging to others without first obtaining permission from the owner of the file.
- No personal right of privacy exists in any file contained within or transmitted by The Gundalow Company's computers. The Gundalow Company reserves the right to monitor the operation of these systems, to access all records within them, and to retain or dispose of those records as it deems necessary.
- Electronic communication (e-mail, voice mail, Internet, etc) should not be used in any way that is disruptive, offensive to others, harmful to morale, fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating or unlawful. Specifically prohibited are sexually explicit materials, ethnic or racial slurs, or anything that may be construed as disparaging of others based on race, national origin, gender, age, disability, sexual orientation, or religious or political beliefs. This also applies to downloading, displaying or storing of such materials in The Gundalow Company's computers.
- The computer and telecommunication resources and services of The Gundalow Company may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and self-replicating code), religious, or political material.
- While The Gundalow Company understands that employees occasionally use their computer and the Internet for personal use, such use should be kept to a minimum and should not interfere with the performance and completion of their job responsibilities.
- Employees are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Employees are responsible for all transactions made using their passwords.

Security

Do not remove any Gundalow Company property from any Gundalow Company's location without permission from the Executive Director. Doing so without permission is considered theft and will be dealt with accordingly. The Gundalow Company is not responsible for personal property that you leave

in the building. The Gundalow Company will not be held responsible for personal items left in any building or property owned by the Gundalow Company. Please note that there have been petty break-ins in the past and personal items have been stolen; employees are encouraged to remove personal items from the facilities at the end of each work day.

Outside Employment

The Gundalow Company expects that all of its employees will be professionally committed to their position and responsibilities. The Gundalow Company also supports employees who wish to engage in outside employment or community related activities, as long as such efforts do not create a conflict of interest or interfere with the regular and punctual fulfillment of your work with The Gundalow Company. Employees who have questions regarding possible conflicts of interest should seek advice from their supervisor.

Personal Appearance

Employees' attire must be respectable and practical for the work environment. Employees represent our organization. Attire should be consistent with our public image, promote a productive work environment and comply with safety standards. Employees frequently serve as role models and are expected to dress appropriately.

This Dress Code Policy applies to all employees.

- Employees are expected to use good judgment when choosing work attire.
- Clothing must be clean and in good condition, with no obvious stains, tears or holes.
- Clothing that is tight and/or revealing is not acceptable.
- Shirts, blouses and tops must cover breasts, torso, shoulders, back and abdomen.
- Shorts, dresses, or skirts may be no shorter than 4 inches above the knee.
- Logo shirts must not have profanity, violence or provocative images on them.

Employees are expected to practice good personal hygiene and daily grooming.

Personal Relationships

The Gundalow Company has no prohibition against hiring relatives of other employees, close family members or significant others. The direct or indirect supervision of persons maintaining a close relationship will be determined on a case-by-case basis and is subject to approval by the Executive Director. The Gundalow Company reserves the right to determine if a close relationship should prohibit a supervisory relationship.

Personal Phone Usage

Personal calls should be kept to a minimum and should not interfere with the employee's work. Employees should restrict personal calls during work time to urgent matters and scheduled breaks or lunch periods in non-working areas. The use of cell phones while driving for work related purposes including but not limited to transporting individuals, picking up supplies, or delivering packages is prohibited. This ban includes, but is not limited to receiving or placing calls, texting, checking phone messages, emails or calendar. If an employee needs to use a cell phone while driving, the employee must first stop their vehicle in a safe location.

Political Activity

Employees may participate in political activities as long as it does not conflict with their work performance and it is made clear in interactions that they are acting as a private citizen, not representing The Gundalow Company.

Social Media

Social media are defined as online technology tools that enable people to communicate easily via the Internet to share information. Some of the most popular social media are Facebook, Twitter, My Space and Linked-In. While social media can keep you connected with a broad range of colleagues and friends it also has inherent risks:

- Once information is released into cyberspace it is gone forever and can never be retrieved. It can be copied and passed to thousands of people in a fraction of a second.
- You may think social media posts are private but they are never private. They can be copied by your friends and passed to people you don't know.

Because of the nature of social media, our policy is very clear and unequivocal. Protect confidential information at all times. Never post any information about a staff member, our organization, or individuals involved in our care, either by name or by any other descriptive nature, on any social media site, ever. This includes positive as well as negative comments. There is a good reason for this policy. For example, what may seem like an innocent "pat on the back" for handling a difficult medical situation could be a HIPAA violation, made far more serious by the broad dispersion of information via social media.

As your employer, we reserve the right to review sites to ensure adherence to this policy. Violations of this policy are grounds for discipline including the possibility of dismissal. Employees may be required to make use of social media sites as part of their job responsibilities, however personal use of social media should be limited to scheduled break times, and overuse of social media (or any other personal internet use, including use of a smart phone) during scheduled hours may be cause for disciplinary action.

Smoking Policy

The Gundalow Company promotes a smoke free environment for your good health. There is no smoking allowed in any area of any Gundalow Company's buildings and vessels per the Gundalow Company's policy and State law.

Smoking shall be permitted:

- 25 or more feet from a building entrance or exit and providing it is away from windows and air intakes.
- In personal vehicles.

No additional breaks beyond those allowed under The Gundalow Company's break policy may be taken for the purpose of using tobacco or similar products. Violation of this policy is subject to disciplinary action.

Criminal Records Check

All employees are subject to being required as a condition of initial or continued employment to authorize a criminal records check. Existence of a criminal record may or may not disqualify an applicant, or current employee from a position, depending on the offense, the time elapsed, the particular position the employee has, and any other legally permissible factor.

Safety

The Gundalow Company considers employee accident prevention and control to be a primary objective. The Gundalow Company is dedicated to providing all reasonable safeguards to ensure safe and healthy working conditions. These safeguards include, but are not limited to, providing a neat and well-maintained working environment, maintenance of all equipment, and requisite job-related safety training.

Each employee must promulgate and practice safe work habits; be cognizant of and comply with safety standards; and identify report and initiate appropriate steps for corrective action to eliminate safety hazards. As such, all employees are responsible, as a condition of employment, to support and adhere to the described safety concerns.

Most accidents are preventable and all are costly both in terms of human suffering and lost productivity. Only a concerted cooperative effort will minimize the potential for an accident.

Workers' Compensation Insurance

The Gundalow Company provides a comprehensive workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment.

If you are injured or think you have been injured while working, no matter how slightly, you must report the injury immediately to your supervisor to protect your eligibility for compensation and alert The Gundalow Company to any potential workplace hazards.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither The Gundalow Company nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, athletic or community-based activities sponsored by The Gundalow Company

Reporting an Injury

All work-related injuries, even if you believe it to be minor, must be reported immediately to the Executive Director. The forms needed to make a claim are available from the Executive Director and will be provided to you to complete upon prompt notice of any on-the-job injury. Once the incident has been reported, the supervisor shall complete an investigation and an Employee Accident Report and forward that to the Executive Director within 24 hours of occurrence.

Disciplinary Action

Employees who are injured on the job but do not report an injury immediately (same day), regardless of perceived severity, will be subject to disciplinary action, up to and including termination.

Second Opinion

The Gundalow Company may at its discretion, require an additional medical opinion by a physician, selected and paid for by the Gundalow Company. The Gundalow Company also reserves the right to deny benefits where there is insufficient evidence that the illness/injury arose out of or occurred in the course of employment.

Misrepresentation

If it is found that an employee misrepresented an injury as work-related or falsified a claim, this is a serious offense punishable by law. Should it be discovered that an employee has falsified records or misrepresented a claim, in addition to the civil and criminal penalties imposed by law, he/she is subject to disciplinary action up to and including termination.

Returning to Work

Employees who are injured as a result of a workplace injury are required to provide a note from the treating physician authorizing the employee's return to work. This note must be received by the Gundalow Company before the employee can return to work.

Safety involves applying common sense and exercising precautions, as well as adhering to established safety regulations. Your personal safety is of prime importance to the Gundalow Company

Safety Committee

The Gundalow Company shall have a Safety Committee formed to bring workers and management together to promote safety and health in our workplace. It shall be composed of an equal number of employer and employee representatives. The Committee assists the Gundalow Company's safety effort by making recommendations for change as needed.

Committee members meet quarterly and are trained in workplace hazard identification and accident/incident investigation. Should an employee identify a workplace safety concern please bring this to the attention of the Safety Committee Chairperson.

Violations of work safety rules and regulations established by the Gundalow Company may result in disciplinary action, including warnings, job suspension or job termination.

A separate document outlining the Gundalow Company safety plan is filed with the State of New Hampshire Department of Labor and can be reviewed upon request to the Gundalow Company Executive Director.

ACKNOWLEDGEMENT AND RELEASE FORM

(Employee's Copy—to Remain in Handbook)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by The Gundalow Company. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of The Gundalow Company other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

I also understand that as an employee of the Gundalow Company, I may be required to participate in random drug screening, and I provide my full consent to participate in any testing as it relates to my position and maintaining compliance with US Coast Guard guidelines. Further, I understand that the terms of my employment are in compliance with all other US Coast Guard regulations.

No employee handbook can anticipate every circumstance or question about policies. As The Gundalow Company changes, the need may arise to change policies described in this handbook. The Gundalow Company reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, The Gundalow Company will notify all team members of such changes. This Handbook supersedes any previous Employee Handbook.

Your signature below indicates that you have read and understood this statement and have received a copy of the Employee Handbook. Your signature further acknowledges and agrees that you will read and familiarize yourself with its contents and follow the policies and rules indicated.

Employee Printed Name

Employee Signature

Date

ACKNOWLEDGEMENT AND RELEASE FORM

(Employer's Copy—to be filed with personnel records)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by The Gundalow Company. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of The Gundalow Company other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

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Employee Printed Name

Employee Signature

Date