

Iowa Swimming, Inc.

EMPLOYEE HANDBOOK



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Section 1: Introduction to Iowa Swimming, Inc.

Mission Statement: Iowa Swimming Supports Swimmers, Clubs, Coaches, Officials, Parents, and Volunteers by providing resources for excellence

Vision Statement: Striving for Excellence in Swimming

The success of Iowa Swimming, Inc. (“ISI”) is attributed to the people who are committed to promoting our mission and vision statement and supporting the development of the athletes involved with ISI.

This handbook outlines the general employment policies that ISI has created for its employees. It should answer many of your questions and guide you in making good decisions while employed by ISI. Please thoroughly review the information in this handbook. If you have questions or are unclear about what is contained in the handbook, please do not hesitate to talk with the ISI Administrative Vice Chair (the “ISI Admin. Vice Chair”).

We look forward to a future that builds on the firm foundation of our past. We are pleased that you will be working with all the members and stakeholders of ISI to create the next chapter of success for our organization.

Purpose of the Handbook

We have created this handbook as a written tool to give employees an overview of the organization and some guidelines for employment with ISI. This handbook does not create an employment contract and should not be considered a contract.

Additionally, statements or promises made by a board member or officer of ISI may not be interpreted as a change in our policy and does not constitute an agreement with any employee.

While we will strive to keep all employees updated of policy changes, it is the employee’s responsibility to seek out information when you are unclear about a policy or unsure how to conduct yourself. Such questions should be directed to the ISI Admin. Vice Chair.

Summary of ISI

ISI supports all aspects of competitive swimming within the area designated to it by United States Swimming (“USA Swimming”). This area is known as the Local Swimming Committee (“LSC”). The LSC’s program extends beyond the pool into other areas associated with swimming in an effort to help athletes and volunteers of USA Swimming meet their full potential.

Organization

ISI is an Iowa non-profit corporation to whom USA Swimming has delegated certain governing and supervisory responsibilities within a certain geographic area. ISI has jurisdiction over the sport of competitive swimming as delegated to it in the USA Swimming Rules and Regulations to conduct swimming programs consistent with the policies and procedures of US Swimming and to sanction, approve, observe, oversee and conduct on behalf of US Swimming competitive swimming events within the LSC's geographic boundaries.

ISI qualifies under US Swimming's group exemption as a tax-exempt organization described in 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and as an organization described in Sections 170(c)(2) and 2522 of the Code that may accept bequests and gifts deductible for income, gift and estate tax purposes, respectfully.

Board of Directors and Officers

ISI is governed by a Board of Directors some of whom are elected by ISI Club Members and some of who are appointed by the General Chair of ISI. The General Chair, Admin. Vice Chair and Treasurer are elected each year. Other ISI officers are elected every-other year. A copy of the corporation Bylaws are available on ISI's Website.

The Board of Directors is responsible for the overall direction of ISI. The responsibilities for supporting operations of the LSC are assigned to individual Board members, officers, and committees, all of which are outlined in ISI's Bylaws. The Officers of the Board are General Chair, the Admin. Vice Chair, Senior Vice Chair, Age Group Vice Chair, Treasurer, Secretary, Technical Planning Chair, Coaches Representative and athlete representatives. Board meetings are held frequently. The dates, times and places of the meetings are published on ISI's website. All members of ISI are welcome to attend any Board meeting, that is not closed pursuant to the Bylaws.

Section 2: Employment with ISI

Employment Goals

ISI is focused on the continuous improvement of the programs and services provided to our LSC and its members. For us to provide the highest quality outcomes, it is essential that we hire outstanding people and provide them with the necessary tools and resources, as well as an employment atmosphere geared toward creating success. In general, our employment goals include:

- ✓ Helping each and every swimmer reach their full potential
- ✓ Satisfying our members by providing tangible value and exemplary support
- ✓ Providing equal opportunities for all employees
- ✓ Providing a fair compensation as well as feedback on ways to improve
- ✓ Creating a safe, efficient and productive working environment that is in compliance with all safety and USA Swimming rules and regulations as well as federal and state laws
- ✓ Encouraging and acting on constructive suggestions that will help us continually improve

- ✓ Creating an environment of open communication so that employees can make decisions and take responsibility for their workplace outcomes

Employee Expectations

As you read through this handbook, you'll get an overview of the culture of our organization as well as the specific policies and procedures of our workplace. In general, we expect that ISI employees will:

- ✓ Approach their jobs with a positive, professional attitude and put forth their best efforts
- ✓ Treat all co-workers, swimmers, coaches, swim-parents, board members, and volunteers with respect and courtesy
- ✓ Act and dress professionally
- ✓ Maintain the confidentiality of all information regarding our business
- ✓ Look for opportunities to improve themselves and the organization, and provide suggestions for changes
- ✓ Follow the policies contained within this handbook and ask questions when a policy is unknown or unclear.

Employee Status

You are an employee with no contractual commitments from or to ISI. As such, you are known as an "at-will" employee. As an at-will employee you are free to resign your employment at any time for any reason with or without notice. Likewise, ISI reserves the right to terminate your employment at anytime with or without prior notice for any reason not prohibited by law. Nothing within this handbook or any other organization document or verbal communication is intended to create a contract of employment.

This policy of "at-will" employment may not be modified or changed by any officer, Board Member or employee of the organization.

ISI defines employment classifications so that employees understand their employment status and benefit eligibility. If you are unsure about your job description, classification or status, please ask the ISI Admin. Vice Chair. The ISI Admin. Vice Chair will discuss any changes in your status with you.

All employees will be designated as either exempt or non-exempt employees for the purposes of federal and Iowa wage and hour laws. Exempt employees are excluded from specific provisions of the applicable wage and hour laws. Exempt employees are not eligible for overtime pay. Non-exempt employees are entitled to overtime pay under specific provisions of federal and Iowa laws. The exempt/non-exempt classification of an employee may be changed only upon written notification by the Board of Directors.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, we strives to make the hiring and application process, as well as the work environment, accessible to everyone.

If you require special accommodations, please notify the ISI Admin. Vice Chair and we will review your request to determine if it is a qualified disability and what, if any, accommodations can be made to the essential duties you perform.

EEO Policy

We are an Equal Opportunity Employer. It is our policy to provide equal opportunity to all employees and applicants without regard to race, color, religion, sex, age, national origin, disability, and any other category protected by federal, Iowa or local law. This non-discriminatory treatment applies not only to employment but also to:

- Job Assignment
- Rates of pay or other compensation
- Selection for training
- Any other employment-related decision

All of our decisions on job-related issues will be made based on job performance, education, training, experience, skill, attitude, and other requirements specific for each situation. Should you have questions or concerns about this policy or concerns about a specific situation, please feel free to discuss your concerns with the ISI Admin. Vice Chair.

Harassment

It is our policy and goal to provide a work place free from harassment for all employees. We expect that each and every employee will assist and support in reaching this goal. We have a zero tolerance policy for harassment of any kind, and harassment misconduct is subject to discipline up to and including termination. Please refer to Appendix A for full policy.

Ethical Expectations

Our reputation for integrity is one of our most valuable assets and is dependent on the ethical actions of each and every employee and volunteer. Our reputation is paramount and drives our interactions with our volunteers, stakeholders, the community, other LSCs and other employees. To maintain our high standards, we depend on every ISI employee to adhere to the highest ethical standards. Our business is conducted in the strict observance of both the letter and spirit of all applicable laws, and all USA Swimming rules and regulations, including the USA Swimming Code of Conduct. The integrity of each employee is of utmost importance to ISI. ISI is bound by all USA Swimming rules and regulations and ISI Policies and Procedures. As an ISI employee, you are expected to abide by USA Swimming's Code of Conduct.

Employees of ISI should conduct their personal affairs in such a fashion that their duties and responsibilities to ISI are not jeopardized or legal questions do not arise with respect to their association or work with ISI. You should not use your position with ISI, or with any of its members for private gain or to advance personal interests.

Compensation and Benefits

Wages

Your starting pay for the position you hold was discussed with you when you were hired. Pay increases are not automatic. When given, they are based on demonstrated performance and are granted at direction of the ISI Admin. Vice Chair. You will receive written notification from the ISI Admin. Vice Chair of any change in your compensation.

You are paid monthly with one paycheck received at the beginning of each month. Various payroll deductions are taken from your check in order to fulfill federal and state tax withholding and social security requirements. You will be asked to complete an appropriate payroll deduction authorization from which will list all deductions to be taken from your paycheck. This form may be amended from time to time as necessary.

If, for some reason, your employment is terminated, you will not receive your final paycheck until your next regularly scheduled payday and you have returned all property belonging to ISI.

Vacation and Holidays

Vacation. You are permitted 10 days of vacation which you may use at your discretion. However, without prior written consent of the Admin. Vice Chair or the Board of Directors, you may not use any vacation days:

- ~ during the week that immediately precedes any ISI Championship Meet or the week of an ISI Championship Meet.
- ~ between September 1st and September 30th

Vacation time cannot be carried into another calendar year. You will not be paid for your unused vacation time at the end of the calendar year or upon termination of employment.

Vacation time is a request and not a guarantee. While every effort will be made to give you the vacation dates you desire, the ISI Admin. Vice Chair has the sole right to approve and disapprove vacation time. Employees who are scheduling vacation time should notify the ISI Admin. Vice Chair in writing as soon as possible in advance of any day they desire to take as vacation time, and no later than two weeks in advance of the requested start of vacation.

You are required to work with all ISI employees to insure the ISI general calendar reflects any date in which all ISI employees are on vacation and no employee is available to answer telephone calls or reply to emails.

Holidays. We observe the following federal holidays and you are not expected to maintain your working schedule on any observed holiday. The observed holidays are:

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

If any observed holiday falls on a Saturday, we will observe the holiday on the Friday immediately before the holiday. If any observed Holiday falls on a Sunday, we will observe the holiday on the immediately following Monday.

In addition to the federally observed holidays, the Board of Directors will set two floating holidays every calendar year and you are not expected to maintain your working schedule on the two additional holidays.

Appearance

You are a representative of ISI; therefore, your appearance should reflect our high standards of professionalism. We rely on our employees to create a favorable image for our members, volunteers, peers, as well as fellow employees.

Work Hours, Overtime, Vacations and Holidays

Work Hours and Overtime

Employees in different positions may have different work hours. While we allow you to set and maintain your own hours and schedule, due to the nature of our business the ISI Admin. Vice Chair or the Board of Directors may adjust your hours and schedule to fit the needs of our membership and ISI sponsored activities. We may also change the hours of operation to accommodate holidays, special promotions, the needs of our membership, or for other reasons. You are not permitted to incur more than your respective number of hours without written permission by the ISI Admin. Vice Chair or the Board of Directors.

The work week will begin on 8:00 am on Monday and close on 7:59 am, the following Monday for the purpose of calculating overtime worked during the week.

While isolated instances of emergencies or delays may occur, regular tardiness is not acceptable and will result in discipline up to and including termination. Conducting personal business on work time should be a rare occurrence.

From time to time, we will have meetings outside of regular work hours and on weekends. In addition, some travel may be necessary. These meetings and travel expectations are as much a part of your job as your regularly scheduled duties, and attendance is required.

As a member organization, it is vitally important that we meet the needs and schedules of our members.

If you are not able to work for three or more days due to an unexpected illness, you are required to notify your fellow employees as soon as possible. Failure to notify fellow employees of your absence will result in discipline up to and including termination. Additionally, if you do not show up to work and do not call in to discuss your absence with the your fellow employees for three consecutive days, we will assume you have resigned your position.

Outside Employment and Conflicts of Interest

Employees of ISI are free to pursue their own activities outside of work hours; however, additional employment that might be in conflict or in competition with the work of our LSC is prohibited. Occasionally, you may be asked to work additional hours or engage in weekend work. Unfortunately, due to the nature of your employment, we cannot allow you to volunteer for a LSC club as an administrative official or referee because of the requirement that we pay you for working over-time hours.

You are expected to devote your best efforts to the interests of the organization. Business dealings that appear to create a conflict between our interests and your interests are not acceptable. We recognize your right to engage in activities outside of your employment which are of a private nature and unrelated to our business. However, you must disclose any possible conflicts so that we may assess and prevent potential conflicts of interest from arising.

Employment Requirements

You are required to:

- Be a non-athlete member of USA Swimming
- Take the annual Officials' Athlete Protection on-line training
- Successfully pass the USA Swimming supported Background Level II check
- Become and maintain certification as an ISI Certified Administrative Official

It is your responsibility to ensure you have met these requirements and that all of your certifications are current and on file with USA Swimming, the ISI Office, or respective committee overseeing the requirement. We will cover all expenses you incur to maintain these requirements.

Ending Your Employment

Resignations

While we hope your work with ISI will be a long and rewarding one, if you decide to leave, a period of notification of at least one month is preferred. Employees who do not provide this notice may not be eligible for re-hire.

Terminations

If the organization decides to terminate your employment, all organization property must be returned before a final paycheck will be issued. Forwarding information for final pay and tax purposes will be gathered.

Employee Conduct

We have a high standard when it comes to serving our members, Board Members and volunteers, as well as the way our employees interact with one.

Communication Policy

When you answer ISI's phone, you represent ISI. Most everyone you talk with is either a volunteer member or a prospective volunteer member. Be courteous, pleasant and helpful to callers. Never act as though a caller has interrupted you. If you are already helping another person, make it clear when you will be able to call back.

Answer the phone with your name. If you are taking messages, record the day and date of the call, the name of the caller, the caller's business and telephone number. Also, if a message is taken or received it the ISI's communication policy that all phone calls be returned within 24 hours of receiving the call. If you are unable to reconnect with the caller, make sure either you or another employee follows up until you are able to reconnect with the caller. The employee who takes the first message is responsible for making sure the caller who left the message is contacted in a timely manner.

Similar policies exist when you have received an email. If you receive an email, it is ISI's communication policy that all emails are replied to within 24 hours of receipt.

Communication Devices

Prohibition on Personal Use at Work. The use of personal communication devices (including but not limited to cellular telephones, pagers, PDAs, tablets and laptops) during work hours creates distractions, disrupts regular work routines, and affects both safety and employee productivity. Accordingly, employees are prohibited from making, returning, or receiving calls, or otherwise using personal communication devices during work hours, except during emergency situations. Additionally, use of personal communication devices with picture or video capabilities to record or transmit pictures of information, documents, members is a breach of confidentiality.

Employees should also ensure that friends and family members are aware of this policy.

ISI Communications Devices. Use of ISI communications devices must be kept to a minimum. You may not use ISI communications devices for local or long-distance telephone calls unless for a business purpose.

Prohibition on Use While Driving. Regardless of the circumstances, including slow or stopped traffic, you are required to stop your vehicle in a safe area before placing or accepting a call, or engaging in any other action using a handheld communications device. If you are charged with traffic violations resulting from the use of an ISI phone while driving, you will be solely responsible for all liabilities that result from such actions.

Violation of Policy. Any abuses of the privilege of carrying a ISI communication device at work, or any use that violates this policy may be subject to disciplinary action, up to and including employment termination.

Computer/Internet/E-Mail

You will be provided a computer and will be given access to the Internet and you will have an ISI e-mail account. The computer and e-mail systems and everything on them belong to ISI, even though access may be available through passwords. Non-employees are not allowed to access these systems.

You are expected to understand that e-mails are not private documents and their existence opens both ISI and themselves to potential adverse legal exposure and personal embarrassment. As an ISI employee, you have no reasonable expectation of privacy when working with ISI's systems. ISI has the right to monitor, record and read all e-mails and all Internet and World Wide Web connections. You cannot assume that your Internet "surfing" or your e-mail messages will be kept private. All communications and files are subject to monitoring and ISI will have access to all files, even the files that have been deleted from the system.

ISI computers may only be used for the purpose of furthering ISI business, and not for personal reasons. This includes personal e-mail (incoming or outbound) and/or "surfing" the internet. Surfing the internet includes but is not limited to: "search" for items, reading articles, "chatting", "messenger" or downloading programs.

Do not send confidential or sensitive information over the internet or by e-mail. Information passing through the internet and e-mail system is not secure and can be intercepted. Assume that anything placed on-line is permanent and accessible. Also use the same amount of care sending a message through ISI's internal and external e-mail as you would if you sent it on ISI letterhead.

You may not add any unauthorized equipment to an ISI computer. This will include speakers, printers, game systems or anything else that may become available in the future to add to a computer system.

It is illegal to download materials that are copyrighted, patented or trademarked. Employees are absolutely forbidden from downloading or viewing any unauthorized software or materials on ISI computer system. This includes but is not limited to sites that are offensive, pornographic, obscene, profane, discriminatory, harassing, insulting or derogatory.

You may not use ISI internet or e-mail systems to violate ISI's policies, including but not limited to ISI's harassment policy.

An employee who violates these provisions may be subject to discipline, up to and including termination. Additionally, if your actions result in damage to ISI's computers, you will be held financially responsible for the cost of fixing or repairing the system.

Social Networking

ISI does not allow access to personal social networking sites including Facebook, LinkedIn, Twitter, and similar sites, from equipment supplied by ISI for business use, except that ISI's TeamUnify, Facebook, Twitter and Instagram pages may be accessed through the company computers. If you choose to utilize such sites on their own equipment during non-working time should be aware, however, that information posted on such sites may be relayed to ISI, and may result in disciplinary action if policies of ISI and USA Swimming are violated. All postings (including "blog posts" or comments) on such sites must be identified as the sole opinion of the author, not ISI.

Acceptable Use

The use of ISI computers, systems, networks, services and similar property should be limited to serving the best interests of our LSC, employees, vendors, volunteers and athletes. The inappropriate use of these systems and services exposes the organization and its members to many risks. In no way, shape, or form should ISI's assets be used for any purpose other than normal business activities. All employees must use sound judgment when using or accessing any ISI asset (i.e. data, information, computer, cellular phone, and network). All employees and agents should abide by all regulatory and contractual guidelines and all local, state, and federal laws. All employees and agents must not violate the rights and privacy of ISI employees, volunteers, athletes and members. Any questions regarding the acceptable use should be directed to the ISI Admin. Vice Chair.

Employee Privacy

As an employee of ISI, you have no reasonable expectation of privacy on any of ISI's communications systems. These will include telephones, faxes, Internet and e-mail. You are advised that your communications may be monitored without warning. This policy is in place to protect ISI and the legitimate interests of ISI, its employees and members.

Solicitation and Distribution

In order to protect all employees from unwanted solicitations, as well as to prevent interruptions in daily routines in the workplace, the solicitation of one staff member by another is prohibited during the regularly scheduled work time. Selling commercial goods and the distribution of written materials such as promotional materials and handbills, as well as other types of literature, in regular work areas are also prohibited. Exceptions to solicitation and selling are made for ISI-sponsored activities. All employees are responsible for enforcing the prohibitions against solicitation, selling, and distribution.

Performance Feedback & Evaluation

Evaluation

We believe that regular performance feedback is essential to help each employee perform at the highest level possible. To achieve this, you will receive both informal and formal feedback on your performance. The ISI Admin. Vice Chair can provide you with specific details on when you will receive this type of feedback and the areas on which you will be evaluated. The evaluation in form of a formal feedback will be conducted biennially by the each Board Member and selected members and volunteers of ISI selected by the ISI Admin. Vice Chair.

Performance Issues

While we generally attempt to solve performance problems in an informal way, the following is a list of some of the activities that may lead to immediate discharge:

- Violation of any of the USA Swimming Codes of Conduct
- Criminal activities engaged in by any employee
- Theft or removal of any company property without expressed permission;
- Refusal to perform assigned duties
- Discovery of false information on an employee's application of employment or any pre-employment tests or documentation
- Use, or possession, of illegal substances or alcohol on the job
- Falsification of records, including but not limited to time cards or any other similar report or documentation
- Unauthorized solicitations or other activities that interfere with productivity
- Sexual harassment, bullying or other forms of harassment of other employees, swimmers, volunteers, vendors, customers, contract workers, or other third parties during the performance duties
- Breach of organization confidentiality
- Striking or other physical abuse or threat of physical abuse of any person during the performance duties
- Forgery of a signature on any document used in any way in connection with ISI's business

This is by no means an exhaustive list of behavior that may lead to immediate termination, but a general listing that may be expanded or changed at anytime with or without notice.

Progressive Discipline

ISI expects employees to follow rules of conduct that will protect the interests and safety of all members, employees, and the organization. Listing all forms of behavior that are unacceptable is not possible, and we rely on our employees' good judgment, along with feedback from members and Board members to establish and enforce appropriate workplace behavior.

In most cases, a series of steps will be followed when discipline is necessary. These steps will not be followed in all cases, and ISI reserves the right to follow alternate courses of discipline. The following steps may be used at the discretion of the ISI Admin. Vice Chair or Board of Directors:

- Verbal Warning
- Written Warning
- Termination

Severe breaches of workplace rules and standards of conduct may result in immediate termination.

Drug & Alcohol Free Workplace

The use, sale, or transfer of narcotics, drugs, controlled substances, or alcohol, while on the job is prohibited.

ISI is committed to providing its employees and members with a safe workplace. ISI members and employees should not be subject to any safety threats from fellow workers. Employees are expected to be in suitable mental and physical condition while at work, allowing them to perform their job effectively and safely.

Both on-the-job and off-the-job involvement with alcohol and drugs can have an adverse impact on the workplace and on the organization's ability to achieve its objectives of safety and security. As a result, employees are expected to report to the workplace with no alcohol, illegal drugs, or illegal drug metabolites in their possession or within their body. ISI cannot accept the risk in the workplace which alcohol or illegal drug use creates.

This drug-free policy extends to all ISI sponsored events.

Drug Testing

All potential employees may need to pass a drug test before starting a job with our organization. Drug tests may also be required for employees involved in a workplace or event accident or when there is reasonable suspicion that they are under the influence of drugs or alcohol while performing their job duties. ISI reserves the right to terminate any employee who fails a drug or alcohol test in accordance with the aforementioned policy.

Company Travel & Expenses

Some travel in order to accomplish organization objectives is necessary and all such travel must be authorized in advance. ISI will reimburse employees for expenses related to this travel. To be reimbursed, employees must submit expense information to the ISI Treasurer within 30 days after the expense is incurred.

Occasionally, you may need to incur an expense on behalf of ISI. However, absent an unforeseeable need, all expenses need to be pre-approved by the ISI Admin. Vice Chair or Board of Directors. To be reimbursed, employees must submit expense reimbursement request to the ISI Treasurer within 30 days after the expense is incurred.

Normal processing time for expense reports is 10 business days. Requests that are incomplete or that lack backup documentation will be returned and may have a longer processing time. A completed request include a description of the expense, the necessity of the expense, the purpose for the expense and written approval of the ISI Admin. Vice Chair. Proper documentation includes a written statement of approval by the ISI Admin. Vice Chair and receipts documenting the amount of the expense.

Stealing/theft and ISI Property

ISI has invested a substantial amount of money in its property and equipment. Therefore, we expect each employee be a good steward of these items. Theft, negligent use of or abuse of ISI property will not be tolerated. Employees are not permitted to remove any equipment or supplies for their personal use.

Employees are not authorized to “borrow” money from ISI for any reason. “Borrowing” is considered theft. When circumstances warrant, a report will be made to the police. There is a possibility of prosecution for any theft incident. There are procedures in place for moving money correctly. If you are unsure of these procedures, contact the Office Manager.

Workplace Violence

We need the assistance of each and every employee to keep our workplace a safe one. If you receive or overhear any threatening communications from an employee or outside third party, report it immediately to the ISI Admin. Vice Chair or any member of the Board of Directors. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening

immediate harm to an employee, member or volunteer contact an emergency agency (such as 911) immediately.

Additionally, your responsibility for keeping our workplace safe includes:

- Following our organization's ban on firearms and weapons during ISI sanctioned events and reporting any violations to the ISI Admin. Vice Chair or the Board of Directors immediately.
- Following our organization's substance abuse policy and reporting any violations to the ISI Admin. Vice Chair or the Board of Directors immediately.
- Reporting and getting assistance any time you encounter a violent or potentially violent individual or situation.
- Documenting any altercations or unusual events so that the Board of Directors can determine the appropriate steps to follow-up on the situation.

All reports of work-related threats will be kept confidential (to every extent possible), investigated and documented. Employees are expected to report and participate in an investigation of any suspected and actual cases of workplace violence.

Violations of this policy, including your failure to immediately report or fully cooperate in an investigation, may result in disciplinary action, up to and including immediate discharge.

Firearms and Weapons

Employees are prohibited at all times from bringing firearms or weapons on to any ISI or USA Swimming event. This policy extends to private vehicles on any property hosting a USA Swimming or ISI event. As necessary to enforce this policy, the organization reserves the right to search persons and possessions on any property hosting a USA Swimming or ISI event.

Employee Grievance Procedure

An employee may file a grievance in response to disciplinary action or other actions related to employment which the employee feels warrant formal response.

To file a grievance, employees should use the following procedures:

1. The employee is encouraged to work out issues of concern with the ISI Admin. Vice Chair on an informal basis.
2. The employee should file a written grievance as soon as possible after the action giving rise to the grievance and normally within 15 working days.
3. The grievance should be directed to the ISI General Chair, unless the grievance involves the ISI General Chair, in which case the grievance should be directed to the ISI Admin. Vice Chair. In instances where an employee has a grievance against the ISI Admin. Vice Chair, the complaint should be submitted in writing to the Board Secretary.
4. The General Chair has 15 working days to respond to the grievance in writing.

5. Should an employee be unsatisfied with a response from the General Chair, the employee may direct a written grievance to the Board Secretary within ten working days of receiving the response from the General Chair. The Secretary will convene a meeting of the Board of Directors to review and act upon the complaint, in writing, normally within 20 days. The employee may be requested to appear before the Board to allow them to hear the grievance from the employee firsthand and to ask questions.
6. Time periods provided in this policy for presenting or responding to grievances may be extended when necessary and appropriate.

Section 3: Appendix Items

Appendix A: ISI Harassment Policy

ISI promotes a productive and safe work environment and does not tolerate any verbal or physical conduct by an employee or volunteer which harasses, disrupts, or interferes with an employee's work performance or which creates an intimidating, offensive or hostile environment, especially if such conduct concerns age, race, creed, color, sex, national origin, religion, sexual orientation, or disability. It is the responsibility of all employees and volunteers to maintain an environment free of harassment. This policy applies to all employees, volunteers and Board members as well as non-employees such as vendors, contractors, parents, coaches, team members and visitors.

Harassment

Includes, but is not limited to:

Verbal or physical conduct that denigrates or shows hostility or aversion towards an individual and that

- has the purpose of affecting or creating an intimidating, hostile, or offensive working environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance;
- otherwise adversely affects an individual's employment opportunities

Examples of harassment might include, but are not limited to, threats, insults, racial or religious slurs, unwelcome comments, jokes, pranks, gestures or physical contact, and display or circulation of derogatory or inappropriate written or other physical materials, cartoons or pictures.

Sexual Harassment

Sexual harassment is specifically defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that person; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Sexual harassment can take many forms, including but not limited to these examples:

- | | |
|------------------|--|
| Verbal | sexual innuendo and other suggestive comments, humor and jokes about sex or gender-specific traits, offensive written notes, sexual advances or propositions, insults, or threats; |
| Nonverbal | leering, whistling, suggestive or insulting looks, sounds, gestures, pictures, cartoons, or calendars; or |
| Physical | intentional touching of the body (e.g., brushing, patting, pinching), kissing, inappropriate display of body parts, or coerced acts of a sexual nature. |

Any employee who has experienced and/or observed the foregoing should:

- An employee or volunteer who believes that he or she has been subject to harassment by anyone is encouraged – but not required – to promptly tell the person that the behavior is unwelcome or offensive, explaining how it made you feel and/or how it has affected your work
- If the problem continues despite these efforts, or on the first occasion if the employee so desires, the employee shall report or make a complaint to the ISI Admin. Vice Chair or any member of the ISI Board of Directors.

It should be emphasized that you are not required to report harassment to anyone that has engaged in harassment against you, or who is a close associate of the person who has engaged in the harassment in question. If such situations would otherwise prevent you from reporting harassment, such reports may be directed to any member of the ISI Board of Directors.

An investigation will be promptly undertaken and appropriate disciplinary actions and corrective measures will be instituted if the allegations warrant such action. Persons who commit acts of intimidation or other harassing behavior of any type, will be warned to discontinue such conduct, and will be disciplined according to the severity of the case. Discipline may include actions up to and including termination of employment.

Employees are assured that this policy has been established for their benefit and to allow them the freedom of expressing their feelings and/or complaints. The privacy of individuals who make complaints will be respected to the greatest extent possible. No employee needs to fear that he or she will be penalized for registering a harassment complaint or for participating in the investigation of a complaint.

This policy also prohibits retaliation against employees who bring harassment charges. Retaliation in violation of this policy may result in discipline up to and including termination.

Appendix B: ISI Drug & Alcohol Policy

Policy Statement

ISI recognizes the problems of substance abuse in the workplace. By enacting a substance abuse policy and program, we hope to combat the problems associated with substance abuse by creating a drug and alcohol free workplace.

Our substance abuse policy seeks to balance our respect for individual privacy with our need to keep a safe, productive, drug and alcohol free environment. Our intention is to prevent substance abuse and promote its treatment. We encourage those who use drugs or who abuse alcohol to seek help in overcoming their problem.

With these basic objectives in mind, the Organization has established the following program and policies for a drug and alcohol free workplace.

While ISI believes wholeheartedly in the plans, policies, and procedures described, it is committed to reviewing them continually, and reserves the right to change, to terminate or to deviate from them at any time. Nothing in this Policy is intended, nor should it be construed, as requiring “cause” for termination or otherwise altering the at-will nature of the employment relationship.

Definitions

- “Abuse” of alcohol or a legal drug – any use of alcohol or a legal drug which impairs an individual’s faculties (other than use of a legal drug for appropriate purposes in accordance with applicable medical directions).
- “Alcohol” – Ethanol, isopropanol, or methanol.
- “Drug” – any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the federal controlled substances act, 21 U.S.C. 801 et seq.
- “Legal drug” – a drug for which there is a valid prescription, or an over the counter drug.
- “Prospective employee” – a person who has made an application, whether written or oral, to ISI to become an employee.
- “Sample” – a sample from the human body capable of revealing metabolites, such as urine, saliva, skin, breath or hair. “Sample” does not include blood, except in situations where a blood test was made on an employee involved in a workplace accident if the test was administered by or at the direction of a person providing treatment to the employee and the test was not made at the request of or by the suggestion of the employer.

- “Medical Review Officer” – means a licensed physician or physician assistant authorized to practice in any state of the United States who is responsible for receiving laboratory results generated by the Organization ’ drug or alcohol testing program or drug testing and who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with the individual’s medical history and any other relevant biomedical information.”

Work Rules

An employee may bring to work and take a prescription drug during work hours only if the drug has been prescribed for the employee by a physician or other authorized prescriber (such as a dentist) and only if the drug is taken in accordance with the prescription directions. All prescription drugs must be kept in the container in which they were received from the pharmacy or other dispenser.

An employee may bring to work and take an over-the-counter drug during work hours only if the drug is used for its intended purposes and in accordance with package directions and any supplemental directions of the employee’s physician.

An employee must notify the ISI Admin. Vice Chair whenever he or she is using a prescription or over-the-counter drug which potentially may affect safety or work performance. In making this determination, the employee should rely on the warnings or cautions that are received with the particular lawful drug. ISI does not seek information on all drugs that an individual may be taking, but only those where there is an indication that the drug may affect performance, or there is a caution that one should not engage in certain activities which are part of the employee’s job duties, while taking the drug. ISI reserves the right to take appropriate action (including relieving employees from work) if the use of the drug is impairing or is deemed likely to impair the employee’s faculties or work performance.

Abuse of legal drugs will not be tolerated and will be dealt with in the same manner as the use of a controlled substance.

Alcohol or Drug Possession, Transfer or Use, Other Than Detected by a Drug Test

Except as otherwise provided in the work rules above, an employee bringing or attempting to bring onto the work place, property, or work site, having possession of, using, consuming, selling, transferring, or attempting to sell or transfer, any alcoholic beverage or prescription drug or any form of controlled substance, while on ISI business or at any time during the hours between the beginning and ending of the employee’s work day, whether or not on duty, and whether or not on an ISI business or property, is guilty of misconduct and is subject to discipline including discharge or suspension without pay, even for the first offense.

It is our intent that an employee whose faculties appear to be impaired during work hours will not be allowed to work, regardless of the cause.

An employee whose faculties are impaired during work hours due to the effects of use of alcohol or illegal use of a controlled substance (including the abuse of a legal drug) is subject to discipline. However, if a drug or alcohol test is done, discipline will be imposed only in accordance with the rules below.

Prospective Employee Testing

Prospective employees may be required to undergo a drug and alcohol test. A prospective employee's positive drug or alcohol test result, or refusal of the prospective employee to provide a testing sample, will result in the refusal to hire the prospective employee.

Employee Discipline in Connection With a Drug or Alcohol Test

Employees may be required to undergo a drug and alcohol test under certain circumstances. The following is a list of uniform requirements for what action ISI will take against the employee upon receipt of a confirmed positive drug or alcohol test result, or upon the refusal to submit to such test. Any action taken against the employee is based on the results of the drug or alcohol test.

- Refusal to submit to a drug or alcohol test when requested to do so will be considered to be a positive result and the individual will be subject to discipline outlined below.
- An employee testing positive for alcohol or drugs shall be terminated.

Pre-Employment Substance Abuse Screening Program

Drug Testing. ISI will conduct pre-employment drug tests designed to prevent hiring individuals who use controlled substances or who abuse legal drugs.

The prospective employee may provide to ISI any information which may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. The following is a list of drugs for which testing will be conducted:

- marijuana
- cocaine
- opiates (including morphine and codeine)
- phencyclidine
- amphetamines, including methamphetamines

Employee Substance Abuse Screening Program

An active employee may be requested or required to submit to a drug or alcohol test under any of the following circumstances:

Reasonable Suspicion. A specific active employee may be required to submit to a drug or alcohol test if ISI has evidence that an employee is using or has used alcohol or drugs in violation of this written policy. This evidence must be drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Examples that might support such are:

- observations made at work, such as direct observation of drug or alcohol use, or the physical symptoms of being impaired due to drug or alcohol use.
- abnormal conduct or erratic behavior while at work, or a significant deterioration in work performance.
- a report, by a reliable and credible source, of drug or alcohol use.
- evidence that an individual has tampered with any drug or alcohol test during the individual's employment with ISI.
- evidence that an employee has caused an accident resulting in personal injury other than minor injuries requiring only first aid treatment and which does not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, or property damage of \$1,000 or more.
- evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working, or while on the employer's premises.

Workplace Accident Testing: In conjunction with the investigation of any accidents in the workplace, where the accident results in an injury to a person other than a minor injury requiring only first aid treatment and which did not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, or when the accident results in an injury to a non-employee for which injury, if suffered by an employee, a record or report could be required under Chapter 88 (IOSHA) of the Iowa Code, or which results in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed more than \$1,000, ISI may require employees to submit to drug or alcohol testing.

Federal Laws/Regulations. ISI will conduct drug and alcohol testing as required by a federal law or regulation or by law enforcement.

Alcohol Testing. ISI is determined to conduct alcohol testing in an attempt to prevent employees from abusing alcohol. An alcohol concentration level of 0.04 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath, or its equivalent, is considered a positive alcohol test result and violates this policy. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing Device (EBT) operated by a trained Breath Alcohol Technician (BAT). At the time the sample is collected, the employee may provide any information which may be relevant to the alcohol test. Such information may include identification of prescription or nonprescription medication currently or recently used or any other relevant medical information.

Drug Testing. ISI has determined to conduct controlled substance, or “drug” testing in an attempt to discourage and prevent employees from illegally using drugs, be it the use of an illegal drug or the abuse of a legal drug. At the time the sample is collected, an employee may provide any information which may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To the extent feasible, all precautions will be taken to ensure that the testing only measure, and the records concerning the testing only make use of information regarding drugs in the body. The following is a list of drugs for which testing will occur:

- Marijuana
- Cocaine
- Opiates (including morphine and codeine)
- Phencyclidine
- Amphetamines

Medical Review Officer (Drug Tests Only). A medical review officer (MRO) will be employed prior to the results being reported to ISI, who shall review and interpret any confirmed positive drug test results and insure that the chain of custody is complete. If a confirmed positive drug test is reported to ISI by the MRO, ISI shall notify the employee in writing by certified mail, return receipt, of the results of the test, the employee’s right to request and obtain a confirmatory test of the second sample collected at an approved laboratory of the employee’s choice, and the fee payable by ISI.

Employee Requested Testing. Any employee who questions the results of a required drug test may request an additional test be conducted. This test must be conducted on the split sample that was provided by the employee at the same time as the original sample. The employee pays all costs for such testing, unless the results of the split sample test invalidates the result of the original test. The employee’s request for split sample test must be made to the ISI Admin. Vice Chair within seven days of notice, or of when notice reasonably would have been given of the original sample verified test results. Requests made after seven days will be accepted if the delay was due to documented facts that were beyond the control of the employee.

Test Scheduling. Drug testing shall occur during an employee’s regular work period. The time required for testing, including travel time, is considered work time for purposes of compensation.

Test Costs. The actual costs for testing, other than for a second confirmatory test, as provided by law, are paid by the Organization. If the drug and/or alcohol sample collection is conducted at a place other than the employee’s normal work site, the Organization will provide transportation, or pay reasonable transportation costs to the employee.

Section 4: Forms

This section provides copies of agreements that employees received and signed at the time you received this handbook or at your initial employment date. While we strive to keep this handbook updated, additional agreements and changes may have occurred. This information is subject to change.

ISI Employee Handbook Acknowledgment Form

I acknowledge that I have received, read and understand the policies outlined in ISI Employee Handbook. I agree to conform to the rules and regulations of ISI as described in the handbook which is intended as a guide to the organization's policies and procedures. I understand that the organization has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract between ISI and me, and that either I or ISI may terminate our employment relationship at any time, with or without cause. I understand that no representative of ISI other than the Board of Directors or General Chair of ISI has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Employee Signature

Date

Employee Name (please print)

Iowa Swimming, Inc. Expense Statement

Member information

Name	_____	Position	_____
Activity	_____		
Place	_____		

Travel period

From	
To	

[illegible]

Approved by	Notes

Total Miles _____

For Office Use Only