

Richmond Volleyball Club Employee Handbook

2019-2020



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RICHMOND VOLLEYBALL CLUB EMPLOYEE HANDBOOK

Dear Colleague,

If you are a new employee, welcome to the Richmond Volleyball Club! We hope your employment for us will be rewarding and exciting. If you have been working with us prior to your receipt of this handbook, I would like to express my sincere appreciation for your efforts on our behalf.

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

This employee handbook was developed to describe some of our expectations to our employees and to outline the policies, programs and benefits available to eligible employees. The handbook, however, cannot anticipate every situation or answer every question about employment.

Please read this handbook carefully. You are responsible for understanding and becoming familiar with its contents. If you have any questions, please don't hesitate to contact me. All material changes (except for the organizational chart) from the previous version have been highlighted for your convenience.

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

Sincerely,

Darcy Carroll
Executive Director

I. GENERAL INFORMATION

Introduction

This employee handbook provides information for all employees on the most important Richmond Volleyball Club (RVC) personnel policies. These policies provide the basis for an efficient and effective operation of RVC and seek to inform employees of the terms of understanding between RVC and its employees. This handbook is not designated to be all-inclusive of RVC policies regarding employees, nor is it necessarily a comprehensive list of all expectations RVC has of its employees. This handbook should not be read as including the fine details of each policy, nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. It is the intent that the policies are consistent with the federal, state, and local laws pertaining to employed personnel.

Each employee will receive a copy of this handbook at the time of employment or as revisions occur. Copy may be made available electronically.

RVC may add to the policies in this handbook or revoke or modify them from time to time. RVC will try to keep this employee handbook current, but there may be times when a policy will change before this handbook can be revised. This handbook supersedes all prior policies or procedures as to subjects addressed in the handbook and all representations, oral or written, regarding an employee's employment status or duration of employment, excepting those signed in writing by the Executive Director of RVC. In the event of a contradiction between this employee handbook and the representation of a supervisor, the terms of this handbook will govern.

This handbook is not intended to alter the employment at-will relationship in any way. Nothing in this handbook is a contract or guarantee of employment or a guarantee of benefits. Unless you have a written, appropriately signed contract of employment stating otherwise, your employment is at-will and can be terminated by you or RVC at any time without cause and without notice.

History

The Richmond Volleyball Club is a private, 501(c)3 nonprofit organization. RVC was founded in 1981 through the combined efforts of two local adult leagues. TRAVL (The Richmond Area Volleyball League) and the Fan League pooled their resources and opened RVC at 3300 West Marshall Street, which was known as RVC East and affectionately became known as "the old club."

The club grew over the next ten years to the point that the waiting list was several years long. With 1,200-1,500 members, RVC was operating 12-team leagues on all four courts every night of the week and still could not accommodate the demand. The development of the juniors' program in 1990 created even greater demand for court time and space.

In the late 1980's, the Club recognized that expansion was necessary and set out to open another facility. RVC West, or "the new club," opened at 1907 Westmoreland Street (one mile west of the other club) in the fall of 1991, increasing the total number of courts to ten. Within eighteen months, both facilities were operating at capacity six nights a week.

Once again, the need for additional space was apparent. After a long search, our present facility was purchased and renovated and opened in January 2010 at 2921 Byrdhill Road. RVC "Byrdhill" houses twelve courts and is arguably the largest volleyball dedicated facility in the country. The "East" facility was closed but the "West" facility remained open and was primarily used for juniors' practices. However, the Westmoreland facility continued to age and eventually it was determined that we needed to grow again and improve our facilities. A

search for space in Chesterfield County began. Thanks to a partnership with Chesterfield County we were able to lease a built-to-suit building in the Stonebridge development (located at Midlothian TrnPk. and Chippenham Pkwy.). This state-of-the-art facility includes 30 foot ceilings! We opened RVC “Stonebridge” in March 2018 and share space with Chesterfield County Parks and Recreation. The Westmoreland facility was closed in May 2018. At present, RVC has more than 2,800 members and we continue to improve our offerings and service whenever we can.

Mission and Vision Statements

The Richmond Volleyball Club operates under the guiding principles of a mission and vision statement. These statements describe who we are, give us a vision for the future, and provide direction to our employees.

Our Mission: *Richmond Volleyball Club is dedicated to providing a lifetime of opportunity through the sport of volleyball by -*

- *Promoting interest in the sport*
- *Teaching and developing skills and techniques*
- *Fostering teamwork, sportsmanship and an appreciation for health and wellness.*

Our Vision: *RVC engages and inspires our local communities by cultivating a passion for volleyball at the social, recreational, and competitive levels.*

Organizational Structure

The Board of Directors

The active Board of Directors, who is committed to our mission, plays a crucial role in the governance of the Richmond Volleyball Club. There are between nine and eleven volunteer Directors, with at least three seats up for election each year. The Board of Directors is responsible for the strategic vision, governance, financial oversight, fundraising, and Executive Director oversight.

Executive Director

The Executive Director is the chief executive officer of RVC and the chief spokesperson for RVC. The Executive Director is responsible for the overall management of the RVC.

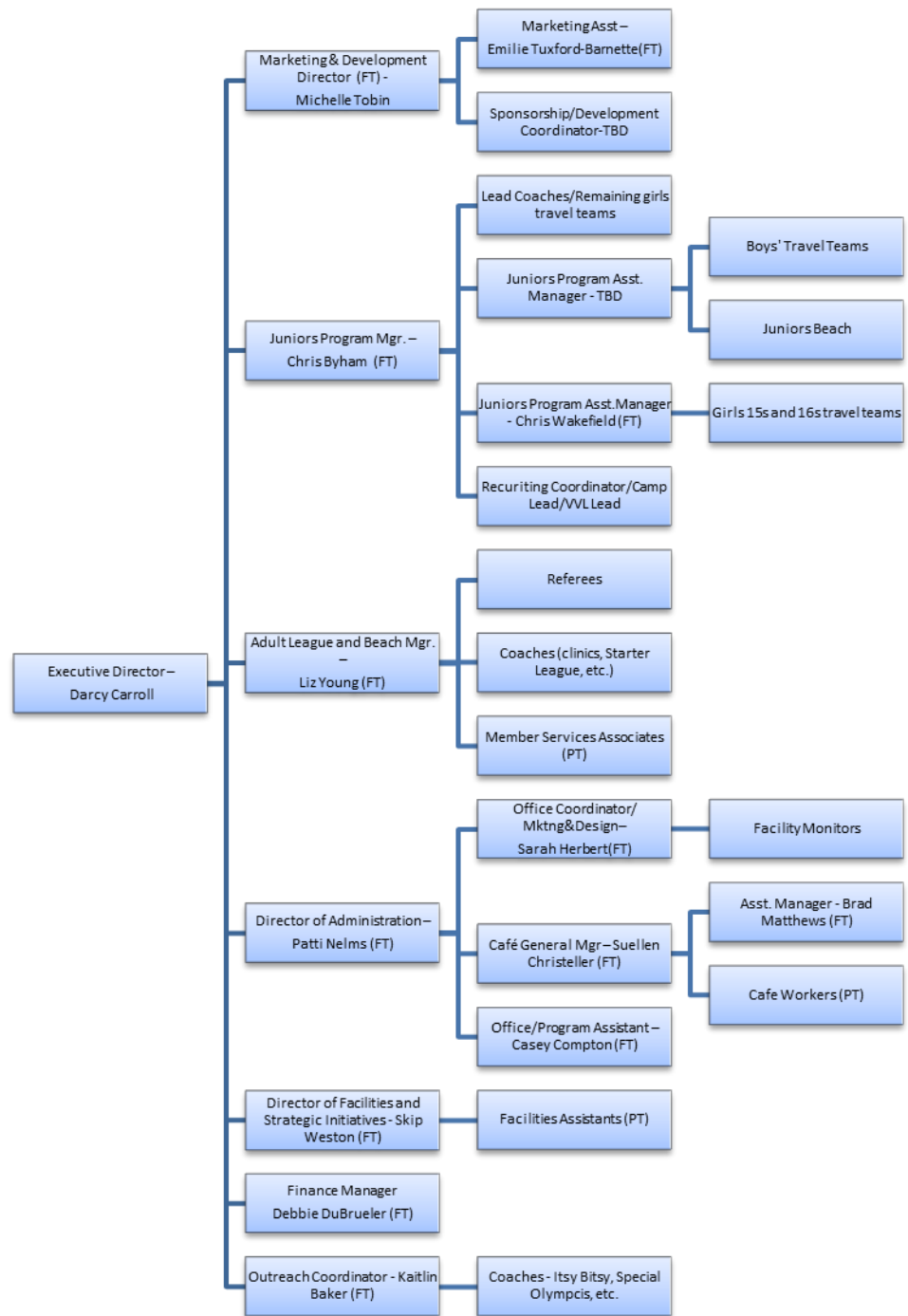
Staff

Approximately fifteen full-time employees and numerous part-time café workers, program assistants, coaches, and referees accomplish the Richmond Volleyball Club operations.

The goal of the RVC staff is to provide a high level of service to our membership and the community at large through league play, juniors’ programs, social activities and additional events/programs that include non-RVC members.

It is the belief of RVC that our popularity and growth depend upon the success of our employees, working individually and together, contributing to the fullest extent of their capabilities and potential.

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Current Richmond Volleyball Club Organizational Structure

II. EMPLOYMENT POLICIES

Equal Employment Opportunity / Affirmative Action Statement

RVC is committed to the spirit and intent of equal employment opportunity and affirmative action. Accordingly, we will strive to recruit, develop and retain a staff that reflects the diversity of the communities in which we are a part. A number of positive action steps may be implemented as appropriate including positive outreach and recruiting efforts, to ensure that we have a talented, diverse workforce that will enable RVC to fulfill our mission.

It is the policy of RVC to provide equal employment opportunity, based on job requirements, to all qualified job applicants and employees. RVC recruits, hires, trains, compensates, promotes, disciplines and otherwise treats employees and applicants without regard or consideration for the individual's race, color, religion, national origin, sex, age, disability, veteran status, marital status, sexual orientation or to any characteristic protected by applicable law and will take affirmative action to support these goals where it is consistent with legislative, regulatory, and/or contractual requirements.

It is the responsibility of every employee, particularly directors and managers, to assure that discrimination or harassment does not occur in the workplace. Each supervisor and member of the management staff must provide equal opportunity for all qualified employees with regard to all employment related matters, including work assignments, training, etc. and must work to assure a continuation of this policy of equal employment opportunity.

Retaliation against any individual for making a complaint of harassment or of any unlawful discrimination or for assisting in the investigation of such a complaint is prohibited and will not be tolerated. Any employee engaging in acts of retaliation will be subject to appropriate disciplinary action up to and including termination of employment.

Any questions or concerns regarding this policy should be directed to the Executive Director.

Americans with Disabilities Act

It is the policy of RVC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). RVC will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

Immigration Law Compliance

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of employment, every new employee will be asked to provide original documents verifying his or her right to work and, as required by Federal law, to sign Federal Form I-9, Employment Verification Form.

Background Check Policy

All offers of employment at Richmond Volleyball Club are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees, who are promoted, as deemed necessary.

Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of Richmond Volleyball Club funds and/or handling of cash or credit cards.

Employment-At-Will

It is the goal of Richmond Volleyball Club to provide a positive work environment and a solid economic foundation upon which all employees may build a future. All employees of RVC are employed at their own will and the will of the Employer, and are subject to termination at any time, for any reason, and with or without cause or notice. Similarly, employees may terminate their employment with RVC at any time, for any reason, and with or without cause or notice. This "at-will" employment relationship may not be altered except in a written document, signed by both the Executive Director and the employee in question.

III. WORKPLACE ATTENDANCE AND HOURS

Hours of Operation

The business office is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. Management may allow an employee to work a flexible or alternate work schedule to meet RVC's and department needs. Full time staff is expected to work **between 37.5 and 40** hours per work week (**typically** five 8 hour days with ½ hour for a meal break). Hourly employees will be paid for actual hours worked. **Salaried employees will receive 26 equal pay checks throughout the year unless overtime is incurred.** Generally, it is anticipated that most of these hours will be worked during the core work week (Monday-Friday, 9am-5pm) but remaining hours are flexible with approval of immediate supervisor. However, no one will be permitted to work earlier than 6:00 a.m. or later than 9:00 p.m, unless their positions normally require work outside these hours. Some positions, for example the Café Manager, Juniors Program Manager, Adult Program Manager, etc. may work a higher percentage of their hours outside of core hours due to program/department needs.

You are expected to report, ready to work during your scheduled work hours. Of course, business conditions and other factors may require adjustments to any schedule, from time to time, and the working hours of individual employees may be changed from time to time.

It is your responsibility to check and adhere to your schedule. "Switching" or trading shifts is permitted as long as your immediate supervisor is notified of changes. These individuals must be notified of any schedule changes at least one business day prior to your scheduled shift, unless otherwise stipulated by your immediate supervisor. Please be dependable, responsible and on time.

Telecommuting or work from home

Telecommuting can provide a number of benefits for an organization and its employees. RVC is pleased to be able to offer, at times, an option for working from home in certain circumstances. Unfortunately, not all positions lend themselves to telecommuting. When possible, RVC will allow telecommuting on a part-time basis. Despite the benefits, we also know how important it is to be available for face-to-face meetings with co-workers. Guidelines for telecommuting –

1. Must have approval of immediate supervisor
2. Must be planned in advance (if you are sick, please take a sick day)
3. Employee must still respond to email and phone calls within normal work day parameters
4. Can be no more than one day per week and preferably not more than 3 times per month except in special circumstances
5. Should not be done on Mondays or Fridays

When you will be working offsite, please list all of your planned tasks in an email to your supervisor no later than the day before your planned shift. Once your offsite time is complete, email your supervisor a report that includes what you were able to complete/accomplish and any additional tasks you may have added.

Absences and Lateness

RVC expects employees to be ready to work at or just prior to the beginning of their assigned work hours. Failure to show up to work on time not only affects your credibility, but also puts additional responsibility on your co-workers and could be counted as an occasion of absence.

If any employee cannot report for work as scheduled, he/she must contact their immediate supervisor, at least 24 hours prior to the scheduled shift, if the job is one that necessitates finding a replacement (referee, café staff, etc.) It is *every* employee's responsibility to ensure your supervisor is notified of your absence or lateness; leaving a voicemail, text message, or email is NOT considered notification **unless you receive confirmation that your message has been received**. Not providing notification could be cause for disciplinary action. If calling during office hours and you have tried to contact your supervisor but have not received a response, you may call the RVC office, but you must speak directly with someone who will ensure that the message reaches the appropriate person in a timely fashion (i.e.: before the designated time in which you will not be charged with an occasion of absence).

If calling after 5 p.m. or on weekends, and you have not heard back from your immediate supervisor and cannot reach anyone else, you may call the Executive Director's cell phone, 804-400-0525. Scheduled absences such as doctor's appointments must be communicated to your supervisor as much in advance as possible.

Employees who are sick three (3) or more consecutive workdays must have a doctor's release before returning to work. In all cases, employees are expected to communicate any restrictions or limitations placed by a doctor

upon their ability to return to work or perform their routine tasks.

Unscheduled Absence

Absence from work for three (3) consecutive workdays without notifying management will be considered a voluntary resignation.

Inclement Weather

We monitor all potentially hazardous weather and your safety is very important to us. You are expected to report to work unless we declare an emergency closing. If you do not report to work when no emergency closing has been declared, you will not be paid for this absence. You may request permission to use vacation leave to cover this absence. When a decision to declare an emergency closing or a late office opening is made, this information will be communicated via phone calls or group texts as early as possible.

IV. STANDARDS OF CONDUCT

Professional Behavior

Each employee is a representative of the Richmond Volleyball Club; therefore, your actions and attitude are a direct reflection on you, the organization, and management. Employees are expected to follow the same rules as they enforce. Attitude and behavior sets the tone, atmosphere and appearance of the club. You must create an atmosphere of respect, empathy, enthusiasm and trust. Members appreciate fairness, honesty and respect from the staff. Following is a list of guidelines for expected and appropriate behavior.

- All employees should arrive early enough to begin their shift (and do any necessary facility preparation) at the designated times. Referees are to arrive at least 5 minutes before their scheduled shift to prepare the courts and teams for the upcoming match.
- All staff should be knowledgeable of all upcoming events, procedures general club policies and rules.
- Be patient and understanding with all members. Listen to complaints or concerns. Do not argue with the members or other staff. Profanity is never appropriate or acceptable.
- If you are uncertain how to handle a problem, refer members to the office (the organizational chart included in this handbook should help you direct the member to the appropriate staff person). You may also send an email to rvc@rvc.net or leave a voicemail for the office to follow up with if there are matters you are unclear about or unable to handle. If the problem needs immediate resolution, please call the Program Manager responsible for the problem (juniors, adult, etc.). If the program manager is unavailable, please contact the Executive Director at 804-400-0525.
- Employee shall, while on duty, devote their full time, attention, and efforts to their duties, assignments and member assistance.
- Project a business-like manner at all times. Display courtesy, respect, and helpfulness to members, staff and guests.
- Maintain a positive work atmosphere by working in a cooperative manner. Maliciously motivated criticism of management will not be tolerated.
- Be available to answer telephone calls whenever possible. Keep personal calls to a minimum. Keep all business calls brief and to the point.
- Respond to members and staff with respect and consideration and treat all members and staff equally regardless of gender, race, religion culture, etc. Report or discuss all problems and concerns with the Executive Director.

- All work areas are to be kept clean and orderly.

The Member Services Associates(s) (MSA) or Facility Monitor(s) are in charge of the facility when management is not present. They should attempt to solve all problems with members. If necessary, they may call management or refer issues to the office. Please DO NOT allow a problem to continue without making a concerted effort to solve it.

Publicity/Media

As stated in our bylaws, no public statement shall be made or issued in the name of or on behalf of the Corporation by any person except the President and the Executive Director unless he or she has received the prior approval of the President, the Executive Director or the Board of Directors; no public statement shall be made or issued in the name of or on behalf of the Corporation which is in conflict with any statement of policy adopted by the Corporation. Additionally, if there is any contact from the media (TV, radio, print, etc.) requesting information, an interview, or other representation of RVC the Marketing and Development **Director** and/or the Executive Director must be notified immediately. This is not to say a coach or manager may not speak to the media about the participation or performance of teams or players but that should such contact occur then notification to the Executive Director or Marketing and Development **Director** must occur as quickly as possible.

Employee Appearance

Employees may dress casually as long as neat and appropriate for an office setting. Shorts/dresses/skirts should be no more than a couple/few inches of above the knee (generally, finger tip length is a good rule of thumb). If leggings or yoga pants are worn, they should be solid (no mesh or cut outs) and a top sufficiently long enough to cover the wearer's behind should also be worn. Jeans should be neat without holes or "distressed" areas. RVC t-shirts are not preferable but may be worn occasionally. Other t-shirts are not acceptable. Member Services Associates and Café workers must wear identification (logoed shirt is acceptable) at all times.

Abuse and Misconduct Policies - SafeSport

The Richmond Volleyball Club is committed to providing a safe and positive environment for its employees, volunteers, members, and participants and ensuring it promotes an environment free from abuse and misconduct. As such, RVC has implemented these policies addressing various types of abuse and misconduct and certain policies intended to reduce, monitor, and govern the areas where potential abuse and misconduct might occur. All RVC employees shall refrain from engaging in misconduct and/or violating any of these policies. Ignorance is not an excuse. An RVC employee who violates any of these policies is subject to appropriate disciplinary action up to and including termination of employment and/or referral to law enforcement authorities.

In the event that any RVC employee observes inappropriate behaviors (i.e., policy violations), suspected physical and/or sexual abuse, and any other types of abuse or misconduct, it is the **responsibility of each person to immediately report their observations** to the appropriate person as described in the reporting section below. Such persons must also report suspected child physical or sexual abuse to appropriate local or state law enforcement authorities when required under applicable law. Employees should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Virginia Child Protective Services operations a 24-hour hotline at 1-800-552-7096.

Types of abuse and misconduct include the following categories of behavior:

1. Harassment, including Sexual Harassment

It is the policy of RVC that there shall be no form of harassment directed at any employees, volunteers, members, and participants in any of its programs by any employee, volunteer, or independent contractor. Harassment includes any pattern of physical and/or non-physical behaviors that are intended to cause fear, humiliation, or annoyance; offend or degrade; create a hostile environment; or reflect discriminatory bias in an attempt to establish dominance, superiority, or power over an individual based on gender, race, ethnicity, culture, political belief, religion, marital status, family status, sexual expression, or mental or physical disability. It can occur through written, verbal, or electronically transmitted expression or by means of a physical act or gesture. It does not include the legitimate exercise of supervisory authority regarding performance feedback, evaluations, or valid disciplinary measures. It may create an intimidating, hostile, or offensive team setting.

Sexual harassment is a form of harassment prohibited by this policy. Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the participant being harassed are the same sex, and whether or not the participant resists or submits to the harasser, when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a participants' employment;
- Submission to or rejection of such conduct by a participant is used as the basis for decisions affecting the participant; or
- Such conduct is sufficiently severe, persistent, or pervasive that it limits a participant's ability to participate in or benefit from an employment activity, or it creates a hostile or abusive environment.

Any conduct of a sexual nature directed by a minor toward an adult or by an adult to a minor is presumed to be unwelcomed and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation, or hostility based on sex, but not involving conduct of a sexual nature, may also constitute sexual harassment.

While other team members may be the perpetrators of harassment or sexual harassment, it is a violation of this policy if any employee knows or should know of the harassment or sexual harassment but takes no action to intervene on behalf of the targeted participant(s).

It shall be a violation for any employee, volunteer, independent contractor or other participant to harass a participant(s) through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. RVC will investigate all indications, informal reports and formal grievances of harassment or sexual harassment by any employee, volunteer, independent contractor or other participant and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to prevent harassment from recurring and to prevent retaliation against anyone who reports harassment or sexual harassment or participates in a harassment investigation.

2. Bullying

Bullying involves an intentional, persistent, or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person. Bullying can occur through written, verbal, or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited in any manner in connection with employment activities of RVC or with any RVC or USAV sanctioned activity or events.

3. Poisoned team environment

A poisoned team environment is characterized by an activity or behavior, not necessarily directed at anyone in particular, that creates a hostile or offensive environment (whether in the office, workplace, or in meetings). Examples of a poisoned team environment include but are not limited to: graffiti, sexual, racial or religious insults or jokes, abusive treatment of an athlete or parent, and the display of pornographic or other offensive material.

4. Emotional Misconduct

It is the policy of the Richmond Volleyball Club that there shall be no emotional misconduct (abuse) of any employees, volunteers, members, and participants involved in any of its programs by any employee, volunteer, or independent contractor.

Emotional misconduct involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant. These behaviors may include verbal acts, physical acts or acts that deny attention or support. It can occur through written, verbal, or electronically transmitted expression or by means of a gesture.

Examples of emotional misconduct prohibited by this policy include, but are not limited to: a pattern of; verbal behaviors that attack a participant by (e.g. calling them worthless, fat, or disgusting); or repeatedly and excessively yelling at a participant or participants in a manner that serves no productive motivational purpose; by physically aggressive behavior such as: throwing sport equipment, water bottles or chairs at participants; punching walls, windows or other objects.

Emotional misconduct does not include generally-accepted and age appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline or improving performance.

5. Physical Misconduct

It is the policy of the Richmond Volleyball Club that there shall be no physical misconduct (abuse) of any employees, volunteers, members, and participants involved in any of its programs by any employee, volunteer, or independent contract.

Physical misconduct means physical contact with a person that intentionally causes or has the potential to cause the person to sustain bodily harm or personal injury. Physical misconduct also includes physical contact with a person that intentionally creates a perceived or actual threat of immediate bodily harm or personal injury. Physical misconduct may also include intentionally hitting or threatening to hit a person with objects.

In addition to physical contact or the threat of physical contact with a person, physical misconduct also includes the providing of alcohol to an individual under the age of consent and the providing of illegal drugs (including tobacco) or non-prescribed medications to any individual.

Without limiting the above, any act or conduct described as physical misconduct under applicable federal or state law constitutes physical misconduct under this Policy.

6. Sexual Misconduct

It is the policy of the Richmond Volleyball Club that there shall be no sexual misconduct (abuse) of any minor involved in any of its programs by an employee, volunteer, independent contractor or any other participant.

Sexual misconduct of a minor occurs when an adult employee, volunteer, independent contractor, or other participant touches a minor for the purpose of causing the sexual arousal or gratification of either the minor or the employee, volunteer, independent contractor or other participant. Sexual misconduct of a minor also occurs when a minor touches an employee, volunteer, independent contractor or other participant for the sexual arousal or sexual gratification of either the minor or the employee, volunteer, independent contractor, or other participant, if the touching occurs as the request or with the consent of the employee, volunteer, independent contractor or other participant.

Sexual contact between or among children also is abusive if there is a significant disparity in age, development or size, rendering the younger child incapable of giving informed consent, if there is the existence of an aggressor or where there is an imbalance of power and/or intellectual capabilities. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.

The following are NOT defenses to a complaint of sexual misconduct: consent of the minor to the sexual contact; a mistake as to the participant's age; or the fact that the sexual contact did not take place at an RVC or volleyball function.

Sexual misconduct may also occur between adults or to an adult. Sexual misconduct includes sexual interactions that are nonconsensual or accomplished by force or threat of force, or coerced or manipulated, regardless of the age of the participant.

Sexual misconduct may also include non-touching offenses such as sexually harassing behaviors; an adult discussing his/her sex life with a minor; an adult asking a minor about his/her sex life; an adult requesting or sending nude or partial dress photo to minor; exposing minors to pornographic material; sending minors sexually explicit electronic messages or photos (e.g. "sexting"); deliberately exposing a minor to sexual acts; or deliberately exposing a minor to inappropriate nudity.

Without limiting the above, any act or conduct described as sexual misconduct, sexual abuse or child sexual abuse under applicable federal or state law constitutes sexual misconduct under this policy.

Reporting Policy

It is the policy of RVC that every employee or volunteer of RVC must report actual or perceived violations of the USA Volleyball/USOC SafeSport Program to the appropriate representatives; additionally, in all cases involving suspicions or allegations of child physical or sexual misconduct, every employee or volunteer of RVC must also report to the appropriate law enforcement authorities. Any report of misconduct or suspicions of child physical and sexual misconduct will be taken seriously and handled appropriately. If RVC receives a report of physical or sexual misconduct involving a minor, RVC will make a report to the proper authorities.

In some cases, an employee or volunteer may be hesitant about reporting suspected misconduct because they are unsure about the credibility of the person making the allegations, are unsure about the credibility or validity of the facts on which the allegations are based, or are concerned about the potential consequences of a false report. It is critical that employees and/or volunteers should not attempt to evaluate the credibility or validity of child physical or sexual misconduct allegations as a condition for or prior to reporting their concerns.

Reporting Child Physical or Sexual Abuse

Because sexual abusers "groom" children for abuse – the process used by offenders to select a child, to win the child's trust (and the trust of the child's parent or guardian) to manipulate the child into sexual activity and to

keep the child from disclosing abuse, it is possible that an employee or volunteer may witness behavior intended to groom a child for sexual abuse. All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to RVC management.

Peer to Peer Sexual Misconduct

Some child sexual misconduct occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual misconduct. Whether or not a sexual interaction between children constitutes child sexual misconduct turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities. If you have any concerns that an interaction between children may constitute sexual misconduct, report it to the appropriate law enforcement authorities and to RVC management.

Reporting Procedure

Suspicions or allegations of child physical or sexual misconduct should be made to the appropriate law enforcement authorities. In order to further protect RVC programs and participants, such reports should also be made to RVC management. A compilation of information on when a person must make a report to law enforcement authorities can be found:

www.childwelfare.gov

www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm

www.childwelfare.gov/systemwide/laws_policies/state/

All reports of violations of any of these policies shall be made to RVC management.

Complaints and allegations will be addressed following the appropriate procedure. Virginia Child Protective Services operates a 24 hour hotline at 1-800-552-7096.

Responding to Abuse or Misconduct

RVC recognizes that there are varying levels of misconduct. For example, physical and sexual misconduct are serious violations that may result in immediate dismissal. In contrast, a youth participant who tells a single risqué joke constitutes less serious misconduct, and depending on the circumstances, might be dealt with more appropriately through dialogue and a verbal warning. Appropriate action should always consider the necessity of protecting minor participants from further abuse.

RVC employees have a responsibility, whether a coach or not, to protect the children within our care and the children participating in our programs are in our care. Children cannot protect themselves. Children rely on the adults around them to keep them safe. If an adult member observes a boundary violation, policy violation or suspicious or inappropriate interactions, the below information will assist you in how to respond:

- 1. Interrupt the action and speak directly to the person involved.**

Try to begin the conversation with something positive, and then describe the actions you've seen that concern you and suggest what should be done. Interrupting doesn't mean you are accusing anyone of molesting a child. You are just making sure that everyone follows the rules that keep kids safe.

- 2. Always respond quickly, if you witness or become aware of red-flag behavior.**

A child's safety may be in jeopardy and a delay in action could allow abuse to occur. Red-flags (for example, adults who have poor boundaries such as texting athletes frequently, buying gifts, etc.) can quickly lead to abuse or misconduct. That means you need to respond right away, no matter how busy you are.

3. Share your concerns with RVC management or board member.

If you see something, say something. If you don't speak up, nothing will change and the situation could get dangerous. Tell your supervisor exactly what you've observed. Arrange a time when you can speak with leadership privately and without distractions. Share your observations and concerns with as much detail as you can and explain why you are concerned and what you would like to see changed.

4. Thoroughly document what you learned if you investigated, and what actions you took in response, especially for those in leadership positions.

Documentation can be crucial if you must later prove that you exercised due diligence in acting on a report of inappropriate or suspicious behavior.

Richmond Volleyball Club is fully committed to preventing harassment in any form in its program. We try to be very sensitive to conduct that may be seen as creating an environment that is discriminatory or harassing. This includes unwanted letters or cards, telephone calls or E-mails of a personal nature, unwarranted inquiries about personal life or sexual habits, repeated jokes with sexual content, and sexual comments about a person's appearance or body.

In addition, Richmond Volleyball Club places the safety of our employees and members as our highest priority. We do not tolerate verbal or physical behavior that compromises that priority. Allegations of sexual harassment, misconduct, or harassment of any kind should be made to your direct supervisor (unless he or she is the perpetrator – in that case, advance to their immediate supervisor) in writing. The alleged harassment will be investigated as soon as possible.

Engaging in sexual or other harassment, or tolerating such treatment in others, is expressly prohibited, and will subject the supervisor or employee to disciplinary action up to and including termination of employment. Vendors or clients who engage in such harassment will be barred from the RVC premises.

Workplace Violence

RVC is committed to preventing workplace violence and to maintaining a safe work environment. RVC has adopted the following policy to deal with intimidation or other threats of (or actual) violence that may occur on its premises.

All employees and members should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on RVC premises without proper authorization from the Board President or Executive Director.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct or indirect, as well as suspicious individuals or activities should be reported as soon as possible to your immediate supervisor or any member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or other members of the public.

RVC will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Acceptance of Gifts

RVC prohibits offering or receiving directly or indirectly, any bribes, kickbacks or payments to influence business. In the course of your job, you may be offered gifts. Small gifts valued at under \$50.00 may be accepted as a gesture of goodwill.

Christmas, holiday, birthday, or other gifts from Vendors are discouraged and should not be accepted by any RVC employee. If it is not practical or possible to return a Vendor's gift, it should be submitted to the Executive Director to be used for legitimate Company purposes (i.e. concert or sports tickets) such as a fundraising event, or placed in an area to be shared by all employees (i.e. flowers or food).

Employees must not make personal purchases from a Vendor at a discount unless that discount is offered and available to all employees.

Although RVC does not set a dollar limit on gift giving among employees, it is important to always use reason and good judgment when giving and accepting a gift. Gifts of nominal value are always best and contributing to a gift should always be voluntary. A gift should never be given to another employee to influence, gain favor or show favoritism. In addition, Company-approved gifts to employees or prizes that are part of Company-sponsored events such as a raffle are not considered gifts for the purpose of this policy but are subject to all applicable federal, state and local tax requirements.

Alcohol and Substance Abuse

RVC is committed to providing a safe work environment and promoting the wellbeing and health of its employees. That commitment is jeopardized when any RVC employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes, or sells drugs in the workplace. These activities may adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impairs his/her value as an employee. In addition, these activities constitute a potential danger to the welfare and safety of other employees and the public and expose RVC to risks of property loss or damage.

RVC employees are required not only to abide by this policy, they are also required to report any criminal convictions for illegal drug related activity in the workplace within five (5) work days of the conviction.

Business Ethics

The successful business operation and reputation of Richmond Volleyball Club is built upon principals of fair and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observation of the spirit and letter of all applicable laws and regulations, as well as the scrupulous regard for the highest standards of conduct and personal integrity. RVC will comply with all applicable laws and regulations and expects its employees to conduct business and club interactions in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Conflict of Interest Agreement

The Richmond Volleyball Club has a responsibility to assure its members, officers, employees, volunteers and the general public that there is a high degree of integrity and objectivity maintained in transacting its business.

In carrying out their responsibilities to RVC, all employees, officers, Board members, and other volunteers are expected to refrain from establishing relationships and/or engaging in activities which could affect their impartiality or compromise their ability to freely accomplish their functions in the best interest of RVC, or which

would imply RVC sponsorship or sanction of any activity not directly related to its operation. If such a situation exists, the person must disclose the relationship to the Executive Director and the Board of Directors. After full disclosure the Board of Directors shall vote to determine the appropriate action for RVC. If the person is a member of the Board then the person shall not be present for the vote.

Therefore, every employee, officer, Board member, other volunteer, who has a responsibility for taking actions on behalf of Richmond Volleyball Club, must avoid any arrangement, agreement, investment or other activity of any sort for personal gain which could be construed as being contrary to the RVC's best interest.

Additionally, every employee, officer, Board member, and volunteer who has a responsibility for taking actions on behalf of Richmond Volleyball Club shall annually sign a statement which affirms that such person

- has received a copy of the conflict of interest policy,
- has read and understands the policy,
- has agreed to comply with the policy, and
- understands the Organization is a not for profit organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Secondary Employment

An employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities for RVC. All employees will be judged by the same performance standards and will be subject to RVC's scheduling demands, regardless of any existing outside work requirements.

Outside employment may at times present a conflict of interest if it has an adverse impact or the potential for an adverse impact upon RVC. Approval from your supervisor is required before accepting any secondary employment. In all instances where there is substantial crossover with the activities of RVC (i.e. accepting a job as a coach at a high school or elsewhere, working at a volleyball camp, etc.), the prior approval of the Executive Director is required. Failure to do so may be considered a conflict of interest that could lead to dismissal from RVC. This policy applies to both full and part-time employees of RVC.

Nepotism

Due to the potential for perceived or actual conflicts such as favoritism or personal conflicts from outside the work environment which can be carried into the daily working relationship, RVC will hire or consider other employment actions concerning relatives of persons currently employed only if the following conditions are met:

- Candidates for employment will not be working directly for or supervising a relative
- Candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative, such as hiring, retention, transfer, promotion, training, wages, and leave requests unless permitted by the Executive Director. Typically, café, referee, facility monitor, etc. i.e. relatively minor positions, easily may fall within line of authority but are likely to be approved.

"Family member" is defined as one of the following – relationships by blood such as parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin – and relationships by marriage such as spouse, step-parent, step-child, brother/sister-in-law, mother/father-in-law, half-siblings, uncle, aunt, nephew, niece, spouse/partner of any of the above and co-habiting couples or significant others.

The hiring supervisor is responsible for ensuring policy compliance, and for monitoring changes in employee reporting relationships after initial hire to ensure compliance with the policy. Employees are responsible for reporting any changes to their supervisor. If an employee is in a position where a job transfer would cause them into entering a position with a conflict of interest, the club must be notified of the situation, and steps taken if possible to transfer or change the reporting relationship. If no such change is possible, then the transfer may not take place.

For purposes of checks and balances, the Executive Director and the Board will serve to monitor each other to ensure that any potential issues arising from their own positions are mitigated.

Confidentiality and Non-Solicitation Agreement

Some employees and volunteers will be dealing with confidential information concerning our business, other employees, as well as our members. We expect this information to remain confidential at all times. Under no circumstances should you use or share this information that is not otherwise available to the general public **nor should it be stored on devices (phone, tablet, computer, etc.) that are not the property of RVC.** This prohibition continues in effect after you leave RVC.

Additionally, every employee, officer, Board member, and volunteer who has access to confidential information shall annually sign a statement which affirms that such person

- has received a copy of the confidentiality and non-solicitation policy,
- has read and understands the policy, and
- has agreed to comply with the policy

The agreement acknowledges that RVC may in reliance of this agreement provide you access to trade secrets, customers and other confidential data and good will. You agree that all information and know-how, whether or not in writing, of a private, secret or confidential nature concerning RVC's business, financial, membership or other affairs (collectively, "*Confidential Information*") is and shall be the exclusive property of RVC. Employees and volunteers will not, whether during or after their service or employment by RVC disclose any Confidential Information to any person or entity other than RVC, unless and until such Confidential Information has become public knowledge without fault by the employee or volunteer.

You also agree that at any time during your service or employment by RVC and for a period of one (1) year immediately following the termination of your service or employment for any reason, you will not, solely or jointly with others:

- Hire, contract or take away or cause to be hired, contracted or taken away any Employee or Independent Contractor of RVC;
- Solicit or encourage any Employee or Independent Contractor of RVC to terminate employment with or cease providing services to RVC;
- Contact or solicit Clients of RVC to provide Competitive Products or Services or provide Competitive Products of Services to Clients of RVC, unless expressly authorized in writing by RVC; or
- Divulge to any person or entity the names of any of RVC's Clients.

"Employee" means any person employed by or volunteering with RVC during the last six (6) months of my service or employment with RVC. "Independent Contractor" means any person or entity with whom RVC worked on a contract basis during the last six (6) months of my service or employment with RVC. "Clients" means any person or entity to whom RVC provided products of services during the last twelve (12) months of my service or employment with RVC. "Competitive Products or Services" means those products or services

that I provided on behalf of RVC during the last twelve (12) months of my service or employment with RVC. Products or services that RVC no longer offers for sale are not Competitive Products or Services.

Use of Technology

This statement sets forth RVC's policy regarding the acceptable use of RVC's Internet services, its electronic mail (e-mail) system, Wi-Fi, and company owned cellular telephones with data and text-messaging capability (collectively, the "Information Systems"). This policy applies to all RVC employees, Board of Directors, contractors, vendors and volunteers with RVC owned or personally owned computers or workstations used to connect to the RVC network. Misuse of the Information Systems may lead to disciplinary action, up to and including termination of employment.

No Expectation of Privacy. All contents of RVC's Information Systems are the property of the company. Therefore, users of the Information Systems should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on RVC's Information Systems.

You are expressly advised that in order to prevent misuse, RVC reserves the right to monitor, intercept and review, without further notice, every user's activities using the Information Systems, and you consent to such monitoring by your acknowledgment of this policy and your use of the Information Systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving, and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the Information Systems as well as keystroke capturing and other network monitoring technologies.

RVC also may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

Do not use the Information Systems for any matter that you desire to be kept private and confidential from RVC.

Personal Use of Information Systems. In general, employees and others should use RVC's Information Systems for Company business only. The Information Systems should not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-job related promotions. Incidental and occasional personal use is permitted so long as such use does not violate any other RVC policies or employee obligations and does not interfere with your employment responsibilities or productivity.

Prohibited Conduct. RVC strictly prohibits any display or transmission of material via the Information Systems that can be construed as creating a hostile work environment, including sexually explicit or obscene images, messages, cartoons, or the transmission or use of e-mail, text messages, or other communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, sex, sexual orientation, gender identification, age, disability, or religious or political beliefs.

The Information Systems also shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without proper authorization.

Any attempt to circumvent RVC's security procedures with respect to the Information Systems is strictly prohibited. Unauthorized use, destruction, modification, and/or distribution of RVC's information or the

Information Systems is strictly prohibited. Personal username and password information should never be disclosed to another employee or third-party unless such disclosure is authorized by RVC.

RVC prohibits the downloading of software from the Internet because of significant risk of infecting the Company systems with a virus and the unreliability of such downloaded software. The Information Systems will be subject to periodic inventory and inspection for compliance.

Conduct Not Prohibited by This Policy. This policy is not intended to restrict communications or actions protected or required by state or federal law.

Social Media. RVC recognizes that the Internet provides unique opportunities to participate in interactive discussions and share on particular topics using a wide variety of social media, such as Facebook, Twitter, LinkedIn, blogs and wikis. However, employees' use of social media can pose risks to RVC's confidential information and reputation, can expose employer to discrimination and harassment claims and jeopardize RVC's compliance with business rules and laws.

You should always comply with all RVC's policies that might apply to use of social media. If your social media activity would violate any of RVC's policies in one forum, it will also violate them in another forum. Employees who violate RVC's policies may be subject to discipline, up to and including termination of employment.

We recognize that employees might work long hours and occasionally may desire to use social media for personal activities at the office or by means of the Information Systems. We authorize such occasional use so long as it is in compliance with RVC's policies, including but not limited to this policy on the use of technology. Employees should maintain no expectation of privacy in any social media post made via the Information Systems.

Guidelines for Employees' Responsible Use of Social Media. The above material covers specific rules and policies that employees and volunteers must follow in using the RVC Information Systems, in consideration of their employment and subject to discipline for violations. This section of the policy provides common sense guidelines and recommendations for using social media responsibly and safely, in the best interests of RVC. These guidelines reflect the "duty of loyalty" every employee owes its employer, and are intended to add to, not contradict, limit or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions and contractual obligations.

- **Protect RVC's Goodwill and Business Reputation.** You are personally responsible for what you communicate in social media. Remember that what you publish might be available to be read by the masses (including RVC itself, future employers and social acquaintances) for a long time. Keep this in mind before you post content.
- **Make it clear in your social media activity that you are speaking on your own behalf.** Write in the first person and use your personal e-mail address when communicating via social media.
- **If you disclose your affiliation as an employee of RVC, it is recommended that you also include a disclaimer that your views do not represent those of your employer.** For example, consider such verbiage, as "the views in this posting do not represent the views of my employer."
- **Use good judgment about what you post and remember that anything you say can reflect on RVC, even if you do include a disclaimer.** Always strive to be accurate in your communications about RVC and remember that your statements have the potential to result in liability for yourself or RVC. RVC encourages professionalism and honesty in social media and other communications.

- **Respect Intellectual Property and Confidential Information.** RVC's Confidential Agreement restricts employee's use and disclosure of any of the Company's confidential information. Beyond these mandatory restrictions, you should treat the Company's confidential information accordingly and not do anything to jeopardize it through your use of social media. In addition, you should avoid misappropriating or infringing the intellectual property of other companies and individuals, which can create liability for yourself and for RVC.
- **Respect and Comply With Terms of Use of All Sites You Visit.** Do not expose yourself or RVC to legal risk by using a social media site in violation of its terms of use. Review the terms of use of all social media sites you visit and ensure your use complies with them.
- **Respect Others.** Do not post anything that RVC's customers, clients, supporters, suppliers or vendors would find offensive, including ethnic slurs, sexist comments, discriminatory comments, insults or obscenity.
- **Try to Add Value.** Provide worthwhile information and perspective.

Smoking

We recognize that smoking has been identified as a health hazard. To help us promote a healthful, comfortable, and productive work environment for all employees and visitors, we prohibit smoking, including e-cigarettes or vaping, inside our facility including the café areas. Smoking is only allowed outside the building in the designated area(s).

V. WHISTLEBLOWER POLICY

Purpose

This organization has adopted a Code of Conduct that requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. It is the responsibility of all directors, officers and employees to report violations or suspected violations of the Code in accordance with this Whistleblower Policy. No director, officer or employee who in good faith reports a violation of the code shall suffer harassment, retaliation or adverse employment consequence.

Code of Conduct

The directors, officers and employees of this organization are expected to adhere to high standards of ethical conduct. Although it is impossible to describe all conduct that is to be addressed, this policy specifically requires the following:

1. Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
2. Full, fair, accurate, and timely disclosure of relevant facts in all reports and documents dealing with matters of program services, governance and business administration;
3. Compliance with all applicable governmental laws, rules and regulations;
4. Prompt internal reporting of code violations to an appropriate person or persons within the organization; and
5. Personal accountability for adherence to the Code.

Reporting Violations

Employees who suspect that the Code of Conduct has been violated shall report their concerns to someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. Where the reporter is not comfortable speaking with a supervisor or is not satisfied with a supervisor's response, he/she shall speak with anyone in management or the Board President directly. Supervisors and managers shall report suspected violations to the Executive Director or Board President directly.

Compliance Officer

The Executive Director acts as the Compliance Officer and is responsible for investigating and resolving all reported complaints and allegations concerning suspected violations of the Code of Conduct. The compliance officer shall advise the Board President and/or the finance committee when, in his/her discretion, the complaint entails a significant risk to the organization. In the event that a reported concern or complaint involves corporate accounting practices, internal controls or auditing the Compliance Officer shall immediately notify the finance committee of the complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone who files a complaint concerning a suspected violation of the Code of Conduct must have reasonable grounds for believing the information disclosed is true and correct. Unsubstantiated allegations that prove to have been made maliciously or without factual basis will be viewed as a serious disciplinary offense.

Confidentiality

Reports may be submitted on a confidential basis or anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken warranted by the investigation.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence.

Open Door Policy

RVC sincerely wishes to promote an atmosphere where employees talk freely with members of the management staff. Employees are encouraged to openly discuss ideas, complaints, or problems with their Supervisor, Program Manager, Program Director or the Executive Director. There will be no discrimination or retaliation against an employee because they present a complaint or problem. If an employee has a concern, this is what they should do:

- A) Request time to meet with your Supervisor. Generally, you and your Supervisor will be able to resolve your issues and discuss your ideas. If you are not comfortable discussing your issue or concern with your Supervisor or if the issue involves your Supervisor, please go directly to their supervisor for help.
- B) If your Supervisor is unable to resolve your issue, see their supervisor. They will pursue all the facts and strive to resolve your issue. If you are still not satisfied, you may arrange to meet with the **next level of management (Program Manager or Director, Director of Administration, etc.)**
- C) The Executive Director will confer with you and all others involved to carefully review facts and circumstances. If, after a thorough discussion of the matter, you still feel the issue has not been resolved to your satisfaction, the entire matter may be referred to the President of the Board. The employee is responsible for filing a written request for review of the complaint with the President of

the Board of Directors, who shall forward the complaint to the Executive Committee, who shall review the employee complaint and the Executive Director's report of findings and conclusion.

- D) In most instances, if an issue is presented to the President of the Board without the above steps having been exhausted, the President will refer the matter back to the Executive Director.

RVC is interested in the success and well-being of all employees. All members of management will welcome the opportunity to talk with employees whenever requested.

VI. COMPENSATION

Employment Classification

Employees of Richmond Volleyball Club are classified as either "exempt" or "non-exempt" in accordance with the Fair Labor Standards Act. In addition, RVC has established the following classifications of employee positions for the purpose of determining eligibility for employee benefits:

- **Part-Time** – Any employee who is regularly scheduled to work 29 hours or less per week shall be classified as part-time. Referee, café, facility monitors, member services associates, and seasonal coaches generally fall into this category.
- **Part-Time – Professional** – Part time employees (less than 30 hours per week) specifically working in roles designated as managerial in nature; generally, managers or coordinators.
- **Full-Time Non-Exempt** – Any employee who works 30 or more hours a week and is classified as non-exempt in accordance with the Fair Labor Standards Act.
- **Full-Time Professional (Exempt)** – Any employee who is classified as exempt according to the Fair Labor Standards Act, is full-time and is working in roles designated as managerial in nature. The positions of Café Manager, Juniors Program Manager and Adult Program Manager generally fall into this category.
- **Full-Time Executive level** – Any employee who is classified as exempt according to the Fair Labor Standards Act, is full-time and is designated as a Director falls into this category. The positions of Executive Director, Director of Facilities and Strategic Initiatives, **Marketing and Development Director**, and Director of Administration fall into this category.

Time Recordkeeping

All non-exempt employees are required by the Fair Labor Standards Act to keep a daily record of attendance.

All non-exempt employees must only work hours that are approved by their supervisor. It is RVC policy that part-time employees work less than 30 hours per week. Any exception must be approved, in writing, by the supervisor. Failure to adhere to this policy may result in disciplinary action up to, and including, dismissal.

Member Services Associates, Café Workers, and other employees as required by their supervisor will clock in and out via the designated time keeping system. You must clock in and clock out each day you work. You should also clock out for any break of 20 minutes or longer.

Score sheets are used as "timesheets" for referees. Referees will not be paid for any matches if a score sheet is not submitted for those matches.

Tournament reports **and a sign-in system at the front desk** are used as “timesheets” for coaches. Coaches will not be paid until tournament reports are completed.

Failure to complete time card/sheets as required may result in an employee not receiving a paycheck for that time period. Falsification of your time card/sheet is a violation of federal labor law and may result in disciplinary action up to and including termination of employment.

Paychecks

RVC pays employees on a biweekly basis and is subject to certain withholding taxes and other required taxes. Payday is every other **Thursday** and covers the period ending the previous Friday. You can pick up your paycheck at the office during normal business hours. You may elect to have your pay directly deposited into a bank account on each payday. If you choose direct deposit, you will receive a non-negotiable direct deposit statement listing the gross and net pay, itemized deductions, and year-to-date earnings. You are strongly encouraged to take advantage of direct deposit.

Every effort is made to avoid errors in your paycheck. However, if you believe there is an error, please notify the RVC Finance Manager immediately. The necessary steps will be taken to research and correct the problem as quickly as possible.

Overtime Pay and Compensatory Time Off

The Fair Labor Standards Act established guidelines to determine overtime exemption and these are applied to all positions within the Richmond Volleyball Club. Positions that do not meet the exempt test standard are classified as nonexempt. Nonexempt positions are entitled to overtime pay and must be compensated for any hours worked over 40 hours in a work week and by RVC policy are not eligible for compensatory time off.

Hours worked, for the purpose of determining overtime pay eligibility, only include all hours physically worked. Hours worked does not include holidays, vacation days, leave without pay, etc. The Company’s standard workweek begins at 3:01 a.m. Saturday and ends at 3:00 a.m. the following Saturday. Overtime is paid at a rate of 1.5 times an employee’s hourly rate for all non-exempt employees. Straight hourly rates will be paid for time worked between our regular workweek of 37.5 hours and 40 hours.

A non-exempt employee who works overtime hours must be paid overtime, whether the work is done at home or at the office. Working at home is not permitted without the express prior approval of your supervisor. Hours spent driving (other than a normal commute to and from work) and preparing for meetings should be counted as hours worked when calculating overtime. If job training is required to perform job duties, hours spent in job-related training and hours spent doing required homework should also be counted as hours worked when calculating overtime.

RVC tries to keep overtime costs to a minimum; however, you may be required to work overtime to meet deadlines, club expectations, or high-volume periods.

All non-exempt employees must have their immediate supervisor’s approval, in writing, to work overtime prior to doing so. If you work overtime without prior management approval, you may be subject to disciplinary action.

There is no legal requirement or obligation of RVC to grant compensatory time off to exempt employees. In general, it is anticipated that exempt employees by the nature of their positions may need to work in excess of 40 hours per week.

However, at times a project may require an exceptional amount of excess time. In these cases, the employee may request additional time off from his or her immediate supervisor who may grant additional time off as a goodwill gesture. The supervisor's approval, in writing, will constitute the granting of the employee's request. All supervisors should make note of the additional time granted in the employee's file.

Examples of exceptional circumstances may include working more than 60 hours per week over a prolonged period or working seven days per week for several weeks.

An employee who desires additional time must request use of the time within a reasonable period. Supervisors should not unreasonably deny the request but may deny the request if the use of this time will unduly disrupt the department's operations.

VII. TIME AWAY FROM WORK

Holidays

Richmond Volleyball Club recognizes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

RVC observes holidays falling on a Saturday on the preceding Friday. Holidays occurring on a Sunday are observed on the following Monday.

All full-time employees (see Employee Classification section) are eligible to be paid for holidays. In order to be eligible for holiday pay, you must be in an active pay status.

Part-time Professional employees who work, on average, at least 20 hours per week will receive a half-day's pay for the holiday.

Should a company recognized holiday occur while you are taking vacation time and you are eligible for paid holidays, that day will not be deducted from your vacation time.

Part-time employees (who are not Professional status) are not eligible for paid holidays.

An employee on unpaid leave of absence, or on disability, does not receive holiday pay.

Vacation Leave

Eligibility & Accrual

Full-time employees are eligible for the following Vacation Leave:

Length of Continuous Service	Paid Vacation per Year
After 6 months employment through Year 2	10 days

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Year 3 through Year 5	15 days
Year 6 through Year 9	20 days
Year 10 and greater	25 days

Part-time Professional (Manager, Coordinator) employees: Amount of paid vacation time is determined by percentage of hours worked compared to full-time employees. For example, a part-time employee with the same tenure with RVC who normally works 15 hours per week will receive 40% of time accrued by a full-time (37.5 hours per week) employee.

Part-time non-exempt employees are not eligible for paid vacation leave.

All vacation time is calculated on an accrual basis. See the RVC Finance Manager for further details.

Scheduling

Prior approval must be obtained by the employee's supervisor before any vacation leave is taken. Employees are expected to plan their annual leave with consideration to work schedules and the supervisor may withhold approval of annual leave requests and request employees to reschedule if necessary to meet work demands. **Employees should submit leave requests at least 14 days in advance. Exceptions may be made with supervisor's approval.**

Vacation leave must be used in half day or full day increments. Unpaid vacation leave may be requested by the employee and approved at the discretion of the employee's supervisor without regard to this policy.

It is the responsibility of the employee's supervisor to maintain records of any vacation time accrued or taken by the employee and to provide written documentation in a timely manner to the **Finance Manager** for payroll processing.

Eligible full-time employees may carry eight (8) days of vacation leave over into the following calendar year. Eligible part-time employees may carry an equivalent percentage of vacation leave forward. For example, an eligible part-time employee who normally works 15 hours per week may carry 3.2 days (8 x 40%) of unused vacation leave forward.

Following termination of employment with RVC, the employee is entitled to compensation for all accrued, but unused vacation leave.

Any employee whose length of continuous service is interrupted for a period of 60 or more days before returning to RVC shall have fifty percent of any previous term(s) of one year or more recognized toward future vacation leave.

For eligible employees, the term "year" is defined to be the calendar year in which the anniversary of employment by RVC falls. For example, if an employee's hire date is April 5, 2012, the employee would be deemed to be in their second year of employment between January 1, 2013 and December 31, 2013.

In the initial year of employment the following provisions apply: For employees whose hire date is between January 1 and June 30, the employee is entitled to vacation leave as stipulated above. For employees whose hire date is between June 30 and December 30 the employee is entitled to "Year 1" accrued vacation leave after six months of continuous service.

In the year following the initial year of employment, the employee is entitled to "Year 2" of vacation leave after a minimum of six months of continuous service.

Other Compensated Activities

Employees may have the opportunity for additional compensation through their participation in RVC activities that are not part of their regular job duties. These activities may include private lesson instruction, event staffing, coaching, refereeing, tournament staffing, etc. Not all activities or circumstances allow for additional compensation and there may be times when full time, exempt employees are asked to help without the expectation of additional compensation. Employees should check with their supervisor to determine if additional compensation is available and must have supervisory approval prior to working. In accordance with the Fair Labor Standards Act, at no time will a non-exempt employee be asked to “volunteer” their time for activities that are typically part of their normal work duties. If additional compensation is provided, it is understood that the time given to the activity is in addition to the employee’s regular work hours. For example, a full time employee who provides and is compensated for private lessons during the regular work day is expected to come in early, stay late, or in some other way make up the time missed.

Sick Leave

RVC provides sick leave for all full-time employees and part-time professional (Manager, Coordinator who regularly work at least 20 hours/week). Employees may use their accrued leave to take time off from work for illness, injury, to take care of a family member or close associate, or for the birth or adoption of a child.

Employees also shall be allowed to use their accrued sick leave to take time off from work for the illness or death of a family member or close associate.

Full-time employees will receive ten (10) days per year of sick leave, accrued at .833 day per month worked. Part-time Professional employees will receive five (5) days per year of sick leave. Other part time employees are not eligible for sick leave.

Sick leave can be carried over from year to year but the maximum amount is five (5) days. All unused sick days will be forfeited when you leave the Company. No employee will receive a payout for accumulated sick leave.

In the event of illness, it is the responsibility of the employee to notify his/her supervisor as soon as the employee knows he/she will be unable to report to work, but no later than the time when they were to report to work. RVC may require verification of an employee’s illness by a doctor for absences longer than three days. If an employee fails to comply with the request of verification, the employee’s use of sick leave may be denied.

Doctor/dental visits which result in more than two (2) hours of work missed will be counted as used sick leave (1/2 or 1 full day).

All sick leave time used must be recorded.

Jury Duty

RVC encourages employees to fulfill their civic responsibilities by serving jury duty when required. When an employee receives notification regarding upcoming jury duty, it is your responsibility to notify and provide your supervisor with a copy of the jury summons within one business day of receiving the notice. Employees will be granted time off (regular work schedule) with pay to serve as a juror. If jury or court appearance does not require a full workday, the employee is expected to return to work. Employees will be permitted to retain the jury compensation.

Court appearances by employees of a personal business nature will be counted as Vacation Time.

Military Leave

As an Equal Opportunity Employer, RVC is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Where reasonably possible, employees must give advance notice that he/she will be taking a military leave of absence. Your supervisor must be provided with authorization from the appropriate military branch. Military leave will be unpaid; however, employees may use any available vacation leave for the absence.

Bereavement

It is RVC policy to provide time off with pay to employees in the event of the death of a family member or close associate. Employees will be granted time off (regular work schedule) with pay for up to three (3) consecutive normal workdays as a result of arranging for matters directly relating to the death of and attending a funeral or memorial service. Employees must notify their supervisors of the death and the intended absence as soon as possible. Acceptable documentation (i.e. published death notice or funeral program) will be required to receive bereavement pay. Leave above and beyond three days during a one year period as a result of multiple deaths will require the approval of the Executive Director and may be unpaid.

Personal Leave of Absence

In very special circumstances, RVC may grant a leave for a personal reason, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence must be submitted in writing and are subject to the discretion of the Executive Director.

Family and Medical Leave

RVC provides Family and Medical Leave to employees in accordance with the federal Family and Medical Leave Act. If an employee believes that they may need to take a leave of absence under the Act's provisions, they must contact the Executive Director in writing. The full copy of RVC's Family and Medical Leave Act Policy and Procedure is available at any time upon request from the Executive Director.

VIII. BENEFITS

RVC is committed to maintaining a benefits program that meets your needs. The following paragraphs generally describe the Company's benefits program but should not be construed as a promise or guarantee of any specific benefit or benefit level. Some of these benefits are described in more detail in official plan documents, such as the certificates of coverage prepared by insurance companies. The official plan documents contain information about eligibility, coverage, deductibles and premiums. Please read these documents carefully; if there is a discrepancy between this handbook and the official plan documents, the official plan documents will supersede.

RVC reserves the right, in its discretion, to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit. In addition, Richmond Volleyball Club may decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations. Any questions regarding the benefits offered should be directed to the Executive Director.

Health Benefits

RVC shall provide medical, health, dental, vision, life benefits for eligible employees as described in the table below. Eligibility is based on employee's classification and amount of time employed at RVC. If the employee

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declines coverage for him/herself, no alternate benefits or compensation shall be available.

Employee Classification	Benefits Available
Part-Time and Part-Time Professional	No employer funded health benefits available
Full-Time Non-Exempt and Full-time Professional	1. 50% of base plan expense employer funded Medical/Health/Vision coverage for employee 2. 100% Dental coverage for employee 3. 100% employer funded life/AD&D insurance for employee
Full-Time Executive	1. 100% employer funded Medical/Health/Dental/Vision coverage for employee 2. 100% employer funded life/AD&D insurance for employee

Full-time employees entitled to these benefits are eligible for benefits on their hire date and shall receive all available benefits as soon thereafter as permitted by the applicable policy(ies).

Coverage for employees shall cease on the last day of the month following termination. Such employees shall be eligible to continue coverage as set forth by state and federal COBRA regulations.

Employee's Child(ren) Participation in RVC's Youth Programs

In addition to the requirements outlined below, the employee must have two (2) years of service to be eligible.

1. Full-Time Employees (regularly works 37.5 hours per week or more, exempt and non-exempt) will be allowed the following benefits for their child(ren) participating in one of Richmond Volleyball's Youth Programs:
 - Registration fees for city or travel teams (tryout fee, application fee and membership fee) will be waived. However, the parent/child(ren) is expected to participate in designated fundraising activities.
 - Team Fees – The employee is expected to pay full cost for all tangible items (uniform, volleyball, etc.) and USAV membership. The employee will receive a 50% discount on remainder of team fees.
 - Travel Tournaments – All entry fees, travel, accommodations, coaches' expenses, etc. are the responsibility of the employee.
 - Non-travel Tournaments (hosted by or held at RVC) – Tournament entry fees for MCC, BECC, SAC and regional tournaments hosted at RVC will be paid by Richmond Volleyball Club.
 - Registration fees for other programs (i.e., Itsy Bitsy Spikers, Jumpin' Juniors) will be discounted by 50%.

2. Part-Time Employees (regularly works less than 30 hours but at least 20 hours per week) will be allowed the following benefits for their child(ren) participating in one of Richmond Volleyball's Youth Programs:
 - Registration fees for city and travel teams (tryout fee, application fee and membership fee) will be waived. However, the parent/child(ren) is expected to participate in designated fundraising activities.
 - Team Fees – The employee is expected to pay full cost for all tangible items (uniform, volleyball,

etc.) and USAV membership. The employee will receive a 25% discount on remainder of team fees.

- Travel Tournaments – All entry fees, travel, accommodations, coaches' expenses, etc. are the responsibility of the employee.
- Non-travel Tournaments (hosted by or held at RVC) – Tournament entry fees for MCC, BECC, SAC and regional tournaments hosted at RVC will be paid by Richmond Volleyball Club.
- Registration fees for other programs (i.e., Itsy Bitsy Spikers, Jumpin' Juniors) will be discounted by 25%.

3. Procedure

- The invoices for the child's parent/guarantor will be submitted to the Executive Director for approval for all employee discounts. The Executive Director will sign and date each invoice and return to the Finance Manager for processing.
- Any invoice(s) for the Executive Director will be submitted to the President of the Board of Directors for approval. He/she will sign, date and return to the Finance Manager for processing.

Workers' Compensation

Workers' Compensation is a no-fault system designed to provide benefits to all employees for work related injuries or illnesses. Workers' Compensation benefits are paid for by RVC and governed by state law. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work.

If your injury or illness is the result of an on-the-job accident or illness, you must immediately complete an accident report and notify your immediate supervisor. No matter how minor an injury may appear, it is important that it be reported immediately.

Employee Food Allowance

All RVC employees who work at least **seven (7)** hours are entitled to one (1) meal from the café per shift worked. A café worker or referee who is scheduled to work four (4) or more matches or hours in one night may also receive a free "meal" from the café. A meal consists of the following items:

- One entrée (hot dog, corn dog, sandwich, or one pizza slice)
- One snack (chips, candy, ice cream; does not include power/energy bars)
- One bottled drink (soda, water, Gatorade; does not include energy or specialty drinks)
- Absolutely NO beer included with meal!

Employees should enjoy their meal out of sight from club members. A break room is provided for employee use adjacent to the office area. Referees do not have to wait until after refereeing all matches before receiving the meal however, please remember that according to RVC policies, referees should not leave the court area. Please allow time to enjoy this meal either before taking the stand or after. Do not eat meals while refereeing.

Referees need to submit a meal voucher for the food/drink items they receive. Other employees will use the Point of Sale System to record items they have taken for their meal(s).

Workout Center

RVC offers employees the use of an in-building workout center. This center is equipped with treadmills, ellipticals, steppers, free weights, machine weights and more.

Hours Open: Monday through Friday, 9:00 a.m. – 5:00 p.m. and during league play.

Other Benefits

All full time RVC employees receive free membership and are eligible to join the Virginia Credit Union.

IX. PERFORMANCE

Performance Evaluation

Supervisors and managers are strongly encouraged to discuss your job performance and goals with you on an informal, regular (weekly or at least monthly) basis. Your job description and budget goals serve as the template for expectations related to your performance. Annually, both the employee and supervisor will meet to discuss job responsibilities, encourage and recognize strengths, identify areas to develop, and discuss positive purposeful approaches to meeting goals. Both you and your supervisor are responsible for monitoring your performance against these objectives; however, it is your primary responsibility to inform your supervisor when roadblocks occur that prevent your accomplishment of established goals/objectives.

Training & Development

Training and development is a key part of our roles as employees and supervisors. Everyone bears a large responsibility for identifying their own needs and the methods by which those needs are fulfilled. Your supervisor can assist you with this task especially as it relates to your position and career growth within RVC.

You are encouraged to openly communicate your interests and needs with your supervisor so that you may discuss appropriate and available resources (seminars, conferences, webinars, classes, etc.). Each year, an amount is set aside in the budget to allow for some training. Your supervisor will be able to determine whether or not desired training and development opportunities may be paid for through this account.

Disciplinary Action

This policy pertains to matters of conduct as well as the employees' competence. However, an employee who does not display satisfactory performance on the job may be dismissed, in certain circumstances, without following the steps in this policy. Under normal circumstances, supervisors are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when RVC may decide to repeat a disciplinary step.

To ensure that RVC business is conducted properly and efficiently, you must adhere to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your supervisor will coach and counsel you in developing an effective solution. If, however, you fail

to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures will occur:

1. Verbal coaching regarding the nature of the problem and remedial plan of action to be taken by employee.
2. Written warning with specific steps to be taken to remedy the situation within a specific time period. This document is to be acknowledged by the employee in writing and added to their personnel file.
3. Disciplinary action up to and including termination of employment.

Discharge for Cause and Other Discipline

The following non-exhaustive list of activities violates RVC policies and may be cause for discipline up to and including possible termination of employment.

- Falsification of records (includes clocking in or out for others)
- Use or possession of illegal drugs or reporting to duty or work under the influence of alcohol or drugs
- Misappropriation of funds
- Theft or destruction of property
- Insubordination/refusal to accept assignments or abandonment of duties
- Neglect of duties
- Conflict of interest
 - Accepting gifts except those of a nominal value
 - Offering skills/services to outside companies without permission from the Executive Director
 - Having any interest, direct or indirect, in a RVC supplier, competitor or franchise
- Sexual harassment
- Excessive tardiness
- Substandard performance
- Failure to follow standard operating procedures
- Beginning or leaving work before specified time without authorization
- Intentional or negligent violation of safety rules
- Possession of firearms, ammunition, or other weapons on RVC premises
- Misrepresentation in the obtaining of employee benefits
- Disclosure or unauthorized use of confidential information
- Acting as an unauthorized spokesperson

X. IF YOU LEAVE US

Your employment with RVC is not for any stated period and can be ended by you or RVC at any time. Because neither you nor RVC has entered into any implied expressed contract of employment for a given period of time and your employment is voluntary, you are free to resign at any time. In turn, RVC may terminate your employment, at its discretion, at any time.

Notice & Conditions of Resignation

Employees who resign or retire from employment are requested to give at least a two-week written notice to their Supervisor. Professional employees are requested to provide at least a three-week written notice to the Executive Director. Under most circumstances, employees are expected to remain on the job during the notice period. If you terminate your employment with proper notice, you will be given credit and paid for unused accrued vacation leave upon termination. You are not, however, entitled to pay for unused sick leave.

Exit Interview

All full-time terminating employees shall have an exit interview prior to their last day of work. The purpose of this interview is to secure valuable information about improving our employee's work experience. All part-time terminating employees, if they so desire, may request an exit interview.

Return of Company Property

Upon termination, you must immediately return all RVC property in your possession or control. This includes, but is not limited to any identification cards, credit cards, keys, cell phones, computers, laptops, files, **vendor and/or member information (i.e. email addresses, emails, correspondence, phone numbers, etc.)**, and other materials you may have received. RVC will take additional action deemed necessary to protect or recover its property. Employees will be responsible for any lost or damaged property.

Any outstanding debts you may have such as a tab in the café or leave used but unearned will be deducted from your last paycheck.

XI. OTHER OPERATING POLICIES

Keys and Locks

- Full time staff and Member Services Associates have master keys to most areas in each facility.
- Switching of keys or borrowing keys is not permitted without management approval. Notify your supervisor immediately if you are unable to secure the building for any reason.
- Member Services Associates and Cafe staff will be informed of alarm codes, if any, and safe combinations and any changes to such codes. If anyone has a problem, they should contact his or her supervisor and not discuss codes with others.

By accepting a key to the Richmond Volleyball Club, you agree to be responsible for it and agree to the following policies:

You will not loan the key without the consent of RVC Management, nor will you duplicate the key.

You will not use the key to access the facility for personal use nor will you use it for unscheduled times. If access to or use of the facility is needed at other than agreed upon times, you must contact RVC management **prior** to accessing or using it.

You agree to return the key upon request, and pay any charges associated with the loss of the key or failure to abide by the above stipulations, up to and including rekeying of the facility (currently approximately \$1,000).

Use of RVC Facilities

- There may be no personal use of facilities without prior approval from management.
- All RVC policies must be enforced.
- Only members or individuals who have signed waivers are allowed to play on the court area.
- Only fliers, posters, and notices, etc. approved through the office may be posted except on the member's bulletin boards located in each restroom.
- Absolutely no permanent additions, changes or adjustments to the structure, grounds, or facility are

- allowed.
- Report any damages or needed repairs to management ASAP.

Personal and RVC Property

If you are the last to person to leave the building, you are responsible for ensuring it is secure. All external doors and designated internal doors must be locked. Only certain, designated lights should be left on. All other items should be turned off.

You are responsible for ensuring that any of the RVC's property in your possession is properly safeguarded and kept secure at all times. Any loss should be immediately reported. We do not accept any responsibility for loss of, or damage to, private property (including cash). You should ensure that personal property, especially handbags, are not left unattended and are locked away.

Use of Personal Vehicle for Travel

If you need to travel (for meetings, training, picking up items, etc.) to conduct RVC business, please use the RVC vehicle. RVC will only reimburse mileage for personal vehicle use for full time employees when the vehicle is not available, your trip is for more than one day or out of the Greater Richmond area (i.e. tournaments, etc.), or conditions (such as weather) contraindicate use of the vehicle. You are not expected to use the RVC vehicle for travel between facilities and may be reimbursed for mileage on your personal vehicle for that purpose. Of course, there may be exceptions – check with your supervisor prior to traveling to determine eligibility.

The RVC mileage reimbursement rate for fiscal year 2020 is .38 cents per mile.

Other employees (i.e. coaches) traveling on RVC business will be reimbursed for fuel. In order to be paid, the employee must fill their tank before beginning travel and then re-fill tank upon their return. Save and submit receipts for all times you needed to fill your tank for this travel and submit with the required form (tournament report, expense report, etc.). You will be reimbursed for the fuel used on your trip. It is required that you fill your tank before you leave and submit this receipt as well.

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RICHMOND VOLLEYBALL CLUB EMPLOYEE HANDBOOK

Acknowledgment of Receipt

I hereby acknowledge receipt of my personal copy of the 2019-2020 Richmond Volleyball Club Employee Handbook. I understand that this handbook supersedes any previous handbook or policies of RVC and that it is my personal responsibility to read and become familiar with the contents of the employee handbook and to comply with the policies and rules set forth in the handbook.

I understand that the information contained in the employee handbook represents guidelines only, and RVC reserves the right to unilaterally modify this employee handbook or the benefits described therein or amend, terminate or interpret the policies, procedures, or employee benefit programs at any time or to require and/or increase contributions toward these benefit programs. I understand that I will be communicated about any employee handbook changes and I understand that the only RVC Board of Directors can authorize these changes. I also understand that the employee handbook, including its policies, rules and benefits, is not intended to be, or deemed to constitute, an employment contract, express or implied.

I further acknowledge that my employment is at will and may be terminated at any time with or without advance notice, and with or without reason or cause by RVC or me.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____