



# Employee Handbook

Issue Date: December 2018

Version: 1

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## **INTRODUCTION**

The contents of this Handbook are for the mutual benefit of Young Harris Water Sports and its Employees. Young Harris Water Sports reserves the right to make changes in content or application of its policies as it deems appropriate, and although every effort will be made to provide advance notice of such, these changes may be implemented without having been first communicated, reposted, or substituted. Young Harris Water Sports reserves the right to interpret, modify, change or delete any of the terms or provisions contained herein. This Handbook supersedes all prior editions or handbooks.

This Handbook is intended as a guide for the efficient and professional performance of your job. Nothing contained in this handbook shall be construed to be a contract between Young Harris Water Sports and its Employees. Additionally, this handbook is not to be construed by any Employee as containing binding terms and conditions of employment.

Your employment with Young Harris Water Sports is voluntary and is subject to termination by you or Young Harris Water Sports at will, with or without cause, and with or without notice, at any time.

Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Young Harris Water Sports Employees. This policy of employment-at-will may not be modified by any officer or Employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the CEO.

This Employee Handbook and the policies describes here are not intended to be a contract of employment or a legal document. No contrary agreement may be implied from the contents of this Handbook or from any other source, including other Young Harris Water Sports publications or statements of salary. If you have any questions about the terms of your employment, please discuss them with your Supervisor or Human Resources.

## **CONCERNS AND COMMENTS**

It is essential that problems be dealt with quickly and effectively in a non-adversarial manner to maintain positive relations with both Employees and customers, and continue the delivery of excellent customer care. It is the goal of Young Harris Water Sports to resolve problems as quickly and as effectively as possible through open and effective communication.

When you joined Young Harris Water Sports, you became a team member with team responsibilities. For our team to be effective, each person must be committed to doing the best job possible in a cooperative manner. Your Supervisor is your teammate and is available to help you resolve any problems that relate to your job.

If your Supervisor's answer to your problem is not satisfactory, you may discuss your problem with another member of our leadership team, or Human Resources. If you are still unable to find a satisfactory response, you also have the option to report your concerns to the CEO at (706) 897-2740.

## **COMPENSATION**

Young Harris Water Sports recognizes that in order to attract and retain highly qualified and competent Employees, competitive pay that is commensurate with experience, training, the degree of responsibility, and the amount of work involved in each job is necessary.

We base our compensation program on both industry specific and geographical research and review it regularly. You were hired at a starting wage, and may be eligible for increases based on performance, or as significant additional responsibilities are added to your job.

### **Employee Classifications**

In order to maintain adequate staffing and coverage in the organization, you will be classified into one of the following groups. These classifications provide both varying levels of income and flexibility of work schedules.

Employees are classified according to average hours worked each week and length of employment as detailed below:

- Full-time (FT): Employees work an average of thirty-two (32) to forty (40) hours per week
- Part-time (PT): Employees work an average of twenty (20) to thirty-one (31) hours per week
- As Needed (PRN): Employees work on a “per visit” or “as needed” basis. These Employees may work a regular schedule, typically less than 20 hours per week, or may be called in only as needed.
- Temporary (TEMP): Employees are hired to provide coverage as needed, or for special projects. Temporary Employees may work as many hours as needed for a maximum length of employment of one (1) year.

Your status will be reviewed periodically to ensure that staffing levels are appropriate for the location and organization, and that you are in the correct employment category.

## **Breaks & Meal Periods**

We recognize that Employees may need occasional breaks from work for personal reasons and to remain productive. When approved, breaks will be no more than 10 minutes in length and will be paid as time worked. Under no circumstances are breaks to be added to the beginning or end of the regular work schedule, or to the meal period, nor may they be taken together as an extended 20-minute break.

A lunch break of at least 30 minutes will be provided to all employees as work conditions and customer flow permit. The duration and scheduled time for this lunch break must be approved in advance by the Supervisor. Depending on your position within the company will determine whether your lunch breaks will automatically be deducted, or if you will manually clock in and out for lunch. Your Supervisor should instruct you as to which pertains to your position.

## **Business Travel and Expenses**

Normal business expenses incurred while performing your job will be reimbursed as approved in advance by your Supervisor. All original receipts should include details for the expense.

Expense reports are to be completed and submitted to your Supervisor for approval, then forwarded on to the CEO for payment. Expense reports must be complete, including all details and proper approvals, before submitting to the Main Office for payment. Questions regarding Business Travel and Expense reimbursement should be directed to your Supervisor, or to CEO.

### *Lodging*

Lodging costs vary considerably depending on location, service, and amenities offered. Therefore, Young Harris Water Sports encourages you to contact the Main Office to assist you with lodging reservations at pre-approved locations. Note that room service, movies, and other personal expenses while in the hotel are not reimbursable.

### *Meals*

Meal costs incurred while traveling overnight for business reasons must be supported by detailed receipts. The cost of your meals, up to a pre-approved amount for individual and business purposes will be reimbursed with supervisory approval.

### *Transportation*

Business travel by automobile is strongly recommended for drives of six (6) hours or less; however, mode of travel should be made in consultation with your Supervisor.

Mileage reimbursement will be paid according to the prevailing Young Harris Water

Sports rate. All air travel arrangements should be made through the Main Office. You are encouraged to plan ahead to take advantage of time-limited purchase discounts frequently offered by the airlines.

Non-exempt Employees will be paid for required travel time per federal Fair Labor Standards Act (FLSA) guidelines. Travel made after normal work hours to reach a destination with an overnight stay is not compensated. Passengers in a vehicle will not be compensated for travel time.

## **Company Vehicles**

Company vehicles may be issued to specific Employees as approved by management. Employees who are issued vehicles are responsible for properly maintaining the vehicle and notifying your supervisor of any maintenance concerns, malfunctions, or accidents. Those Employees operating company-owned vehicles must hold a valid driver's license. Under no circumstances may any company vehicle be driven by anyone other than the Employee authorized to operate the vehicle.

## **Overtime Pay**

Young Harris Water Sports shall compensate all hourly, non-exempt Employees at a rate of 1 ½ times their regular hourly wage for all hours worked in excess of forty (40) hours each week. The work week begins on Tuesday morning (12:01 a.m.) and ends on. All overtime must be approved beforehand. If not the pay rate will be the standard rate.

Monday at midnight (12:00 a.m.). Employees may be asked to work overtime to complete necessary work tasks, but may not work overtime without advance approval from the Supervisor. The Employee's Supervisor will notify the employee as early as possible regarding scheduling needs. Employees must have prior approval from the Supervisor prior to working overtime for any reason.

## **Payroll Process**

### ***Deductions from Pay***

Each pay period, mandatory deductions will be made from your gross salary as required by law, in addition to any voluntary deductions. Mandatory deductions include federal, state and local taxes (as applicable), social security taxes, and state or court-ordered garnishments or tax levies.

### ***Direct Deposit***

Direct Deposit of paychecks is required. Your paycheck will be directly and safely deposited into the financial institution(s) of your choice. If you change financial institutions, you must notify Human Resources immediately. Failure to notify us of a closed or new account may result in a rejection of your direct deposit and a delay in receiving your pay. You may change your direct deposit information at any time by contacting Human Resources.

## ***Pay Day***

Pay periods are biweekly. Payroll will be processed on the Tuesday following the close of the pay period. Our pay period runs from Tuesday at 12:01am-Monday @12:00pm (14 days in the pay period). The first paycheck will be paid the pay period following your employment commencement. Your paycheck funds should be available 2-3 business days from the date processed, depending on your bank (should be Thursdays). Your pay stubs, including year-to-date information, are available to you to view or print on the electronic payroll system (<https://my.adp.com>). The amount withheld for Federal and State of Georgia income taxes depends on an employee's gross earnings, pre-tax deductions and the number of exemptions claimed. Note: Due to our 14 day pay period, and determining when your first day of employment is, you may not get a *full* paycheck until the second pay period after your start date (28 days). Example: If you start on the last day of our pay period, you will receive one day of pay for that period, which would be two weeks after start date. HR will supply you with a payroll schedule upon hire.

## ***Payroll Corrections***

If you believe there is an error in your paycheck, please carefully review your pay stub and check your time card to ensure the appropriate time was entered. If it was not entered correctly, notify your Supervisor who will submit a request for payment to correct the error on your next paycheck. If the error is in the pay rate, we will also need confirmation from your Supervisor, so please check with him or her first before contacting Human Resources. If you do not receive pay when it is due, please contact us so we can quickly review and correct the problem.

## **Status Classifications**

The Fair Labor Standards Act (FLSA) provides federal guidelines and outlines the requirements for whether positions in our organization are classified as non-exempt or exempt.

- **Non-Exempt Positions:** Employees holding non-exempt positions are paid on an hourly basis for all hours worked, and are entitled to overtime pay of one and one-half (1 ½) times the base rate for all hours worked over forty (40) in a work week (Sunday through Saturday). Overtime pay is granted only on hours worked and must be approved by your Supervisor in advance. These positions are not exempt from overtime pay. By law, compensatory time off in lieu of overtime pay is strictly prohibited, that is, overtime earned in one week must be paid as overtime and cannot be off-set by offering the employee time off in the following or future weeks. In addition, all overtime pay must be approved in advance by your Supervisor. Failure to seek approval before working overtime may result in disciplinary action, up to and including termination.

- **Exempt Positions:** Employees in exempt positions are paid a consistent semi-monthly salary, and by definition, are exempt from overtime pay. Full-time exempt Employees are paid to perform a job, and are expected to work at least the minimum assigned hours per week, and more if required to complete the job responsibilities. The FLSA classifies a position as exempt based on strict guidelines and criteria. Part-time exempt Employees will receive a pro-rated consistent semi-monthly salary, but may be compensated for additional time worked over and above the regular weekly schedule, as approved by the Supervisor. Locational exempt Employees may qualify for additional pay for additional functions as approved by the Supervisor and Human Resources. Exempt positions that are non-management are expected to work 40 hours per week. If working less than 40 hours per week wages will be pro-rated.

### **Time Keeping**

You are responsible for recording all time worked, along with your Supervisor. If you notice errors or omissions on your time sheet, you must notify your Supervisor immediately. Supervisors are responsible for reviewing, editing as necessary, and approving all time sheets prior to the pay period ending date, typically the day following the last day of the pay period. Errors or omissions reported after time cards have been locked for payroll processing will be corrected on the following pay date.

All employees exempt and non-exempt are required to keep track of their time on the Humanity employee website. All time off must be requested and approved through Humanity employee portal.

### **Wage Increases**

Wage increases may be issued to an Employee based on performance, market changes, or the assignment of additional job responsibilities. Annual performance-based wage increases, if awarded, will take effect on the pay period following the period in which the employee's anniversary date falls. All other wage increases will take effect at the start of the pay period on or immediately following the effective date of the change.

## **PERFORMANCE BASED CRITERIA**

- **Punctuality**  
Arriving to work on time; Returning from lunch or breaks in a timely manner; Delivering and retrieving watercraft to and from their intended destination in a timely manner.
- **Professional Appearance**  
Wearing Company issued uniforms and maintaining necessary personal hygiene.
- **Communication**  
Consistently making yourself available via phone call, email, text message, etc.; contacting customers prior to their rentals and continuing to maintain communication throughout their rental period if a situation arises; expressing ideas or concerns

with other employees and management.

- **Cleanliness of Work Area (i.e. desk, delivery truck, rental shack, etc.)**  
Maintaining a neat and well-organized work station is essential. Depending on your position, your “workstation” will vary, but still needs to always be kept clean and in an organized manner.
- **Professionalism**  
Using the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well.
- **Accountability** Taking responsibility for your actions and reporting errors when faults have been made.
- **Reliability** Establishing yourself as someone who can be trusted to come to work on time and do your job to the best of your ability.

**Perform Essential Job Functions** –See Employee Job Description

## **Vacation, Sick Pay, and Unpaid Time Off**

### *Vacation Pay*

Full-time, salaried employees become eligible for and begin to accrue annual vacation leave after 6 months of employment with the Company. Also, hourly full-time employees are eligible for vacation after two years of employment. Vacations cannot accumulate and do not roll over to the next calendar year. Increases in years follows:

### **Salaried Employees:**

<u>Length of Employment</u>	<u>Vacation Accrued</u>
6 months-2 years	1 week (40 Hours)
Year 2-5	2 weeks (80 Hours)
Year 5+	3 weeks (120 Hours)

### **Hourly Full-time Employees:**

<u>Length of Employment</u>	<u>Vacation Accrued</u>
Year 0-2	0 days
Year 2-5	1 week (40 Hours)
Year 5-10	1 ½ weeks (60 Hours)
Year 10 +	2 weeks (80 Hours)

### *Sick/Personal Day Pay*

Full-time employees (salaried & hourly), are eligible for two paid sick/personal days per calendar year after two years with company. Sick/Personal days do not accumulate, and if unused within the year, they cannot carry over to the next year.

### *Paid Time Off*

From time-to-time eligible, full-time employees may have unforeseen absences, such as illness, emergencies, medical or personal issues; in this case, vacation or sick/personal days may be used to make up for missed time.

### *Unpaid Time Off*

Once a full-time, salaried or hourly employee has exhausted their allotted vacation and sick/personal days, time off will be unpaid.

## **Work Schedules**

Typical Main Office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. (everyday with same hours during the summer), but individual or department work schedules may be extended or modified as approved by management.

Location hours vary based on customer flow and community needs, and will be determined by the leadership team responsible for location operations.

You are expected to work a standard, consistent schedule, unless otherwise approved in writing by your Supervisor. Any variation in the work schedule must be approved by the immediate Supervisor. Supervisors will make every effort to provide adequate notice of staffing or schedule changes so you will have time to make any necessary arrangements.

## **Workers' Compensation**

**Young Harris Water Sports provides a comprehensive workers' compensation insurance program. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, this workers' compensation plan provides benefits after a waiting period or, if you are hospitalized, immediately. Our workers' compensation insurance**

**carrier will make all determinations of work-relatedness and will authorize or deny all treatment according to state workers' compensation law.**

**\*\*If you sustain a work-related injury or illness, you must inform your Supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Your failure to report an injury or accident in a timely manner could result in the denial of benefits that may otherwise be due.\*\***

**If your injury requires medical attention, you or your Supervisor must contact HR before seeking treatment so you can be referred to an approved workers' compensation provider.**

**Of course, in the case of any emergency, please seek treatment at the nearest hospital emergency room. In either case, please contact HR for guidance.**

**Neither Young Harris Water Sports nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Young Harris Water Sports.**

### **Jury & Witness Duty**

We recognize that serving on a jury or as a subpoenaed witness is part of our civic duty and support Employees who may be called to serve. Employees are required to notify the Supervisor immediately upon receiving a call for jury or witness duty. The Employee must present a notice to appear for duty, and is expected to report to work if court is adjourned during normal working hours.

### **LEAVES OF ABSENCE**

Most leaves of absence are discretionary and unless required by state or federal law, will be approved only for reasons such as medical necessity, educational pursuits, or extreme personal hardships.

*For all leaves of absence:*

- You must inform your immediate Supervisor at least thirty (30) days in advance of the anticipated start date of the leave, except in emergency situations. The request must specify your anticipated leave and return dates, and the reason for

leave. Depending on the reason for leave, you may be asked to submit additional documentation, such as a physician's certification, to support your request.

- Failure to appropriately request leave, provide requested information regarding the leave, or return to work on the specified date, without notifying and receiving approval from your Supervisor, will be considered voluntary resignation. Unless required by law, Young Harris Water Sports will not guarantee reinstatement to the same job upon the conclusion of your approved leave of absence, but every effort will be made to return you to the first available similar job vacancy for which you are qualified.

### **Military Leave**

Young Harris Water Sports will abide by all military leave guidelines as required by federal law. An Employee who is called to serve as a member of any branch or reserve unit of the armed forces or National Guard is entitled to specific rights related to his or her employment. If you are called to serve, you will be required to provide advance notice to Human Resources in accordance with military leave laws, as well as provide a copy of your military orders. Contact Human Resources if you have any questions about Military Leave.

### **Personal Leave**

Personal leave may be available to you, not to exceed six (6) months, if you are classified as full-time or part-time and in good standing with Young Harris Water Sports. Reasons for personal leave may include time off for your own personal illness/injury or to care for a relative, or time to tend to personal matters.

## **WORKPLACE STANDARDS**

### ***Our Code of Conduct & Workplace Expectations***

Young Harris Water Sports offers a comprehensive Compliance Program to demonstrate our firm commitment to providing excellent quality services to customers, following all federal and state laws, and encouraging ethical behavior in all our operations.

The Compliance Program includes a Code of Conduct, as well as policies and procedures relating to organizational compliance. As an Employee of Young Harris Water Sports, you must comply with the Code of Conduct and Compliance Program and all laws, regulations, policies, procedures and other guidelines applicable to the responsibilities of your position and as an Employee of our organization. The Code of Conduct is available to you at the company main office or by contacting the CEO.

It is your responsibility not only to abide by the Code of Conduct, but to report any suspected violations to the CEO. You may contact the CEO at any time by phone or in writing. Young Harris Water Sports will work diligently to ensure your questions and issues are kept confidential.

We welcome your questions and comments, and no adverse action will be taken against you for asking questions or raising good-faith concerns about possible improper conduct, or about what is required by our Code of Conduct. If you have questions about the Code of Conduct, it is your responsibility to consult your Supervisor, any member of the Senior Management Team, or the CEO.

The following section includes detailed information on basic workplace expectations beyond what is covered in our Code of Conduct. If you need clarification or additional information, please contact your Supervisor or Human Resources. Violation of the Code of Conduct and/or the expectations and policies outlined in this Employee Handbook may result in disciplinary action, up to and including termination.

### **Americans with Disabilities Act (ADA)**

It is the policy of Young Harris Water Sports to comply with the Americans with Disabilities Act (ADA) all Federal and state laws concerning the employment of persons with disabilities.

- We 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 or a person's disease such as AIDS or AIDS-related virus, Sickle-Cell Trait, cancer, heart disease, or other life-threatening illness or disease.
- We will make reasonable accommodations as necessary for all employees or applicants with disabilities, provided that the individual is qualified to safely perform the essential duties of their job and provided that the accommodations do not impose an undue hardship on the company.
- An applicant who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.
- All Employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current Employees who pose a direct threat to the health and safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the Employee's immediate employment situation.

Any Employee with a disability, as defined by the ADA, may request a reasonable accommodation at any time by contacting his or her Supervisor, or Human Resources.

## **Employee Personnel Files**

Physical and electronic personnel files are maintained for each Employee during his or her employment with Young Harris Water Sports. To ensure that your personnel file is up-to-date at all times, notify Human Resources of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, certifications attained, and emergency contact.

By written request, or as required by state law, an Employee may review his or her personnel file by making an appointment with a member of the Human Resources team. Personnel files are not provided to any terminated Employee unless required by law.

## **Employee Relations**

Young Harris Water Sports is committed to using a people-oriented approach in the relationships between and among our Employees. Our objectives include the practice of fairness and concern for the development of each Employee. It is our belief that Employees are vital to the success of the organization and, therefore, deserve the very best treatment and consideration. Likewise, we expect full support from every Employee in maintaining our objective of being the best water sports company in the communities we serve.

A positive and appropriate working environment is essential to maintaining the quality care concept of Young Harris Water Sports. Central to this understanding is the realization that each of us has a responsibility for more than just "doing our job." We are all accountable to those with whom we come in contact to promote a positive and efficient operation by exhibiting our kindness, patience, and professionalism.

If an Employee has a problem or complaint, he or she should first communicate directly with the direct Supervisor. If the direct Supervisor cannot resolve the matter, the Employee is directed to a member of the leadership team or Human Resources who will review the concerns and work toward resolution. If the Employee does not feel adequate efforts are being made to resolve the issue, he or she can seek assistance from the CEO.

Our goal is to maintain a comfortable working environment of our Employees by maintaining direct communication with all Employees and ensuring that each and every one may speak directly and openly with any member of our leadership team.

## **Attendance**

*Scheduled Absences:* We encourage a healthy work-life balance and believe occasional time scheduled away from work will benefit both you and Young Harris Water Sports. With sufficient advance notice, we are able to accommodate most requests for scheduled time off. To provide adequate staffing and coverage as well as fairly grant time off requests, we ask that you notify your Supervisor well in advance of your request for time away from work. Decisions to grant time off will be made based on staffing needs, the length of notice provided, and the reason for the request.

*Unscheduled Absences:* Unscheduled absences are particularly disruptive in the location as our customers are negatively impacted. In the case of administrative/support Employees, the work may not be completed, or it is passed along to other team members to complete.

- If you are unable to report to work on time as scheduled, you must immediately and personally notify your Supervisor or his or her named designee. Such notice must occur no later than one hour before the beginning of your scheduled start time.
- Young Harris Water Sports recognizes that some unscheduled absences are unavoidable; however, frequent absenteeism will result in corrective action. Excessive attendance violations will result in disciplinary action up to and including termination. Management reserves the right to request a physician's statement for frequent or questionable absences related to the Employee's or Employee's family member's illness.
- If you are absent for more than three days due to an illness or injury, you may be required to provide a statement from your physician stating the reason for your absence and your ability to return to work at full capacity.

*Tardiness:* Like absenteeism, tardiness causes hardship on both our customers and team members. If you are not able to report to work at the scheduled time, or you will be late returning from lunch or other events, you must personally and immediately contact your Supervisor or his or her named designee.

### **Cell Phone Use & Personal Calls During Work**

The use of any personal communication device while interacting with customers or performing your job duties is strictly prohibited. All personal devices should be set on "silent" or "vibrate" at all times while at work. You are permitted to use your personal device for personal calls only while on scheduled breaks or at lunch, and you are further required to conduct personal conversations outside the location or office, or in a manner that cannot be overheard and is not disruptive to other Employees or guests.

### **Coaching & Corrective Action**

We fully expect that you will conduct yourself in a manner consistent with our performance and behavior expectations. However, because we may not all have the same idea of what defines 'good conduct', it is necessary to provide some guidelines. Our expectations and guidelines are contained in this Handbook and in our Code of Conduct, and any questions regarding these should be directed to your Supervisor, Human Resources, or the CEO.

It is our intent to be fair and impartial in the use of any corrective action. Your employment with Young Harris Water Sports is 'at will', meaning that the employment relationship may be terminated by Young Harris Water Sports or you at any time, for any reason, with or without cause or prior notice. While it is our intention to work through

performance and behavior challenges with each and every employee, we do reserve the right, depending on the severity, frequency and intent of the offense, to discipline and/or terminate an Employee for violation of our written and expressed expectations.

Generally, an Employee believed to have violated any company expectation or standard will be subject to the following corrective action; however, serious infractions with a clear intent for misconduct, including violation of our Code of Conduct, may result in immediate termination without completing the progressive action steps listed here. Violations of our expectations need not be for the same reason for the Employee to progress to the next level of discipline. Typical actions for addressing performance or conduct violations may include:

1. **Verbal Coaching** – concerns or violations are discussed with the Employee and expectations are reviewed by the Supervisor
  
2. **Written Warning** – concerns or violations are documented in detail, expectations are reviewed, and consequences for continued non-compliance are stated on a corrective action form signed by both the Employee and the Supervisor.
  
3. **Suspension** – suspension with or without pay pending an investigation may result for more serious infractions which require thorough review before determining the most appropriate course of action. If the investigation reveals no violation occurred, the Employee will be paid for the suspension period and the notice of suspension will be removed from the Employee's personnel file. If the investigation substantiates the violation, the Employee may be terminated.
  
4. **Termination** – termination of employment may result with or without prior action being taken, based on the intent, severity and/or frequency of the violation(s) in question.

The progressive corrective actions listed above will be our preferred process for ensuring our stated expectations are met; however, conduct of any type that causes us to lose confidence in your ability to perform your assigned job, damages our reputation, or puts our organization, Employees or customers at risk, may result in your immediate termination.

Employees are required to sign all performance-related documents, including corrective action plans, in acknowledgement of the action that has occurred. An Employee's signature does not imply agreement with the action, and the Employee does have the right to submit a written statement which will follow the action for the length of the Employee's employment. Failure to sign the form in acknowledgement will result in an unpaid suspension until which time the Employee agrees to sign, up to a maximum of

three (3) days. Failure to sign within three (3) days will result in termination of employment.

Employees may, at any time, consult Human Resources regarding any corrective action and the guidelines stated here.

### **Communication**

It is critical that we communicate regularly and thoroughly about company business and employment related matters to keep all Employees informed about the organization. For this reason, all Employees are required to attend scheduled staff meetings, read and respond to incoming e-mail at least once per shift, and communicate regularly with his or her Supervisor.

Additionally, Employees are asked to refrain from discussing potentially confrontational or volatile topics (religion, politics, sex, etc.) in the workplace whether it be with coworkers, customers, or guests in the location, or with callers by phone where others can overhear the conversation. If there is any doubt as to the appropriateness of a topic, it probably should not be discussed at work.

### **Company Property**

You are expected to use company property only for authorized business purposes. Carelessness in the maintenance of and/or the unauthorized removal of Young Harris Water Sports property from the premises may be considered cause for corrective action up to and including discharge.

If you are assigned or operate a company-owned vehicle, use should be restricted to business use only. Company vehicles must not be operated by anyone other than the Employee with approved use of the vehicle.

All property issued to you, such as computers, phones, pagers or keys, must be returned immediately to Young Harris Water Sports at the time you terminate employment or as requested by your Supervisor. The replacement value of any property issued but not returned may be deducted from your final paycheck and/or any outstanding earnings due, as permitted by law.

### **Computer & Email Use**

We provide you with computer access and internet access to assist you in performing your job. These systems are reserved for business purposes only. "Business purposes" does not include: accessing your personal e-mail accounts, internet browsing, online banking, online shopping, using social media, game playing, downloading media (including streaming of music, media files, television broadcasts, and movies), or any other non-business related activity.

You may not use our Systems to send, receive, store or display communications or files that:

1. infringe any third party intellectual property or publicity/privacy right;
2. violate any law or regulation;
3. are defamatory, threatening, insulting, abusive or violent;
4. might be construed as harassing, derogatory, disparaging, biased or discriminatory based on a person's age, sex, race, sexual orientation, religion, disability, national origin or any other protected classification,
5. are obscene, pornographic, harmful to minors, child pornographic, profane or vulgar;
6. contain any viruses, trojan horses, or other computer programming routines that are intended to damage, interfere with, intercept or expropriate any system, data or personal information;
7. are solicitations or advertisements for commercial ventures, political causes, outside organizations or other non-job related activities, or
8. are for personal usage of business computers as described above. Under no circumstances may you use our systems to gain unauthorized access to third party resources.

Because our locations operate in different geographical regions, we primarily use email in order to communicate important and useful information that is relevant to all employees. You are therefore, **required** to check your email at least once per day.

We reserve the right to randomly and/or regularly access, read, monitor, intercept, copy, delete or record your system communications at any time; however, we expect only to do so when there is a legitimate business reason.

If at any time you experience system problems, or if you have any questions about computer, internet use, or this section of the handbook, please contact the main office.

## **Confidentiality**

It is our policy to protect you, other Employees, customers, and our property, including all sensitive information. Information not to be released without authorization from your Supervisor to individuals or entities outside Young Harris Water Sports includes, but is not limited to, the following:

- acquisitions
- all corporate or location business, personnel, financial records
- compensation data
- computer processes
- computer program and codes
- names and addresses of Employees or customers
- investments
- information on compensation or benefits
- labor relations strategies
- new materials research
- partnerships

- pending projects and proposals
- research and development strategies
- trade secrets or other information which may be considered a confidential work product
- forms
- marketing strategies
- managed care lists

The purpose of these rules is solely to protect Young Harris Water Sports' business interests and nothing herein shall prohibit Employees from engaging in any lawful protected concerted activity.

Only designated Employees of Young Harris Water Sports may release information about the company, Employees, or others, to outside entities. All requests for information from any outside entity, including media sources, must be reported to your Supervisor.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

### **Criminal Activity & Background Screening**

We will conduct a criminal background investigation on each Employee upon hire. Criminal convictions prior to your employment with Young Harris Water Sports will not automatically prevent employment with our organization; however, these convictions will be thoroughly reviewed, including severity and date of the event, to determine the effect they may have on your ability to perform your duties and the impact they may have on our organization.

Falsification of any document, including failure to disclose convictions or guilty pleas for any criminal violation of the law, whether or not time was served, is grounds for termination of employment at any time after such falsification is discovered.

If you are convicted of a crime, other than a misdemeanor traffic violation, after you have applied for or begun employment at Young Harris Water Sports, you must notify Human Resources within five (5) days of such conviction. Failure to report a conviction, or being convicted of a crime which makes you unsuitable for continued employment with our company, are both grounds for immediate termination of employment.

### **Dress Code and Personal Appearance**

Standards of appearance are established to protect and promote our image of high quality service. Management is responsible for setting appropriate dress standards for all Employees and standards may vary by job function or department.

If you are in violation of appearance expectations, at the discretion of the Supervisor, you may be sent home for the day without pay, or asked to change into more appropriate

attire to complete the day's scheduled work. Please refer to your job or department-specific dress code and personal appearance policies for details.

### **Driving On Company Business**

At all times while driving on company business on behalf of Young Harris Water Sports, the following requirements apply to all Employees:

- Young Harris Water Sports is not responsible for any moving traffic violations, parking tickets or any other city ordinances or state or federal laws regarding your driving habits and operation and care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for Young Harris Water Sports.
- The use of cellular phones while driving is strictly prohibited. If a phone call is necessary, use a hands-free device and be aware of all local and state laws regarding use of mobile devices. Use of laptop computers and/or other types of mobile devices is prohibited while driving.
- Do not drive if your ability to drive safely is impaired by the influence of medications.
- Any consumption of alcohol while working is strictly prohibited. After hours, abide by all laws and use a designated driver or taxi for transportation if you are under the influence of alcohol. If entertaining guests in the course of company business, monitor alcohol use for all participants and take responsible action to sign drivers or call a taxi if necessary.
- Employees who drive for company business must have a current, valid driver's license and automobile insurance in compliance with the state where they perform company business.

If you are required to regularly drive a personal automobile on company business, you must maintain current automobile liability insurance at all times. Upon employment, you may be required to provide Young Harris Water Sports with a certificate of insurance from your insurance carrier reflecting at least the minimum automobile liability insurance as required by law. Failure to maintain current insurance will result in immediate suspension of driving duties and/or disciplinary action. Any Employee involved in an automobile accident while driving a company vehicle who has failed to maintain appropriate insurance coverage will be immediately terminated.

### **Drug and Alcohol-Free Workplace**

Young Harris Water Sports is responsible for providing a safe and healthy working environment for all Employees. The use of legal or illegal substances at work leads to unsafe working conditions, increased tardiness and absenteeism, and reduced productivity. Therefore, we have put in place these expectations to ensure our Employees are safe, healthy, present, and productive.

We prohibit the use of prescription medication in a way not intended by or set forth in the prescription, and also prohibit manufacturing, distribution, dispensing, and possession of illegal drugs and alcohol on company premises at all times. Employees must inform their direct Supervisor and/or Human Resources if they are prescribed medication that may

affect their ability to safely or effectively perform their job.

Young Harris Water Sports reserves the right to require any Employee who appears to be, or has reasonable cause to assume that the Employee has been, under the influence of drugs or alcohol on company time or on company premises, to submit to a drug or alcohol screen as permitted by law. Additionally, Employees who are involved in workplace injuries may be required to submit to a drug and/or alcohol test.

Failure to submit to a drug or alcohol test as requested by Young Harris Water Sports constitutes insubordination and is grounds for disciplinary action, up to and including termination as permitted by state law.

### **Employment of Relatives**

Immediate family members of persons currently employed by Young Harris Water Sports may be hired to work in the same location or department only with written approval by the Supervisor. Under no circumstances will family members be permitted to hold direct superior/subordinate roles with one another. Employees are required to reveal to Young Harris Water Sports, upon hire, their legal relationship with any Employee currently employed with the company.

In the event a legal relative relationship is established after your employment, you must notify your Supervisor within 10 calendar days. Each individual case will be reviewed; however, where a conflict or the potential for conflict arises, even if there is no Supervisory relationship, the individuals may be separated by reassignment or termination of employment.

### **Equal Employment Opportunity (EEO)**

Young Harris Water Sports is an equal employment opportunity employer, committed to the principle of equal opportunities in all its policies, procedures, and employment decisions and actions. We recognize that our present and future strength is based primarily on you, your skills, experience, and developmental potential, no matter what your race, color, religion, national origin, age, gender, or disability.

Accordingly, our policies and procedures will be administered without regard to race, color, religion, national origin, age, veteran status, gender, disability or any other classification protected by applicable state or federal law, or local ordinance, except where any one of these is a bona fide occupational qualification. Young Harris Water Sports will give full consideration to the employment of any individual if he or she is qualified to perform, with or without reasonable accommodation, the work for which application is made.

If you have any questions, concerns or comments about our application or employment policies or their administration, please contact your Supervisor or Human Resources.

## **Facility Appearance and Cleanliness**

A clean work area not only helps boost quality and productivity but also improves the image we seek to project to our customers, visitors, Employees and partners. Keeping your area clean and organized will make your work easier, healthier, more pleasant and, most importantly, safer for you and other Employees. You are expected to regularly police your work area for litter, safety hazards, unsafe acts, and report any problems to your Supervisor immediately.

## **Harassment-Free Workplace**

Young Harris Water Sports is committed to promoting and maintaining a working environment free of all forms of unlawful harassment and discrimination. Simply put, Young Harris Water Sports does not and will not tolerate illegal harassment, discrimination, or abuse of its Employees, customers, guests or partners.

Any form of harassment or discrimination related to an individual's race, color, sex, religion, national origin, age, veteran status or disability is a violation of this policy and will be treated as a disciplinary matter.

The term "harassment" includes, but is not limited to;

1. degrading or humiliating statements about an individual or group
2. jokes about a person or group of people based on protected characteristics
3. derogatory references to race, color, sex, religion, national origin, age, veteran status or disability
4. verbal, graphic, or physical conduct relating to an individual's characteristics
5. sexual advances, requests for sexual favors, unwelcome or offensive touching, sexually provocative or abusive language, or other verbal, graphic, or physical conduct of a sexual nature
6. conduct in which one imposes to another the loss of a tangible job benefit (i.e., the denial of a promotion or raise, or the issuance of corrective action); it may take the form of an implied or express condition of employment; or where one creates an unduly hostile or oppressive work environment for another
7. workplace violence defined as robbery or other commercial crimes, stalking, violence directed at the employer or an Employee, terrorism, and hate crimes

Any Employee who has a complaint of harassment, discrimination, or violence at work by anyone, including Supervisors, other Employees, customers, or visitors, must report the problem to a Company official such as the CEO, Director of Human Resources, or other management.

All complaints will be promptly and thoroughly investigated as confidentially as possible.

Upon completion of a full investigation and as appropriate, corrective action including disciplinary action up to and including termination will be taken. No Employee will be penalized in any way for reporting a harassment problem in good faith, however intentionally filing a false claim may result in corrective action, up to and including termination.

Retaliation of any kind or discriminating against an Employee who reports suspected incidence of harassment or who cooperates in an investigation is prohibited. An Employee who violates this policy or retaliates against another Employee in any way will be subject to disciplinary action, up to and including termination

### **Immigration Reform Policy**

Young Harris Water Sports complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to

work in the United States. All Employees are required to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9) within 3 days of employment. If an individual cannot verify his/her right to work within three days of hire, Young Harris Water Sports must terminate his/her employment.

### **Inclement Weather**

It is our expectation that Employees will make every effort to come to work during periods of inclement weather, unless otherwise notified by their Supervisor.

- Location Operations: We will make every attempt to remain open in order to serve our customers, regardless of weather. However, in extreme weather conditions, the Director of Operations or CEO has the authority to close a location.
- Main Office: We will make every effort to remain open to provide support and services to our locations and understand that weather patterns will vary geographically. Only the CEO or named designee has the authority to close the Main Office.

### **Job Vacancies and Postings**

As our organization grows and changes, we expect that we will need to add, change, or replace positions within the company. In most cases, new or vacant positions will be posted on our company website, available both to current Employees and external candidates. We will consider all internal applicants who are qualified for our posted positions; however, we retain the right to hire the most qualified applicant for any existing vacancy.

## **Orientation Period**

Young Harris Water Sports recognizes that a thorough introduction to the organization, as well as an explanation of job requirements and responsibilities are essential parts of orientation. Our leadership team will provide you with this orientation and you are encouraged to actively participate by asking questions to further your understanding of your role as a team member.

Orientation will consist of formal training sessions for organizational information about the history, structure, and procedures of the company, as well as job specific information and training for your new or changing responsibilities.

If at any time during your employment you have questions concerning the proper performance of your responsibilities, or any company policy or procedure, you are encouraged to seek advice from your Supervisor, any member of Senior Management, or Human Resources.

New Employees will complete an Orientation Period during the first ninety (90) days of employment. This 90-day period provides you with an opportunity to become acquainted with the organization, the job, and to demonstrate competence regarding your work duties. It also gives your Young Harris Water Sports leadership team an opportunity to evaluate your performance and potential for success in our organization.

When your performance or work-related conduct does not meet company expectations during the orientation period, we will take appropriate action including coaching and communication, possible extension of the 90-day Orientation Period, and/or possible separation of employment.

Successful completion of the Orientation Period in no way alters the at-will employment relationship you have with Young Harris Water Sports, and Young Harris Water Sports continues to reserve the rights outlined in the Handbook Disclaimer contained herein.

## **Outside Employment**

Outside employment with other water sports companies which may present a conflict of interest or may have an adverse impact on Young Harris Water Sports is prohibited. Young Harris Water Sports prohibits any full-time Employee from concurrently holding a second full-time position outside Young Harris Water Sports, unless prior written approval is granted by the Employee's Supervisor.

You may hold a job with another organization as long as your availability for work for Young Harris Water Sports is not affected, and you satisfactorily perform your job responsibilities with us. Unless you hold another job prior to becoming employed with Young Harris Water Sports, you must seek and receive prior written authorization from the Supervisor to work a second job. The second job can not compete with or be similar to the business conducted by Young Harris Water Sports.

If we determine that your outside job is interfering with your performance or your ability to meet the requirements of your employment with us, you may be asked to terminate the outside employment to remain employed with us.

### **Performance Management**

Supervisors and Employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis from the time of hire and frequently throughout the year. Formal performance evaluations are typically conducted semi-annually to provide both Supervisors and Employees the opportunity to thoroughly discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Formal performance reviews include a self-review, manager review and for leadership positions, a peer review. The performance review is typically conducted during the month prior to the Employee's anniversary date. Additional requirements are also due at this time including the following for all location-based Employees: current CPR certification.

### **Personal Property**

Young Harris Water Sports assumes no liability whatsoever for the damage, loss or theft caused by third parties to the personal property of its Employees. All locations, storage facilities, offices and workspaces, including desks, cabinets and lockers, are the property of Young Harris Water Sports and Young Harris Water Sports reserves the right to have access to these areas and to such property at any time, without advance notice to any Employee. Therefore, Employees should not expect that such property would be treated as private or personal.

### **Photo/Video Release**

Employees grant to Young Harris Water Sports the permission to photograph, video and audio record them in any capacity related to the working operations of Young Harris Water Sports. Employees grant Young Harris Water Sports the perpetual right to use and reproduce, for any purpose and without compensation to them, any photographs, digital or electronic images, audio recordings, movies, or videos, for use of advertising, website use, brochures, signs, posters, etc.

### **Promotions and Transfers**

Any qualified Employee who expresses an interest in a posted vacant position will be considered for that position. Qualifications considered in the selection process for promotion will include, but are not limited to education, skills, experience, past performance, attendance, ability to perform the job, and behavior consistent with our missions and values. Transfer requests will be considered as vacancies become available, with the same considerations as listed above.

### **Public Relations**

Public perceptions of our company are extremely important to its success in serving the customers and communities in which Young Harris Water Sports operates. These perceptions can easily become distorted by well-intending Employees who choose to speak publicly for or about Young Harris Water Sports without proper authorization.

To assure consistent and accurate information is provided to the media regarding all Young Harris Water Sports business, Employees must obtain approval from the Director of Operations or CEO before writing any article for publication, speaking to any media source, or making any public address in which the Employee claims to express a viewpoint on behalf of Young Harris Water Sports.

### **Reporting Violations of the Law**

Employees are required to report any situation or conduct he or she believes violates an applicable law, regulation, government contract or requirement, Young Harris Water Sports Code of Conduct or company policy. Employees need not know the exact law, regulation, or requirement, or be certain a violation has occurred, or will occur. If an Employee suspects something is wrong, the better course of action is always to report it.

Examples of such incidents include: theft; wage, benefit, or hours abuses; discrimination or harassment; misuse of company property or equipment; violation of safety rules; OSHA or environmental abuse concerns; conflicts of interest; and intentional misuse of the company's network or computers.

Young Harris Water Sports prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy, or for assisting in the complaint investigation. However, if after investigating any complaint of unlawful discrimination Young Harris Water Sports determines that an Employee intentionally provided false information, disciplinary action may result for that Employee.

### **Social Media**

To protect the Company's interests, we expect that Employees who maintain or contribute to social media sites will abide by the following guidelines, as well as practice common sense when communicating via social media:

- . The Company's equipment, including computers, internet access, and electronic and digital systems and storage, are not to be used for Employees' personal social media sites. While we encourage our Employees to interact with our Company website and social media, work time is not to be spent updating creating personal social media posts, sites, and/or spaces. Assigned Employees will be responsible for maintaining our official Company social media sites and are authorized to post on behalf of the Company.

- . When posting (which includes but is not limited to a blog post, a comment or wall post, status updates, modification of your profile, or "tweeting") on personal sites about work, even while away from work on your own time, you must abide with all legal and ethical requirements, as well as the Company's policies regarding non-harassment and other matters including those governing the confidentiality of the Company's information and information of or about the Company's business.

- . You may not disclose confidential or other information about the Company, its customers, business or its Employees that you learn in the course of your employment.

- . You may not use any materials belonging to the Company, including our promotional and marketing materials, without the written permission of your Supervisor.
- . You should assume that anyone, including co-workers, Supervisors, customers and their family members, are reading your postings.
- . Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the Company, its Employees, Supervisors or co-workers, customers or their family members, or our partners or competitors.

The Company may invoke disciplinary action, up to and including termination, for any Employee using language via social media site that reflects negatively on your work ethic or your level of commitment to and compassion for our customers or Employees.

Nothing in this policy is intended to prohibit, nor should it be interpreted as prohibiting, employees from engaging in communications with other company employees concerning working conditions or issues.

The Company strives to provide the best service and work environment possible. We welcome your concerns and suggestions for improvement. You should bring these to any member of your leadership team or Human Resources as you feel most comfortable sharing your concerns.

### **Tobacco-Free Workplace**

Smoking and second-hand smoke are known health risks. The nature of Young Harris Water Sports' objectives and day-to-day operations is to create an enjoyable water sports experience for all customers. Young Harris Water Sports desires to make its' offices and locations safe, clean and attractive for its Employees, customers, and guests. Therefore, smoking and the use of all tobacco substances or products in company facilities are prohibited.

In the event an employee chooses to continue smoking, he or she must limit smoking at work to break or meal periods (as approved by the Supervisor), and must smoke only in open areas at least 25 feet from any entrances, thereby limiting smoke odors and health risks to customers and fellow Employees. Smoke breaks are not guaranteed, but may be approved by the Supervisor based on work load and customer flow.

### **Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at Young Harris Water Sports, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. All visitors should enter Young Harris Water Sports at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on Young Harris Water Sports'

premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

## **Workplace Safety & Violence**

We are dedicated to providing a safe working environment for all Employees, customers, visitors and partners. Therefore, you are expected to use safe work habits in performing your assigned duties. As part of our commitment to a safe work place we prohibit possession of all firearms, weapons, explosive devices, or other dangerous materials on any Young Harris Water Sports' premises.

During orientation, and throughout your career here, you will be asked to practice certain accident prevention techniques to ensure that your health, the health of your fellow Employees, and the health of our customers are protected. You may be provided with information relating to safety devices, safety committee programs, accident reporting procedures, incentive programs, and other safety related issues because your good health is of paramount concern to you and important to us.

From the day you begin working at Young Harris Water Sports, you are a member of the safety team and will be expected to do your part to promote the safety of the entire team. We ask that you report any suspicious behavior, activity or safety concerns immediately to your Supervisor, and in his or her absence, to your Supervisor, CEO, or Director of Human Resources. Please be aware that violence of any kind must be reported whether involving an Employee, customer, visitor, vendor, or guest.

## **SEPERATION OF EMPLOYMENT**

Separation of employment is defined as a voluntary or involuntary termination to the employment relationship. Voluntary separation is defined as resignation with or without notice. Involuntary separation is defined as discharge, temporary or permanent lay off, or position elimination. The last day of employment is the last day worked.

## **Exit Interviews**

All Employees leaving the employment of Young Harris Water Sports will be asked to participate in an exit interview. Information provided during the exit interview process will assist us in improving our employment experience for future Employees and address any concerns departing Employees may have. All statements obtained during the exit interview will remain confidential and will be kept separate from the Employee file. Only members of the Senior Management Team and Human Resources will review information collected during the exit process.

## **Final Paycheck**

Upon separation of employment, Employees shall be paid on the next regular pay date following the last day worked, or as required by law. At that time, if any company items are not returned, the cost of the item(s) may be deducted from the final paycheck, as permitted by law.

## **Resignation & Proper Notice**

A written notice of resignation (email is acceptable), including the reason for resignation and effective date must be forwarded to your direct Supervisor and Human Resources at the time notice is given. Unless otherwise agreed to in writing by your Supervisor, the required notice for non-exempt and non-locational Employees is a two (2) week notice and for all locational and other exempt Employees, a four (4) week notice. You must properly work the notice period, including returning all company property and completing any outstanding work. Failure to properly work the notice period, return all company property, and complete any outstanding work will result in deduction from your final paycheck.

## Employee Handbook Acknowledgement

Each Young Harris Water Sports Employee is responsible for locating and reading the Employee Handbook which outlines the privileges and obligations for all Employees.

The Employee Handbook is in electronic format (available on Humanity) and is located at the main office(s). All Employees have access to a copy at work and are responsible for accessing and reading the handbook in its entirety. Employees may also request an electronic copy of the Handbook at any time by contacting Human Resources at [Deborahrussell@yhwatersports.com](mailto:Deborahrussell@yhwatersports.com) or calling (706) 896-0834.

All Employees must sign the Handbook, which indicates agreement with the following statements:

- I will locate and read the Employee Handbook in its entirety within 30 days of hire, and within 30 days of any new edition or notice of change/amendment to the content. I understand that notices of amendments to the Handbook will be sent to all Employees via email and I agree to check email at least once per day.
- I understand that this handbook outlines the general employment policies of Young Harris Water Sports and that these policies may be added to or amended by more specific policies found in the company's policy manuals, Code of Conduct or insurance contracts. I further understand that I am responsible for meeting the guidelines and expectations outlined in the Code of Conduct, the Employee Handbook, and all policy manuals.
- I understand that the Employee Handbook is not a contract of employment over any predetermined period of time. I understand that I am employed on an at-will basis, meaning that I can be discharged or may voluntarily resign at any time, with or without notice, unless stated otherwise in any written, signed employment contract or agreement.

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Print Name

Name of Supervisor

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Sign Name

Supervisor Signature

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Job Title

Date