



Handbook

Edited 2021

WELCOME

Dear Skate Like a Girl team member,

Welcome to Skate Like a Girl. We are delighted that you have chosen to join our team as a staff member or volunteer, and look forward to working with you to build a more inclusive community through skateboarding. We value the talent, experience and perspective you bring, and know that together we can promote confidence, leadership, and social justice to everyone in our Skate Like a Girl community.

As you join the Skate Like a Girl squad, whether you're a volunteer or a staff member, we ask that you learn about our organization. This Handbook is designed to help you understand the benefits and the policies that guide your day-to-day activities as a member of the Skate Like a Girl squad. Please note that this document is primarily focused on guiding paid employees, but also includes relevant information for unpaid volunteers, interns, and board members, as well.

We think working with Skate Like a Girl is a special opportunity. We hope that your involvement here will be a matter of both pride and satisfaction, and that it will be mutually productive and enjoyable.

Sincerely,

Kristin Ebeling
Executive Director

ABOUT SKATE LIKE A GIRL

MISSION

To create an inclusive community by promoting confidence, leadership, and social justice through skateboarding.

VISION

Empower skaters, especially young women and/or trans people, to grow into strong, confident leaders who promote and implement social equity.

VALUES

We value experiential learning and civic participation, by providing opportunities to be involved in the skateboarding community.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the HANDBOOK and ACKNOWLEDGMENT AND AUTHORIZATION and certify that I have read and understand both of said documents. These documents will be utilized by employees and non-employees alike; therefore, I further acknowledge that receipt of this Handbook does not give rights that are not applicable to an individual's position within the organization.

In accordance with this notice, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Skate Like a Girl, 305 Harrison Street, Seattle, WA 98109, www.skatelikeagirl.com, 888-401-0195, another outside organization acting on behalf of the Organization, and/or the Organization itself. I agree that a fax, electronic or photographic copy of this Authorization shall be as valid as the original.

MARK POSITION WITHIN ORGANIZATION

Staff:

I understand and acknowledge that as an employee of Skate Like a Girl, the HANDBOOK in its entirety applies to me. I understand and acknowledge that nothing in this document or the Skate Like A Girl HANDBOOK alters my at-will status. I understand and acknowledge the requirements and expectations outlined in the HANDBOOK and agree to abide by the policies and guidelines outlined within as a condition of my employment with Skate Like a Girl. I understand and acknowledge that if I have questions regarding Skate Like a Girl policies, I will consult with my immediate supervisor, or senior management or Human Resources team.

Americorps:

I understand and acknowledge that as an Americorps member with Skate Like a Girl, the HANDBOOK in its entirety applies to me. I understand and acknowledge that nothing in this document or the Skate Like A Girl HANDBOOK alters my at-will status. I understand and acknowledge the requirements and expectations outlined in the HANDBOOK and agree to abide by the policies and guidelines outlined within as a condition of my employment with Skate Like a Girl. I understand and acknowledge that if I have questions regarding Skate Like a Girl policies, I will consult with my immediate supervisor, or senior management or Human Resources team.

Volunteers (Adult, YAB, YES, TRC)

I understand and acknowledge that as a volunteer with Skate Like a Girl, the following sections of the HANDBOOK apply to me: Right to Reserve, EEO-Anti Discrimination, Harassment & Retaliation, Whistleblower, Electronic and Social Media Policy, Drug and Alcohol Policy, Health and Safety, Security, Standards of Conducts and Workplace Violence. I understand and acknowledge that nothing in this document or the Skate Like A Girl HANDBOOK establishes an offer for employment and does not change my relationship to the organization.

Board Members:

I understand and acknowledge that as a Board of Director for Skate Like a Girl, the following sections of the HANDBOOK apply to me: Right to Reserve, EEO-Anti Discrimination, Harassment & Retaliation, Whistleblower, Electronic and Social Media Policy, Skate Like A Girl Property, Computer and Electronic Equipment, Prohibited Use of Cell Phone while Driving, Recreationally and Social Activities, References, Standards of Conducts, Confidential Information, Information Security Policy, Conflict of Interest, Drug and Alcohol Policy, Health and Safety, Security, and Workplace Violence.

Individual's Signature: _____

Printed Name: _____

Date: _____

(Staff) Acknowledgement and Authorization received by: _____

WELCOME TO YOUR HANDBOOK

Welcome to your Skate Like a Girl Handbook!

This Handbook contains information about the employment policies and practices of Skate Like a Girl in effect at the time of publication. Except for employment at-will status, Skate Like a Girl reserves the right to change, in its sole discretion, all such policies and practices and the hours, wages, working conditions, job assignments, positions, titles, compensation rates and benefits for any employee. Other than the Executive Director of Skate Like a Girl, no manager, supervisor or representative of Skate Like a Girl has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement, and then only in writing signed by the Executive Director and the employee.

The policies set forth in this Handbook replace any and all previous policy statements, whether written or oral, which differ from or are inconsistent with the policies expressed in this Handbook. No such prior policies or procedures shall have any force or effect after the effective date of this Handbook. It is the intention of Skate Like a Girl that all policies and procedures contained in this Handbook are fully compliant with all applicable laws and regulations. To the extent any policies or procedures contained in this Handbook may at some time become inconsistent with applicable laws and regulation, they are hereby modified and revised to be fully compliant.

Further, the policies set forth in this Handbook will be utilized primarily by staff including employees and Americorps members. It is the intention of Skate Like a Girl, as noted in the Acknowledgement and Authorization, that this Handbook also be utilized by non-employee/volunteers and Board of Directors. It is also the intention of Skate Like a Girl that receipt of this Handbook does not give rights that are not applicable to an individual's position within the organization, including does not alter or change their status, duties and/or rights as an employee, non-employee/volunteer and/or Board of Director.

Please take time to read and review the Handbook carefully. You are encouraged to schedule time with your direct supervisor to read the Handbook as well as ask questions if you have any.

Thank you for being a member of the Skate Like a Girl Team and thank you for taking the time to familiarize yourself with your Skate Like a Girl Handbook.

Let's Roll!

EMPLOYEE RESPONSIBILITY

It is the responsibility of each employee to learn and abide by all of Skate Like a Girl's policies, including those contained in this Handbook. If you are unclear on any policy, ask your direct supervisor or the Executive Director. Failure to follow any of Skate Like a Girl's policies may result in disciplinary action, up to and including termination.

AT-WILL EMPLOYMENT

Nothing in this Handbook creates, or is intended to create, a promise or representation of continued employment for any employee. Employment at Skate Like a Girl is employment at-will. Employment at-will may be terminated at the will of either the employer or the employee. Employment and compensation may be terminated with or without cause and with or without notice at any time by you or Skate Like a Girl.

Skate Like a Girl staff are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or Skate Like a Girl. Nothing in this Handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of Skate Like a Girl has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Executive Director has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment.

RIGHT TO REVISE

This Handbook contains the employment policies and practices of Skate Like a Girl in effect at the time of publication. All previously issued Handbooks and any inconsistent policy statements or memoranda are superseded.

Skate Like a Girl reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Executive Director. Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this Handbook.

Nothing in this Handbook or in any other team document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

EMPLOYMENT POLICIES AND PRACTICES

EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of Skate Like a Girl to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. Skate Like a Girl is an equal opportunity employer, and strictly prohibits unlawful discrimination by any employee, member of the Board of Directors, including managers, supervisors and co-workers.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the applicable state and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages.

All such discrimination is unlawful. Skate Like a Girl will make reasonable accommodations for known physical or mental disabilities or medical conditions of qualified applicants or employees. A qualified applicant or employee who may require an accommodation in order to perform the essential functions of the job should notify the Executive Director or your supervisor. Skate Like a Girl will engage in a timely, good faith, interactive process with the employee or applicant to determine the need for reasonable accommodation. If a reasonable accommodation exists and will not impose an undue hardship on Skate Like a Girl, an accommodation will be made.

If you believe you have been subjected to unlawful discrimination, please follow the complaint procedure outlined in the Anti-Harassment, Discrimination, and Retaliation policy below.

ANTI-HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY

Skate Like a Girl is committed to providing a work environment free of harassment, discrimination, and/or retaliation. Skate Like a Girl's policy prohibits harassment, discrimination, disrespectful or unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, weight, genetic information, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state, local law, ordinance or regulation. Skate Like a Girl's policy also

prohibits harassment, discrimination, disrespectful or unprofessional conduct based on the perception that anyone has any of the listed characteristics, or is associated with a person who has or is perceived as having any of the listed characteristics or any other characteristic protected by state, local law, ordinance or regulation.

Skate Like a Girl's anti-harassment, discrimination, and retaliation policy applies to all persons involved in the operation of Skate Like a Girl and prohibits harassment, discrimination, retaliation, and disrespectful or unprofessional conduct by any employee of Skate Like a Girl, including supervisors and managers, as well as any applicants, vendors, customers, independent contractors, interns and any other third persons. Prohibited harassment (including sexual harassment), disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by Skate Like a Girl policy.
- Bullying or abusive conduct: This is defined as conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct, cyber bullying via social media websites or elsewhere on the internet, that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.

If you believe that you have been the subject of harassment, discrimination, or retaliation, you should bring your complaint, either orally or in writing, to your direct supervisor, or the Executive Director as soon as possible after the incident. It would be best to communicate your complaint in writing, but as noted, this is not mandatory. Supervisors are required to refer all complaints involving harassment,

discrimination, or retaliation to the Executive Director, unless the complaint is about the Executive Director, in which case the complaint should be referred to a Skate Like a Girl Board of Directors member. You also should be aware that the Federal Equal Employment Opportunity Commission ("EEOC") along with the California Department of Fair Employment and Housing ("DFEH"), Washington State Department of Labor and Industries ("LNI"), and Oregon Bureau of Labor and Industries ("BOLI") investigate and prosecute complaints of unlawful harassment, discrimination, and retaliation with respect to employment. If you think you have been harassed, discriminated against, or that you have been retaliated against for resisting or making a complaint, you may file a complaint with the appropriate agency. For additional information, you may visit <http://www.eeoc.gov/> for the EEOC and/or your applicable state agency website.

Once a complaint has been lodged with Skate Like a Girl, Skate Like a Girl will conduct a fair, timely, and thorough internal investigation and if necessary seek a separate investigation by an impartial and qualified person(s) that provides all parties appropriate due process. Skate Like a Girl will reach a reasonable conclusion based on the evidence collected.

If an outside investigation is warranted, the investigator shall keep documentation and track the reasonable progress of the investigation. To the extent possible, Skate Like a Girl will maintain confidentiality of complaints and the facts received before, during, and after the complaint process. However, Skate Like a Girl cannot guarantee complete confidentiality.

If after the investigation Skate Like a Girl determines that a violation of this policy or other misconduct has occurred, appropriate remedial actions and resolutions will be taken. Skate Like a Girl will conclude the investigation as quickly as possible. At the conclusion of the investigation, a Skate Like a Girl representative will advise all parties concerned of the results of the investigation. Skate Like a Girl will not retaliate against you for filing a complaint or participating in a workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

Skate Like a Girl encourages all team members to report any incidents of harassment, discrimination, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

WHISTLEBLOWER POLICY

A whistleblower is defined as an employee, director or officer who reports what they consider to be illegal or dishonest activity or behavior by another employee, director or officer to a government law enforcement agency and/or licensing authority. If an employee, director, or officer has knowledge of or a concern of illegal or dishonest activity, then they should contact the Executive Director, or a Skate Like a Girl Board of Directors member. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. Skate Like a Girl will undertake a prompt and thorough investigation of the complaint and take any appropriate corrective action. Any person making good faith claims of fraudulent or

illegal activity will not experience retaliation from Skate Like a Girl. To the extent possible, the identity of the whistleblower will be kept confidential unless necessary to conduct an investigation or to comply with law enforcement. The employee, director, or officer, must exercise sound judgment in making a report and avoid baseless allegations. Any person who intentionally files a false report of wrongdoing may be subject to corrective action.

INTRODUCTORY PERIOD

Every employee, board member, and volunteer will go through an initial onboarding process specific to their position within the organization. Please reference the specific policy regarding onboarding that aligns with your position within the organization. The onboarding process is subject to change at any time to adapt to the current operating environment and environmental circumstances.

EMPLOYMENT CLASSIFICATIONS

Employees at Skate Like a Girl are classified as exempt or nonexempt and full-time, part-time or seasonal.

EXEMPT EMPLOYEES AND NONEXEMPT EMPLOYEES

Exempt employees are regular employees whose job assignments meet the federal and/or state requirements for overtime exemption. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Nonexempt employees are regular employees subject to federal and/or state overtime regulations and will be compensated for overtime hours worked in accordance with the law. Nonexempt employees must comply with Skate Like a Girl's policies regarding overtime work.

At the time of hire, all employees are classified as either "exempt" or "nonexempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime compensation, as well as other types of protections afforded to nonexempt employees. These employees are referred to as "nonexempt" in this Handbook .

Non-exempt employees, such as Leads and Assistants, are not normally expected to perform any work outside of their normal work schedules or shifts. For example, nonexempt employees are not typically required or expected to respond to or check emails, respond to text messages, review training materials, or perform any work outside of their normal work schedule or shift, unless there is an emergency. In these unforeseen circumstances where work is performed outside of your normal work schedule or shift, nonexempt employees are required to account for that time on their time sheet so that you can be properly compensated.

Exempt employees are Directors and Program Managers whose duties and responsibilities allow them to be "exempt" from overtime compensation, as well as other types of protections afforded to nonexempt employees. If you are an exempt

employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

POSITIONS

If you have any questions about your classification, you should check with your direct supervisor.

POSITION DESCRIPTIONS

Each Skate Like a Girl employee will receive a position description outlining the primary functions and responsibilities of their job. Position descriptions are not designed to spell out all the duties and tasks associated with employment; all employees are expected to fulfill both essential and secondary job duties and requirements. Position descriptions are not set in stone and will change, in whole or in part, over time. Employees should discuss any significant changes in functions and responsibilities with their supervisors, who will submit all revised position descriptions to the Executive Director for approval.

Staff include:

- **Executive Director:** Full time, salary, exempt.
- **Directors:** Full time, salary, exempt, including:
 - Local chapters
 - Finance and Registration
 - Marketing and Partnerships
- **Program Managers:** Full time, salary, exempt.
 - Specific projects or admin support for local chapters
- **Leads:** Key role is to oversee the entire program or event including the overall program quality, supervising all team members, and the participant experience
- **Assistants:** Key role is to support the Lead by focusing on the participant experience by leading their own lesson group of up to 10 participants, ideally 5.

Americorps employees include:

- **Up2Us Coach:** Serving in an Assistant or Lead role
- **Up2Us VISTA:** Administrative team

Position structure and duties may change depending on the needs of the organization.

Volunteers include:

Board Member

- Position Description
 - Support Skate Like a Girl at the highest level, overseeing all operations, fundraising, and Executive Director.
- Requirements
 - 18+

- Must serve in volunteer capacity (on a board committee or TRC) for a minimum of 3 months
 - Offer/contribute professional skills
 - Board experience preferred
- Time commitment
 - 10 hours/month
 - Initial 1 year term (able to serve up to 5 years)

TRC (Totally Rad Cohort)

- Position Description
 - Support Skate Like a Girl at a higher level, including joining committees, event planning, design or other professional services, and more!
 - Additional opportunities include social media management, photography, videography, graphic design, and more
 - Work with a cohort of other adults to keep Skate Like a Girl's wheels spinning all year
- Requirements
 - Must be 18 years of age or older
- Time commitment
 - 10 hours/month
 - 1 year terms

Adult Volunteer

- Position Description
 - Support direct service of programs or events as a skate instructor, or administrative support person with tasks such as check-in
- Requirements
 - Must be 18 years of age or older
 - Skate Facilitator training required before supporting lessons
- Time commitment
 - 5 hours/month

YAB

- Position Description
 - Support Skate Like a Girl decision making, providing input on higher level decisions, event planning, merch, etc.
 - Lead and facilitate training and workshops for the YES program and the larger community.
 - Help with community service projects
- Requirements
 - One of the following:
 - Participants have gone through a minimum of 1 cohort of YES program
 - In Highschool or College, ages 15-21

- Time commitment
 - School-year cohort: 5 hours/week
 - Summer cohort: 10 hours/week
- YES (Youth Employment Skateboarding)
- Position Description
 - Support Skate Like a Girl programs and events to support with skate instruction
 - Attend trainings to learn more about social justice
 - Learn basic job skills and professionalism
 - Requirements
 - Middle School or High School, ages 13-17
 - Time commitment
 - School-year cohort: 5 hours/week, 50 hours total
 - Summer cohort: 10 hours/week, 50 hours total

PERFORMANCE EVALUATIONS

Skate Like a Girl will continuously evaluate the relationship between the individual and the organization. Feedback can be requested at any time. Skate Like a Girl is committed to continually improving and learning. If you have any questions or would like feedback regarding your performance, communicate with your supervisor to coordinate time to discuss your work with Skate Like a Girl.

RECORDS

The information recorded in your file is extremely important to you and to Skate Like a Girl. It is your responsibility to make sure that the personal data in the file is accurate and up to date. Report any change of address, email address, phone number, etc. to your supervisor and/or the Executive Director in writing immediately. As a Skate Like a Girl employee, you have a right to inspect your team file and payroll records, as provided by law, on Skate Like a Girl premises at a time mutually convenient for you and Skate Like a Girl. To inspect your team file, employees should submit a written request to the Executive Director. Once the written request is submitted, an inspection of your team records will be scheduled pursuant to applicable law. You also have a right to receive copies of documents within your team file and of your payroll records, pursuant to applicable law. You may add to the file your version of any disputed item in your team file.

You have a right to inspect or receive a copy of the team records that Skate Like a Girl maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your team file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy team records must be made in writing to the Executive Director.

WORKING HOURS

The work schedule for full-time nonexempt employees is normally 40 hours per week. Your supervisor will assign your specific work schedule.

OVERTIME

Skate Like a Girl provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law. For overtime pay calculation purposes for nonexempt employees, the workweek at Skate Like a Girl begins Monday and ends the following Sunday at midnight. The workday begins at midnight and ends at midnight. Your supervisor will notify you when overtime work is required. Prior written authorization from your supervisor must be obtained before working any overtime.

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Skate Like a Girl provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law.

Exempt employees may have to work hours beyond their normal schedules as work demands. No employee may work overtime without the prior approval of their supervisor.

Skate Like a Girl provides compensation for all overtime hours worked by nonexempt employees in accordance with federal and state law as follows:

1. Time and a half is paid for all hours worked over 8 hours in any workday (defined as a continuous 24-hour period).
2. Time and a half is paid for all hours worked over 40 in any work week.
3. Time and a half is paid for the first 8 hours worked on the seventh consecutive day of work in a workweek.
4. Double time is paid for all hours worked in excess of 12 in any given workday and all hours over 8 on the seventh consecutive day of work in a workweek.

TIME RECORDS

Time records must be accurately completed within Skate Like a Girl's timekeeping system, Gusto, by nonexempt employees. Each time record must show the exact time worked, the meal periods taken, and be signed off digitally.

Exempt employees must report any days absent directly to the Executive Director. Deductions from an exempt employee's salary will only be made as provided by applicable law.

Exempt employees do not need to log hours, as they are on salary. However, they will need to review & confirm time records for any nonexempt staff members that

they directly supervise.

Employees should immediately contact the Executive Director with any questions concerning their pay so that inadvertent errors can be corrected.

All nonexempt employees are required to accurately record their time in Gusto system, which is the system Skate Like a Girl uses to record time worked for payroll purposes. All time worked must be accurately reported on your time record. Employees must record their own time at the start and at the end of each work period. Employees must clock out for their meal period and record the start and end of the meal period. Employees are required to electronically clock in and commence work at the time of their scheduled shift.

Employees are not allowed to work "off the clock." Working off the clock violates Skate Like a Girl policy.

Employees will be required to certify that their time record is accurate. Recording another employee's time record, allowing another employee to record your time record, or altering a time record is not permissible and is subject to disciplinary action.

Any errors on your time record should be reported immediately to your supervisor.

Time records in Gusto must be completed accurately. Your digital confirmation on the time record/sheet is required to certify its accuracy as a record of the time actually worked. Falsifying your time record can lead to disciplinary action, up to and including termination.

Please also refer to Skate Like a Girl's Rest Breaks and Meal Periods Policy.

REST BREAKS AND MEAL PERIODS

REST BREAKS. All nonexempt employees are entitled to rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out. You are free to leave the premises as you please, but are expected to return to work promptly at the end of any rest break.

You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours. During each of your rest breaks, you will be permitted a reasonable opportunity to take this rest break, and you will be relieved of all duty, including the opportunity to leave the premises. You are expected to return to work promptly at the end of any rest break.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

You are authorized and permitted to take a rest break in the middle of each four-hour work period. There may be practical considerations that make this general timing infeasible and that require Skate Like a Girl to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible.

Employees desiring to express breast milk for the employee's infant child will be provided a reasonable amount of break time and a secluded area so that this may be done in private. This break time shall coincide with the employee's regularly scheduled break time to the extent possible.

If for any reason you are not provided a rest break in accordance with this policy, or if you are in any way discouraged or impeded from taking a rest break, or from taking the full amount of time allotted to employee, you are required to note this on your bi-weekly time record and immediately notify your supervisor or the Executive Director.

MEAL PERIOD. All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You must electronically sign out for your meal period in the Gusto system, as this is required, yet is an unpaid break. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period and electronically sign in.

TIMING OF MEAL PERIOD Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

SECOND MEAL PERIOD If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must electronically sign out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period and electronically sign in on Gusto.

TIMING OF SECOND MEAL PERIOD This second meal period will be provided no later than the end of your 10th hour of work. For example, if you begin work at 8:00 a.m., you must start your second meal period by 5:59 p.m. (which is before the end of your tenth hour of work).

Your second meal period will be scheduled by your supervisor.

RECORDING MEAL PERIODS All nonexempt employees must electronically sign out for any meal period and record the start and end of the meal period.

Employees are not allowed to work “off the clock.” All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with this policy, or if you are in any way discouraged or impeded from taking your meal period, or from taking the full amount of time allotted to you, or if you took your meal period after the conclusion of your fifth hour worked, please note this on your bi-weekly time record and immediately notify your supervisor or the Executive Director.

PAYDAYS

Skate Like a Girl pays exempt and nonexempt employees every other Friday. When the distribution day falls on a holiday, paychecks will be distributed on the preceding business day. If there are ever any other circumstances where payroll will be delayed, employees will be notified via Slack.

MANDATORY MEETINGS & TRAINING

Skate Like a Girl will pay nonexempt employees for reasonable costs and time spent attending meetings and training programs outside of regular working hours under the following conditions:

1. Attendance is mandated by Skate Like a Girl; or
2. The meeting or training program is directly related to the employee’s job and the employee’s attendance is approved by management in advance.

All mandatory meetings and training programs will be identified as such. Do not assume a meeting or training program is approved by Skate Like a Girl unless identified as mandatory. Check with your supervisor if there is any question.

Nonexempt employees must record the actual hours of attendance in the time record.

TRAVEL AND MILEAGE REIMBURSEMENT

In Market Travel:

- Driving a personal vehicle
 - Any pre-approved business travel in a personal automobile beyond a normal commute length to the office may be eligible for mileage reimbursement
 - Should you engage in business travel in a personal automobile, you must have appropriate minimum car insurance for bodily injury and liability as well as a clean driving record.

- Mileage reimbursement will be calculated at the then-current IRS-approved rate per mile through the Expensify app. Staff will only use a receipt from a gas station, in the event that the vehicle being driven is a Skate Like a Girl rental vehicle and not a personal vehicle.
- If you travel to or from the airport, and a courtesy shuttle service is provided between the airport and the meeting/event site, there will be no reimbursement if you choose other means without prior approval.
- Parking will be covered in cases where your vehicle could not reasonably and safely be parked for free and public transportation was not a viable option.

Out of Market Travel:

Staff should complete this [travel planning form](#) to communicate travel plans with their supervisor.

TRAVEL OPTIONS:

- Flight/Train/Bus
 - Flights/trains/busses related to and from required Skate Like a Girl activities are eligible for reimbursement **or** your Skate Like a Girl supervisor will purchase your airfare, train, or bus on your behalf. More specifically:
 - With manager pre-approval, staff can purchase their own flight with their own card (earn miles). Staff must stay under budget number given by supervisor
 - OR
 - Supervisor can purchase on Skate Like a Girl card
 - All travel booking should be vetted among at least 3 pricing options and staff should aim to book lowest priced options when schedules allow.
 - Travel shall be booked no later than 14 days prior to travel, and certainly earlier if possible.
 - Under certain circumstances, travel booking may need to be expedited. In this case, employees must still receive written approval of all travel costs prior to booking.
 - Flight Baggage
 - Anytime you are traveling on behalf of Skate Like a Girl, you will need to confidently present [this letter](#) (edit ahead of time to reflect your trip) to the agent at the ticket counter. The airline will allow you to ship any bags for free to your destination. To avoid any issues, call the airline in advance.

- If you are charged a baggage fee, Skate Like a Girl will fully reimburse you for any Skate Like a Girl equipment or materials, and 1 personal shipped bag (your bag). Employees are not to exceed 1 personal shipped bag, up to \$50, unless otherwise confirmed.
- Baggage or shipping charges related to required Skate Like a Girl equipment or supplies will be covered.

ACCOMMODATIONS:

- Skate Like a Girl will provide accommodations while traveling for work, which could include homestays, hotels, and the like. In certain instances, you may be asked to book your own accommodations within a certain budget.
- If you need special accommodation (example: Cannot sleep on an air mattress due to back pain), it is your responsibility to communicate your needs ahead of time, so arrangements can be made to meet your needs.
- Depending on the trip and budget, the team may be asked to share rooms, but will not be required to share beds. If the team has any concerns, they must bring it to their supervisor.
- Only Skate Like a Girl team members are allowed in hotel rooms booked for Skate Like a Girl.

GETTING AROUND ONCE AT YOUR DESTINATION

- When outside of your local Skate Like a Girl chapter, you may need to get to and from the airport, various required meetings or events, etc. Methods of transport include:
 - driving in a local Skate Like a Girl member's car
 - rideshare apps
 - renting a car
- Your local transportation plans should be confirmed before your trip starts to ensure there are budgeted funds to cover these expenses.
- Skate Like a Girl will cover to and from work events, not personal ground transportation. Any ground transportation taken outside of required Skate Like a Girl events must be confirmed before. Examples listed below:
 - Covered: Uber to the Airport. Taking the train back to the hotel after a Skate Like a Girl clinic.
 - Not Covered: Taking a cab to go skating with a friend in the evening. Taking the bus to go to dinner with an old friend.

ADDITIONAL CHARGES:

- Additional costs outside of local transport, accommodations, and travel, must be confirmed in writing prior to travel.

PER DIEM:

- If you are traveling outside of your home chapter city, to the extent that you could not reasonably pack meals or have access to a grocery store and kitchen to cook, you will be issued per diem. The intention of this stipend is to cover your meals while traveling.
- Per Diem guidelines:
 - \$50/workday or travel day, as baseline rate, with differing rates potentially in other higher or lower priced markets.
 - Per diem will not cover alcohol. Alcohol will not be a reimbursable expense.
 - Travel per diem rate will be confirmed in writing prior to travel.

COACHES TRAVELING TO WORK AT OTHER CHAPTER CITIES:

- In cases where the team travels to other cities to work temporarily (example: A week of camp in SF Bay, worked by Seattle coaches) the host city will cover 100% of all travel expenses, unless otherwise confirmed in writing ahead of time, and also confirmed by your supervisor.
- All travel will be planned and confirmed by the host city, with home city approval before purchase.

TRAVEL DAY RATES:

- Salaried employees will not be paid additionally for travel days.
- Contractors will not be paid for travel days.
- Hourly employees will be paid for their time spent traveling.
 - For example, hourly employees will be paid for:
 - Flight check in to arrival at hotel
 - Driving time to destination
- All employees who use their personal vehicle for Skate Like a Girl business will operate their vehicle in conformity with local, state, and federal laws. Such employees will be required to have and to carry a current state driver's license and public liability insurance (or be named as an additional insured) in at least the minimum amounts required by state law. That employee is expected to comply with local, state, and federal laws while driving on business for Skate Like a Girl.
- Moving and parking violations are the responsibility of the employee.

Additional policies:

- If traveling in an official capacity as a representative of Skate Like a Girl, you are expected to represent the organization and yourself positively. Our expectation is that you will not be seen at Skate Like a Girl events using drugs or smoking. If team members are over 21, alcohol intake of up to 2 drinks is approved.

- Hospitality budgets, covering dinners or drinks for partners, need to be pre-approved.

Skate Like a Girl Board Members, employees, and volunteers may need to spend their own funds on behalf of Skate Like a Girl for items ranging from travel expenses, equipment and other incidental expenses. The following details the policies and procedures related to allowable expenses, getting expenses approved, and the process for reimbursement.

Moving and parking violations are the responsibility of the employee.

REIMBURSEMENTS POLICY & INSTRUCTIONS

Expense Approval

Before personal funds can be spent on items on the behalf of Skate Like a Girl, **expenses must be approved** and reflected in the budget. Directors do have some level of discretionary spending beyond the budget, which is under \$500 for Executive Director, and under \$200 for other Directors. For expenses exceeding this amount, please note:

- For Executive Director
 - If expenses are not in the budget, and exceed \$500, the Skate Like a Girl Board Chair or the Skate Like a Girl treasurer must provide approval in writing.
- For other Directors
 - If expenses are not in the budget, and exceed \$200, the Skate Like a Girl Board Executive Director must provide approval in writing.

All other staff and team would direct expense inquiries to their local chapter director(s) and/or direct supervisors.

Allowable items

The following items are allowable expenses:

- food for events
- equipment
- travel expenses (Food, Transportation & Lodging)
- parking
- gas
- office related expenses

Non-allowable items include personal items, toiletries, etc.

Note on driving/gas expenses:

- When driving a rental or Skate Like a Girl vehicle (not your personal car), submit gas receipts (not mileage reimbursement)
- When driving a personal vehicle with larger Skate Like a Girl property (skateboards, helmets, pads, event supplies, donated items) that would not be reasonably carried in hand or in a small bag (binder, paperwork), you may claim mileage reimbursement
 - Must be reported on expensify through “Distance” option
 - Miles will be reimbursed at \$.54/mile
- When driving a personal vehicle to a program site over 30 miles from Skate Like a Girl office or personal residence (whichever is closer), you may claim mileage reimbursement (for events, island camps, etc.)
 - Must be reported through “Distance” option
 - Miles will be reimbursed at \$.54/mile
- This rate will be updated each year by the HR committee.

How to Log your expenses:

1. Download “Expensify” Application on mobile device
2. Sync with Skate Like a Girl & “SLAG expenses”
3. Add your personal account information for reimbursement (bank account #)
4. Gain approval for your expense
5. Spend your money & get a receipt! Never throw away receipts, always keep them as back-up and/or take a photo
6. Upload all receipts with expense total, category, and additional notes in comment section
7. You will receive your reimbursement directly within 14 business days

Reimbursement Procedures for Staff or Volunteers Not on Expensify:

1. Get your expense approved by your direct supervisor prior to the expense being incurred.
2. Spend money & save receipts. If it’s driving, map route & calculate the amount of miles.
3. Enter your expense on [this Reimbursement Request form](https://form.jotform.com/210125214597046):
https://form.jotform.com/210125214597046
4. Payment should arrive via check to your house within 3 weeks. Notify your direct supervisor if you do not get a check in the mail. Occasionally they get thrown out as junk mail, as the envelope is very non-descript!

Note: If an individual needs to get paid before the expense incurred they can submit early.

PUNCTUALITY AND ATTENDANCE

Employees are expected to observe regular attendance and be punctual. If you are

unable to report for work on any particular day, you must notify your supervisor at least one (1) hour before the time you are scheduled to begin working for that day. If you call in less than one (1) hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances, you must call in on any day you are scheduled to work and will not report to work.

More than three (3) instances of tardiness by a nonexempt employee during any twelve-month period is considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to a supervisor and the absence continues for a period of three business days, Skate Like a Girl will consider that you have abandoned and terminated your employment.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under applicable state law does not count as a violation of this policy.

ELECTRONIC AND SOCIAL MEDIA

THIS POLICY IS INTENDED TO PROTECT Skate Like a Girl's COMPUTER SYSTEMS AND ELECTRONIC INFORMATION.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, Black berries, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers, tablets and cellular telephones.

Skate Like a Girl also uses various forms of "electronic communication." "Electronic communications" includes e-mail, Slack, Google Suite, text messages, telephones, cell phones and other handheld devices (such as cell phones, and online services including the Internet. "Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through Skate Like a Girl servers are Skate Like a Girl's property owned by Skate Like a Girl for the purpose of conducting Skate Like a Girl business. These items must be maintained according to Skate Like a Girl rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Skate Like a Girl property may be removed from the premises.
- All electronic communications also remain the sole property of Skate Like a Girl and are to be used for Skate Like a Girl business. For example, email messages are considered Skate Like a Girl records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of Skate Like a Girl and remains the property of Skate Like a Girl.

- Information stored in Skate Like a Girl computers and file servers, including without limitation customer lists, vendor lists, vendor price lists, customer information of any kind, research and development is the property of Skate Like a Girl and may not be distributed outside Skate Like a Girl in any form whatsoever without the written permission of the Executive Director.
- Violation of any of the provisions of this policy, whether intentional or not, will subject Skate Like a Girl employees to disciplinary action, up to and including termination.

BOARD OF DIRECTORS

Responsibilities, including but not limited to board terms, fundraising expectations, duties to the organization, etc., will be communicated directly to Board Members by the Board Chair.

MONITORING OF Skate Like a Girl PROPERTY.

Skate Like a Girl reserves the right to inspect all Skate Like a Girl property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Skate Like a Girl computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. Skate Like a Girl reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Skate Like a Girl policy or any law occurs.

E-mail may be monitored by Skate Like a Girl and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect Skate Like a Girl's ownership of the electronic information or ability to monitor the information. Skate Like a Girl may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Skate Like a Girl management.

PROHIBITED USE. All existing Skate Like a Girl policies apply to employee's use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Skate Like a Girl assets or resources. It is a violation of Skate Like a Girl policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Skate Like a

Girl policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets. The display of any kind of sexually explicit multimedia content, message, or document on any Skate Like a Girl computer is a violation of Skate Like a Girl's policy against discrimination and sexual harassment.

This description of prohibited usage is not exhaustive and it is within the discretion of Skate Like a Girl to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

COMPUTER AND INTERNET USE. Skate Like a Girl will provide the following stipends for computer and internet use required for work:

- Up2Us Coach: \$150/month*
- Up2Us Yearlong VISTA: \$400/month*
- Up2Us Seasonal VISTA: \$200/month*

*Stipends are guaranteed for the duration of the Americorps term. Stipend amounts will be reviewed annually at a minimum, and more as needed.

SOCIAL MEDIA. Skate Like a Girl uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs Skate Like a Girl deems to be social media, consult with the Executive Director.

Use of Internet based programs such as Facebook, Tik Tok, Instagram, YouTube and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of Skate Like a Girl goals. However, only authorized individuals are allowed to speak/write in the name of Skate Like a Girl using the social media tools of Skate Like a Girl such as:

- Skate Like a Girl Facebook page
- Skate Like a Girl Twitter account
- Skate Like a Girl Instagram account
- Skate Like a Girl YouTube account
- Skate Like a Girl Tik Tok account

The Executive Director will authorize in writing if you can use these Skate Like a Girl social media tools to perform your job duties. Authorized individuals using Skate Like a Girl social media tools shall identify themselves honestly, accurately and completely, and comply with all Skate Like a Girl policies in using this media.

Your authorization is limited to business purposes. Personal use of these Skate Like a Girl social media tools or programs is prohibited, and can result in discipline up to and including termination. All policies relating to monitoring usage of Skate Like a Girl property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other Skate Like a Girl policies against inappropriate usage, including Skate Like a Girl's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential and trade secret information apply.

Nothing in Skate Like a Girl social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

EMPLOYEE-OWNED DEVICES. Skate Like a Girl recognizes that occasional use of the employee's own computers (including hand held devices) and electronic communications may occur during working time. Skate Like a Girl allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time or violate any Skate Like a Girl policy. All other Skate Like a Girl policies, including Skate Like a Girl's no tolerance for discrimination, harassment or retaliation in the workplace apply. Skate Like a Girl reserves the right to adjust this policy on a case by case basis as it deems appropriate.

If you identify as a member of the Skate Like a Girl team, which includes staff (Americorps members and employees both hourly and salary), as well as volunteers (Board Members, youth volunteers, and adult volunteers) engaging in activity on your personal social media, while using a personal device and/or a Skate Like a Girl device, team members agree to comply with all Skate Like a Girl policies, including but not limited to, Skate Like a Girl's no tolerance for discrimination, harassment or retaliation in the workplace, conduct of conduct, and social media policy.

Skate Like a Girl PROPERTY AND FACILITIES

Each Skate Like a Girl Chapter is entitled to have an office and storage of equipment.

Skate Like a Girl Chapters are expected to work with community partners to find free office space and equipment storage. If these options have been exhausted, wherein free office or storage spaces cannot be complimentary, upon written authorization from the Executive Director, rental fees for office space and/or storage space can be authorized upon formal written request. . All agreements for office space and/or storage space shall be in writing, to be executed on behalf of SLAG upon review and approval by the Executive Director. Said agreement will include the following aspects:

An ideal space will offer both storage for SLAG supplies and equipment as well as office space that all directors within that chapter have access to. Storage space should be accessible by all lead staff and all directors.

Office and storage space fees for a chapter should not exceed \$250 a month unless otherwise approved by the Executive Director in writing.

If space cannot be found that will accommodate both office and storage, separate office and storage spaces may be considered upon formal approval by the Executive Director.

OFFICE SPACE (NO STORAGE)

Each chapter is permitted to look for office space to rent if community partner free space cannot be provided. The office space without storage should not exceed \$200/month for all directors in a chapter unless otherwise approved by the Executive Director in writing. If a chapter only has a single director the budget is set at \$150/month unless otherwise approved by the Executive Director in writing.

The reimbursement will apply only to the use of office space, it will not apply to coffee shop tabs or other expenses. If personal space is being used as an office, it is not eligible for reimbursement or compensation.

STORAGE SPACE

Each chapter is entitled to rent a storage space under the circumstances that community partnerships were not able to provide and there are no office and storage space opportunities. Engaging such rental must be done with the written authorization of the Executive Director. Each chapter seeking storage space should present 3 low-cost options to the Executive Director for approval of storage space. The office space should not exceed \$100/month unless otherwise approved by the Executive Director in writing.

If personal space is being used as storage space, this is not reimbursable or eligible for compensation.

PROHIBITED USE OF CELL PHONE WHILE DRIVING

In the interest of the safety of our employees and other drivers, Skate Like a Girl employees are prohibited from using cell phones (including all smart phones) while driving on Skate Like a Girl business and/or Skate Like a Girl time, unless utilizing a hands-free device.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Skate Like a Girl business and/or Skate Like a Girl time, unless utilizing a hands-free device. Skate Like a Girl recommends preprogramming frequently used numbers into your phone rather than looking up numbers before dialing them. Violating this policy is a violation of law and a violation of Skate Like a Girl rules.

Writing, sending, or reading text-based communication – including text messaging, instant messaging, e-mail, web browsing and use of smartphone applications – on any wireless device or cell phone while driving is also prohibited under this policy unless the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen, and it is used in that manner while driving.

You must also safely pull off the road before conducting Skate Like a Girl business, unless utilizing a hands free device. Violating this policy is a violation of law and a violation of Skate Like a Girl rules.

Violation of any of the above policies related to Skate Like a Girl technology may result in disciplinary action, up to and including termination.

RECREATIONAL AND SOCIAL ACTIVITIES

Employees of Skate Like a Girl may participate in various recreational and social activities that are either sponsored by or supported by Skate Like a Girl. All recreational and social activities are completely voluntary. No employee is obligated to participate in any recreational or social activity, and no employee's work-related duties include participation in such activities. Any employee who elects to participate in any recreational or social activity does so at their own risk. Skate Like a Girl disclaims any and all liability arising out of an employee's voluntary participation in any off-duty recreational or social activity.

Board of Directors are encouraged to engage in at least one Skate Like a Girl fundraising, recreational, and/or social activity per quarter.

VOLUNTARY TERMINATIONS

If you decide to leave your employment with Skate Like a Girl, we request (but it is not required) that you give us at least two (2) weeks written notice. This will give us the opportunity to make the necessary adjustments in our operation.

REFERENCE REQUESTS FOR FORMER OR CURRENT TEAM MEMBERS

All requests for employment verifications and team member references or letters of recommendation must be sent promptly to the Executive Director for authorization. Once approved, director supervisors can move forward with their requests. References for employees who have left Skate Like a Girl involuntarily are limited to only disclosure of dates of employment and title of the last position held.

EMPLOYEE BENEFITS

VACATIONS

The Skate Like a Girl vacation time is unlimited.

- Team members must provide 2 weeks notice to the organization for any days that are working remotely (not in their normal city of work), or not working (taking vacation) and must be approved in writing by your direct supervisor, which for Director's is the Executive Director, via Slack direct message or email.
 - Additional expectations for working remotely or being out of office:
 - Away messages including return to work date & who is interim contact
 - Emergency plan communicated to co-workers and supervisees
 - Once approved, post on Slack #vacay-sick-days to notify co-workers
 - Create event in work calendar to show/block out vacation time
- "Unlimited" vacation and working remotely are privileges, which will be considered in light of business needs.
 - This is a benefit and can be taken away, if work is not getting done in a timely manner and/or the employee is exhibiting performance issues
 - Multiple directors taking vacation simultaneously is harmful for the operation of the organization, thus needs a plan and approval. Approval of vacation time should not be assumed.
 - All vacations must be approved 2 weeks in advance by supervisor in writing, via slack direct message, or email
 - All remote working days must be approved 2 weeks in advance by a supervisor in writing, via slack direct message, or email
 - All Directors, whether part-time or full-time, are eligible for this benefit.
 - Block out hours in schedule for vacation
 - Wheels of Fortune, (i.e.: September 1-15th, 2020, future dates will be announced each year as they are set)
 - Annual Fundraisers, 1 week prior to any major local fundraising events (i.e. Get On Board, etc.)
 - Week prior and first week of local summer camps
- Extending work travel for personal vacation
 - Any extensions of travel around Skate Like a Girl work travel must be pre-approved by supervisor
 - Travel necessary to execute Skate Like a Girl work will be covered, and any expenses beyond this will be covered by staff personally

INSURANCE BENEFITS

MEDICAL/HEALTH INSURANCE. Skate Like a Girl offers health insurance, vision, and dental, for full time salary employees, as well as alternative wellness options for individuals who already have coverage outside of the Skate Like a Girl policy. Please contact your direct supervisor for potential eligibility, additional Information, and enrollment.

INSURANCE CONTINUATION (COBRA). Upon termination of employment, or another triggering event, employees and their dependents covered under a health insurance plan have certain legal rights to remain on the insurance plan at their own expense for up to 18 months through COBRA (Consolidated Omnibus Reconciliation Act) benefits and perhaps longer depending upon current law and whether the employee qualifies for continuation of medical benefits under state law. More information regarding COBRA coverage, costs and administrative procedures can be obtained from your direct supervisor.

DISABILITY INSURANCE. All eligible employees are covered by applicable state unemployment programs, which includes disability insurance. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at Skate Like a Girl. Specific rules and regulations governing disability payments are available from the Executive Director, or through your state's disability insurance office.

FAMILY LEAVE INSURANCE. Specific rules and regulations governing insurance payments are available from the Executive Director. Each state has specific rules governing paid family leave programs. Any questions regarding this policy should be brought to the Executive Director.

UNEMPLOYMENT COMPENSATION INSURANCE. Skate Like a Girl contributes to Unemployment Insurance on behalf of its employees. Specific rules and regulations governing unemployment insurance eligibility and payments are noted in each state for which you can gather further information on your state's unemployment website.

SOCIAL SECURITY. Social Security is an important part of every employee's retirement benefit. Skate Like a Girl pays a matching contribution to each employee's Social Security taxes.

WORKERS' COMPENSATION INSURANCE. At no cost to you, you are protected by Workers' Compensation Insurance while an employee at Skate Like a Girl. The policy covers you in case of occupational injury or illness. Employees make no contribution to this coverage. Skate Like a Girl pays the entire cost.

Skate Like a Girl, in accordance with state law, provides insurance coverage for employees in case of work related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.
- To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:
- Immediately report any work-related injury to your supervisor;

- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim for Workers Compensation Benefits (DWC Form 1) and return it to the Executive Director, and
- Provide Skate Like a Girl with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had they not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining Skate Like a Girl's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, Skate Like a Girl's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires Skate Like a Girl to notify the workers' compensation insurance Skate Like a Girl of any concerns of false or fraudulent claims.

Skate Like a Girl will not retaliate against you for reporting a workplace injury, and/or filing a claim for workers' compensation benefits, and/or participating in a workplace investigation; and will not tolerate or permit retaliation by management, employees, or co-workers. Skate Like a Girl encourages all employees to report any incidents of workplace injuries so that the claims can be resolved through the workers' compensation process.

LEAVES OF ABSENCE

Sick Time Policy:

Sick time for a non-exempt employee is separate from vacation, an employee will accrue 1 hour of sick leave for every 30 hours worked, for a minimum of 24 hours (or 3 days) of sick leave per year. An Employee may begin using accrued paid sick time beginning on the 90th day of employment. More specifically, the rate is 6.67 hours per month up to a maximum accrual cap of 20 days or 160 hours. No more than 48 hours (or 6 days) of sick time may be rolled over into the next calendar year, unused sick time will be forfeited.

You are encouraged to use sick time when it is needed. It is crucial that you communicate any sick days. See forgoing notes on using sick time:

- *How to take a sick day:*
 - Communicate to your supervisor via slack DM, if you wish to keep it private.
 - If you do not wish for your sick time usage to be privacy, notify your supervisor via slack just directly on the #vacay-sick-days channel on slack. There is no prior “approval” needed for taking a sick day.
 - Unless you notify otherwise, it will be assumed the notice of absence is for one (1) day, thus please advise if your absence will be for more than one day and repeat the appropriate absence procedure as necessary
 - Set your slack status to :out” or “unavailable” (to maintain privacy) or “out sick” if you prefer or the like.
 - Once you’ve let your manager and/or the team, if possible, know about your absence, do your best to communicate with anyone outside of the organization of your absence, including but not limited to cancelling meetings, set an away message, etc.

- *Other key information:*
 - Using sick time does not require advanced notice like vacation days, however, as much heads up to the team as possible is ideal, (i.e.: such as 24 hours notice.)
 - Sick time can be used for physical and mental health needs as well as to care for your immediate family members as appropriate.
 - It is crucial that you communicate when you take sick days, classifying said time as “sick time” so that it can be marked in Gusto when payroll is run for that period when you took sick days.

Other Leaves of Absence Policy:

At times, Skate Like a Girl employees may need to take extended periods of time away from work for the following reasons, of which, Skate Like a Girl may or may not cover:

- Jury Duty
- Disability Leave as a reasonable accommodation
- Sick leave includes as well as relates to
- Domestic Violence related matters
- Caring for family - broad definition
- Pregnancy Disability Leave
- Organ and Bone Marrow Donation Leave
- School Appearance Leave.

FUNERAL OR BEREAVEMENT LEAVE OF ABSENCE

In the event of the death of your current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, grandchild or mother-, father-, sister-, brother-, son-, or daughter-in-law, you may take up to five (5) consecutive scheduled workdays off with pay with the approval of the Executive Director. The Executive Director may also approve additional unpaid time off.

PREGNANCY DISABILITY LEAVE

In addition to family and medical leaves, pregnant employees are entitled to take leave if they are disabled by the pregnancy, childbirth or a related medical condition. Pregnancy disability leave begins on the first day that the employee's health care provider certifies they are unable to work and ends when their health care provider certifies they are able to return to work, or after a total of four months of leave, whichever occurs first.

Skate Like a Girl will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.

Employees who need to take pregnancy disability must inform Skate Like a Girl when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. If 30 days' advance notice is not possible, notice must be given as soon as practical. Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer.

An employee taking pregnancy disability leave may substitute any accrued vacation and/or sick pay for their leave (if otherwise eligible to take the time). The substitution of any accrued vacation and/or sick time during Pregnancy-Disability leave does not extend the total duration of the leave to which an employee is entitled. Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

Leave may be taken in increments of one hour.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than their regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to

work from a pregnancy disability leave, an employee will be reinstated to their same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

LACTATION POLICY. Skate Like a Girl accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact the Executive Director to request accommodations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful.

PARENTAL LEAVE POLICY ("PARENTAL LEAVE")

A. Eligibility

Skate Like a Girl adheres to the applicable state and federal laws regarding parental leave rights, herein referred to as Parental Leave. Employees who have been employed by Skate Like a Girl for 12 months or more and who have worked at least 1,250 hours during the preceding 12-month period are eligible for unpaid leaves of absences to bond with a newly born child, or to bond with a child placed with the employee for adoption or foster care. Parental Leave will be provided in addition to any entitlement of Pregnancy Disability Leave (PDL).

B. Leave Request Procedure

Requests for Parental Leave must be approved in advance by the Executive Director. If the need for the leave is foreseeable, employees must provide Skate Like a Girl with at least 30 days advance notice before the leave is to begin. If the need is not foreseeable, and 30 days' notice is not possible, notice must be given as soon as practicable, and within two days of learning of the need for leave. The expected timing of such leave should be discussed in advance and agreed upon with the Executive Director.

Leave requests should be in writing and shall set forth the reason for and the anticipated duration of the leave and the anticipated start date.

To the extent required by law, Skate Like a Girl will inform employees whether they are eligible for leave under Parental Leave. Should employees be eligible for Parental Leave, Skate Like a Girl will provide eligible employees with a notice that

specifies any additional information required. Skate Like a Girl will also inform employees if leave will be designated as New Parent Leave Act-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. A notice of guarantee of employment and reinstatement to the same or a comparable position will be provided. If an employee is not eligible for Parental Leave, Skate Like a Girl will provide a reason for the ineligibility.

It is unlawful to discriminate against an employee for exercising their rights, or from restraining or denying any rights provided under Parental Leave.

C. Duration of Parental Leave

Eligible employees will be entitled to up to a cumulative maximum of 12 weeks of Parental Leave, which is to be completed within one year of a child's birth, adoption, or foster care placement.

Parental Leave is in addition to PDL. Once the pregnant employee is no longer certified as disabled by her doctor, they may apply for up to an additional 12 weeks of leave for bonding with the baby, subject to the Parental Leave eligibility requirements described above.

Intermittent Leave: Eligible employees may take Parental Leave in at least two-week increments, with shorter increments allowed on two occasions. Employees who require intermittent or reduced schedule leave must try to schedule their leave so that it will not unduly disrupt Skate Like a Girl's operations. Intermittent leave is permitted in intervals of at least one hour, or at the same intervals as provided in Skate Like a Girl's sick leave policy, whichever increments are smaller.

In the case where both parents are employed by Skate Like a Girl and are otherwise eligible for leave, the combined total leave amount for both employees may not exceed 12 weeks.

D. Compensation during Leave

Generally, Parental Leave is unpaid unless the employee elects to take any accrued Paid Sick Leave or vacation.

Paid Sick Leave and vacation benefits do not accrue during any paid or unpaid portions of Parental Leave. Length of service credits will continue to accrue only during any paid portion of Parental Leave. However, Parental Leave shall not constitute a break in service for purposes of longevity or seniority.

Vacation may not be taken immediately after a Parental Leave or immediately before an anticipated such leave.

It is the responsibility of an employee on Parental Leave to apply for applicable state family leave benefits through their state's respective department. This responsibility is not undertaken by Skate Like a Girl.

TEMPORARY DISABILITY LEAVE

In addition to Pregnancy Disability leave, employees may take a temporary disability leave of absence if necessary, to reasonably accommodate a workplace injury or a qualified disability under the Americans With Disabilities Act or the Fair Employment and Housing Act. The duration of a disability under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of their position, with or without reasonable accommodation.

If the disability leave is needed due to a work-related injury, all matters relating to an employee's leave rights, including compensation, benefits, substitution of paid leave, notice and certification requirements, and reinstatement shall be governed by state workers' compensation laws.

An employee taking temporary-disability leave may substitute any accrued sick leave and vacation pay for the leave. Except to the extent that paid leave is substituted for temporary-disability leave, the temporary-disability leave will be unpaid.

Group insurance benefits may be continued during the temporary-disability leave period (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. If applicable, an employee must make arrangements to pay their share of health plan premiums while on leave.

MILITARY LEAVE OF ABSENCE

Skate Like a Girl provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws. Check with the Executive Director for eligibility and scheduling before taking any leave.

TIME OFF FOR ADULT LITERACY PROGRAMS

Skate Like a Girl will make reasonable accommodations for any employee who reveals a literacy problem and requests that Skate Like a Girl assist them in enrolling in an adult literacy program, unless undue hardship to Skate Like a Girl would result. Skate Like a Girl will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs.

Skate Like a Girl will take reasonable steps to safeguard the privacy of any employee who identifies themselves as an individual with a literacy problem. An employee who wishes to identify themselves as such an individual can contact them directly. Further, individuals who are performing satisfactorily will not be subject to termination of employment because they have disclosed literacy problems.

While Skate Like a Girl generally encourages employees to improve their literacy skills, Skate Like a Girl will not reimburse employees for the costs incurred in

attending a literacy program. Nonexempt employees may use vacation pay to make up for the work which is missed to attend literacy classes.

TIME OFF FOR ORGAN AND BONE MARROW DONATION

Employees who have exhausted all available sick leave will be permitted to take a leave of absence with pay, not exceeding 30 days, for the purpose of organ donation. Employees will also be permitted to take a leave of absence with pay, not exceeding five (5) days, for the purpose of bone marrow donation.

Employers reserve the right to require employees to use up to five (5) days earned sick leave or vacation time for bone marrow donation, and up to two (2) weeks earned sick leave or vacation time for organ donation.

Employees who request leave for organ or bone marrow donation will be required to provide written verification that they are a donor and that a medical necessity exists. Employees returning to work, within the time constraints provided, will be restored to the same or equivalent position held prior to taking leave.

TIME OFF FOR ATTENDING CHILD'S SCHOOL DISCIPLINE

If you are the parent or legal guardian of a child who lives with you, and you receive written notice from the principal of the child's school requesting your attendance at a disciplinary conference, you are entitled to take an unpaid leave to attend the conference. Check with the Executive Director for eligibility and scheduling before taking any leave to attend a disciplinary conference.

TIME OFF FOR ATTENDING CHILD'S SCHOOL ACTIVITIES

If you are a parent, guardian, or grandparent with custody of a child in kindergarten or grades 1- 12, inclusive, and wish to take time off to visit the school of your child for a school activity, you may take off up to eight hours each calendar month (up to a maximum of 40 hours each school year), provided you give reasonable notice to Skate Like a Girl of your planned absence. Employees wishing to take such leave may utilize their existing unused vacation time or other accrued paid time off. Skate Like a Girl requires documentation from the school noting the date and time of your visit.

If both parents of a child work for Skate Like a Girl, only one parent -- the first to provide notice -- may take the time off, unless Skate Like a Girl approves both parents taking time off simultaneously.

TIME OFF FOR DUTY AS ELECTION OFFICIAL

If you serve the official governmental duty of acting as an election officer in a local, special or statewide election, you are eligible for an unpaid leave on the day of the election. Please give your supervisor as much notice as possible if you plan to serve as an election official.

TIME OFF FOR JURY AND WITNESS DUTIES

Employees will not be discharged, discriminated against, or retaliated against for taking time off to serve on a jury or to comply with a subpoena or court order requiring the employee to appear as a witness in a judicial proceeding. Employees shall provide reasonable notice of anticipated absences associated with jury or witness duty to their supervisor. Employees who appear in court as a plaintiff or defendant are not granted paid leave for this purpose, except as required by law.

Both Exempt and Nonexempt Employees are eligible for up to five days of paid leave when called upon to serve as a juror or witness at a trial. Employees will be asked to provide documentation showing required days of attendance, and employees are expected to return to work on the first regular work day following completion of their service, or, if the court releases the employee after serving a partial day, the employee is expected to report to work and complete the normal workday unless other arrangements are made with the supervisor.

Exempt Employees who are required to serve longer than a workweek, and who do some work for Skate Like a Girl during each of the remaining weeks served, will continue to receive full pay while on jury duty. If an exempt employee takes longer than one workweek under this policy, and the exempt employee is relieved of all work the remainder of the leave will be unpaid. Nonexempt employees who are required to serve longer than a week may be granted the option of doing some work and getting paid hourly, with advance supervisory approval.

LEAVE/REASONABLE ACCOMMODATION FOR VICTIMS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE OR STALKING

Employees who are victims of domestic violence or sexual assault or stalking will be given time off as necessary in accordance with the law. Under applicable law, a "victim" may include an employee's spouse, parent, child, sibling or guardian. As a condition of taking time off, employees may be required to provide reasonable advance notice if feasible and documentation establishing the right to such time off. Skate Like a Girl will make every effort to maintain the confidentiality of any employee requesting crime victim/domestic violence/stalking leave.

Skate Like a Girl shall not discharge or in any manner discriminate or retaliate against an employee who is a victim of domestic violence, sexual assault, or stalking for taking time off from work to attend to any of the following:

1. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
2. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
3. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
4. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or

permanent relocation.

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence or sexual assault or stalking victim advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault or stalking.

Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact their supervisor, the Director of Finance & Administration, or the Executive Director to discuss the need for an accommodation. If you are requesting reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, Skate Like a Girl will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. You should notify Skate Like a Girl if an approved accommodation is no longer needed. Skate Like a Girl will engage in an interactive process with the employee to identify possible accommodations, if any, which are effective and will make reasonable accommodations unless an undue hardship will result for Skate Like a Girl.

Skate Like a Girl will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

TIME OFF FOR VICTIMS OF CRIME

Employees who are victims of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) and the immediate family member or registered domestic partner of such a victim will be given time off as necessary in accordance with the law to attend judicial proceedings in relation to the crime. As a condition of taking time off, employees may be required to provide reasonable advance notice if feasible and documentation establishing the right to such time off. Skate Like a Girl will make every effort to maintain the confidentiality of any employee requesting crime victim leave.

CIVIL AIR PATROL LEAVE

Up to 10 days of leave will be provided per year for Civil Air Patrol duty.

TIME OFF FOR VOTING

If your work schedule does not permit you to have sufficient time to vote before or after working hours in statewide public elections, then you will be allowed time off to go to the polls. In such situations, Skate Like a Girl will pay you for up to the first two hours of absence from regularly scheduled work which is necessary to vote. Any additional time necessary will be without pay. You must give reasonable notice of the need to have time off to vote and must give at least three days' notice when three days' notice is possible.

WORKERS' COMPENSATION LEAVE

If you are temporarily totally disabled due to a work-related illness or injury, you will be placed in recovery and the business needs of Skate Like a Girl. Workers' Compensation leave will run concurrently with any other applicable medical leave of absence.

DRUG/ALCOHOL REHABILITATION LEAVE

If you decide to voluntarily enter a drug or alcohol rehabilitation program, you may be eligible for an unpaid leave of absence to participate in the program. Skate Like a Girl will take reasonable steps to safeguard the privacy of any employee who identifies themselves as an individual with a drug or alcohol problem. An employee who wishes to identify themselves as such an individual can contact their supervisor or the Executive Director directly. While Skate Like a Girl generally encourages employees to take action to treat drug and alcohol problems, Skate Like a Girl will not reimburse employees for the costs incurred in attending a rehabilitation program. Employees may, however, use accrued sick leave or vacation time during a requested leave.

OTHER LEAVES OF ABSENCE

Skate Like a Girl also grants eligible employees leaves of absence for appearances at school or daycare activities, emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue team, to vote in a statewide election, crime victims leave, or leave for the donation of an organ or bone marrow, or any other leave required by applicable law. Unless otherwise required by law, employees will not be paid for such leaves of absence.

Employees wishing to take a leave of absence for one of these reasons should contact the Executive Director.

STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. Your supervisor will inform you of any special clothing requirements. Employee preferences to wear religious clothing, such as head or face coverings, and religious based grooming practices will be reasonably accommodated.

PROHIBITED CONDUCT

Every employee is expected to act in a professional, responsible, and courteous manner at all times. Clearly, such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive. The following rules of conduct are intended to ensure that employees consistently demonstrate to co-workers, clients, customers, and visitors, personal conduct that is professional and courteous. In addition, these rules promote a safe working environment, a primary concern to all of us.

The following is a list of conduct that is prohibited and will not be tolerated by Skate Like a Girl. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by Skate Like a Girl. This list in no way modifies the at-will relationship between you and Skate Like a Girl.

1. Falsification of employment records, employment information, or other Skate Like a Girl records, including job application.
2. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
3. Theft, deliberate or careless damage of any Skate Like a Girl property or the property of any employee or customer.
4. Violation of cash handling procedures.
5. Unauthorized use of Skate Like a Girl equipment, time, materials or facilities
6. Provoking a fight or fighting during working hours or on Skate Like a Girl property.
7. Participating in horseplay or practical jokes on Skate Like a Girl time or on Skate Like a Girl premises.
8. Carrying firearms or any other dangerous weapons on Skate Like a Girl premises at any time.
9. Consuming, possessing, or being under the influence of alcohol and/or drugs during working hours or at any time on Skate Like a Girl property.
10. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
11. Unreported absence of three (3) scheduled workdays.
12. Unauthorized use of Skate Like a Girl equipment, time, materials, facilities, or Skate Like a Girl name.
13. Sleeping or malingering on the job.
14. Failure to observe working schedules, including the required rest and

- meal periods.
15. Engaging in criminal conduct whether or not related to job performance.
 16. Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee solicited.
 17. Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
 18. Failure to timely notify your supervisor when you are unable to report to work.
 19. Abuse of sick leave.
 20. Failure to provide a physician's certificate when requested or required to do so.
 21. Wearing extreme, unprofessional or inappropriate styles of dress while working.
 22. Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Prohibited Harassment and Equal Employment Opportunity policy; or using profane or abusive language at any time on Skate Like a Girl premises.
 23. Violation of any safety, health, security or Skate Like a Girl rule.
 24. Working overtime without authorization or refusing to work assigned overtime.
 25. Inappropriate or unsafe use of communication devices while driving a Skate Like a Girl vehicle or a motor vehicle on Skate Like a Girl time.

CONFIDENTIAL INFORMATION/TECHNOLOGY POLICY

Technology resources consist of all electronic devices, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives; peripheral equipment such as printers, modems, and copiers; computer software applications and associated files and data, including software that grants access to external services such as the internet; electronic-mail; telephones; cellular phones; personal organizers; and voicemail systems.

Access to Skate Like a Girl's technology resources is within the sole discretion of Skate Like a Girl. Generally, employees are given access to Skate Like a Girl's various technologies based on their job functions. Only employees whose job performance will benefit from the use of Skate Like a Girl's technology resources will be given access to the necessary technology. Additionally, employees must successfully complete any required Skate Like a Girl-approved training before being given access to Skate Like a Girl's technology resources.

Certain portions of Skate Like a Girl's technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of Skate Like a Girl. Thus, even though employees may maintain passwords for accessing technology resources, employees must not expect that any information

maintained on technology resources, including electronic-mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

All employees obtaining access to copyrighted materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except where expressly allowed by the copyright law or with express written permission from the owner. Employees should also understand they may have no (or only a limited) expectation of privacy when communicating in a shared or community forum (including social websites with general accessibility and broad dissemination) regardless of whether Skate Like a Girl technology is used. In this regard, Skate Like a Girl intends to take all appropriate actions against employees or third-parties to protect its legitimate business interests and reputation in these forums and related settings.

Skate Like a Girl's technology may not be used for transmitting, retrieving, or storing any communications of a discriminatory or harassing nature. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, color, religious creed, sex, marital status, physical disability, mental disability, medical condition, age, national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, or any other basis protected by law, shall be transmitted or received. Skate Like a Girl prohibits the use of abusive, profane or offensive language received or transmitted through Skate Like a Girl's technology systems. Skate Like a Girl's technology may not be used for any purpose that is illegal, against Skate Like a Girl policy, causes discredit to Skate Like a Girl or is contrary to the best interests of Skate Like a Girl. Use of Skate Like a Girl technology for personal gain or profit, or for personal reasons that would impede Skate Like a Girl's ability to conduct business is prohibited.

Each employee is responsible for the content of all text, audio or images that the employee places on or sends over Skate Like a Girl's technology systems. No electronic communication may be sent which hides the sender or represents the sender as someone else.

Skate Like a Girl is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both Skate Like a Girl and third parties ("Confidential Information"). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on Skate Like a Girl's technology resources. Details of specific prohibitions relating to disclosure of identifying information of persons' utilizing Skate Like a Girl services are contained below in Information Security Policy.

Confidential Information should not be accessed through Skate Like a Girl's technology resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via technology resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the

addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise the sender immediately or return it promptly by mail." Employees should avoid sending Confidential Information over the internet, except when absolutely necessary. Employees should also verify electronic-mail addresses before transmitting any messages.

All information about Skate Like a Girl, its employees, clients, suppliers and vendors is to be kept confidential and divulged only to individuals within Skate Like a Girl who need to receive, and are authorized to receive, such information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with the Executive Director.

All records and files maintained by Skate Like a Girl are confidential and remain the property of Skate Like a Girl. Records and files are not to be disclosed to any outside party without the express permission of the Executive Director. Confidential information includes, but is in no way limited to, financial records, team and payroll records (regarding current or past employees), information regarding client transactions, client account information, information regarding clients, vendors or suppliers, histories and discussions about the persons Skate Like a Girl serves, or any documents or information regarding Skate Like a Girl operations, procedures or practices. Such confidential information may not be removed from Skate Like a Girl premises without express authorization.

Confidential information obtained during or through employment with Skate Like a Girl may not be used by any employee for the purpose of furthering current or future outside employment or for obtaining personal gain or profit. Skate Like a Girl reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of such impermissible use of confidential information.

You may during the course of your duties be advised of certain confidential business matters and affairs of Skate Like a Girl regarding its business practices, customers, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of Skate Like a Girl and not generally known to the public or competitors. Such proprietary information includes customer information, pricing information, product and service information, competitive strategies, marketing plans, team information and financial information. You shall not, either during your employment with Skate Like a Girl or any time in the future, directly or indirectly:

1. disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment;
2. individually or in conjunction with any other person, firm, agency, Skate Like a Girl, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of Skate Like a Girl;

3. without the written consent of Skate Like a Girl, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of Skate Like a Girl, except to the extent required in the ordinary course of your duties;

4. after separation from employment with Skate Like a Girl, use, disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise Skate Like a Girl's confidential and proprietary information to solicit current customers of Skate Like a Girl.

Upon termination of employment, employees are required to immediately return to Skate Like a Girl all property of Skate Like a Girl in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of Skate Like a Girl.

INFORMATION SECURITY POLICY

It is the policy of Skate Like a Girl to protect names and other identifying information from unauthorized disclosure:

- Related to persons receiving services related to any program funded by Skate Like a Girl, or;

- That becomes available to or is disclosed to Skate Like a Girl, its employees, agents, or subcontractors while performing Skate Like a Girl duties.

Skate Like a Girl and its employees, agents, or subcontractors shall not use such identifying information for any purpose other than that for which the information was given unless prior consent is given by the identified person.

For purposes of this provision, identifying information shall include, but not be limited to, name, identifying number, symbol, or other identifying information assigned to the individual, such as finger or voice print or a photograph.

Skate Like a Girl and its employees, agents, or subcontractors will take all reasonable precautions, including the establishment of appropriate steps and procedures to safeguard the confidential information. These precautions include following state encryption and security guidelines for computers and related equipment regarding any confidential information related to clients receiving persons related to programs supported by state contracts.

Statistical information that does not identify any individual is not covered by the above policy.

CONFLICTS OF INTEREST

Situations that result in actual or even potential conflicts of interest must be avoided by all employees. Personal, social and economic relationships with competitors, suppliers, customers, clients, or co-employees that may impair an employee's ability to exercise good judgment on behalf of Skate Like a Girl or which give the appearance of such an impairment create an actual or potential conflict of interest. Any employee involved in such a relationship must immediately and fully disclose the nature of the relationship to Management so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

What you do in your free time is your own business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at Skate Like a Girl or create a conflict of interest with your statutory duty of loyalty to Skate Like a Girl.

There are additional responsibilities for members of the Skate Like a Girl Board of Directors, which is set forth in the Board of Directors policies and procedures including conflict of interest policy.

DRUG AND ALCOHOL POLICY

It is the intent of Skate Like a Girl to promote a safe, healthy and productive work environment for all employees. Skate Like a Girl recognizes that the illegal and/or excessive use of drugs, (including marijuana) and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations or Skate Like a Girl success. It is the objective of Skate Like a Girl to have a workforce that is free from the influence of controlled substances (illegal drugs), including marijuana and alcohol during work hours. Skate Like a Girl will not tolerate employees who are under the influence of controlled substances, marijuana, or alcohol during work hours.

Skate Like a Girl is supportive of employees who seek help for their dependency problems. As a result, Skate Like a Girl will make reasonable efforts to accommodate an employee in a formal dependency program as required under applicable law.

Any employee who is using prescription or over-the-counter drugs, or any legal drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify the Executive Director of such use immediately before starting or resuming work.

HEALTH AND SAFETY

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work related injuries or illnesses

immediately to the Executive Director. In compliance with applicable state law, and to promote the concept of a safe workplace, Skate Like a Girl maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program will be distributed to all employees.

In compliance with Proposition 65, Skate Like a Girl will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

SECURITY

Skate Like a Girl has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to the security team. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

SAFETY POLICY

Skate Like a Girl is firmly committed to maintaining a safe and healthy working environment. All employees of Skate Like a Girl are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or the Executive Director immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on Skate Like a Girl premises, or in a product, facility, piece of equipment, process or business practice for which Skate Like a Girl is responsible, bring it to the attention of your supervisor or the Executive Director immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

To protect the property and ensure the safety of all employees, clients, and Skate Like a Girl, Skate Like a Girl reserves the right to conduct personal searches consistent with state law, including inspection of personal property, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, vehicles, or any other possessions or articles carried to and from Skate Like a Girl property.

Skate Like a Girl has in place a written Injury and Illness Prevention Program as required by law. If you have not received your copy of this Program or if you wish an additional copy, please contact the Executive Director. It is your responsibility to read, understand and follow Injury and Illness Prevention Program provisions applicable to your work assignment.

WORKPLACE VIOLENCE

Skate Like a Girl has adopted the following workplace violence policy to ensure a safe working environment for all employees.

Skate Like a Girl has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously. Possession of non-work-related weapons on Skate Like a Girl premises and at Skate Like a Girl sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Skate Like a Girl property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent – this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme

Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

ERGONOMICS

Skate Like a Girl is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. Skate Like a Girl will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. Skate Like a Girl encourages safe

and proper work procedures and requires all employees to follow safety instructions and guidelines.

IN CLOSING

Many Skate Like a Girl policies and employee benefits have been treated only briefly in this Handbook. If you have any questions or want more information, contact the Executive Director. It is your responsibility to learn Skate Like a Girl policies.