

# **EMPLOYEE HANDBOOK**

# ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK, AT WILL EMPLOYMENT, AND AUTHORIZATION FOR EMPLOYER TO DEDUCT FUNDS FROM PAYCHECKS

I\_\_\_\_\_\_acknowledge receipt of Galveston Railroad Museum Employee Handbook and that employment with Galveston Railroad Museum is employment-at-will. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or Galveston Railroad Museum. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment-at-will nature of employment with Galveston Railroad Museum.

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I further acknowledge that:

- a) Nothing in the Employee Handbook creates or is intended to create a promise, contract, or representation of continued employment.
- b) The equipment, working areas, break areas, offices and all Galveston Railroad Museum property, services and technology including access to the Internet and e-mail remain at all times the property of Galveston Railroad Museum,
- c) Galveston Railroad Museum reserves the right to monitor the workplace, telephone conversations and internet traffic, including e-mail and text messaging, and retrieve and read any data composed, sent, or received through Galveston Railroad Museum online connections and stored on all computer and phone systems.
- d) No privacy rights can be assumed by an employee in an his/her use of Galveston Railroad Museum property, including internet use and e-mail and text messaging content.
- e) I authorize Galveston Railroad Museum, as my employer, to deduct from my paycheck, in accordance with federal and state laws, my outstanding financial obligations, including money I owe to my employer or debt assigned to me because of advanced funds or my failure to return property or for property that was lost or damaged by me.

Employee's signature
Printed name
Social Security Number

#### Mission Statement

Above all else, Galveston Railroad Museum is committed to passion of service in our field of expertise. In recognition of this commitment we want all souls who cross through our doors to receive the best service available in a timely and caring manner. All employees of Galveston Railroad Museum will act in a timely, caring, and just manner.

Galveston Railroad Museum will act with absolute honesty, integrity, and fairness in the way we conduct business and the way we live our lives.

All employees of Galveston Railroad Museum should trust their colleagues as valuable members of a team, pledged to treat one another with respect, loyalty, and dignity.

# **GENERAL EMPLOYMENT POLICIES**

#### This Employee Handbook

This Employee Handbook describes some of the policies that employees are expected to follow for Galveston Railroad Museum to efficiently operate its business. It is every employee's responsibility to read these policies.

This Employee Handbook does not create a contract, expressed or implied, between an employee and Galveston Railroad Museum and does not in any way change the at-will nature of an employee's employment.

Galveston Railroad Museum reserves the right to revise, add, amend and delete polices at any time in its sole discretion. Galveston Railroad Museum will not implement policy changes except in writing and informing employees of the changes, modifications, deletions, or additions of the policies.

#### At Will Employment

Employment with Galveston Railroad Museum is employment-at-will. Employment-at-will may be terminated with or without cause and with or without notice at any time by the employee or Galveston Railroad Museum. Nothing in this Handbook or in any document or statement shall limit or terminate the employment-at-will nature of employment with Galveston Railroad Museum. No manager, supervisor, or employee of Galveston Railroad Museum has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only David Robertson has the authority to make any such agreement and then only in writing.

Although certain policies in this Handbook may discuss discipline, including termination of employment, performance reviews, and employee leaves, those policies do not vary the at will nature of the employment between Galveston Railroad Museum and employees. Additionally, the imposition of or completion of a probationary period of employment does not change the employment at-will status of any employee or restrict Galveston Railroad Museum right to terminate any employee or change the terms or conditions of employment.

#### Equal Employment Opportunity

It is and shall continue to be Galveston Railroad Museum policy that all persons are entitled to equal employment opportunity regardless of sex, religion, race, color, national origin, age, disability, military status, pregnancy, genetic information, or any other trait protected by federal or state law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, job placement, promotion, discipline, termination, and access to benefits and training.

Galveston Railroad Museum will also seek to reasonably accommodate an employee or applicant with a disability so that an applicant for employment or an employee who is able to carry out the essential functions of the employee's job can continue to do so.

# **Prohibition Against Discrimination and Harassment**

Galveston Railroad Museum fosters a workplace that is free from discrimination and harassment by or among applicants, supervisors, coworkers, customers, clients, and suppliers. It is Galveston Railroad Museum policy that it will not tolerate verbal or physical conduct by an employee that discriminates against, harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. Discrimination and harassment in any manner or form are expressly prohibited and will not be tolerated.

The term "harassment" includes, but is not limited to, unwelcome slurs, jokes, verbal, graphic, or physical conduct relating to an individual's characteristics, including race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment and gender identity harassment), national origin, age, disability (mental or physical), sexual orientation, pregnancy, genetic characteristics, marital status, arrest or conviction record, military status, or any other category protected under federal, state or local law when the conduct is sufficiently severe or pervasive to create a hostile work environment.

The term "harassment" includes conduct of employees, supervisors, vendors, and/or customers who engage in verbally or physically harassing behavior that has the potential for humiliating or embarrassing an employee based on an individual's protected characteristics.

Examples of harassment which are non-sexual in nature include:

- Use of racially derogatory words, phrases, epithets.
- Demonstrations of a racial or ethnic nature such as the use of gestures, pictures or drawings which would offend a particular racial or ethnic group.
- Comments about an individual's skin color or other racial/ethnic characteristics.
- Making disparaging remarks about an individual's gender that are not sexual in nature.
- Negative comments about an employee's religious beliefs (or lack of religious beliefs).
- Expressing negative stcreotypes regarding an employee's birthplace or ancestry.
- Negative comments regarding an employee's age.
- Derogatory or intimidating references to an employee's mental or physical impairment.

Sexual harassment is defined as unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is either an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as a basis of any employmentrelated decision affecting the person who rejected or submitted to the conduct.
- The conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment, including:
  - O Sexual flirtations, touching, advances or propositions;
  - Verbal abuse of a sexual nature;

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- o Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual; or

- The display or circulation or presentation in the workplace of sexually suggestive objects or pictures, including nude or partially nude photographs, drawings, or printed pieces.
- In addition, Galveston Railroad Museum considers the following conduct to represent some

of the types of actions which violate this policy:

- Physical assaults of a sexual nature; and
- O Unwelcome sexual advances, propositions, or other sexual comments, i.e., sexual jokes or vulgar language.

The definitions and lists above are not meant to be exhaustive but are included to provide examples of prohibited actions. Galveston Railroad Museum reserves the right to determine whether conduct violates this policy or is otherwise inappropriate. All employees are expected to treat their co-workers, subordinates, and supervisors with respect.

Not all behavior that is disruptive rises to the level of harassment. However, disruptive or unusual behavior that is disturbing to other employees will not be allowed. This includes, without limitation, excessive displays of temper, obscene language, gestures, and shouting.

An employee engaging in behavior that violates this policy will receive appropriate disciplinary action, up to and including termination.

# **Discrimination/Harassment Complaint Procedures**

An employee who believes that a supervisor's, manager's, other employee's, or nonemployee's actions or words constitute discrimination or harassment, has a responsibility to report the situation as soon as possible. The report or complaint should be made to David Robertson.

The report should include all facts available to the employee regarding the situation. Galveston Railroad Museum may require that the reporting employee put the facts of the complaint in writing. All reports of discrimination, harassment, and retaliation will be treated seriously.

Complaints will be promptly investigated. An employee's confidentiality and that of any witness to the alleged harassment will be protected against unnecessary disclosure to the greatest extent possible. However, Galveston Railroad Museum may need to disclose certain information in connection with any investigation. All employees are expected to cooperate fully with any investigation. Failure to cooperate may result in disciplinary action up to and including termination.

#### **Retaliation Prohibited and Complaint Procedures**

Galveston Railroad Museum will not tolerate retaliation of any kind because an employee reported, in good faith, an incident of suspected discrimination or harassment or because the employee engaged in any other protected activity, such as instigating or participating in an investigation or bringing a charge of discrimination or harassment. An employee who believes that a supervisor's, manager's, other employee's, or nonemployee's actions or words constitute retaliation, has a responsibility to report the situation as soon as possible. The procedures for making discrimination/harassment complaints be followed for complaints of retaliation and Galveston Railroad Museum will respond to and investigate retaliation complaints just as it would discrimination/harassment complaints.

An employee who intentionally makes a false claim of discrimination, harassment, or retaliation may be subject to discipline.

# **EMPLOYMENT RELATIONSHIP**

#### **Classification of Employees**

<u>All Employees</u>; Hourly and salaried employees serve a 90-day probationary period ("Probationary Employee") before placement in a full-time position. This probationary employment is standard in all positions and all departments. When the probationary period is satisfactory the employee's status will be changed to a Regular Full-Time Employee or a Regular Part-Time Employee, depending on the number of hours the employee is regularly scheduled to work during a pay period. At the end of a calendar year an employee may not roll over or be paid out vacation time.

<u>Salaried Employees:</u> All salaried employees are expected to work at least 40 hours. Being a salaried employee it is understood that when called upon due to a rise in business one will be expected to work the hours needed to complete all tasks. If the employee does not work 40 hours in a weekly period vacation time will be used to bring the employee up to 40 hours.

<u>Regular Full-Time Employees:</u> A regular full-time employee is an individual who is so classified and who is scheduled to work a minimum of 60 hours per pay period on a regularly scheduled basis. Additionally, Full-Time employees may be classified as exempt or non-exempt.

<u>Regular Part-Time Employees</u>: A regular part-time employee is an individual who is so classified and who is regularly scheduled to work less than 60 hours in a pay period.

<u>Temporary Employees:</u> A temporary employee is an individual who is so classified and whose work is expected to be of limited duration. A temporary employee is not, however, guaranteed a particular schedule or shifts for the duration of his/her work assignment. His/ her employment is for an indefinite term, not to exceed the duration of the work assignment or assignments.

#### **Payroll Procedures**

Galveston Railroad Museum pays its employees on a bi-weekly basis. Paychecks are distributed on the Wednesday following the ending of the pay period.

If an employee is unable to pick up his/her check in person, that employee may authorize someone to pick it up for him/her. The authorization must be in writing. If there is an error in an ---- employee's paycheck, the employee must inform management and the error will be corrected on the next regular paycheck.

#### Work Schedules

Work schedules will be posted one week ahead of the upcoming workweek. This is an important tool for running the museum. It is paramount that you follow the work schedule. If you desire certain days off there is a form that must be filled out and approved 2 weeks prior to the posting of the schedule. Schedules will not be revised once they are posted and without management authorization. Employees must notify management six (6) hours ahead of a scheduled shift if he/she plans on or anticipates being late or absent.

#### Hours of Work

From time to time it may be necessary for Galveston Railroad Museum to change the starting time and completion time of a work shift to accommodate the needs of the museum and its guests. Employees will be required to work the hours that are assigned.

#### **Hiring of Relatives**

Employment of relatives (including spouses) will be reviewed on a case-by-case basis to ensure that such employment does not involve conflicts of interest or other adverse business operations. It is the responsibility of club employees involved with the employment of a relative to disclose this relationship to the manager.

#### Time Records

Employees must adhere to the following guidelines, which are not to be considered all-inclusive, regarding their timekeeping

- Each employee is expected to clock in and clock out for each shift. He/she may never clock in or out for another employee or allow another employee to record time for him/ her.
- Each employee is expected to follow his/her work schedule. Employees should not report to work earlier than five minutes before the workday begins without prior authorization. At the conclusion of the work shift, employees must leave work and record their time out. Management should approve any deviation.
- An employee should not leave the general work area. Employees should alert their manager if they go to their vehicle during the work shift.
- Galveston Railroad Museum anticipates that an adequate number of employees are available to do the work of the establishment. However, each employee may be called upon to work extra hours at certain times trough out the year. When this becomes necessary the management will specifically notify each employee.
- At no time can an employee trade shifts with another employee without specific

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management approval.

• Each employee should ensure that his/her time is recorded completely and accurately.

#### **Overtime**

Overtime is not paid to exempt employees. Non-exempt employees will be paid overtime compensation at the rate of one and on-half times their regular rate for worked time in excess of forty (40) hours during their normal work week, unless otherwise required or permitted by law. Time not actually worked (e.g. jury duty, leave time) will not count toward the forty (40) hour work week time.

An employee must have approval from management before working any overtime. An employee who works overtime without management approval is subject to discipline, up to and including termination.

When a business need arises that requires overtime, employees may be requested to work either later or earlier than normal hours. In certain situations, overtime work may be a mandatory condition of employment.

# **Employment Separation**

Since employment at the Galveston Railroad Museum is based upon continuing mutual consent, either the employee or the employer may terminate employment at any time with or without cause or notice. There are four types of termination:

- <u>Resignation</u>. An employee who terminates service with Galveston Railroad Museum is requested to give at least two workweeks notice to the management. This will allow Galveston Railroad Museum to arrange for replacement. An employee who resigns with the requested notice is considered a resignation and may be favorably considered for rehire.
- Quit. This is the term applied when an employee leaves without notice or with less than the requested notice. This practice causes the employee's record to carry a poor report and negatively affects the opportunity for rehire.
- Layoff. This term refers to a termination of employment by Galveston Railroad Museum because of lack of work or reorganization.
- <u>Discharge</u>. This term refers to an involuntary termination of the employee by Galveston Railroad Museum.

# WORKPLACE SAFETY

#### Safe Workplace

It is the responsibility of each employee to safeguard themselves, coworkers, and customers against job-related accidents and incidents. Compliance with safety practices and proceeds is mandatory and is considered a condition of employment. If an employee is aware of any hazardous or unsafe condition or practice, the employee should contact his/her supervisor as soon as possible.

#### Work Related Injuries

Every employee is entitled to work in a safe and healthy environment and Galveston Railroad Museum strives to provide a safe and secure working environment.

However, if or when a work-related injury or illness occurs, no matter how minor, employees must report the injury or illness to their supervisor immediately, but not any later than conclusion of the shift on which the injury or illness occurred. Employees are required to fill out the appropriate reports regarding an on-the-job injury or illness. Any employee who witnesses an injury must also immediately report the injury and fill out the appropriate reports. Galveston Railroad Museum will not discriminate or discharge any employee for making such a report. Employees should take particular note of the requirement that incidents be reported to the supervisor <u>ON THE SHIFT ON WHICH THE INCIDENT OCCURRED.</u> Galveston Railroad Museum will not assume financial responsibility for job-related injuries if they are not reported the day they occurred.

An employee who is unable to report for the employee's regular work schedule due to an on-thejob illness or injury, must immediately notify the employee's supervisor or management by telephone. If an employee misses work due to due to an on-the-job injury or illness, Galveston Railroad Museum may require the employee to receive certification from a medical professional that the employee is able to return to work. The injured employee should give Galveston Railroad Museum as much notice as reasonably possible when ready to return to work.

# **Documenting Occurrences**

From time to time incidents occur which are out of the ordinary and which should be reported to management or recorded for future evaluation. Such occurrences might involve an injury to a customer, a slip, fall, theft etc. These instances must be reported using the occurrence reporting procedure. This is of utmost importance.

# Workplace Violence and Bullying

Galveston Railroad Museum does not tolerate any type of workplace violence by or against employees or clients. Inappropriate behavior includes, but is not limited to, causing physical injury to another person, making threatening remarks, aggressive or hostile behavior, intentionally damaging property, or possessing a weapon while on Galveston Railroad Museum premises. Any employee who commits such acts will be subject to disciplinary action, up to and including termination. Additionally, employees and non-employees engaged in violent Railroad Museum premises may be reported to the proper authorities. Employees who are subject to the prohibited acts outlined in this policy or who see, hear, or become aware of any of the prohibited behavior or any other out-of-the-ordinary behavior by fellow employees, customers,

or visitors to Galveston Railroad Museum, or from other sources, should report such activities immediately to Galveston Railroad Museum management. The confidentiality of notifying Galveston Railroad Museum management will be maintained to the greatest extent possible.

#### **Drug-Free Workplace**

Galveston Railroad Museum most valuable resource is its employees. Therefore, the health and safety of its employees is a serious concern. Galveston Railroad Museum will not tolerate any

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drug or alcohol use that compromises the health or safety of its employees, jeopardizes the health or safety of its customers, or jeopardizes its reputation. All employees have the right to work in a drug free environment. Galveston Railroad Museum will take actions to ensure that right.

Galveston Railroad Museum requires employees to report to work free of illegal drugs, controlled substances, inhalants, narcotics, alcohol, prescription medication taken without a prescription issued by a physician to the employee, or taken in a manner not prescribed by employee, and other drugs and prohibits the use of any drug (including overthe-counter drugs) or any other substance that impairs his/her ability to perform his/her job "Prohibited Substances"). Employees are expected to adhere to Galveston guidelines, which prohibit the following:

- the unauthorized use, purchase, sale, manufacture, distribution, or dispensation of Prohibited Substances;
- storing any Prohibited Substance in any locker, desk, automobile, or other repository on company premises;
- working while impaired or under the influence of a Prohibited Substance;
- switching or adulterating a urine sample for a drug test;
- refusing to submit to a search requested by management upon a reasonable suspicion that the employee is in possession of, or under the influence of, a Prohibited Substance; and
- refusing to sign a statement agreeing to abide by Galveston Railroad Museum drug-free workplace policy.

Galveston Railroad Museum also prohibits employees from being under the influence of, or possessing, consuming, distributing, conveying, manufacturing, receiving, dispensing, soliciting, selling or trafficking Prohibited Substance(s) away from Galveston Railroad Museum premises if that influence, activity, or involvement adversely affects the employee's work performance, the safety of the employee or others, or puts Galveston Railroad Museum reputation at risk.

Galveston Railroad Museum may require an employee to submit to an alcohol/drug test in any of the following circumstances:

- Post offer, pre-employment.
- Following any serious, or potentially serious, accident or injury, regardless of fault; or when the employee is suspected of having caused the accident or injury to another individual.
- For Cause. Galveston Railroad Museum may ask an employee to submit to a drug test at any time it

feels that the employee may be under the influence of any Prohibited Substance, including, but not limited to, the following circumstances: evidence of any Prohibited Substance on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of any Prohibited Substance, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

- On a random basis and any other time deemed necessary and appropriate by management of Galveston Railroad Museum, without prior announcement.
- Whenever required by law.

Employees or applicants who refuse to submit to any drug or alcohol screen, who test positive for any drug or alcohol test, or who violate this drug and alcohol policy in any manner (including but not limited to adulterating or diluting any specimen or substituting one specimen for another) will be disciplined, up to and including the refusal to hire an applicant, or in the case of an existing employee, termination. Employment and continuing employment with Galveston Railroad Museum is expressly conditioned upon each employee's strict adherence to this policy.

Tests paid for by Galveston Railroad Museum are property of Galveston Railroad Museum and it will strive to treat the examination records as confidential.

Any employee taking over the counter or prescribed medication should consult with his or her physician to determine if the medication may have an adverse effect on performance. If the medication has such an effect, the employee must notify his/her supervisor immediately.

Employment with Galveston Railroad Museum is expressly conditioned upon Galveston Railroad Museum right to surveillance of, and to search, the employee and his or her personal possessions or work area, with or without cause, and with or without reasonable suspicion, for the possession of Prohibited Substances or drug paraphernalia at any time the employee is on Galveston Railroad Museum time, on Galveston Railroad Museum business, or on Galveston Railroad Museum property. Any employee who refuses to give consent and cooperate with a search may be subject to termination. Vehicles, including private vehicles parked on company premises, or used in company business will be considered to be on company premises and will be subject to search.

#### **Disaster Preparedness**

When a disaster occurs, everyone at Galveston Railroad Museum needs to know what to do, where to go, and how to respond immediately. Disasters can happen at any time. We live in an area surrounded by petrochemical plants, bordered by a major freeway, and prone to hurricanes and flooding depending on the season of the year.

Before any one is notified that disaster has been declared there has been a lot of behind the scenes activity. The owners of Galveston Railroad Museum will make the call when to close and call the staff. Galveston Railroad Museum will need help securing the building and asks that those who are willing help with these activities.

Once the danger has passed, the manager will call the staff and give each employee an update on the current situation. If there is no danger, Galveston Railroad Museum will re-open as normal. If the situation calls for help or repair, manager will let employees know what Galveston Railroad Museum plans are. If any employee is in a position to help, they should let the manager know.

#### **EMPLOYMENT GUIDELINES**

#### **Competence of Staff Members**

It is the responsibility of all employees to contribute to Galveston Railroad Museum mission to provide exceptional service to all our guests both internal and external. As a result, Galveston Railroad Museum maintains systems for ensuring that each employee possesses required competencies and demonstrates appropriate work behaviors. These processes include observed demonstrations of certain job skills including those needed to meet job criteria. Deficiencies in competencies and work behaviors are addressed with employees to assist them in making needed improvements. Inability to make required corrections as well as the commission of serious offenses may result in the termination of employment with Galveston Railroad Museum. It is Galveston Railroad Museum policy to evaluate employee performance on a continuing basis and to do so, more formally at periodic intervals. The purpose of these more formal appraisals is to allow supervisors and employees to communicate concerning the employee's performance standards that are established for that position.

# **Dress Code**

Employees are expected to wear uniforms and are responsible for providing them and keeping them clean, pressed and neat always. Galveston Railroad Museum will offer shirts at a manageable cost to the employee. You must supply your own jeans and non-slip shoes.

Hairstyles, jewelry, and clothing should be kept professional in appearance. Beards should be kept trimmed. Untrimmed mustaches and unruly hair will not be tolerated, are considered unprofessional, and may be considered inappropriate for our setting in Galveston Railroad Museum. The Galveston County Health Department may also require adherence to these policies.

The hygiene and appearance of Galveston Railroad Museum employees have a significant effect on the confidence our visitors have in us as a team of professionals. They affect the environment in which co-workers work. Therefore, it is the policy of Galveston Railroad Museum to make sure that all employees come to work in a clean well-groomed manner, complying with the following guidelines:

- Clean bodies hair and clothing;
- Well-groomed hair, including facial hair. Long hair (under the ear) will be tied back for all employees;
- Uniforms according to the position you work, clean, pressed, and spot free;
- Jewelry, accessories, hairstyles, and fingernails, that would be considered by most as conservative, professional, business like, and would not be considered revealing conspicuous, faddish, or excessively casual;
- Functional shoes with a medium size heel that do not present a potential safety hazard; and
- Moderate amounts of cologne and makeup.

Managers will address noncompliance with employees. Employees who are not in compliance with this policy may have to discontinue work until they become compliant.

#### **Ethics**

All persons who work at Galveston Railroad Museum share in the responsibility of observing a code of ethics. This code of ethics requires truthfulness, honesty, and integrity in all activities. Furthermore, all employees share, to some degree, in the responsibility of observing the code of ethics that regulates the activities of the management team. In general, the following applies to all employees:

- Information overheard around guests is not to be discussed with those not concerned with such information and definitely not outside of Galveston Railroad Museum.
- An employee's conduct in his/her private as well as professional life should be consistent with the responsible image that Galveston Railroad Museum wants to project to the general public.

- Discussing personal issues/problems with customers is not appropriate.
- Employees must maintain a professional relationship with co-workers.
- Associating and dating between employees outside of work is not recommended.

The demonstration of unethical behavior will be addressed through the disciplinary process up to and including termination. It is the policy of Galveston Railroad Museum to operate in an environment of honesty and integrity maintaining appropriate moral, ethical, and legal standards. If you observe any actions that might violate these procedures, you should contact management.

# No Expectation of Privacy

An employee does not have any privacy rights in connection with his/her use of Galveston Railroad Museum property, including desks, file cabinets, company-owned vehicles, e-mail, computer, internet, voice mail, and text messaging content. Galveston Railroad Museum may monitor telephone and computer systems. All communications and information that is transmitted, received or stored on Galveston Railroad Museum owned, leased, or controlled facilities (e.g., computers, modems, software, networks, telephone lines, Internet service providers, cell phones), including email, voice mail, facsimile, texts, and instant messages are the property of Galveston Railroad Museum may inspect, copy, forward, and disclose the contents or data on such equipment and electronic messages stored on Galveston Railroad Museum property, including disclosure to law enforcement personnel. Employees have no expectation of privacy when using Galveston Railroad Museum systems or equipment to access the Internet, send or receive emails or other messages, or to conduct personal matters.

# Attendance and Absences

In order to provide consistent, quality service all employees must report to work as scheduled. Galveston Railroad Museum recognizes that there are times when employees must be absent but expects employees to manage these situations. Employees are responsible for anticipating potential emergencies and making contingency plans, such as arranging back-up transportation.

An excused absence is defined as any absence from work due to illness or other acceptable reasons. An unexcused absence from work is any absence from work without an approved reason or without proper notification.

An absence occurs when an employee fails to report when scheduled.

Two (2) unscheduled absences within a 30-day period or six (6) unscheduled absences within a backward rolling 12-month period may result in disciplinary action, up to and including termination. Employees must report their absences personally by calling a supervisor on duty. Employees who are going to be absent must call in at least six (6) hours before the employee's shift is scheduled to start. Failure to timely notify the on-duty supervisor of an absence may result in disciplinary action, up to and including termination.

An absence of two consecutive scheduled shifts without an approved reason or without proper notification is considered to be a voluntary quit without notice and will result in immediate termination.

Employees absent for three consecutive scheduled shifts must present a physician's statement before returning to work.

Leaving in the middle of a work-shift without proper notification to a supervisor is considered job abandonment and is cause for immediate termination.

#### Tardiness

Employees are given a 5-minute grace period before being considered late. Employees must call ahead if they expect to be late for any shift. Calls must be before the actual shift time begins, and, if possible, at least thirty (30) minutes prior to the beginning of the shift. Calling in late, or not calling in at all, may subject employees to discipline, up to and including termination. Additionally, two tardiness incidences within a 30-day period or six tardiness incidences within a backward rolling 12- month period may also result in disciplinary action, up to and including termination.

#### Theft

The cooperation of all employees is essential if the problem of theft is to be minimized. Be sure equipment and supplies are stored in the approved areas and that maximum-security measures are observed. Employees should not bring excessive amounts of cash or valuables with them to work. Galveston Railroad Museum is not responsible for loss of personal property. Galveston Railroad Museum property may not be removed from the premises except by written authorization from a manager. Clear bags are the only bags allowed on the premises.

# Weapons, Firearms, Controlled Substances and Illegal Drugs

Without proper legal authority, no one is to bring onto Galveston Railroad Museum premises any weapons, illegal drugs, or misappropriated or stolen property. Those engaging in illegal actions may be discharged and prosecuted if the offense is against Galveston Railroad Museum, its customers, or its personnel.

Pursuant to Section 30.06 of the Texas Penal Code (trespass by a license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 441 of the Texas Government Code (Handgun licensing law), may not enter Galveston Railroad Museum property with a concealed handgun.

Pursuant to Section 30.07 of the Texas Penal Code (trespass by a license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 441 of the Texas

Government Code (Handgun licensing law), may not enter Galveston Railroad Museum property with a handgun that is carried openly.

#### Social Media Usage

Social media includes any website in which visitors are able to publish information to a larger group. Information shared may include personal information, entertainment content, opinions, photos, research, commentary, or business information. Examples of social media include Facebook, Twitter, YouTube, and LinkedIn. Blogs, special interest forums, and user communities are also considered social media.

Personal Use of Social Media during Work Hours or on Company Devices. Subject to this policy, employees may use social media on cell phones or other personal devices during work

hours only during break and meal times; however, Galveston Railroad Museum may limit or deny access to certain social media sites on its computers, cell phones, or other devices as it deems appropriate.

While social media sites contain legitimate business and personal content, they also include content that is inappropriate for the workplace including nudity, violence, abused drugs, sex, and gambling. Employees should not access such inappropriate content while at work, or while using Galveston Railroad Museum computers, cell phones, or other devices. Employees should use common sense and consideration for others in deciding which content is appropriate for the workplace.

Social Media Usage Guidelines. Galveston Railroad Museum fully respects the legal rights of its employees; however, certain uses of social media can jeopardize Galveston Railroad Museum reputation and image and cause damage to its proprietary and other legally protected information. Subject to applicable law, the following guidelines apply to an employee's social media usage, whether personal or company-sponsored:

- DO use a disclaimer. If an employee identifies him/herself as an employee of Galveston Railroad Museum, or if he/she refers to Galveston Railroad Museum in any way, he/she should use a disclaimer such as this on his/her profile, "wall" or other similar permanent location: "The postings on this site are my own and don't necessarily represent the positions or opinions of Galveston Railroad Museum."
- DO be professional. If an employee has identified him/herself as an employee of Galveston Railroad Museum, he/she should ensure that content associated with him/her is consistent with his/her work at Galveston Railroad Museum or its clients and with how he/she wishes to present him/herself to colleagues. For example, content that could be viewed as discriminatory, harassing, obscene, threatening, or intimidating, whether in the form of photos, images, videos or other posts, can reflect negatively on the employee and Galveston Railroad Museum.
- Employees SHOULD NOT misrepresent themselves. An employee must make it clear that he/she is speaking for him/herself and not on behalf of Galveston Railroad Museum or any of its clients.
- <sup>10</sup> DO NOT disclose or comment on Galveston Railroad Museum proprietary or confidential information. Proprietary and confidential information includes any information about customers, contracts with vendors or other suppliers, internal reports, policies, procedures or other internal business-related confidential communications.
- DO NOT identify or reference vendors or suppliers without their written approval.
- DO be respectful of coworkers, and Galveston Railroad Museum competitors and vendors. Avoid posts that reasonably could be viewed as malicious, obscene, threatening, or intimidating. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, sex (including pregnancy), national origin, religion, disability, genetic information or any other status protected by law or Galveston Railroad Museum policy.
- Employees SHOULD NOT feel like they have to accept "friend," "connection," "follow" or other requests of this nature from his/her supervisors. Employees and supervisors

should consider whether the sharing of such personal information would compromise the supervisor/employee relationship.

These guidelines cover only a small sample of all possible content-publishing scenarios. Keep in mind that any conduct that adversely affects an employee's performance, or the job performance of coworkers, or that otherwise adversely affects the employees, clients, Galveston Railroad Museum, or Galveston Railroad Museum legitimate business interests, may result in disciplinary action up to and including termination.

**Right to Monitor and Enforce Policy.** Galveston Railroad Museum reserves the right to employ technical controls to audit and enforce this policy, including without limitation monitoring social media sites, company computers, company cell phones and other company devices to ensure compliance with this policy. Violations of this policy may result in disciplinary action up to and including termination, even if such conduct was engaged in after-hours or off Galveston Railroad Museum premises.

Limitations on Policy. The guidelines in this policy are not intended, and shall not be construed, to restrict employees from using social media to engage in legally protected communications regarding wages, working conditions and other terms and conditions of employment. Such legally protected social media communications, conducted on an employee's own time, do not violate this policy.

# **Disciplinary Procedure**

Because Galveston Railroad Museum employees are hired on an at-will basis, they can be disciplined or discharged for any reason at any time. In general, any action of an employee that reflects discredit on the reputation and integrity of Galveston Railroad Museum can be reason enough for discipline or discharge.

The following list also sets forth some examples of reasons for discipline or discharge, even for a first offense.

- Rudeness or other inappropriate behavior toward guests.
- Failure to carry out job duties.
- Failure to carry out assigned tasks.
- Failure to adequately perform job duties and/or assigned tasks.
- · Failure to permit vehicle, parcel, or other personal property inspection.
- Failure to comply with any term, policy, or procedure in this Handbook.
- Refusing to accept work assignments.
- Insubordination, including but not limited to, refusal to perform assigned duties.
- Falsification of records.
- Misconduct.
- Violation of health or safety rules.
- Engaging in prohibited discrimination, harassment, or retaliation.
- Willful or negligent damage to company, coworker, or customer property and/or products.
- Fighting, threatening behavior, or attempting bodily injury to another.
- Possession of firearms, incendiary devices, or other weapons.
- Entering unauthorized areas.
- Smoking in prohibited areas.
- Violation of the Galveston Railroad Museum drug and alcohol policy.

- Gambling on Galveston Railroad Museum time or premises.
- Unauthorized use of Galveston Railroad Museum property or equipment.
- Theft of Galveston Railroad Museum, coworker's, or customer's property.
- Unacceptable absenteeism or tardiness.
- Sleeping on the job.
- Failure to cooperate with other employees.
  Failure to call into the complete the second second
- Failure to call into the appropriate supervisor when not reporting to, or reporting late to, a scheduled shift.

These are not all of the reasons or circumstances which may result in disciplinary action or discharge.

Galveston Railroad Museum endorses a policy of progressive discipline under normal circumstances. Galveston Railroad Museum does, however, retain the right to administer discipline in any manner it sees fit. It may bypass certain progressive disciplinary steps; it may choose not to follow progressive discipline at all; it may use other forms of discipline depending on the facts and circumstances surrounding a particular situation or event. In any case, this policy does not alter the at-will status of any employee or in any way restrict Galveston Railroad Museum right to administer discipline. Galveston Railroad Museum reserves the right to immediately suspend or terminate employees whenever it deems appropriate.

In situations warranting progressive discipline, normal application of the policy should be:

- 1. Verbal warning: the employee will be notified verbally of improvement needed and required.
- 2. Written warning: the employee will be notified in writing of the improvement needed and required.
- 3. Discharge.

Two (2) written warnings in twelve (12) months, or three (3) in eighteen (18) months, may result in termination.

# **Days Off**

#### **TIME OFF**

Because Galveston Railroad Museum is open seven days a week and is open for some holidays it is expected that employees will work some holidays and weekends. Please give a two-week advance notice for a time off request to your supervisor. There is no guarantee a request will be granted.

# Jury Duty

Full-time employees will be paid their hourly rate for their previously scheduled shifts for time off because of required jury duty. Part-time employees will not be compensated.

#### Leaves of Absence

Educational Leave. Consideration will be given to an employee requesting a leave of absence to continue his/her education, if the employee has expressed full intention of returning Galveston Railroad Museum employee

- Eligibility. Full time employees with at least six months of continuous service who seek to enroll as full-time students in a course of study that would otherwise conflict with their normal work schedule are eligible for consideration. Enrollment in part-time, night. or weekend courses will not support eligibility.
- <u>Approval</u>. A written request for educational leave should be submitted to management, setting forth the dates of the leave requested, and the institution where study is planned. Approval for a leave is based upon the needs of Galveston Railroad Museum.
- Duration. The leave should be no longer than 6 months.

General Medical Leave. An employee may request a general medical leave of absence for their own serious medical conditions, including pregnancy and on the job injuries or illnesses.

- <u>Eligibility</u>. A medical leave of absence without pay may be granted to a regular full-time employee with at least six (6) months of continuous service. There is no minimum service requirement for eligibility for a leave of absence occasioned by a pregnancy related disability, or for a leave arising from an on the job injury or illness.
- Approval. A written request for general medical leave should be obtained from management and submitted as soon as soon as it appears that the employee is unable to work due to his/her own serious medical condition. The request should be accompanied by a doctor's statement setting forth the date in which the medical condition began (or is expected to begin) and the date the employee is expected to be able to return to work and a description of how the condition prevents the employee from working. Additional information may be required. The management may approve a medical leave of absence based on the circumstance of the request.
- Duration. The duration of any medical leave will be determined on a case by case basis.
- Medical Verification. To the extent permitted by law, Galveston Railroad Museum reserves

at any time to require proof or medical verification of an employee's ability or inability to work. Such proof or verification may include, as permitted by law, periodic reports from or consultation with, the employee's physician, examination of the employee at Galveston Railroad Museum expense by a physician selected by Galveston Railroad Museum, or any other method chosen by Galveston Railroad Museum.

Military Reserve Leave. Galveston Railroad Museum will comply with the Uniformed Services Employment and Reemployment Rights Act known as "USERRA" which offers covered employees the ability to become reemployed after their military service obligations are completed. A military leave of absence will granted if an employee is absent in order to serve in the uniformed services of the United States for a period of up to five years (not including certain involuntary extensions of service). Employees who perform and return from service in the Armed Forces, the Military Reserves, the National Guard, or certain Public Health Service positions will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law.

The employee must notify Galveston Railroad Museum as soon as possible when the he/she receives notice of a military leave requirement. Employees on military duty are deemed under law to be on a leave of absence. Accordingly, wages may not be paid.

Personal Leave. A personal leave of absence without pay may be approved for a variety of reasons.

Eligibility. An approved personal leave of absence may be granted to regular full-time employees with at least six (6) months of continuous service.

Approval. A written request for a personal leave of absence should be obtained and submitted by the employee to his/her supervisor prior to the commencement of the leave. The manager based on the circumstances surrounding the request will grant approval.

**Bereavement Leave.** In the event of a death in a regular full-time employee's immediate family, he/she will be allowed time-off with pay from the day of death through the day after the funeral, or three days, whichever is less. For purpose of this policy, the immediate family is restricted to an employee's parents, or legal guardian, grandparents, grandchildren, current mother-in-law, current son-in-law, current-daughter-in-law, and current father-in-law or children of the employee. Regular full-time employees must have completed 90 calendar days to be eligible for bereavement leave.

Eligibility for Reinstatement After a Leave of Absence. Galveston Railroad Museum cannot guarantee to hold a position open for an employee who is not on military leave or other protected leave. An employee seeking reinstatement from any leave other than military or other protected leave may be offered his/her former position if it is available. If the employee's prior position is unavailable, the employee may be placed on a priority hiring status for ninety (90) days and may apply and be considered for the first vacancy for which Galveston Railroad Museum feels that the employee may be qualified. If no such position becomes available in ninety (90) days, the employee may be terminated. In the event an employee declines an offer of reinstatement to any full or part-time position, whether his/her prior position or another position, the employee may be terminated.