



EMPLOYEE HANDBOOK

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I. ORGANIZATION DESCRIPTION

The Vision, Purpose, Mission & Values of the Wild Sheep Foundation (WSF) are as follows:

Vision - *Our desired future state*

To be the best managed, most respected and most influential conservation organization in the world, for the benefit of all stakeholders and wild sheep worldwide.

Purpose - *Why we exist*

To Put and Keep Sheep on the Mountain™

Mission - *What we do*

We enhance wild sheep populations, promote scientific wildlife management, educate the public and youth on sustainable use and the conservation benefits of hunting while promoting the interests of the hunter and all stakeholders.

Values - *The principles that guide us*

Honesty	Teamwork	Accountability
Integrity	Positive Attitude	Stewardship
Respect for others	Respect for wildlife	Loyalty
Hunting Ethics		

2. INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with WSF and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by WSF to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As WSF continues to grow, the need may arise and WSF reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

3. NATURE OF EMPLOYMENT

Employment with WSF is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, WSF may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between WSF and any of its employees. The provisions of the handbook have been developed at the discretion of the Board and, except for its policy of employment-at-will, may be amended or canceled at any time, at the sole discretion of WSF.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Directors.

4. EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at WSF will be based on merit, qualifications, and abilities. WSF does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Chief Executive Officer (CEO). Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

5. IMMIGRATION LAW COMPLIANCE

WSF is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed a I-9 with WSF within the past 3 years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the CEO. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

6. EMPLOYMENT CATEGORIES

It is the intent of WSF to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and WSF.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by WSF management.

In addition to the above categories, each employee will belong to 1 of 4 other employment category: REGULAR FULL-TIME employees are those who are regularly scheduled to work the WSF full-time schedule. Generally, they are eligible for the WSF benefits package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are regularly scheduled to work fewer than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for any of WSF's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with WSF is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. Introductory employees receive no benefits.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for any of WSF's other benefit programs.

7. EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join WSF are well qualified and have a strong potential to be productive and successful, it is the policy of WSF to check the employment references of all applicants. The CEO will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by WSF records.

8. PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify WSF of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

9. INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. WSF uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or WSF may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within WSF must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. In cases of promotions or transfers within WSF, an employee who, in the sole judgement of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the needs of WSF.

Upon satisfactory completion of the initial introductory period, employees may enter 1 of the REGULAR employment classifications. During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming REGULAR employees, they may also be eligible for other WSF-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements. Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within WSF.

10. PERFORMANCE EVALUATION

The CEO and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the CEO and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both office manager and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluations are scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire. Merit-based pay adjustments may be awarded by WSF to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

11. EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons (reduction in force). WSF will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to WSF, or return of WSF-owned property. Suggestions, complaints, and questions can also be voiced. Since employment with WSF is based on mutual consent, both the employee and WSF have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Resignation is a voluntary act initiated by the employee to terminate employment with WSF. Although advance notice is not required, WSF requests at least 2 weeks' written notice of resignation. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

12. EMPLOYEE BENEFITS

Eligible employees at WSF are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook. The following benefit programs are available to eligible employees: Holidays; Benefit Conversion at Termination; Medical Insurance; Life Insurance; Family Leave; Medical Leave; Vacation Benefits; Sick Leave Benefits. Some benefit programs require contributions from the employee, but most are fully paid by WSF.

13. VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use vacation time as described in this policy. Vacation is initially accrued at the rate of 6.667 hours per month. The amount of paid vacation time employees receive each year increases with the length of their employment. Vacation time is accrued at the rate of 10 hours per month after 5 years of eligible service and 13.333 hours per month after 10 years of eligible service.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 90 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period. The maximum amount of vacation any employee may accrue is 6 weeks. Vacation time in excess of 6 weeks is forfeited. Paid vacation time can be used in minimum increments of 4 hours. To take vacation, employees should request advance approval from the CEO. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Upon termination of employment, employees may be paid for unused vacation time that has been earned through the last day of work. However, if WSF, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

14. HOLIDAYS

WSF will grant the following 10 days of holiday time to Regular full-time employees: New Year's Day (January 1); President's Day (third Monday in February); Good Friday (Friday before Easter); Memorial Day (last Monday in May); Independence Day (July 4); Labor Day (first Monday in September); Columbus Day (second Monday in October); Thanksgiving (fourth Thursday in November); Christmas Eve (December 24); Christmas (December 25).

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), the employee will be eligible to extend their leave by the number of days of holidays missed during their past absence.

15. SICK LEAVE BENEFITS

WSF provides paid sick leave benefits to Regular full-time employees for periods of temporary absence due to illnesses or injuries. Eligible employees will accrue sick leave benefits at the rate of 10 days per year (6.667 hours for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Employees can request use of paid sick leave after completing a waiting period of 90 calendar days from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of 4 hours. Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence. Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 30 calendar days worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. After 3 days absence, employee must have a doctor's note. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Eligible employees are also provided with up to 8 weeks of maternity leave without pay.

16. HEALTH INSURANCE BENEFITS

WSF assists with medical insurance for regular full-time employees. WSF will provide the employee & spouse with coverage under WSF's Group Health Insurance Plan in effect or reimburse employees for up to \$650 per month. There is a 60-day waiting period for health insurance benefits to start. All paperwork related to health insurance is handled by the Office Manager.

17. BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees the opportunity to continue health insurance coverage under the WSF health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; or an employee's divorce or legal separation. Under COBRA, the employee or beneficiary pays the full cost of coverage at WSF group rates, plus an administration fee. WSF provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the WSF health insurance plan. The notice contains important information about the employee's rights and obligations.

18. MEDICAL LEAVE

WSF provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Regular full-time employees are eligible to request medical leave as described in this policy. Eligible employees may request medical leave only after having completed 365 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events, and as soon as possible for unforeseeable events. A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to WSF. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 8 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave. Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities. Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by WSF until the day the medical leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from medical leave, benefits will again be provided by WSF according to the applicable plans. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment. So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide WSF with at least 2 weeks advance notice of the date the employee intends to return to work. When a medical leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. If an employee fails to report to work promptly at the end of the medical leave, WSF will assume that the employee has resigned.

19. FAMILY LEAVE

WSF provides family leaves of absence without pay to eligible employees who need to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. Regular full-time employees are eligible to request family leave as described in this policy. Eligible employees may request family leave only after having completed 365 calendar days of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events, and as soon as possible for unforeseeable events. Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 8 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of eight weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition. Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by WSF until the day the approved family leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefits will again be provided by WSF according to the applicable plans. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment. So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide WSF with at least 2 weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, WSF will assume that the employee has resigned.

20. MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training, or if called to active duty with the U.S. armed services. The leave will be unpaid. However, employees may use any available paid time off for the absence. Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by WSF until the day the military leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, benefits will again be provided by WSF according to the applicable plans. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and

will resume upon the employee's return to active employment. Employees on 2-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws. Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

21. BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to 3 days paid time off will be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death. Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available vacation leave for time off if requested. WSF defines "immediate family" as the employee's spouse, parent, grandparent, child, grandchild, or sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

22. WORK SCHEDULES

WSF normal office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. The normal work schedule for all employees is eight hours a day, five days a week. Employees are allowed one unpaid hour per day for lunch. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

23. TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require WSF to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. WSF asks that employees keep detailed information about their work performed; records must be detailed and complete so that WSF can reconstruct the past with a reasonable degree of accuracy.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Time sheets must be provided to the Office Manager by 5:00 PM on the 14th and the day before the last day of each month. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

24. OVERTIME

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. All overtime must be approved in advance by the CEO.

25. PAYDAYS

All employees are paid on the 15th and the last day of each month. Each paycheck will include earnings for all work performed through the end of the current payroll period. Payroll periods will end on the 15th and the last day of each month. In the event that a payday falls on a day off such as a weekend or holiday, employees will receive pay on the next scheduled work day. If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation, if a written request is submitted at least one week prior to departing for vacation.

Hourly rate employees will be paid for actual hours worked. Work and reporting of work must be completed by the morning of each payday. Hourly rate employees will be paid an overtime rate only for overtime hours that were pre-approved by a supervisor.

Salaried employees assume the professional responsibilities necessary to execute their work. If the responsibilities cannot be met within the regular work day, the excess hours required are not paid.

As a condition of employment, all employees may be required to attend and work at the WSF Annual Convention. They will arrive no later than the Sunday prior to the start of the Convention and leave no earlier than the Monday following the Convention. This shall be without additional compensation.

26. ADMINISTRATIVE PAY CORRECTIONS

WSF takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the CEO so that corrections can be made as quickly as possible.

27. BUSINESS TRAVEL EXPENSES

WSF will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the CEO. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by WSF. Employees are expected to limit expenses to reasonable amounts. Expenses that generally will be reimbursed include:

- A. Airfare for travel in coach or economy class, or the lowest available fare.
- B. Car rental fees, only for compact or other economy cars.
- C. Fares for shuttles, where available; costs of public transportation for other ground travel.
- D. Taxi fares, only when there is no less expensive alternative.
- E. Cost of standard accommodations in mid-priced hotels, motels, or similar lodgings.
- F. Cost of meals, no more lavish than would be eaten at the employee's own expense. Employees must limit their daily meal expenses to \$100.
- G. Tips not exceeding 20% of the total cost of a meal or 15% of a taxi fare.
- H. Charges for telephone calls, fax, and similar services required for business purposes.
- I. Mileage costs for use of personal cars, only when less expensive transportation is not available. The reimbursement rate is the same as for federal employees and changes annually. Employees who are involved in an accident while traveling on business must promptly report the incident to the CEO. Employees must have a valid driver's license, current automobile insurance, and wear seat belts at all times. Vehicles owned, leased, or rented by WSF may not be used for personal use without prior approval.

A travel advance of \$100 per day may be issued to employees who request it at least 1 week prior to departure. Unused portions of the travel advance must be returned to WSF. When travel is completed, employees must submit completed travel expense reports within 10 days. Reports must be accompanied by receipts for all individual expenses of \$10 or more to receive full reimbursement.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, are grounds for disciplinary action, up to and including termination of employment.

28. RETIREMENT PLAN

Eligible employees may participate in the WSF SEP-IRA Retirement Plan. At the end of each calendar year, eligible employees will have an amount equal to 5% of their total annual salary and earned bonus placed into the WSF SEP-IRA Retirement Plan on their behalf. Employees who have not completed a full year of service at the end of the calendar year will have their contribution pro-rated for that portion of the year they did work. The funds in this plan will be turned over to the employee upon termination of their employment with WSF.

29. SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, WSF has established a workplace safety program. This program is a top priority for WSF. Administration has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

All new employees will receive safety training prior to or on the first day of work. Employees will be notified of the WSF fire evacuation plan and the locations of all exits, fire extinguishers, first-aid supplies, and emergency phone numbers. Any safety issues pertaining to a new employee's job will be discussed. If any new procedures or equipment are introduced in the work site, WSF will provide information to employees about workplace safety and health issues through regular internal communication channels such as staff meetings, memos, or other written communications. Follow-up safety training sessions may be scheduled as well.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the CEO. Employees may inform administration of all hazardous conditions at the work site without fear of reprisal. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, employees must seek medical attention. Regardless of how insignificant the injury may appear, employees should immediately notify the CEO. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

30. EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, WSF expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment: Theft or inappropriate removal or possession of property.

- Working under the influence of alcohol above .04 BAC or illegal drugs.
- Possession, distribution, sale, or transfer of illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- Insubordination or other disrespectful conduct.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives, in the workplace. Excessive absenteeism or any absence without notice.
- Unauthorized or excessive personal use of telephones, mail system, or other employer-owned equipment.
- Unauthorized disclosure of WSF proprietary, "trade secret" or confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Employment with WSF is at the mutual consent of WSF and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

WSF employees shall neither solicit nor accept any gift, tip, or gratuity that is of substantial value from any person or organization for any service performed or potential influence wielded within the scope of the employee's position, duties, and responsibilities. If a gift, tip, or gratuity is mailed or personally delivered to an employee either at work or home, the employee must notify the CEO. This will not include gifts of \$25 or less, or given by the Board of Directors.

31. USE OF TELEPHONES

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so. Employees may be required to reimburse WSF for charges resulting from their personal use of the telephone.

32. ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, WSF expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on WSF. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

33. PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image WSF presents to the community. During business hours, employees are expected to present a clean and neat appearance and to dress according to the status and the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult the CEO if you have questions as to what constitutes appropriate attire.

34. SMOKING

In keeping with WSF intent to provide a safe and healthful work environment smoking in the workplace is discouraged. The WSF headquarters and offices are designated as smoke free zones. Smoking is expressly prohibited. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

35. DRUG AND ALCOHOL USE

It is the desire of WSF to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on WSF premises and while conducting business-related activities off WSF premises, no employee may distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of physician prescribed drugs with a valid prescription is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance, abides by all WSF policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause WSF any undue hardship. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the CEO, without fear of reprisal.

36. SEXUAL AND OTHER UNLAWFUL HARASSMENT

WSF is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the CEO. If the CEO is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Chairman. Employees can raise concerns and make reports without fear of reprisal. Any employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the CEO, who will handle the matter in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

37. INTERNET

The Internet can be a valuable source of information. In addition, email can provide an excellent means of communication. Use of the Internet, however, must be tempered with common sense and good judgement. WSF is not responsible for material viewed or downloaded by users of the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material. Having an email address on the Internet may lead to receipt of unsolicited messages containing offensive content. Users accessing the Internet do so at their own risk. The Internet will not be used to download games and entertainment software, to make copies of materials protected under copyright law, or to download offensive material.

Internet access will be done only with the protective use of virus detection software. The computers and computer accounts given to WSF employees are to assist them in performing their jobs. The computer system belongs to WSF and may only be used for business purposes. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the WSF computer system. WSF has the right, but not the duty, to monitor any and all aspects of the computer system, including, but not limited to, monitoring sites visited by employees on the Internet, reviewing material downloaded and uploaded, and reviewing emails sent and received. Violations of the Internet usage policy will be taken seriously and may result in disciplinary actions, up to and including termination, and civil and criminal liability.

38. RETURN OF PROPERTY

Employees are responsible for items issued to them by WSF, or in their possession or control, such as the following: Membership List and Mailing List; Credit cards; Equipment; Keys; Manuals; Written materials. Employees must return all WSF property immediately upon request or upon termination of employment. Where permitted by applicable laws, WSF may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. WSF may also take all action deemed appropriate to recover or protect its property.

39. SECURITY INSPECTIONS

WSF wishes to maintain a work environment that is free of illegal drugs or other improper materials. To this end, WSF prohibits the possession, transfer, sale, or use of such materials on its premises. WSF requires the cooperation of all employees in administering this policy.

Desks or any other storage devices may be provided for the convenience of employees, but remain the sole property of WSF. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of WSF at any time, either with or without prior notice.

40. ACCESS TO PERSONNEL FILES

WSF maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of WSF, and access to the information they contain is restricted. Personnel information is often in electronic form. Therefore, accessing any personnel information through confidential WSF computer accounts is also strictly prohibited and will be punished up to and including possible termination of employment. Only management personnel of WSF who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the CEO. With reasonable advance notice, employees may review their own personnel files in WSF offices and in the presence of an individual appointed by WSF to maintain the files.

41. NON-DISCLOSURE

The protection of confidential business information is vital to the interests and the success of WSF. Such confidential information includes, but is not limited to, the following examples: Compensation data; Financial information; Marketing strategies; Pending projects and proposals; Research and development strategies; Scientific data; Membership List and Mailing List.

Employees are prohibited from discussing their salary or wage levels and company benefits with other employees. Such information is confidential and may not be discussed in the workplace. Any employee violating this policy will be considered to have committed a breach of confidentiality and will be subject to disciplinary action, up to and possibly including termination of employment.

Employees may be required to sign a non-disclosure agreement as a condition of employment. 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.

42. EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about WSF, and I understand that I should consult the Chief Executive Officer (CEO) regarding any questions not answered in the handbook. I have entered into my employment relationship with WSF voluntarily and acknowledge that there is no specified length of employment.

Accordingly, either I or WSF can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the WSF policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the CEO of WSF, with the advice and consent of the Board, has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE: _____ DATE: _____

EMPLOYEE'S NAME (TYPED OR PRINTED): _____

(After signing, please make a photocopy of this page and transmit it to the CEO.)