



STAFF HANDBOOK

This employee handbook is not intended to be a contract, either express or implied, between you and the Camp. Absent an agreement in writing between you and the Camp your employment with the Camp is at-will. This means that both you and the Camp enjoy the right to terminate the employment relationship at any time. The Camp reserves the right to amend any terms or policies contained in this Handbook at their sole discretion and without notice to the Employee.

Camp Allsport (the "Camp") is engaged in the day camp and recreation business in the State of New Jersey.

The Camp has always emphasized that outstanding people are the key to success. Our strength and future growth depend on the contributions made by you and each person within our organization. We are proud to have you as part of our team. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This employee handbook will familiarize you with the various aspects of working with us. We encourage you to use it as a valuable resource for understanding the Camp.

Please be aware that this Employee Handbook only outlines the Camp's basic policies, procedures, rules and benefits. It is only intended to provide an overview. Therefore, if you have any questions, please ask them of either your supervisor or any member of management.

The Camp reserves the right to revise or terminate any or all policies, procedures or benefits in whole or in part, with or without notice at any time. However, the Camp will make reasonable efforts to keep you informed of any changes to this Employee Handbook as they occur.

Notice to Employees

This handbook is not a contract.

The Camp has voluntarily adopted these handbook policies and may change them at any time in its sole discretion.

This handbook does not guarantee your employment.

Either you or the Camp may terminate your at-will employment relationship at any time, with or without cause, and with or without prior notice.

Introduction

Our policies, practices and benefits are continuously reviewed, and we expect to change them from time-to-time. Therefore, you should always check with your manager or supervisor for the most current ones. The Camp reserves the right to revise or terminate any or all policies, procedures and benefits (if offered to you by the Camp), in whole or in part at any time.

Camp benefit plans, if offered to you by the Camp, (available if premiums and contributions are paid and if participation and other requirements are met), are defined in legal documents such as insurance contracts, official plan texts, summary plan descriptions and trust agreements. This means that if you are offered benefits by the Camp, and if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this handbook. Plan documents if applicable, are available for your inspection.

This handbook replaces and supersedes any and all previous employment related policies and practices.

At-Will Employment

All employees of the Camp are at-will employees. Absent an agreement between you and the Camp, this means that either you or the Camp may end the employment relationship at any time, for any or no reason. Nothing anywhere in this handbook alters the at-will employment relationship.

Open Door Policy

The Camp welcomes open communication between employees and managers. The Camp provides an Open Door Policy to encourage an exchange of information. Employees are invited to share their concerns and provide input to their supervisor at any time.

It is your supervisor's responsibility to address any employee concerns and provide appropriate follow up with the employee. If however your immediate supervisor cannot adequately address your questions or solve your problem, you may contact any other appropriate member of management.

Suggestions

If you have any suggestions or ideas that you believe would benefit the Camp, we encourage you to tell us about them.

We are always looking for suggestions that improve morale, procedures, working conditions, and reduce costs or errors. If you have any suggestions we encourage you to contact your immediate supervisor or any other member of the management team.

Equal Employment Opportunity

The Camp provides equal employment opportunities to qualified persons without regard to race, color, sex, religion, national origin, disability, age, veteran status, creed, ancestry, marital status, affectional or sexual orientation, genetic information,

atypical hereditary cellular or blood trait, familial status, citizenship status, or any other protected category.

Our continued success depends heavily on the full and effective utilization of qualified persons. We strive to hire, develop, and retain the most qualified people we can find basing our judgment on each individual's job-related qualifications, capabilities, and potential.

Our policies relate to all phases of employment, including advertising, recruitment, hiring, placement, promotion/demotion, training, transfer, layoff, recall, termination, compensation and rates of pay, employee benefits (if provided to employees) and participation in all employer sponsored employee activities.

Policy Against Harassment

Discrimination, Harassment and Retaliation

The Camp expressly prohibits unlawful discrimination, harassment and retaliation based on race, color, sex, religion, national origin, disability, age, veteran status, creed, ancestry, marital status, affectional or sexual orientation, genetic information, atypical hereditary cellular or blood trait, familial status, citizenship status, or any other protected category under federal, state, or local law.

Conduct that unlawfully interferes with the Camp or an individual's work performance, or creates an intimidating, hostile or offensive working environment is prohibited. The Camp will not tolerate any attempts of retaliation against an employee who raises a sincere and valid concern that this policy has been violated.

The Camp takes all allegations of unlawful discrimination, harassment and retaliation very seriously and are firmly committed to ensuring a workplace free of discriminatory activities. Anyone engaging in unlawful discrimination, harassment, or retaliation is subject to disciplinary action up to and including discharge.

Harassment Prohibited - Definition

As used in this policy, the term "unlawful harassment" refers to conduct relating to a person's race, color, sex, religion, national origin, disability, age, veteran status, creed, ancestry, marital status, affectional or sexual orientation, genetic information, atypical hereditary cellular or blood trait, familial status, citizenship status, which fails to respect the dignity and feelings of the individual. This policy protects and covers the conduct of all employees, vendors, customers and visitors. Harassment that is forbidden by this policy can take several forms, including but not limited to:

1. **Sexual Harassment:**

The definition of Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive environment (and/or) where the individual is made to feel as if he or she must agree to the request or submit to the advance in order to get favorable treatment at work.

While not exhaustive, the following is a list of some examples of sexual harassment:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual harassment.
- Visual conduct such as leering, making sexual gestures, displaying or distributing sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct such as making or using sexually derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct or threat of physical conduct, such as touching, assault, or impeding or blocking movements.

2. **Other Forms of Harassment:**

This form of harassment can include any verbal, written, or physical act that makes an employee uncomfortable at work or interferes with an employee's ability to perform their job, and is based on race, color, sex, religion, national origin, disability, age, veteran status, creed, ancestry, marital status, affectional or sexual orientation, genetic information, atypical hereditary cellular or blood trait, familial status, citizenship status, or any other protected category under federal, state, or local law.

While not exhaustive, the following is a list of some examples of the above referenced types of harassment:

- Jokes that refer to race, color, religion, national origin, disability, or age.
- Posting or distributing cartoons, drawings, or any other material that negatively reflects a person's race, color, religion, national origin, disability, or age.
- The use of slurs or other offensive language.

- Practical jokes, horseplay, or teasing that makes fun of or insults a person's race, color, religion, national origin, disability, or age.

Reporting and Investigating Discrimination, Harassment and Retaliation

In an effort to eliminate all workplace discrimination, harassment, and retaliation, the Camp will utilize an internal investigation process to respond to any such complaints. Anyone who believes he or she is being subjected to discrimination, harassment, or retaliation or who has witnessed such conduct must report the conduct as outlined in the following procedure:

- Report any discriminatory, harassing, or retaliatory behavior that you experience or witness to the Director of Staff Development and Training and/or the Assistant Director.
- If you do not feel comfortable talking to the individuals set forth above for any reason, you may instead proceed directly to any member of management with whom you feel comfortable talking.

A thorough investigation will be conducted and there will be no retaliation against victims or witnesses for participating in the investigation.

Anyone who knowingly fails to report an incident of discrimination, harassment, or retaliation may be subject to disciplinary action.

Confidentiality

In cases involving a report of unlawful harassment or discrimination, all reasonable efforts will be made to protect the privacy of the individuals involved. In many cases, however, the Camp's duty to investigate and remedy harassment makes absolute confidentiality impossible. The Camp will try to limit the sharing of confidential information with employees on a "need to know" basis. Employees who assist in an investigation are required to maintain the confidentiality of all information they learn of or provide.

Assurance of Non-Retaliation

The Camp expressly prohibits retaliation of any kind against anyone for reporting unlawful harassment or discrimination. Any such retaliation will not be tolerated and may result in discipline up to and including discharge.

Job Descriptions

Camp Director

1. Camp Director is at least 21 years of age, and has at least 2 years administrative experience in an organized camp.
2. Camp Director shall conduct and document pre-season orientation and training for the staff.
3. Camp Director shall conduct staff members' background checks through reasonable inquiries.
4. Camp Director shall approve all activities and supervise staff.
5. Camp Director will initiate policies and training regarding
 - a. Personnel policies and practices
 - b. Job Descriptions

- c. Disciplinary policies
 - d. Basic Principles of First Aid
 - e. Emergency Procedures
 - f. Lost Camper Policy
 - g. Lost Swimmer Policy
 - h. Any other expectations of the Camp Director, as applicable
6. Camp Director shall interview and hire staff.
 7. Camp Director shall supervise maintenance of Camp facility.

Assistant Camp Director

1. Assistant Camp Director is required to assist the Camp Director in all activities involved in directing camp.
2. Assistant Camp Director will supervise all off-site camp activities.
3. Assistant Camp Director will serve as Fire Safety Coordinator.
4. Assistant Camp Director will supervise equipment and maintain supplies.
5. Assistant Camp Director will supervise inspection of recreational equipment and keep records thereof.

Director of Staff Training and Development

1. Director of Staff Training and Development is at least 21 years of age, and has at least 2 years of human resources training and/or staff development experience.
2. Director of Staff Training and Development shall collaborate with the Camp Director and Assistant Camp Director on interviewing and hiring staff.
3. Director of Staff Training and Development shall conduct and document pre-season orientation and training for the Division Heads and Senior and Junior level counselors in consultation with the Camp Director.
4. Director of Staff Training and Development shall provide training and supervision for Division Heads on problem solving, communication skills, and counselor development.
5. Director of Staff Training and Development shall provide training and guidance to Division Heads and Counselors on improving teamwork, problem solving, and communication with parents (e.g., in regards to incidents of camper unruly conduct).
6. Director of Staff Training and Development will be on-hand to advise and guide staff on dealing with campers' crises.
7. Director of Staff Training and Development will mediate group difficulties (i.e., campers getting along, bullying, teasing, etc.).
8. Director of Staff Training and Development is required to attend weekly meetings with the senior staff and administration.

9. Director of Staff Training and Development shall keep a log of incident reports and infraction reports.

Division Head

1. Division Head is required to be at least 20 years old.
2. Division Head must arrive to camp by 8:30 am and leave no earlier than 4 pm, with extended hours on trip days or overnights.
3. Division Head will supervise all senior and junior counselors within their respective division.
4. Division Head is responsible for taking daily attendance of their staff and groups upon arrival and dismissal. Staff attendance must include time of arrival and dismissal.
5. Division Head is responsible for ensuring counselors maintain the care and well being of their campers.
6. Division Head will ensure that counselors are with groups at all times.
7. Division Head answers directly to the Camp Director, Assistant Camp Director, and Director of Staff Training and Development.
8. Division Head is responsible for communicating with parents in regards to any incidents of unruly conduct (in consult with Director of Staff Training and Development or Camp Director).
9. Division Head is required to run after-hours weekly staff meeting with their respective divisions.
10. Division Head is required to attend weekly meetings with the senior staff and administration.
11. Division Head will keep a log of incident reports

Senior Counselor

1. A Senior Counselor is age 18 and up.
2. Senior Counselor is responsible for the care and well being of his campers and to lead activities.
3. Senior Counselor answers directly to the Camp Director and Assistant Camp Director.
4. Senior Counselor must be with his group at all times.
5. Senior Counselor is to help with sports instructions, coach teams during league play, and track statistics during league play,

6. Senior Counselor is to help campers acquire new sports skills, practice good sportsmanship, and resolve differences amicably.
7. Senior Counselor is responsible to take attendance daily and conduct Daily Health Surveillance, and report results to Camp Director.
8. Senior Counselors are responsible to attend Minyan with the camp.
9. During Camp hours, and during the Camp day, Senior Counselors are required to purchase and have in their possession kosher food and snacks only, as defined by accepted kosher supervision agencies (O-U, Chaf-K, Circle K, etc.). In addition, they are required to ensure that their campers comply with this rule as well.
10. Senior Counselors are required to take lunch orders and deliver to Camp Office.
11. Senior Counselors are required to attend weekly staff meetings.

Junior Counselor

1. A Junior Counselor is age 16.
2. Junior Counselor is responsible for the care and well being of his campers and to lead activities with a Senior Counselor.
3. Junior Counselor answers directly to the Senior Counselor, Assistant Camp Director and to the Camp Director.
4. Junior Counselor must be with his group at all times.
5. Junior Counselor is to help with sports instructions, coach teams during league play, and track statistics during league play,
6. Junior Counselor is to help campers acquire new sports skills, practice good sportsmanship, and resolve differences amicably.
7. Junior Counselor is responsible to set up breakfast and lunch and supervise clean up of breakfast and lunch area.
8. Junior Counselors are responsible to attend Minyan with the camp.
9. During Camp hours, and during the Camp day, Junior Counselors are required to purchase and have in their possession kosher food and snacks only, as defined by accepted kosher supervision agencies (O-U, Chaf-K, Circle K, etc.). In addition, they are required to ensure that their campers comply with this rule as well.
10. Junior Counselors are required to attend weekly staff meetings.

Bus Counselor

1. Bus Counselor is a staff member who rides the bus daily.

2. Bus Counselor is responsible to keep attendance on bus, maintain orderly conduct on bus.
3. Bus Counselor is responsible to conduct bi-weekly evacuation drills and record results in log book.

Lifeguard Supervisor

1. Lifeguard is at least 18 years of age.
2. Lifeguard is certified by American Red Cross, YMCA or Boys Scouts of America.
3. Lifeguard shall be on duty during all swimming activities.
4. Lifeguard shall provide instruction for selected groups of campers.
5. There shall be one lifeguard and one lifeguard supervisor for each 30 campers.
6. Lifeguard shall establish and enforce the Buddy and Board system of supervising swimmers.
7. Lifeguard shall evaluate the swimming ability of the campers.
8. Lifeguard shall conduct the daily inspection of the swimming facility.
9. Lifeguard shall conduct a lost swimmer drill every two weeks.
10. Lifeguard shall be responsible for the maintenance of chlorine residual levels and daily testing of chlorine and pH levels in pool.
11. Lifeguard is responsible to inspect the pool, verifying that main drain gate is in place and visible, safety equipment is in place and in good repair, ladders and decking are in good repair, and that there are no visible electrical deficiencies.
12. Lifeguard is responsible to clear pool in the event that lightning is spotted, or a thunderstorm or heavy rain is imminent.
13. Supervise entrances and exits to swimming areas.

Lifeguard

1. Lifeguard is required to assist Lifeguard Supervisor in all above mentioned tasks.

Health Director

1. Health Director shall be on duty at all times camp is in session.

2. Health Director shall be an adult, certified by the American Red Cross in Standard First Aid-level training, or has equivalent certification by the by the State of New Jersey.
3. Health Director shall hold current CPR for the Professional Rescuer as certified by the American Red Cross or American Heart Association.
4. Health Director shall maintain health records of campers and staff, written parental authorization for medications, supervise storage of medication, record administration of medications, and maintain first aid supplies.
5. Health Director will conduct a staff training session in basic First Aid procedures, including staff training in "Universal Precautions" for blood and body fluid borne pathogens including: (1) the use of protective barriers such as gloves and masks; (2) the cleaning and disinfections of contaminated surfaces, and (3) the disposal of medical waste, including needles and dressing such as bandages.
6. Health Director will keep log of incident reports.
7. Health Director will keep log of Health Surveillance Reports, and initiate proper response to any untoward reports.

Specialist Instructors

1. Specialist Instructors shall arrive at 9:15 am on the days designated based upon the Camp's daily schedule and will remain on duty until 3:30 or until their specialty program is finished on the schedule for the day .
2. Specialist Instructors shall design a curriculum and create projects or activities to fill the time periods that they are responsible for in the schedule as well as a budget for costs of all supplies and projects for their specialty for the duration of the summer.
3. Specialist Instructors shall supervise campers and Counselors while they attend their specialty periods and utilize the Counselors during the period to ensure Counselors help the Specialist Instructors and attend to the needs of the campers.
4. Specialist Instructors shall prepare a final project with groups for the Camp's final show, the Fine Arts presentation, as well as attend the event.
5. Specialist Instructors shall report any camper's behavioral issue or issue with Counselors to the Division Head and report any curriculum, scheduling or budget issue to the Assistant Director.

Counselor salaries are capped at \$2000, regardless of position and/or experience.

Standards of Conduct

When groups of people work together, reasonable rules are necessary to conduct an orderly business and make working conditions more pleasant for everyone.

As an employee, it is expected that you will adhere to all policies and practices of the Camp. It is further expected that you will conduct yourself in a professional manner at all times, and exhibit the highest level of integrity in performing your job. It is equally important to maintain a positive work environment through good working relationships with our customers, visitors, and your co-workers, and that emphasizes our commitment to good customer service. Any violation of these standards of conduct, or other employment policies, or any inappropriate conduct whatsoever may result in immediate discipline up to and including discharge.

Policies governing our Standards of Conduct are listed below and may be subject to change, modification, or case-by-case application. At the Camp's sole discretion they may be disregarded in their entirety and therefore may not be considered binding contractual promises.

Camp Policies

1. Counselors must be in camp by 8:50 A.M. Consistent lateness will result in termination.
2. Absences of any kind will result in a full day's pay deduction. This applies regardless of the situation.
3. The camp day ends at 4:00 P.M. Counselors may not leave until all the buses depart.
4. Counselors take responsibility for any equipment they sign out.
5. Any counselors leaving camp premises without authorization will immediately be terminated.
6. Counselors must participate in overnights and out-of-camp activities for their groups.
7. Lateness and absence policies apply to meetings and staff activities. A calendar of all staff meetings will be distributed at pre-camp training.
8. Camp T-shirt and sneakers must be worn every day. Sandals of any kind should not be worn.
9. Three mandatory pre-camp training will be held in May and June.
10. If Counselor will be absent, he must notify the Camp Director as early as possible.
11. All Counselors must attend Camp Orientation and Staff Training. Staff Orientation and Training will include:
 - Basic Principles of First Aid to be presented by Staff Health Director (EMT) including "universal precautions" for blood and body fluid borne pathogens.
 - Lost Camper Plan
 - Emergency Evacuation Plan
 - Fire Drill Procedures

- Camp Practices and Policies
- Job Descriptions and staff duties

12. Salary is to be paid the last day of camp.

Disciplinary Policy

For Campers:

Unruly conduct by campers, i.e., knowingly injuring another camper or staff, not staying with group, using foul language, not following bus safety rules, disturbing prayers shall be disciplined as follows:

1. First infraction: warning by counselor.
2. Second infraction: Inform camp director and suspend from camp activities for one half day.
3. Third Infraction: Inform camp director, suspend one full day.
4. Fourth Infraction: Suspended from weekly trip.
5. Further infractions: Dismissal from camp.

For Staff:

A counselor can be terminated immediately for unsatisfactory performance, i.e. failure to meet performance standards, failure to adequately supervise children, failure to complete tasks in a timely manner, failure to carry out responsibilities as directed by superiors. These failures include, but are not limited to:

1. Frequent tardiness or absenteeism, or unauthorized absence by an employee from his group.
2. Loafing or sleeping on the job during employee's working time.
3. Harassment of any employee or camper.
4. Refusal to follow instructions of supervisors, including refusal to accept an assignment.
5. Using foul and/or abusive language.
6. Immoral, indecent or disorderly conduct of any nature.
7. Reporting to work under the influence of intoxicants, drugs or narcotics on camp premises.
8. Threatening, intimidating, coercing or fighting with another employee or camper.
9. Creating or contributing to unsafe or unsanitary conditions by act or omission.

10. Theft, Fraud or misappropriation of property belonging to camp, a camper or another employee.
11. Negligent or deliberate destruction or misuse of camp property, or property belonging to another employee or camper.
12. Corporal punishment may not be enforced at any time. Camp Allsport will not tolerate any physical abuse, or verbal abuse in any form.
13. Excessive use of cellular phone for personal use during camp hours. Pre-approval for such use must be obtained from Employee's Division Head.
14. Use of Public Media (facebook, twitter, instagram ,etc.) - Posting pictures of campers, any comments about campers positive or negative is not allowed.
15. Violating any employment policy or procedure, whether contained in this Handbook or not.

Failure to observe established rules and practices, or other misconduct will lead to disciplinary action up to and including discharge. Generally, discipline may include oral or written warnings, suspension without pay or termination. Any violation may, at the discretion of Camp Director, be grounds for termination.

Ethical Standards / Conflict of Interest

The Camp has excellent reputations for conducting their business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of our reputation and are obligated to uphold our ethical standards in every business activity.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The Camp recognizes and respects your right to engage in activities outside of your employment that are private in nature and do not in any way conflict with or reflect poorly on the Camp. However, Camp policy forbids a financial interest in an outside concern which does business with or is a competitor of the Camp (except where such ownership consists of securities of a publicly owned corporation regularly traded on the public stock market).

Additionally, rendering of directive, managerial, or consulting services to any outside concern which does business with or is a competitor of the Camp, except with the knowledge and written consent of the President of the Camp, is also prohibited. The Camp reserves the right to determine when an employee's activities represent a conflict with our interests and to take whatever action is necessary to resolve the situation, including termination of employment.

If you are ever in doubt whether an activity meets our ethical standards, may be a conflict of interest, or compromises the Camp's reputation, please discuss it with your manager or supervisor.

Each employee must be alert to situations that could result in illegal, unethical, or improper conduct. Discovery of conduct of a questionable, fraudulent, or illegal nature which may be in violation of applicable laws or regulations contained herein must be reported to your manager or any member of senior management. Any report of questionable or illegal conduct will be held in strict confidentiality.

Fraud Dishonesty and False Statements

No employee or applicant may ever falsify any application, medical history record, invoice, paperwork, time sheet, time card, investigative questionnaires or any other document. Any employee found to have engaged in resume fraud or who made material misrepresentations or omissions on their employment application will be subject to immediate termination of employment. If you observe any such violations, please report them to the proper members of management.

Confidentiality / Non-Solicitation

All records and files of the Camp are property of the Camp and considered confidential. No employee is authorized to copy or disclose any file or record. Confidential information includes all letters or any other information concerning transactions with customers, customer lists, customer contacts, pricing agreements or arrangements, contract agreements or arrangements, payroll or personnel records of past or present employees, financial records of the Camp, all records pertaining to purchases from vendors or suppliers, correspondence and agreements with manufacturers or distributors and documents concerning operating procedures of the Camp.

You agree that any records, lists, or other materials provided to you during the course of your employment will be returned to the Camp upon your termination.

All telephone calls, letters, or other requests for information about current or former employees should be immediately directed to the proper members of management.

Workplace Violence

The Camp has a strong commitment to its employees to provide a safe, healthy and secure work environment. The possession of weapons or occurrences of violence in the workplace is contrary to our objective and will not be tolerated. Violators may be subject to immediate discharge.

The Camp also expects employees to maintain a high level of productivity. Therefore employees are to perform their jobs without violence, threats, harassment or bullying toward any individual. Employees who are involved in a fight and become injured may be denied workers compensation benefits.

The Camp has the right to search any areas on Camp premises for weapons, including but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits, parking lots, Camp vehicles and personal vehicles parked on Camp premises.

Reasonable Accommodations

It is recognized that employees may experience either a temporary or permanent impairment, which may impact their ability to perform any, or all of the physical and/or mental requirements of their job duties.

The Camp will consider providing reasonable accommodations for employees that would allow them to continue to perform the essential functions of their position, and which do not impose an undue hardship on the Camp's business.

Any employee having a physical or mental impairment that substantially limits one or more of his or her major life activities and which impacts their ability to perform their job duties, should notify their supervisor.

Safety

The health and safety of employees and others on Camp property is of utmost concern. It is therefore the policy of the Camp to strive constantly for the highest possible level of safety in all operations. It is our commitment to comply with all applicable health and safety laws, and to ensure that public and work areas are free of hazardous conditions. The Camp will make every effort to provide working conditions that are as healthy and safe as feasible, and employees are expected to be equally conscious about work-place safety, including proper work methods, reporting potential hazards, and reducing exposure to known hazards. You should immediately inform your manager of any unsafe condition or act that you observe. If you can correct an unsafe condition without possible risk of injury to yourself or others, you should take steps to correct it.

Daily Health Surveillance Procedures

On a daily basis, each counselor shall assess the health of the campers in his charge by visual observation and/or questioning the campers about their well-being. He shall survey the camper for such things as cuts, broken arms, bruises, black eyes, etc. Any camper whose health is in question shall be referred to the Camp Director and on-site Health Director, who will make a determination as to whether the camper will participate in camp activities or be returned to his parents.

Health Emergencies

In the event of a health emergency, the victim will be stabilized and a messenger (counselor or junior counselor) sent to inform the Medical Director and Camp Director. The Medical Director will determine whether the camper should be moved and/or additional emergency care is necessary. The Medical Director will attend to the victim until the arrival of more qualified medical personnel.

If necessary, 911 or the Police/Rescue Squad, will be called.

If necessary, victim will be transported to the Jersey Shore Medical Center.

Parents will be notified by Camp Director.

Fire Safety Procedures

A fire drill will be conducted every two weeks while camp is in session. Procedures provided by Office of Emergency Management will be followed. Each staff member shall be informed of his duties in case of emergency.

Upon sounding of the fire alarm signal, all people in the building will evacuate in a quick and orderly manner. Campers will line up by the fence around the baseball field. Once outside the building, each counselor will take attendance of the campers in his charge. The Camp Director will account for all staff members.

If everyone is accounted for, the campers and counselors will proceed to the general assembly area.

If someone is unaccounted for, the counselor whose camper is missing will immediately inform the director and give any additional information about where that person was last seen. The counselor will then proceed to the general assembly area with his campers.

The Director will implement the Lost Camper Plan and inform the Fire Department of the missing person. No one will be permitted to re-enter a burning building for whatever reason. In a burning building, any rescue attempts will be the responsibility of the Fire Department.

Outside the building, the counselor will stop the activity, take attendance, and proceed with the campers to the general assembly area. Any unaccounted for persons will be reported to the Camp Director as above.

In the event of a fire, the Camp Director will notify the Fire Department. Alternate person to notify the Fire Department is the Assistant Camp Director.

Fire extinguishers shall be placed strategically and meet the requirements of the Fire Underwriters Association. Each fire extinguisher shall be serviced regularly and shall be inspected at the time camp is in session. Landlord will be responsible for fire extinguishers.

In the event of a natural disaster, campers will be lined up on the basketball court, and directed in an orderly manner to the buses. All counselors will take attendance to account for all campers. Buses will transport campers to the Congregation Magen David of West Deal at 395 Deal Rd. Parents will be informed that they may pick up their children from the synagogue.

Lost Camper Plan

Counselors must account for their campers. A roster of the campers under their responsibility is essential for accounting for every camper. It is suggested that campers be assigned a buddy.

When a camper's buddy or counselor notices a camper is missing, the remaining camper or counselor should instantly notify other staff members. Upon receiving such a report, those designated to make such a search should begin immediately to:

1. Check the activity area and all places frequented by the camper. Call on public address system for the lost camper to report to camp office and contact the camper's parents.
2. If the camper is not found- the camp operator and administrative staff should meet to discuss information on loss camper's whereabouts. The entrance and exists to camp and area within three miles of camp should be searched with other staff checking the remaining units and activity areas on camp,
3. If after an hour the camper has not been found, the camp director notifies the police giving a full description: e.g. height, weight, clothes worn, last place seen, and any habits which may aid searchers.
4. Camp operator follows police instructions for forming search parties to search areas outside the camp. Search groups are properly equipped with signaling devices, first aid kits, and provisions for transporting an injured camper.
5. Follow instructions of authorities.
6. Contact the Monmouth County Police Department within 24 hours if the camper has not been located or if a reportable injury has occurred.

Evacuation Drill for School Bus

Once every two weeks, school bus evacuation drills will take place. Bus counselor will conduct evacuation drill. Bus counselor will maintain record and daily attendance of campers on the bus.

Upon sounding of the evacuation alarm signal, all people in the bus will evacuate in a quick and orderly manner using front and back exits. Once outside the bus, counselor will take attendance of the campers in his charge. The Camp Director will account for all staff members.

If everyone is accounted for, the campers and counselors will proceed to the general assembly area.

If someone is unaccounted for, the counselor whose camper is missing will immediately inform the director and give any additional information about where that person was last seen. The counselor will then proceed to the general assembly area with his campers.

The Director will implement the Lost Camper Plan and inform the proper authorities of the missing person.

Bus Counselor will record the following in a logbook:

1. Date of drill
2. Number of passengers, and time taken to evacuate the bus.
3. Bus counselor will sign book to verify information recorded.

Pool Safety

General Rules

1. The use of the swimming pool(s) shall be prohibited for use if any of the following conditions exist.
 - a. The pool clarity is such that the main drain cannot easily be seen.
 - b. The main drain is missing
 - c. Pool chlorinator and/or filtration system is not operational
 - d. A thunderstorm or heavy rain is imminent
 - e. There is inadequate chlorine residual
2. Diving shall be restricted to the diving area and shall be prohibited in water less than eight feet deep, including from the pool deck.
3. Non-swimmers are not allowed to enter the water above chest height. (In some cases. Water at the shallowest end of the pool may be too steep for small children).
4. The following safety equipment will be provided whenever the pool is in use.
 - a. Two ring buoys (with 25 feet of rope) or two rescue cubes.
 - b. One reaching pole (15 feet long)
 - c. 24 unit first-aid kit

- d. Spine board with straps.
 - e. A pocket face mask for CPR.
5. All equipment will be in its appropriate place. Training must be provided to instruct the staff in its proper use.

Lifeguards

1. At the pool, there shall be 1 lifeguard and 2-3 adults present for every 20 campers swimming.
2. At the beach, there shall be 2 lifeguards per 30 campers swimming. For more than 30 campers, there will be 3 lifeguards.

Daily Inspection

A daily inspection of the swimming pool(s) will be conducted by the aquatics director and will include:

1. Testing for chlorine residual levels three times a day and a pH one time a day and recording the readings on the DOH form.
2. Verifying that the main drain gate is in place and visible.
- 3.
4. Verifying that safety equipment is in place and in good repair.
5. Verifying that ladders and decking are in good repair.
6. Verifying that there are no visible electrical deficiencies.

Lost Swimmer Plan

If during a buddy check or at any other time a bather is not accounted for, the following plan will be immediately implemented:

1. The pool will be cleared and the water will be searched.
2. The buddy board will be rechecked to determine whether the bather has left the pool area.
3. The designated buddy of the lost swimmer will be questioned regarding the whereabouts of the missing bather.
4. A staff member will be dispatched to the camp director and the lost camper plan will be initiated.
5. If a bather is found in the water, first aid and CPR will be automatically administered by qualified staff (if required) and the emergency action plan will be implemented.
6. Lost swimmer drill shall be conducted every two weeks.
7. Lifeguard supervisor and/or lifeguard will conduct lost swimmer drill.

Swimming

1. Supervision

- a. The waterfront (beach/swimming pool) will be under the direct supervision of the aquatics director (see job aquatics description for qualifications). The aquatic director shall direct all personnel at the waterfront and ensure that the pool is operated in compliance with the written safety plan and the State Sanitary Code.
- b. A ratio of 1 qualified lifeguard to 30 bathers shall be maintained during swimming activities.
- c. The preceding ratios of staff (counselors and lifeguards) to campers shall be maintained whenever swimming is conducted.
- d. Lifeguards and counselors at the pool are not to engage in activities that would distract them from supervising the campers.
- e. Inadequate pool capacity- shallow: 25 swimmers
- f. Direction to calculate:
 - i. Deep water (greater than 5 ft. deep) swimmer capacity= deep water surface area divided by 25
 - ii. Shallow water (less than 5 ft. deep) swimmer capacity= shallow water surface area divided by 15.

2. Buddy Check and Board System

- a. A buddy system and board system for supervising bathers shall be used during all swimming activities as outlines below:
 - i. Swimming assessment
 - Prior to permitting campers to use the swimming pool/bathing beach, a progressive swimming instructor will assess the swimming capabilities of all campers. Camper will be classified as non-swimmers, and swimmers. (It is recommended that the swimming ability of staff members to be assessed as well). Non-swimmers will be restricted to water less than chest deep and will be identified by wearing a wristband or other visible identifier.
 - ii. Tags
 - Tags will be made for each camper. The tags will include the swimmers full name and swimming ability.
 - iii. Buddies
 - Prior to entering the swimming area, bathers will be assigned a buddy. Buddies must be of the same swimming ability or restricted to the area of the lesser's ability.
 - Buddies will enter the swimming area together and will wave their tags to the buddy board in the appropriate area of the board. One triple buddy per swimming area may be allowed.
 - Buddies are instructed to stay in close proximity to each other at all times and to immediately notify the lifeguard or counselor if their buddy is in distress or if their buddy is missing.
 - If a bather wants to leave the swimming area, he will remove his tag from the board and his buddy will be reassigned to another buddy.
 - iv. Buddy Checks

- Buddy Checks which account for ALL campers within the pool enclosure will be conducted at least every ten minutes.
 - The signal for a buddy check is a long blast of whistle followed by calling out "buddies".
 - When a buddy check is conducted the buddies will move together, jointly raise their hands above their head and wait to be counted.
 - The number of buddies will be counted for each swimming area and will be cross-referenced with the number indicated by the buddy board.
 - If there is a discrepancy between the two numbers the lost swimmer plan will be immediately implemented.
- v. When bathers "check out" of the swimming area, they will remove their tags from the "IN" section of the buddy board and place it on the "OUT" section or in a storage container. No one shall remove the tag of anyone other than himself or herself.
- vi. The buddy board shall be supervised by a counselor who is knowledgeable with its operation.

Modified Duty Positions

A modified duty position may be offered to employees that suffer an occupational injury/illness. Employees that are released by their physician to return to work less than full-time or with physical work restrictions may be eligible for a modified duty position.

Modified duty positions may be a temporary reassignment to another position within the Camp or, your current position may be reviewed to determine if reasonable accommodations can be made within your work restrictions. Reasonable accommodations may be considered for your current position pursuant to the "Reasonable Accommodations" section of this handbook. Pay will be at the rate of the new job classification if applicable. The Workers Compensation Carrier will contact you if you are entitled to additional wages from them.

Reassignment to Modified Duty or Reasonable Accommodation to your current position will require compliance with the following procedures:

- When you are released to return to work from a work-related injury, you must call your Workers Compensation Carrier. You cannot return to work without written authorization from your physician.
- Tell your supervisor immediately if you have any difficulty with assigned work. Never do work beyond what your physician has determined is safe for you.
- Reassignment to a modified duty position may require you to change your regular days off or work hours.
- You are required to schedule doctor appointments around your work schedules, whenever possible.
- Refusal to participate in the modified duty program when your physician releases you to work and work is offered, may result in the reduction or discontinuation of wage benefits from Worker's Compensation.

Workers' Compensation Insurance

To provide for employee medical expenses and for partial salary continuation in the event of work-related accident or illness, employees are covered by worker's compensation insurance based on state regulations.

The amount of benefits payable and the duration of payment depend upon the nature of the employee's injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law.

If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to the on-site supervisor. This ensures that the Camp can help obtain appropriate medical treatment. An employee's failure to follow this procedure may result in the appropriate worker's compensation report not being filed timely in accordance with the law, which may delay benefits in connection with the injury or illness. Questions regarding worker's compensation insurance should be directed to your supervisor.

Military Leave of Absence

Upon request, employees are eligible for a leave of absence to serve in the active or reserve military services of the United States in accordance with applicable law. The Camp complies with the Uniform Services Employment and Re-employment Rights Act (USERRA). This act applies to all employees who voluntarily or involuntarily perform services in the Armed Forces, Army National Guard, Public Health Services, or any other category of service designated by the President in time of war or emergency.

The following guidelines will be followed for an employee requesting a leave of absence:

- Employees are required to give their employers advanced written or verbal notice of an absence for military service unless circumstances make it unreasonable or impossible to do so.
- Employees may use any accrued vacation or other paid leave during the military leave.
- After the conclusion of their military service, employees must report to their employers, or submit an application for re-employment within a prescribed timeframe, which varies depending on the length of the leave of absence.
- Employees are entitled to take a cumulative leave of absence due to military service for up to five (5) years. (This includes previous leave absences)

Employees eligible for vacation or other paid leave time should contact their supervisor for specific details.

Return from Military Duty

Re-employment and/or reinstatement of employment will be made in accordance with all federal and/or state law. Employees should contact their supervisor or manager.

Family and Medical Leave of Absence

Medical and Family Leaves of Absence under the Federal Family and Medical Leave Act (FMLA)

An eligible employee may request a Family or Medical Leave for up to twelve (12) weeks in a twelve (12) month period due to the serious health condition of the employee or the employee's spouse, child or parent, or for the birth, or placement for adoption or foster care of a child. Eligibility for leave for the birth or placement for adoption or foster care of a child expires twelve (12) months after the birth or placement. An eligible employee is an employee who has been employed for a minimum of one year and worked 1,250 hours within the previous 12 months. Spouses who are both employed by the Camp cannot take more than a combined total of twelve (12) weeks of FMLA leave in a twelve (12) month period for the birth, adoption or foster care placement of a child, or to care for a parent with a serious health condition.

Family Leaves of Absence Under the New Jersey Family Leave Act (NJFLA)

An eligible employee may request a Family Leave due to the serious health condition of the employee's spouse, child or parent or for the birth or placement for adoption of a child. Eligibility for leave for the birth or for the placement for adoption of a child expires twelve (12) months after the birth or placement. **An eligible employee is an employee who has been employed for a minimum of one year and worked 1,000 hours within the previous 12 months and who has not taken a Family Leave of any kind under this policy within the previous twenty-four (24) months.**

The twelve (12) month and twenty-four month periods are measured by looking at the respective twelve (12) or twenty-four (24) month period immediately prior to the date on which leave is requested.

If your leave qualifies under both the FMLA and the NJFLA, the leave used will be counted against your entitlement under both laws. However, you will have the benefit of whichever leave statute provides you greater rights.

Employees must give at least thirty (30) days notice of the need for leave, if such leave is foreseeable. If leave is not foreseeable, notice must be given as soon as possible. If an employee fails to give proper notice for foreseeable leave, the Camp may delay the taking of leave.

When medically necessary, an employee may take leave intermittently or on a reduced schedule. The Camp reserves the right to temporarily transfer the employee to another position that better accommodates recurring periods of leave than your current position.

An employee requesting leave to care for a family member's serious health condition or because of his/her own serious health condition must provide the Camp with a certification from his/her health care provider. In certain circumstances, at the Camp's discretion, a second or even a third health care provider's opinion may be required.

Accrued sick and vacation benefits must be applied toward any portion of the 12-week FMLA leave, which is not covered by Workers' Compensation benefits or disability benefits. However, if leave is for birth, adoption or foster care placement, sick leave need not be used unless the employee wishes; other paid leave benefits must be used. The balance of the leave will be unpaid. Health insurance coverage, if applicable, will continue under the same terms and conditions as when the employee was on the job. In general, an employee will be reinstated to his/her previous position, or to an equivalent position, with no loss of benefits at the end of the leave.

NJ SAFE Act Leave of Absence

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner
2. Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner
3. Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
6. Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employer has the right to require the employee to provide the employer with documentation of the domestic violence or sexually violent offense that is the basis for the leave. The employer must retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.

The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

To obtain relief for a violation of the NJ SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one year of the date of the alleged violation

Voting Leave

The Camp encourages all employees to fulfill all civic responsibilities and to vote in all official public elections. Generally your working hours are such that you will have ample time to cast your vote before or after working hours. However if you find yourself with insufficient time to vote due to overtime work etc., please discuss the matter with your supervisor. The Camp will comply with all applicable voting time laws of the states and municipalities in which its' facilities and offices are located.

Jury and Witness Duty Leave

The Camp recognizes employee obligations to serve on state and federal juries. When you are asked to serve on jury duty, inform your supervisor immediately so that it can be determined whether your schedule is flexible enough to permit you to serve at that time. If not, the Camp will request deferral to a more convenient date. You are expected to return to work, when reasonable, during your regularly scheduled business hours or if released earlier than anticipated.

Occasionally, employees may be legally compelled to attend a judicial proceeding. In these circumstances, an employee's attendance at work will be excused. Employees must notify their supervisor immediately upon receiving a summons or subpoena compelling attendance at a judicial proceeding and must present the summons or subpoena to the supervisor. An employee charged with a crime, who is required to attend a judicial proceeding, is not covered by this policy.

Timekeeping Procedures

Unless otherwise notified, each employee is required to record his or her hours of work for the Camp either through the use of a time card or through a hand written record. Accurately recording all of your time is required in order to be sure that you are paid for all hours worked as required by the wage and hour laws. You will be informed your first day on the job whether you are required to keep your time by a time clock, a time sheet or some other method. Whatever your method of

timekeeping, you are expected to follow the established procedures in keeping an accurate record of your hours worked.

Any changes or corrections to your time card or time record must be initialed by you and your immediate supervisor. Under no circumstances may any employee punch another employee's time card.

Attendance and Punctuality

Regular attendance and punctuality is an important job requirement. The Camp must be able to respond to its customers' and clients' needs. In order to perform this obligation, it is essential that all employees report to work regularly and on time. It is each employee's responsibility to overcome minor inconveniences and to strive for perfect attendance.

If any employee is unable to report to work on a scheduled workday (including scheduled overtime), the employee must notify their manager by the beginning of the scheduled workday. In cases of absences exceeding one (1) day, it is the employee's responsibility to arrange a reporting schedule with the manager. If the employee wishes to apply for one of the Camp's leave policies, the employee should follow the reporting policy delineated in that policy.

Any employee's absence from work without proper notification may be considered a voluntary resignation of employment. The Camp may require documented evidence of illness and/or a medical opinion of fitness to return to work following an absence of three or more days.

Tardiness is also unacceptable job performance in the same nature as excessive absenteeism. It is each employee's responsibility to allow ample time in the commuting schedule to allow for travel delays. Tardiness is defined as arriving after the normal starting time.

Personal Appearance and Behavior

The Camp does not have a formal dress policy and prefers to rely on every employee's good judgment to dress appropriately for a business such as ours and the job he or she is performing. The Camp expects all employees to present a neat, well-groomed appearance and a courteous disposition. The Camp feels that these qualities go further than any other factor in making a favorable impression on the public and your fellow workers.

Likewise, unprofessional behavior in the workplace, such as sexually related conversations, inappropriate touching (i.e., kissing, hugging, massaging, sitting on laps) of another employee, and any other behavior of a sexual nature is prohibited.

Please avoid extremes in dress and behavior. Flashy, skimpy or revealing outfits and other non-business-like clothing are unacceptable. Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time off from work will generally be without pay.

The Camp's professional image can be tarnished because of customers' negative reactions to body piercing such as nose rings, eyebrow rings and tongue piercing. Such body piercing also creates certain safety hazards in the workplace. For these reasons, we do not allow employees to display this kind of jewelry.

The Camp's professional image can also be adversely affected by an employee's display of significant, visible body tattoos. For this reason, we do not allow any employee in contact with our customers and/or vendors to have significant, visible tattoos on their skin.

Employees are expected to observe the Camp's personal appearance and behavior policy at all times.

Smoke Free Workplace

In order to maintain a safe and comfortable working environment, the Camp prohibits smoking throughout its workplace with the exception of specially designated areas.

All smoking areas will be clearly designated with signs. You are permitted to smoke in these areas only during your meal and break periods. Employees smoking in any non-smoking area may be subject to disciplinary action up to and including discharge.

Alcohol and Drug Policy

The Camp is a drug free environment. Specifically, the Camp is committed to having a workplace free from the improper use of narcotics and other controlled substances (commonly referred to as illegal drugs), the abuse of alcohol, and the misuse of legal or prescription drugs. Their sale, use, and abuse, when connected to the work environment threatens the safety, morale, and public image of both you and the Camp. The following practices will be used to ensure a drug free environment:

1. No person will be hired who is a user, promoter, or seller of illegal drugs.
2. Use, presence in the body, sale, distribution or possession of illegal drugs by employees, while present on Camp premises or during scheduled working hours, including break or meal periods, is strictly prohibited and is grounds for discharge.
3. An employee who is found to be involved in the sale, solicitation, or dealing of illegal drugs will be discharged.
4. An employee who is taking prescription medication or other legal drugs that might impair their physical or mental faculties should provide prompt notice of this fact to his/her supervisor. Employees should not report to work under the influence of any drug that creates impairment or a safety risk.
5. The use or possession of alcoholic beverages on Camp premises, except for authorized events, is also prohibited. Reporting to work or working under the influence of alcohol is cause for discharge.

Any employee will be subject to testing for reasonable cause. An employee will be subject to an immediate drug and/or alcohol test where there is evidence, suspicion, or demonstrated behavior that indicates that the employee may be under the influence of drugs and/or alcohol.

An employee who refuses a "for cause" drug and/or alcohol test and refuses to resign will be discharged.

Computers E-Mail Voicemail and the Internet

The voicemail, e-mail, computer systems and/or access to the Internet are provided by the Camp to assist its employees in carrying out the business of the Camp. The Camp treats all messages, received or stored, as business messages, which the Camp is entitled, if deemed necessary, to access, review, copy, delete, or save for any purpose and to disclose them to anyone that it deems appropriate. The Camp

may override any applicable password or codes in accordance with the best interests of the Camp, its employees, clients, customers or visitors.

The Internet is to be used for business purposes only and should not be utilized for personal reasons. Access to pornographic or other inappropriate websites is strictly prohibited.

Use of the voicemail, e-mail, computer systems, or internet to engage in communications against Camp policy, such as unethical business practices, defamatory, obscene, offensive or harassing or otherwise inappropriate messages, is prohibited.

Social Media Policy

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Camp, as well as any other form of electronic communication.

The same principles and guidelines found in the Camp's policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Camp or the Camp's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the Camp Handbook, especially the Camp's Discrimination & Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Maintain confidentiality of minors/campers

Due to the age of our campers, employees shall not disclose the name of or any identifying feature of any minors or campers, including photographs or personal information.

Be respectful

Always be fair and courteous to fellow employees, customers, suppliers or people who work on behalf of the Camp. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct

might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Camp policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered.

Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Camp, fellow employees, customers, suppliers, and people working on behalf of the Camp or competitors.

Post only appropriate and respectful content

Maintain the confidentiality of the Camp's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to a Camp website without identifying yourself as a the Camp's employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the Camp. If the Camp is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Camp, fellow employees, customers, suppliers or people working on behalf of the Camp. If you do publish a blog or post online related to the work you do or subjects associated with the Camp, make it clear that you are not speaking on behalf of the Camp. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Camp."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Camp Computer and Internet Policy.

Do not use the Camp's email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The Camp prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on the Camp's behalf without contacting the Human Resources Department. All media inquiries should be directed to them.

Telephones

The proper use of telephone etiquette reflects our commitment to a high standard of customer service. In addition defined telephone skills are essential to the efficient operation of the Camp.

We have therefore established the following standards to be followed when using the telephone during business hours.

BUSINESS CALLS:

- Incoming calls should be answered promptly and courteously.
- Calls should be forwarded to the appropriate person as quickly as possible. If unavailable, a detailed message should be taken for a follow up phone call.
- Callers should not be placed on hold for long periods of time. It is important to check with the caller periodically to assess if they want to continue to hold.
- Telephone messages are to be returned in a timely manner.

PERSONAL CALLS:

- Personal calls are to be kept to a minimum so as not to interfere with business calls.
- Personal phone calls should be made during break time, unless there are extenuating circumstances.
- Placing personal long distance phone calls that would result in charges to the Camp is strictly prohibited and could result in disciplinary action up to and including discharge.

Cell Phone Policy

Employees are not allowed to use their cell phones while at work to make or receive personal calls.

The Camp is committed to promoting highway safety by encouraging the safe use of cellular telephones by its employees while they are on Camp business. While the Camp recognizes that there often is a business need to use cellular phones, safety must be the first priority.

If an employee needs to make phone call while driving, the individual should find a proper parking space first. Stopping on the side of the road is not acceptable. The only exception is for genuine emergencies such as an accident or a car breakdown. Employees with hands-free telephones may make brief phone calls while driving but must park when road conditions are poor, traffic is heavy, or the conversation is involved.

Proper cellular phone use is one part of safe driving. Employees also should remember that while traveling on business, they are expected to follow posted speed limits, practice defensive driving, wear seat belts and take a sufficient number of breaks so they remain alert. The Camp also expects its employees to be properly

licensed and reserves the right to request that employees present a current license for inspection.

Camp Property and Vehicle Use

Only authorized employees may use Camp vehicles for Camp business only. If a Camp vehicle incurs any damage while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately.

You must hold a valid state driver's license for the class of vehicle you are driving. Further, you may never use a motorcycle to conduct either business or provide transportation for a customer or fellow employee. All people in Camp vehicles are required to use their seatbelts. Not using seatbelts in a Camp vehicle may lead to disciplinary action, up to and including termination. Only people authorized by your supervisor can be passengers in Camp vehicles. Permitting unauthorized passengers may lead to disciplinary action, up to and including termination.

Any employee whose duties include the operation of Camp or customer vehicles who is cited for D.U.I. or for any other serious moving violation will be considered to have an unacceptable driving record and his or her continued employment will be subject to review. The Camp must be notified immediately of any change in the status of your driving record. Any employee whose duties include the operation of Camp or customer vehicles who becomes uninsurable under the Camp's liability policy will be considered to have an unacceptable driving record and his or her continued employment will be subject to review.

If an employee receives a traffic citation while operating a Camp or customer vehicle, the employee will be responsible for paying any fine or penalty. If an employee is involved in a traffic accident while operating a Camp or customer vehicle, the employee is required to call a police officer to the scene of the accident. The employee must report the accident to the Human Resources Department immediately. Do not attempt to render medical care or assistance beyond your ability.

Parking

So that we will have sufficient convenient parking for our customers, we require all of our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park your vehicle, please ask your supervisor.

Separation of Employment

Should you decide to resign for any reason the Camp requests, but does not require, that you provide as much notice as possible.

It is requested that you provide a minimum of ten (10) calendar days notice prior to your departure. This notice will allow for a smooth transition of your duties and working relationships.

Prior to your departure, the Camp may request that you meet with a Camp representative to provide work-related feedback on the Camp. This will allow the Camp to continue to evaluate their policies and practices and to improve such policies and practices if possible.

Prior to your departure date, you will be required to return all Camp documents, materials, and equipment. You will also be asked to turn in any outstanding expense

reports, if applicable. No materials or documents should be copied or in any way duplicated and taken with you when you separate from employment.

References

All written or verbal requests for references regarding current or former employees must be referred to a member of management of the Camp. Employees are prohibited from supplying any information in response to such requests unless you are specifically authorized to do so by a member of Camp management.

It is the Camp's policy to only furnish or verify an employee's name, dates of employment and job title. No other information regarding a current or former employee will be provided unless the individual first provides written authorization.

Damage to Property

We have made a tremendous investment in our building and equipment in order to better serve our customers and to make your job easier. Deliberate or careless damage to the Camp's, your co-workers' or customers' property will not be tolerated.

Honesty

Our credibility with our customers is the most important element of our relationship. Misrepresentation to a customer is against Camp policy and against the law. The law provides that an employee is personally liable. Employees are also expected to be honest in their dealings with their supervisors and co-workers.

Housekeeping

Employees are responsible for maintaining their own work areas in a presentable manner. At the close of each business day, ensure that all equipment is cleaned and put away. Employees will not litter or discard such items as cigarettes or wrappers on the premises. Remember, we want our customers to look at us as a professional, neat organization.

Work areas must be maintained in a clean, healthy and orderly fashion to prevent unsafe conditions and potential accidents. If you observe conditions or equipment which are potentially dangerous, report them immediately to your supervisor. It is each employee's responsibility to make sure the work area is clean and orderly at the completion of their scheduled work shift.

Insubordination

We all have duties to perform and everyone, including your supervisor, must follow directions from someone. It is against our policy for an employee to refuse to follow the directions of a supervisor or management official or to treat a supervisor or management official in an insubordinate manner in any respect. Employees must fully cooperate with Camp investigations into potential misconduct. Refusal to fully disclose information in the course of a Camp investigation is insubordination and will not be tolerated.

Personal Mail

All mail which is delivered to the Camp is presumed to be related to our business. Mail sent to you at the Camp will be opened by office personnel and routed to your

department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Camp postage meters and letterhead may not be used for personal correspondence.

Personal Telephone Calls and Visits

We have a limited number of telephone lines at the Camp, and it is essential that we keep those lines open for business calls. Therefore, we ask our employees to refrain from making or receiving personal calls except in emergencies. Long distance business calls must be cleared by your immediate supervisor unless your job duties include the routine making of long distance calls. Under no circumstances are employees permitted to use Camp telephones to call "1-900" lines or similar pay-per call services. Employees will be personally liable for unauthorized calls and will be subject to discipline, up to and including immediate termination.

Personal visits by friends or relatives during work hours can be disruptive to our operations and are strongly discouraged. If you receive a non-business-related visit from a friend or relative, you must notify your immediate supervisor at the time of your guest's arrival and departure. Non-employees are strictly forbidden from entering unauthorized areas.

Inclement Weather

At times, inclement weather such as hurricanes and floods can disrupt Camp operations. In extreme cases, these circumstances may require the closing of the office. If the office will be closed due to severe weather, you will be notified as soon as possible. If you are not notified of the office closing, you are expected to report to work as usual.

Time taken off due to poor weather conditions while the business remains open will be unpaid.

Receipt / Acknowledgment

I have received a copy of the Employee Handbook and have read or had it read to me. If I have any questions regarding this handbook, I understand that it is my responsibility to ask my supervisor or other member of management about them. I recognize it is my responsibility to review the policies, practices, standards, and rules it contains, and I agree to comply with them during my employment.

I understand the information in this handbook is intended to acquaint employees with general policies, principles, standards, and procedures, and does not represent a contractual commitment by Camp Allsport ("the Camp") concerning terms of employment or other matters. The Camp is free to act according to the best business judgment of management and to change, interpret, withdraw, or add to the policies, procedures, and standards described in this handbook at any time without prior notice, consideration, or approval by an employee. **I further understand that this handbook is not a contract between the Camp and me, nor is it a guarantee of any specific policies, procedures, standards, rules, or length of employment. I understand that my employment is considered "employment at-will" unless I may have otherwise entered into a contractual agreement with the Camp.**

Employee Name _____

Date

Employee Signature

Parent/Guardian Signature (if employee is a minor)

To Supervisor: Following the employee's signature, place this page in the employee's personnel file.