



FORT WORTH MUSEUM
SCIENCE AND HISTORY

**TEAM
MEMBER
HANDBOOK**

2021

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WELCOME TO THE FORT WORTH MUSEUM OF SCIENCE AND HISTORY!

We are glad to have you as a member of the Fort Worth Museum of Science and History team. As a team member of the Fort Worth Museum of Science and History (“FWMSH” or the “Museum”), you may have questions about your work and/or the Museum’s policies and procedures. This Handbook will serve as a resource for answering your questions during your employment with FWMSH. However, there are several things that are important to keep in mind about this Handbook. It contains only general information and guidelines. This Handbook is not intended to be comprehensive or to address all the possible applications of or exceptions to the general policies and procedures it describes.

Please read each policy carefully and ask questions when necessary. All team members are expected to read and comply with the content of this Handbook as well as any future modifications, changes or revisions. If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice, please address your specific questions to the Human Resources Department.

This Team Member Handbook has been prepared as a general guide to inform you about the human resources policies and procedures of the Fort Worth Museum of Science and History. It outlines many of the Museum’s employment practices, as well as the benefits available to you. This handbook and the policies in it replace any prior editions of this handbook, policies, and memos that are hereby retracted, withdrawn, and canceled.

You are expected to read this handbook within your first week of employment or upon one week of receipt of the handbook. If you have a question about any of the Museum’s policies or procedures, you should ask your manager or the Human Resources Department for an explanation. The *Team Member Handbook Acknowledgment* form must be signed and returned to the Human Resources Department by the end of your first week of employment or within one week of receipt of the handbook.

VISION/MISSION/VALUES/HISTORY

VISION: Transforming Lives through Extraordinary Learning Environments

MISSION: Dedicated to lifelong learning and anchored by our rich collections, the Fort Worth Museum of Science and History engages our diverse community through creative, vibrant programs and exhibits interpreting science and the stories of Texas and the Southwest.

CORE VALUES: Respect, Integrity, Families and Children, Warm, Friendly, Accessible, Learning

HISTORY: Chartered in 1941 as the Fort Worth’s Children Museum, the Museum began as a two-room museum in the DeZavala Elementary School. In 1947, the Museum moved into the R.E. Harding House at 1308 Summit, where it continued to grow in size and popularity.

The citizens of Fort Worth supported a total sale of \$500,000 in bonds in 1949 and 1951 to finance the construction of a building, which opened January 25, 1954. In 1965, the Museum changed its name to the Fort Worth Museum of Science and History. The Omni Theater was opened in March 1983.

The Museum’s scientific and cultural collection contains over 170,000 items, focusing on the history and natural history of the Southwestern United States with an emphasis on North Texas.

FWMSH CONTACT INFORMATION

Main Office: 817-255-9300

Security: 817-360-0911

Human Resources: 817-255-9322

Email: hr@fwmsch.org

Mailing Address: 1600 Gendy Street
Fort Worth, TX 76107

Website: www.fortworthmuseum.org

Life threatening emergencies: call 911

Facility emergencies: call security at 817-360-0911

TERMS AND CONDITIONS OF EMPLOYMENT

AT-WILL EMPLOYMENT STATUS

Employment with the Museum is on an at-will basis. This means that you and the Museum are each free to terminate the relationship at any time, with or without cause or advance notice.

The Museum has no employment contract, assurances, or guarantee of continued employment by the team member. Likewise, team members have no employment contract, assurances, or guarantee of continued employment with the Museum. No verbal communication or written document will provide such a contract, assurance, or guarantee unless specified in writing and signed by the Museum president.

MODIFICATION OF TERMS AND CONDITIONS

Your compensation, hours of employment, work location, and all other terms and conditions of employment are subject to modification by the Museum at management's discretion. In addition, management may determine that a transfer or other reassignment of any team member is necessary in order to fulfill business needs and requirements.

HANDBOOK IS NOT A CONTRACT

The policies and procedures presented within this handbook are for information and illustrative purposes and are in no way meant to be a contract of employment or guarantee of continued employment for any specific period of time. The work rules contained in the policies and procedures are for illustrative purposes and are not considered to be all inclusive.

Museum management reserves the right to unilaterally amend or withdraw any policy, procedure, or benefit at any time with or without notice, for any reason it deems appropriate. Amendments or modifications are effective upon announcement.

In the event that any contradiction arises between the policies and information contained in this handbook and specific federal, state, or local laws or requirements, the latter will govern in all cases. Nothing in this handbook or any Museum policy is intended to interfere with team members' rights to discuss their terms and conditions of employment including, but not limited to compensation, benefits, work hours and working conditions, etc.

MISREPRESENTATIONS

Any misrepresentation made or falsification of information provided by an individual when completing the employment application or at any time during the employment process and/or during his/her employment will be considered grounds for dismissal without advance notice.

ENFORCEMENT AND INTERPRETATION OF POLICIES

Violation of any policies and procedures, or reasonable suspicion of any such violations, may result in disciplinary action, up to and including termination of employment. Additionally, acts that violate policies may also violate civil or criminal laws and may result in possible prosecution and/or assessment of civil and/or criminal penalties. If Museum management decides to make an exception to a policy or practice in a certain instance, this does not restrict management's right to adhere to the policy or practice in the future.

No provision of any policy contained within this document will be interpreted to interfere with or chill team members' rights to engage in concerted activity for their mutual aid and protection.

BOARD COMMUNICATIONS

The Board of Trustees of the Fort Worth Museum of Science and History is responsible for governing the policies of team members. The Board employs the President, to whom it delegates the responsibility for the day-to-day administration of the Museum. The President manages the staff, using policies and procedures approved by the Board of Trustees. We promote an open-door environment and encourage a chain of command process for channeling information including questions, comments, and concerns to your immediate supervisor, then to the Human Resources Department.

REPORTING OF POLICY VIOLATIONS

You are required to immediately report any observed or known violations of any policy or law, including incidents of discrimination or harassment. Reports should immediately be made to your supervisor, the Human Resources Department, or any other member of management immediately.

Complaints of policy violations will be promptly and carefully investigated, including interviews with all relevant persons. Investigators will conduct an objective investigation that strikes a balance between the need to conduct a thorough investigation and a team member's desire for privacy; no team member is guaranteed complete confidentiality and/or anonymity during an investigation.

Team members who utilize this procedure in good faith are assured that they will be free from any and all reprisal or retaliation from reporting such violations or cooperating in an investigation. The Museum will not tolerate complaints that are abusive or made in bad faith.

You are expected to fully cooperate in any investigation involving issues relating to the Museum's policies, procedures, property, or any other aspect of the Museum's business affairs.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Museum is an equal opportunity employer that maintains a policy of non-discrimination and non-retaliation with respect to all team members and applicants for employment. All employment decisions will be made without regard to race, color, sex (including pregnancy, gender identity, and sexual orientation), religion, national origin, age (40 or older), disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local laws. Employment decisions are based solely on team members' qualifications, merit, and performance, subject to the business requirements of the Museum. Requests for accommodations will be reviewed for qualified individuals. Reasonable accommodations will be made in accordance with applicable law.

This policy applies to all terms and conditions of employment, including but not limited to the following:

- Recruitment, hiring, placement, transfer, promotion, and demotion
- Training, development, and educational assistance programs
- Compensation and benefits
- Social and recreational programs
- Discipline
- Termination of employment

The Museum also maintains a policy prohibiting discrimination and retaliation for those who are a past or present member of the uniformed service, have applied for membership in the uniformed service; or are obligated to serve in the uniformed service. This policy applies to initial employment, reemployment, retention in employment, promotion, and any benefit of employment.

Your cooperation and support are expected in order to maintain a working environment free from discrimination. If you feel as though you have been subjected to any type of prohibited discrimination including retaliation, you are to report the incident verbally or in writing to your supervisor, the Human Resources Department, or any member of management immediately. To enable the Museum to conduct its investigation, a complaint must include the specific nature of the incident and the date(s) and place(s) such alleged discrimination took place, as well as the name(s) of any individual(s) known to be involved. If the Museum receives a report of prohibited discrimination and/or retaliation, it is the Museum's practice to investigate.

DIVERSITY

Our Museum is committed to acknowledging and valuing team member differences and to creating an environment in which every individual's unique strengths and abilities are developed

and valued. All team members share in the responsibility for creating this environment and are expected to demonstrate mutual respect and acceptance in the workplace. We believe that utilizing our team members' uniqueness enhances communication, problem-solving and decision-making skills, thereby improving our Museum's productivity and performance. We also believe that if our team members mirror the diverse make-up of our communities and our customers, we will be able to better understand, and more effectively respond to, market changes. We strive for excellence in our ability to create an inclusive, respectful, and equitable environment for our team members through leadership, policies, and practices.

DISABILITY ACCOMMODATIONS

The Museum will consider all requests for disability accommodations to individuals who are otherwise qualified to perform the essential functions of a job. When a team member has a need for an accommodation, the team member must let the Human Resources Department know that an adjustment or a change at work is needed for a reason related to a medical condition. A request for reasonable accommodation is the first step in an informal, interactive process between the team member and the Museum. The Museum will make an attempt to accommodate the team member's need for workplace changes with the Museum's need to maintain an efficient, productive workplace.

Before addressing the merits of the accommodation request, the Museum will determine if the team member's medical condition meets the definition of a disability, a prerequisite for the team member to be entitled to a reasonable accommodation. The term disability means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more major life activities of the individual
- A record of such an impairment; or
- Being regarded as having such an impairment

Major life activities include but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

The Museum may require medical or other documentation showing that the team member has a covered disability and stating any functional limitations. The documentation must be sufficient to substantiate that the team member has a covered disability and needs the reasonable accommodation requested.

Reasonable accommodations will be made for a team member's disability, unless such an accommodation results in an undue hardship for the Museum or creates an unsafe working

condition. An undue hardship will be based upon an individualized assessment of current circumstances.

RELIGIOUS ACCOMMODATIONS

The Museum will consider all requests for religious accommodations. Such requests may include time off for attendance at religious services, an absence for observance of a religious holiday, or a team member's attire. The Museum recognizes that some team members may desire to make religious expression in the workplace while other team members may desire a workplace that is free of religious expression. The Museum will make an attempt to balance team members' rights regarding religious expression with the Museum's need to maintain an efficient, productive workplace.

Reasonable accommodations will be made for a team member's religious beliefs, unless such an accommodation results in an undue hardship for the Museum or creates an unsafe working condition.

HARASSMENT

The Museum will not permit, tolerate, or condone harassment or discrimination against any individual for any reason, including, but not limited to, harassment or discrimination on the basis of race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age (40 or older), disability, genetic information, veteran status, or any other status protected by applicable federal, state, and local laws. Comments, conduct, or innuendoes that might be perceived by others as offensive or harassing are wholly inappropriate and are prohibited in the workplace. This policy applies to Museum team members, customers, vendors, and visitors to the premises.

All team members must avoid offensive or inappropriate behavior in employment-related relationships and are responsible for ensuring that employment-related relationships remain professional and free from harassment and discrimination at all times.

Harassment can include, but is not limited to, the following actions.

- **Inappropriate Communication** - Involves any language that is unnecessarily loud or degrades or berates others, including, but not limited to, racial, religious, or sexual comments or jokes, sexual innuendoes, inappropriate personal questions, or threats of any kind, whether communicated verbally, in writing, or electronically. Inappropriate communication also involves offensive or inappropriate written materials including, but not limited to, pictures, letters, email messages, texts, graffiti, etc.
- **Physical Contact** - Includes, but is not limited to, inappropriate touching, hitting, kicking, or threatening another person, including restraining by force or blocking the path of another.

- **Interference or Hostile Environment** - Includes any behavior or action which interferes with a team member's ability to perform job duties and responsibilities, or which results in or creates a hostile or intimidating work environment.

- **Sexual Harassment** - Includes, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:
 - submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
 - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - such conduct is severe and pervasive and has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

- **Retaliation** - Includes any adverse action or threat of adverse action taken or made because a team member has exercised or attempted to exercise any rights under applicable laws or under the policies of the Museum. Retaliation includes, but is not limited to, threats of or actual materially adverse employment actions, such as withholding or withdrawal of pay, promotions, training, or other employment opportunities.

It is important that team members clearly understand the serious effects of harassment. Your behavior may result in personal liability, as well as liability to the Museum.

If you feel you have been harassed or discriminated against, you are encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In many instances, the person is unaware that their conduct is offensive and when so advised, can easily and willingly correct the conduct so that it does not reoccur. If this informal discussion with the alleged harasser is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you must report the incident verbally or in writing to your supervisor, the Human Resources Department, or any other member of management immediately. A complaint must include the specific nature of the incident and the date(s) and place(s) such alleged harassment took place, as well as the name(s) of any individual(s) known to be involved.

Complaints of harassment, discrimination, or retaliation policy violations will be promptly and carefully investigated, including interviews with all relevant persons. Investigators will conduct an objective investigation that strikes a balance between the Museum's need to conduct a full investigation and a team member's desire for privacy. The Museum limits its dissemination of information regarding the complaint(s) and resulting investigation only to individuals with a legitimate "need to know."

Team members who utilize this procedure are assured that they will be free from any and all

reprisal or retaliation for reporting such violations or cooperating in an investigation.

CRIMINAL CONVICTIONS/BACKGROUND INVESTIGATIONS

The Museum reserves the right to conduct credit investigations on applicants for and team members in certain cash handling positions and other fiduciary positions as deemed appropriate.

The Museum also retains the express right to conduct background investigations on prospective and current team members. Background investigations may include review of criminal conviction records. Conviction of a crime is not an absolute bar to employment and will not automatically eliminate an individual from consideration for or continuation of employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements. Conviction of a crime that is related to the job the individual is expected to perform may be cause for denial of employment. Arrest records alone will generally not be considered in determining an individual's eligibility for employment, although the underlying behavior may be considered.

The Museum will comply with the provisions of the Fair Credit Reporting Act and all applicable amendments when conducting any type of background investigation (e.g., criminal, credit, motor vehicle record, etc.). Particularly, the Human Resources Department will ensure the correct disclosure of rights has been made, authorization has been received before a background investigation is conducted, appropriate adverse action notices have been provided in instances in which an adverse action is taken due to the results of a background investigation, and the safeguarding of personally identifiable financial information has been maintained. Also, the Museum will comply with laws governing the proper disposal of any documents (paper, electronic, or other format) that contain consumer information derived from a credit report. Reasonable measures will be taken to protect against unauthorized access to or use of sensitive consumer-related information.

The Museum reserves the right not to employ or retain in employment anyone who has been convicted of any felony or misdemeanor offense that relates to the duties and responsibilities of the position.

You must report any conviction occurring during the course of your employment to the Human Resources Department immediately.

PERSONNEL FILES

Information relating to your employment with the Museum is contained in a personnel file and is the property of the Museum. Due to the confidential nature of personnel files and the Museum's desire to protect a team member's personal information (social security number, medical information, etc.), the Human Resources Department is responsible for controlling all access to them. Personnel files are not to be removed from the premises.

You may review the personnel file containing your job-related information in the presence of the Human Resources Director and/or your supervisor upon appointment during regular business hours. If you disagree with any information in the personnel file, you can submit written comments that may be attached to the information. Under no circumstances may you alter or remove any document in the file. Former team members and other individuals who are not employed by the Museum will not be permitted access to the personnel files, except in particular instances such as during a review by a government agency. Additionally, requests by former team members for copies of documents in the personnel files generally will not be honored.

You are responsible for informing the Museum of any changes to your personal status that may alter payroll or benefit status. Such information may include, but is not limited to:

- Last Name
- Address
- Telephone Number
- Marital Status
- Gain or Loss of Dependents
- W-4 Deductions
- Emergency Contact
- Beneficiaries

In addition, you should notify management of any job-related education, certification, or other training accomplishments achieved during your employment.

CAREER OPPORTUNITIES AND JOB OPENINGS

It is our desire to see each team member achieve their highest potential. FWMSH encourages promoting from within and will make selections based on the most qualified candidates. We recognize the benefit of developmental experiences and encourage you to speak with your supervisor about your career plans. We also encourage supervisors to support team members' efforts to gain and broaden their experience. For additional information, please contact the Human Resources Department.

FWMSH normally posts job openings electronically and on internal job boards allowing current team members to apply for these positions. All applicants must possess the requisite education and/or experience requirements to be considered for any position with FWMSH. Job openings will be posted on FWMSH's website and other outside sources when necessary.

EMPLOYMENT OF RELATIVES

FWMSH will consider relatives of team members for employment; provided they are qualified for the position and no conflicts of interest exist. For purposes of this policy, "relative" means any person who is related by blood or marriage to a team member or whose relationship with a team member is similar to that of persons who are related by blood or marriage. One relative may not directly supervise another relative. No team member will be permitted to hire a relative

or have access to sensitive information regarding a relative. Hiring decisions will be the exclusive responsibility of the hiring manager and Human Resources.

On occasions when the relationship occurs after the fact of employment, the Chief of Staff will review the situation. If actual or perceived conflicts of interest exist, such as direct reporting or management peer relationships, one of the team members may be requested to transfer to another position, if a position is available and if the placement is in the best interest of the Museum. Otherwise, one of the team members may be terminated.

REHIRING FORMER TEAM MEMBERS

Applicants who were previously employed by FWMSH and are eligible for rehire must follow the current hiring process if they have not been employed with the Museum for 6 months or more. A returning team member who has been employed by the Museum for at least 6 months and has been gone from the Museum for less than 6 months may be reinstated without pre-employment screenings.

EMPLOYMENT REFERENCES

It is imperative that all employment verification or reference requests on current or former team members be referred to the Human Resources Department. Neither supervisors nor team members are authorized to release references for a current or former team member. FWMSH considers personnel files confidential but will respond to a request for employment confirmation with employment dates and positions held.

COMPENSATION

Compensation for each position is commensurate with the nature of the position, taking into consideration the diversity and complexity of duties, the amount of responsibility and judgment exercised, and qualifications required. The Museum will strive to compensate team members based on prevailing rates for similar work in other nonprofit and commercial organizations and standards established by professional organizations. Ultimately, compensation for every position is determined by and at the sole discretion of the Museum.

WAGE AND HOUR/EMPLOYMENT CLASSIFICATIONS

The Fair Labor Standards Act (FLSA) contains regulations regarding the minimum wage, eligibility for overtime payment, and recordkeeping requirements. Positions are classified as exempt or nonexempt from the minimum wage, overtime, and recordkeeping provisions of FLSA based on factors such as the duties and responsibilities of the job. Exempt and nonexempt classifications are defined as:

- **Exempt** – There are multiple exemptions. The most common are salaried team members engaged in a bona fide executive, administrative, professional, computer, or outside sales capacity. These team members are exempt from the minimum wage, overtime, and recordkeeping provisions of FLSA. The exempt status of a position is determined by analyzing the job’s entire set of responsibilities against exemption tests set by the Department of Labor’s Wage and Hour Division.
- **Nonexempt** - Any salaried or hourly team member whose compensation (with respect to minimum wage and overtime payment) and hours of work must be administered in accordance with FLSA. These team members must be paid at least the current minimum wage, have records maintained of their hours worked, and receive overtime pay for any hours worked over 40 hours in a workweek.

Team members are also classified into one of the following employment categories:

- **Full-Time** - Any team member who is regularly scheduled to work 30 or more hours per week. Full-time team members are eligible for participation in all standard Museum benefit programs, as described in the descriptions of the individual benefits.
- **Part-Time** - Any team member who is regularly scheduled to work less than the regular full-time workweek. Part-time team members are eligible only for limited participation in Museum benefit programs, as defined in the descriptions of the individual benefits.
- **Temporary** - Any team member who is scheduled to complete a short-term job assignment that is not on-going in nature. Temporary team members may work any

number of hours in a week. Temporary team members are not eligible for participation in standard Museum benefit programs, except as mandated by applicable law.

- **Seasonal** – Any team member who is scheduled to work 120 or fewer days in a 12-month period. Seasonal team members generally begin work at the same time every year and their employment is seasonal in nature. Seasonal team members may work any number of hours in a week and are not eligible for participation in standard Museum benefit programs, except as mandated by applicable law.

SALARY ADMINISTRATION

Salary increases are not guaranteed or automatic. They are granted on the basis of either merit or promotion. Although the amount of any salary increase will be based upon your overall performance, the communication of a performance evaluation does not guarantee a subsequent salary increase.

The granting of salary increases of any type will be made at management’s discretion and will be subject to the Museum’s ability to fund the increase based upon its overall financial condition. The Chief of Staff must approve all salary increases and decreases that may occur.

TIMEKEEPING PROCEDURES

All nonexempt team members are required to properly record time of beginning and ending work. Meal breaks are not paid time and should be reflected accordingly. Both non-exempt and exempt team members must report all leaves of absence, personal time, and PTO. All time off and leaves of absence must be approved by your supervisor prior to taking it.

Altering, falsifying, and tampering with time records, or recording time on another team member’s time record is prohibited. Your time must be reviewed and approved by your supervisor. Any errors in your time should be reported to your supervisor immediately. Your supervisor will be responsible for ensuring errors are corrected.

Nonexempt team members are prohibited from working any hours that are not authorized, including remotely accessing Museum-related emails, texts, phone calls and other electronic communication. Additionally, nonexempt team members are prohibited from performing any work “off-the-clock” including starting work early, finishing work late, and/or working during a meal break. Any authorized work must be recorded by the team member and approved by the supervisor.

OVERTIME

When operating requirements or other Museum needs cannot be met during regular working hours, you may be scheduled to work overtime. All overtime work must be authorized in advance by your supervisor. Although you will be properly compensated for all overtime worked, working

overtime without prior authorization may result in disciplinary action. Team members classified as nonexempt will be paid at the rate of time and one-half for time actually worked that exceeds 40 hours during a workweek. Hours cannot be averaged over a two-week or payroll period.

You are expected to work overtime only as a result of an actual necessity to complete work and should have the approval of your manager before working overtime.

Any hours for which you receive pay but which are not actually worked (e.g., holidays, PTO, etc.) are not considered time worked for overtime purposes. You must actually work over 40 hours in the week in which the absences occur in order to be paid at the rate of time and one-half for those hours.

If you are required by management to attend a Museum meeting or to perform work outside of normal working hours, that time is considered time worked for purposes of calculating overtime.

PAYROLL

The normal workweek for payroll purposes begins at midnight on Saturday and continues to 11:59 p.m. on the following Friday. You are paid on a bi-weekly schedule, every other Friday. You should review your paycheck each pay period for errors. If there is an error in your check, report it to your supervisor immediately. Your supervisor will assist you in taking the necessary steps to correct the error.

Pay will not be advanced or paid prior to the regularly scheduled payday. Payroll checks will not be released to anyone other than you, except upon receipt of your written authorization specifying the individual to whom the check is to be released.

If you are permitted time off to attend training, conferences, and/or seminars at the Museum's direction, you will be compensated at your regular rate of pay for such time off. Calculation of pay for paid absences (e.g., holidays, PTO, leaves of absence, etc.) will be determined by your regular rate of pay and on the hours that you are regularly scheduled to work on that day.

You should submit any discrepancies in your paycheck, changes to your pay status or other information affecting your pay to Human Resources.

Certain deductions, by law, must be withheld from your pay, including federal income, social security, Medicare taxes, court-ordered garnishments, and other wage attachments required by law. Other deductions, including insurance premiums, charitable contributions, or payment for uniforms or other work-related items, must be authorized in writing by you.

EXEMPT SALARY BASIS

Exempt team members receive full salary for any workweek in which work is performed, regardless of the number of days or hours worked, subject to certain exceptions. If the team

member is ready, willing, and able to work, deductions may not be made for time when work is not available. If an exempt team member believes that an improper deduction from salary has been made in violation of Museum policy, such occurrence should be reported immediately to their supervisor or the Human Resources Department so that proper reimbursement can be made if appropriate.

BENEFITS

BENEFITS ELIGIBILITY AND CREDITED SERVICE

As part of its overall philosophy to support the work/life balance and health and wellness of our team members, the Museum offers a variety of benefit programs. Your eligibility for each benefit program depends on a variety of factors, including your team member classification. However, certain legally required programs (such as Social Security and workers' compensation) cover all team members. These programs may change, be replaced, or be discontinued, so to better understand the programs for which you are eligible, talk with a member of the Human Resources Department or consult the Summary Plan Description. Additionally, your amount of credit service may be adjusted for any unpaid time spent on a leave of absence and for certain breaks in service.

Determination of your credited service for certain benefits may be protected by law, and applicable state and/or federal laws will govern in such instances. The Human Resources Department will be responsible for calculating credited service dates for individuals. Documentation of any adjusted credited service dates will be maintained in the personnel file. Adjusted credited service dates may affect seniority status and benefits eligibility, including eligibility for PTO.

Eligibility for participation in the Museum's benefit programs is described in the following benefits summaries, as well as in the summary plan descriptions. Individuals performing services for the Museum as independent contractors or through another employer or agency and who are not on the Museum's payroll are not considered team members of the Museum and are not eligible for participation in the Museum's benefit programs. In the event that any contradiction arises between the information contained in this handbook and the official plan documentation and/or master insurance contracts, the latter will govern in all cases.

The Museum is not responsible or liable to any person for the acts or omissions of any insurance Museum or for the payment or non-payment by any such Museum of amounts due or claimed to be due under any insurance policy obtained by the Museum for the benefit of its team members.

COMPLIMENTARY TEAM MEMBER TICKETS

Both full-time and part-time team members are eligible for complimentary team member tickets as described below. All team members are requested to be sensitive to the Museum's peak attendance periods and are asked to avoid using these privileges during times when all seats can be sold to paying guests (e.g., holiday weekends, Spring Break).

Exhibits and Planetarium Benefits: On the first day of the month following 30 days of employment at the Museum, staff will receive a Staff Membership for up to five (5) people. These memberships follow the guidelines set forth by the Membership Department. All membership rules for admission apply to staff members. FWMSH Planetarium admission is included.

Memberships are issued by the Membership Department, renewed on October 1st each year, and are non-transferable. This membership gives staff exhibit privileges to ASTC museums throughout the country. If a staff member's employment with the Museum is terminated (whether on a voluntary or involuntary basis), their membership ends upon the date of termination.

For special engagement exhibits, staff may also receive a pre-determined number of complimentary passes determined prior to the exhibit opening.

MUSEUM PRESCHOOL AND MUSEUM SCHOOL CLASSES

Fall/Spring Preschool Classes (ages 3-6)

- Tuition is waived for immediate children of full-time team members; however, the registration fee is not.
- Tuition is not waived for immediate children of part-time team members, however they may pre-register for the upcoming session.
- Please call the Museum School office at extension 333 for program details.

Fall/Spring School-Age Friday and Saturday Classes (kindergarten-fourth grade)

- For most classes (the exception would be special extended-day camps) tuition is waived for immediate children of full-time team members, however the registration fee is not.
- Tuition is not waived for immediate children of part-time team members, however they may pre-register for the upcoming session.
- Please call the Museum School office at extension 333 for program details.

Summer Preschool and School-Age Classes (ages 3-5 and entering kindergarten-fourth grade)

- On occasion, last-minute openings may become available to full-time team members on a tuition-free basis at the discretion of the Vice President of Education.
- Both full-time and part-time team members may pre-register immediate children or grandchildren for summer Museum School classes with full tuition due at registration. Notice will be emailed announcing staff pre-registration days.

FLEX TIME

The Museum provides flex time to allow employees to work a schedule that differs from the company's regular work hours. Flex time is available to full-time employees who have completed at least six months of employment.

To qualify for a flex time schedule, you must submit a written request and discuss the possible flex time arrangements with your manager. Approval of flex time is based on staffing needs, the employee's job duties, the employee's work record, and the employee's ability to temporarily or permanently return to a standard work schedule when needed.

A flex time arrangement may be suspended or cancelled at any time. Exempt employees must depart from any flex time schedule to perform their jobs. Nonexempt employees may be asked to work overtime regardless of flex time schedule.

HOLIDAYS

Team Members must use available PTO to be paid for a holiday. Part-time and full-time hourly team members who work on designated holidays will be paid at a rate of time and a half their regular rate of pay for hours worked. These days include New Year's Day, Memorial Day, Fourth of July and Labor Day.

TIME OFF FOR RELIGIOUS OBSERVANCES

If your religion requires attendance at religious services during a scheduled workday or requires you to be absent for observance of a religious holiday and you desire the time off, you should request time off in writing and submit it to your supervisor or the Human Resources Department at least 2 weeks in advance. If approved, you may use available PTO (as described in the PTO policy) or take the day as unpaid. The Museum will allow you time off for religious observances and practices unless such accommodation is not reasonable or practical, or it causes undue hardship on Museum operations.

PAID TIME OFF (PTO)

All full-time team members are eligible for Paid Time Off (PTO) for vacation, illness or injury, and personal business. PTO combines traditional vacation, sick, and holiday leave plans into one flexible, paid time off policy (including Thanksgiving, Christmas Eve and Christmas Day).

Request and Approval of PTO

A team member requesting time off for personal reasons must receive prior approval from their supervisor. Each request will be reviewed based on a number of factors, including business needs and staffing requirements.

In all instances, PTO must be approved by the team member's supervisor in advance unless the PTO is used for legitimate, unexpected illness or emergency. The Museum expects notice prior to a scheduled absence.

Please note: Anytime that the Museum is closed to the public (whether scheduled or unscheduled) a full-time team member must utilize available PTO (including Thanksgiving, Christmas Eve and Christmas Day) or make up their time in the same workweek. If there is not enough PTO to cover the time off the day will be unpaid. Part-time employees must take the day as unpaid or may request to make up time in the same workweek.

Accruing/Earning PTO

PTO is earned based on hours worked. PTO hours are not included when calculating overtime. PTO does not accrue during leave without pay.

PTO begins accruing on the first day of employment. Maximum hours per year, as shown below, are based on a 40-hour work week and years of service. Eligibility to accrue maximum PTO is contingent on the team member either working or utilizing accrued PTO for the entire bi-weekly pay period. Available PTO must be used prior to unpaid leave for an approved leave of absence. PTO is paid at your regular rate of pay and does not include overtime, commissions, or bonuses. PTO hours are not considered hours worked for the purpose of calculating overtime.

Years of service	Days per year	Maximum hours per year	Max PTO hours	PTO per 80-hour paycheck	PTO hours accrued for each hour paid
1 to 5	27	216	240	8.31	0.10385
6 to 10	32	256	240	9.85	0.12308
11+	37	296	240	11.38	0.14231

Team members hired as President or at the Vice President level will follow the accrual below:

Years of service	Days per year	Maximum hours per year	Max PTO hours	PTO per 80-hour paycheck	PTO hours accrued for each hour paid
1 to 5	32	256	240	9.85	0.12308
6+	37	296	240	11.38	0.14231

Separation of employment

An employee who resigns without providing and working through an appropriate notice period (typically 2 weeks), or whose employment is involuntarily terminated for reasons of performance or misconduct, will not receive payment for unused, accrued PTO.

An employee who retires, resigns and works through an appropriate notice period with no absences, who is released due to medical reasons, or who is separated from the company as a result of a reduction-in-force will receive a maximum of 80 hours of unused PTO if the employee has at least 12 months of continuous service with the Museum. Paid out PTO will typically be included in the employee's final paycheck.

FUNERAL/BEREAVEMENT LEAVE

Following thirty (30) days of continuous employment, FWMSH will provide reasonable time off for full-time team members to attend funerals of friends and loved ones. In the event of a death of an immediate family member, FWMSH grants up to three (3) days paid time off for team members to attend to family matters and funeral arrangements. For purposes of FWMSH's funeral/bereavement leave policy, an "immediate family member" is defined as your spouse, parent, sibling, or child; your spouse's parent, child, or sibling; your child's spouse; or your grandparents or grandchildren. Additional unpaid time off may also be granted, or available PTO can be used. Please contact the Human Resources Department concerning your specific needs.

You must be in paid status to be eligible for bereavement leave. Bereavement leave will not be granted to a team member who is on unpaid status (e.g., military leave, medical leave of absence, etc.). If a family death occurs during your scheduled PTO, the remaining PTO time may be rescheduled with the approval of your manager.

The Museum reserves the right to require verification of the need for bereavement leave and/or the relationship of the deceased family member. The team member may be required to provide a copy of the obituary notice, and/or the Museum may contact the funeral home.

JURY DUTY AND COURT APPEARANCES

FWMSH recognizes jury duty as an individual's civic responsibility. If you are summoned for jury duty, notify your supervisor immediately, along with the jury summons, to request approval of time off. You must show your jury duty summons to your supervisor as soon as possible so your absence from work may be accommodated.

Full and part-time team members are eligible for paid time off for jury duty. You must be scheduled to work to be eligible for paid time off for court service. Pay will not be granted to a

team member who is on unpaid status (e.g., military leave or family and medical leave of absence).

Non-exempt team members may receive up to ten (10) paid days off per year for jury duty. Exempt team members, by law, are entitled to full pay for each day of jury duty if they work anytime during that week. If no work is performed during the week an exempt team member is serving as a juror or witness, he/she will receive payment for a maximum of ten (10) days. Time taken in excess of ten (10) days will be provided but unpaid. Temporary team members will not be paid for court service, but they will be granted time off without pay for such purposes.

Team members are entitled to retain all juror fees received for jury service. Subject to the terms, conditions and limitations of the applicable plans, FWMSH will continue to provide health insurance benefits for the full period of unpaid jury duty leave. However, benefit accruals (e.g., PTO, holiday benefits, and 403(b) contributions) may be suspended during unpaid jury duty leave and will resume when you return to active employment.

Team members called for jury duty must provide FWMSH with a copy of the summons and notice of completion of jury service, and you will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from jury duty.

WITNESS DUTY

FWMSH provides witness duty time off to team members who receive a subpoena to testify in court. Exempt team members, by law, are entitled to full pay for each day of service as a witness if they work anytime during that week. Non-exempt team members will receive pay equivalent to what they would have earned had they been working during this time while serving up to ten days of jury or witness duty. Team members called for witness duty must provide FWMSH with a copy of the subpoena and verification of service from the court clerk upon completion of witness duty, and you will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from witness duty.

You are expected to return to work if excused by the court any time prior to 4 hours before the scheduled end of the workday. At the completion of your court service, you must present your manager with an official notice from the court, verifying the dates of court service.

The Museum will not compensate time off for court appearances as a party to any civil or criminal litigation, unless required by applicable law. You must arrange for time off without pay or use available PTO for such appearances.

If you are subpoenaed or summoned as a witness in a legal proceeding involving Museum operations, you are performing a function of employment, and time served testifying in such action is considered normal working time.

VOTING

All team members, including full-time, part-time, and temporary team members, are eligible for time off of up to 2 hour(s) to vote if your work schedule does not allow for 2 consecutive hours in which to vote during polling hours.

You must receive prior approval from your manager for time off to vote if the work schedule does not allow at least 2 hours. Time off to vote will be scheduled in such a manner as to provide unimpaired service by the Museum and adequate coverage of all positions.

FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA)

Eligibility - If you have completed at least 12 months of service and 1,250 hours of service in the preceding 12 months with the Museum, you will be eligible for up to 12 weeks of leave for certain family care and medical reasons in any rolling 12-month period. Generally, employment periods prior to a break in service of seven years or more will not be counted in determining whether the team member has completed at least 12 months of service. The 12-month period will be measured backward from the date you use leave and will include both paid and unpaid leaves. Each time you use leave, the remaining leave available will be the balance of the 12 weeks that has not been used during the immediately preceding 12-month period.

If you do not qualify for family and medical leave (FMLA), you may be granted an unpaid leave of absence under this policy for your own serious health condition. You must follow the same guidelines as described within this policy, unless stated otherwise. The Museum will attempt to restore you to your position if you return from the leave within 6 weeks of the time the leave began. However, reinstatement is not guaranteed. Intermittent leave (as described in the “Intermittent or Reduced Schedule Leave” section of this policy) is not available under this provision.

Use of Family and Medical Leave – You may be entitled to up to 12 weeks of family and medical leave for the following reasons:

- For the birth of a son or daughter of a team member and to care for the newborn.
- For placement with the team member of a son or daughter for adoption or foster child.

Leave for such purposes must be taken in one consecutive period and must be completed within twelve months following the birth or the placement. However, this leave does not have to be taken immediately following the birth or placement of the child.

- To care for your spouse, son, daughter, or parent (not in-laws) with a serious health condition. Team members who are not eligible for family and medical leave will not be allowed an unpaid personal leave of absence for the illness of a parent.
- For your own serious health condition that prevents you from performing your job

duties and responsibilities.

- For a qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is a covered military member defined as:
 - National Guard or Reserves or retired member of the Regular Armed Forces or Reserves on federal active duty in a foreign country or is called to federal active duty in a foreign country, provided that such duty is in support of a contingent operation; or
 - Regular Armed Forces deployed to a foreign country or international waters regardless of the nature of the service performed in that foreign country or international waters and regardless of whether it is in support of a contingent operation.

Absences due to a work-related injury or illness (workers' compensation), whether paid or unpaid, which qualify as a serious health condition will be considered absences under this policy, and time off will be deducted from the maximum annual 12-week leave entitlement period.

Use of Military Caregiver Leave – You may be entitled for up to 26 weeks of leave in a “single 12-month period” to care for the service-member if you are the spouse, son, daughter, parent, or next of kin (nearest blood relative) of a covered service-member who has a serious illness or injury incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list. Coverage also includes a service member’s serious illness or injury that existed before the beginning of the service member’s active duty which was aggravated by service in the line of duty on active duty. A covered service-member includes a member of the Armed Forces, including the National Guard or Reserves or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list. Covered service member also includes a veteran discharged or released under conditions other than dishonorable, who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces within the five years prior to the time the team member’s military caregiver leave begins.

An eligible team member will be entitled to a combined total of 26 weeks of all types of FMLA leave. The “single 12-month period” referenced above begins on the first day the eligible team member takes FMLA leave to care for a covered service-member and ends 12 months after that date, regardless of the method used by the Museum to determine the team member’s 12 workweeks of leave entitlement for other FMLA qualifying reasons.

If Both Spouses Work for the Museum - If both spouses are both employed by the Museum, a combined total of 12 weeks is available for the birth of a son or daughter or to care for the child after birth, placement of a child with the team member for adoption or foster care, or to care for the team member’s parent with a serious health condition. Spouses employed by the Museum are limited to a combined total of 26 weeks of leave during the relevant 12-month period if the leave taken is to care for a covered service-member and for the birth or placement of a healthy

child or care for a parent with a serious health condition. The military caregiver leave does not alter the 12-week limitation that applies to leave taken by spouses employed by the same employer for leave for the birth or placement of a healthy child or to care for a parent with a serious health condition even if the spouses combined took fewer than 14 weeks of leave to care for a covered service-member.

Intermittent or Reduced Schedule Leave - Leave taken because of the serious health condition of either you or your eligible family member may be taken on an intermittent or reduced work schedule basis if such an arrangement is certified by the health care provider to be medically necessary or you must provide care or psychological comfort to a covered family member with a serious health condition, as certified by the health care provider. Intermittent or reduced schedule leave may also be taken for a qualifying exigency or for military caregiver leave of absence. During any period in which you are on an intermittent or reduced work schedule, the Museum may, at its discretion, temporarily transfer you to an alternative position with equivalent pay and benefits that better accommodates the recurring leave.

Requesting Leave – Team members in need of a leave of absence are required to provide sufficient information to the Human Resources Department to make the Museum aware that the team member needs FMLA-qualifying leave or so that the Museum can reasonably determine whether the FMLA may apply to the leave request. Team members are responsible for following through with all Museum requirements in order for FMLA qualifying leaves to be approved. Calling in sick is not sufficient to make the Museum aware that you are in need of FMLA leave.

In the event of foreseeable leaves, you must provide at least 30 days' advance notice by *completing a leave of absence request form*. If 30 days is not practicable, you must provide notice as soon as practicable such as the same day or the next business day of becoming aware of the need for leave. For foreseeable leave due to a qualifying exigency, notice must be provided as soon as practicable regardless of how far in advance such leave is foreseeable.

In the event of an unforeseeable leave, you must give notice as soon as practicable under the facts and circumstances of the particular case. Team members are required to provide sufficient information and answer applicable questions designed to determine whether an absence is potentially FMLA-qualifying. Failure to respond to reasonable Museum inquiries may result in delay or denial of FMLA leave.

When planning medical treatment, you must make a reasonable effort to schedule medical leave, including intermittent and reduced schedule leave, so as not to unduly disrupt the Museum's operations.

Once the Museum has acquired knowledge that a leave is being taken for a FMLA reason, within five business days the Human Resources Department will provide notice to any team member requesting leave as to whether he/she is or is not eligible for family or medical leave and the rights and responsibilities of the team member as provided under FMLA. Additionally, the Human Resources Department will provide notice of the requirements for certification and the

applicable certification form (with job description describing the job's essential functions).

Medical Certification – When leave is taken due to the serious health condition of either you or a covered family member, you must provide the certification form completed by a health care provider within 15 days of the request. If the certification is incomplete or insufficient, the Human Resources Department will notify you and allow you up to seven days to cure the certification deficiency. The Human Resources Department may seek clarification from your health care provider regarding the information contained on the certification form with your written authorization provided to the Museum and to your health care provider.

The Museum reserves the right to request a second opinion from a health care provider chosen by the Museum, at the Museum's expense. In the event of a disagreement between the opinions of your health care provider and the Museum's, a third and binding medical opinion may be sought, also at the Museum's expense.

The Museum may request that you submit recertification from your health care provider, at your expense, to support a continuing medical leave every 30 days or at the expiration of the minimum duration of the condition, whichever is later. Such recertification can be requested at any reasonable interval but not less than every 30 days unless:

- You request an extension of leave;
- Circumstances described by the previous certification have changed significantly; or
- Museum management receives information that casts doubt on the continuing validity of the most recent certification.

In the event that appropriate certification or recertification is not provided, the leave of absence will not be granted or continued, and you will be subject to the Museum's policies regarding unexcused absences.

Fitness-for-duty certification will be required in order to verify that a team member is able to return to work. Certification of fitness to return to duty for absences taken on an intermittent or reduced schedule leave may be required once every 30 days if reasonable safety concerns exist regarding the team member's ability to perform his or her duties. No second or third opinions will apply for fitness-for-duty certifications.

Qualifying Exigency Certification - When leave is taken due to a qualifying exigency (e.g., short-notice deployment, military events, financial and legal arrangements, military member's parental care, etc.) related to active duty or a call to active duty for the team member's spouse, son, daughter, or parent, the team member should provide a copy of the covered military member's active-duty orders or other documentation issued by the appropriate military branch. The Human Resources Department may contact the appropriate military unit to request verification that a covered military member is on active duty or call to active-duty status. No recertification

requirements will apply to qualifying exigency leaves.

Military Caregiver Certification - When leave is taken due to a service-member with a serious illness or injury sustained in the line of duty on active duty who is your spouse, son, daughter, parent or next of kin, the team member should provide certification completed by an authorized health care provider of the covered service-member or the travel orders issued to the team member on behalf of the service-member. No recertification requirements will apply to military caregiver leaves.

Designation of Leave - Once the Museum has acquired enough information to determine whether the leave is being taken for a FMLA-qualifying reason (e.g., after receiving complete and sufficient certification), the Human Resources Department will provide a designation notice within five business days to the team member stating whether or not FMLA leave has been approved. Additionally, the designation notice will include applicable information regarding amount of leave entitlement, paid/unpaid time off, fitness for duty certification requirements, certification deficiencies, etc.

Notification During the Leave – You may be required to contact your manager at least weekly in order for the Museum to remain aware of your progress and anticipated longevity of the leave of absence. Failure to contact your manager as required by this policy may result in denial or delay of the leave or restoration of employment.

Return from Leave - When the reason for a family or medical leave ends (for example, a serious health condition no longer exists), you are expected to return to work promptly.

When leave is taken due to your own serious health condition, a fitness for duty release from the health care provider will be required prior to your return to work, certifying that you are able to return to work and can perform the essential functions of the job as described in the job description, with or without reasonable accommodation. You will not be allowed to return to work until a fitness for duty release has been obtained. You are expected to return to work immediately following the health care provider's release.

If you fail to return to work on the next workday following the expiration of an approved leave or release by the health care provider, absent extenuating circumstances, you will be deemed to have resigned employment.

If you decide to resign your employment, you should notify the Human Resources Department as soon as possible. The employment relationship will be terminated, and your entitlement to reinstatement, continued leave, and health insurance benefits will cease.

Reinstatement - After the leave period has ended, you generally will be restored to your former position, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment, if you return to work within the annual 12-week or 26-

week entitlement. The Museum will attempt to restore a team member who is not eligible for FMLA leave to his/her position if the team member returns within 6 weeks; however, reinstatement is not guaranteed. Reinstatement to the same or an equivalent position is contingent upon your continued ability to perform all essential functions of the job, with or without reasonable accommodation.

If you are on a leave of absence, the Museum may, at its discretion, offer you a light-duty position, if one is available and your health care provider certifies your ability to perform the duties of that position. Light duty assignments will not count against your FMLA entitlement. You are not obligated to accept a light-duty position. If you accept a light duty assignment, you will continue to have the right to restoration to your original or an equivalent job until the reason for the leave ends or at the end of the applicable 12-month FMLA year, whichever occurs first.

There are limited circumstances in which you may not be reinstated from leave (e.g., in the event of a reduction-in-force.) You have no greater right to reinstatement or to other benefits and conditions of employment than if you had not been on FMLA leave.

Additionally, team members who are considered “key employees” under the provisions of the Act may be denied reinstatement if the reinstatement would result in substantial and grievous economic injury to Museum operations and if the team member was provided the appropriate notice, stating such, at the commencement of his/her leave. A key employee is a salaried FMLA-eligible team member who is among the highest paid 10% of the Museum’s entire workforce within 75 miles of the team member’s worksite.

If you do not return to work when the reason for the leave ends or at the end of the 12-week or 26-week period, (or 6-week period, when applicable), whichever occurs first, you may not be reinstated. Reasonable accommodations requested by the team member will be considered on a case-by-case basis when determining reinstatement provisions. In the event of termination, the effective date of termination will be the last day of the authorized leave period. You must then follow the normal job application procedures required of external candidates if you desire to be re-employed by the Museum.

If a team member fraudulently obtains leave, the team member will not be entitled to benefits under this policy, and employment may be terminated.

Insurance Continuation - During the leave, you will be permitted to retain your current health insurance coverage as specified in the provisions of the Museum’s policy. The Museum will continue to contribute its portion of the premiums.

During any paid leave, your portion of premiums will continue to be taken as a regular payroll deduction.

During unpaid leave of absence, you will be required to submit payments for your portion of

health insurance premiums if you desire to maintain coverage. Unless you have previously arranged to pay the insurance premiums in advance or during the leave, the Museum will advance you an amount equal to the premium payments required to maintain your health insurance in force at the time. The amount advanced will be treated as an advance of future wages payable, and the advance will be deducted from any paychecks you receive following your return from the unpaid leave of absence. The amount to be deducted will be one-fourth of the amount so advanced from your first four paychecks following the date of your return from leave. If you separate from employment prior to repaying the advance in full, any unpaid balance remaining from the advance at the time of your separation will be deducted in full from your final paycheck.

You will be responsible for repayment of any insurance premium costs borne by the Museum for continuation of insurance during the leave should you fail to return to work at the conclusion of the leave period for reasons other than a serious health condition which qualifies under the leave provisions or circumstances beyond your control.

The Museum will not make payments on your behalf for any voluntary insurance which you may have elected. While on leave, a team member must continue to pay the team member's premiums or loan payments for any applicable benefits which would otherwise be automatically deducted from the team member's wages (e.g., supplemental life insurance, credit union loans, and team member 403(b) Savings Plan loans). You must continue to submit all required premiums for such plans during any unpaid portion of your leave, or the insurance coverage will be discontinued in accordance with the respective plan provisions. Contact the Human Resources Department for details regarding team member premiums and/or loan payments.

Benefits Eligibility - A team member on unpaid family or medical leave of absence does not accrue seniority or benefits such as PTO. However, a family or medical leave of absence cannot be counted as a break in service for purposes of vesting or eligibility for participation in a pension or other retirement plan.

Family and Medical Leave Pay –All available PTO must be taken at the commencement of any leave period prior to you beginning unpaid leave status. The maximum amount of leave time available will be 12 weeks (for team members who qualify for protection under FMLA), or 26 weeks (for team members who qualify for military caregiver leave), or 6 weeks (for team members who do not qualify for protections under FMLA), including both paid and unpaid leave.

If you incur a work-related injury or illness, you cannot substitute PTO for workers' compensation benefits. Also, workers' compensation benefits may not be supplemented with available PTO. You are required to accept any workers' compensation benefits provided and will not be allowed to utilize any available paid time off in conjunction with workers' compensation payments.

MILITARY LEAVE

FWMSH will grant a military leave of absence to team members who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You are required to give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable.

FWMSH will provide eligible team members up to two weeks paid leave for military leave of absence. Additionally, you may use any available accrued PTO for the remainder of the absence.

In accordance with USERRA, continuation of health insurance benefits is available based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible. Any benefits, for which you are eligible, such as PTO and holiday benefits, will continue to accrue during a military leave of absence.

Team members who are on military leave for up to thirty (30) days must return to work by the beginning of the first regularly scheduled work period that begins on the next calendar day following completion of service after allowance for safe travel home from the military duty location and an eight-hour rest period. Team members who are on military leave for more than thirty (30) days must apply for reinstatement in accordance with USERRA and all applicable state laws.

When you return from military leave, you will be afforded reemployment rights in accordance with USERRA. For purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed with FWMSH.

GROUP MEDICAL INSURANCE

FWMSH currently pays a portion of the premium fees for eligible team members for group medical coverage. The Museum's payment of the premium fees is subject to change at any time. Full-time team members are eligible to participate in the Museum's group medical insurance plan on the first day of the month after completion of thirty (30) days of continuous employment with the Museum. Coverage is available through the current plan for spouse and dependents. Premiums for dependents are the responsibility of the team member. These premiums must be made through payroll deduction and can be deducted on a pre-tax basis, if you so choose. While on any unpaid leave of absence, you will be required to submit payments for the dependent portion of the premiums to FWMSH in order to maintain insurance coverage.

You will receive information from the Human Resources Department regarding these benefits upon eligibility for enrollment. Team members should consult the Summary Plan Descriptions for more complete information about eligibility and the details of FWMSH's group medical

insurance plan. Copies of the Plans Document and the Summary Plan Descriptions are available from the Human Resources Department. Plan details may change without notice.

CAFETERIA PLAN – SECTION 125

FWMSH has established a cafeteria plan under Section 125 of the Internal Revenue Code. Under this plan, team members may elect to make salary deductions to pay for dependent insurance premiums, childcare and uninsured medical expenses on a pre-tax basis. For more details regarding the Cafeteria Plan, please see the Human Resources Department.

CONTINUING INSURANCE COVERAGE (COBRA)

You and your covered family members may be permitted to temporarily extend insurance coverage at group rates under COBRA in instances where coverage under the plan would otherwise end. You may also be eligible for state-mandated continuation rights after COBRA coverage ends.

In the event of a divorce, legal separation, a child losing dependent status under the plan(s), or the birth or placement of a child with you for adoption, you must inform the Human Resources Department within 60 days of the occurrence of the qualifying event. Failure to provide written notification of such a qualifying event within the 60-day period will result in loss of the right to continuation coverage.

The Museum will mail you and your participating dependents complete information regarding insurance continuation and/or conversion rights and responsibilities upon enrollment in the group insurance plan(s). Additionally, when a qualifying event occurs, you and your covered family members will be mailed more information regarding your right to choose continuation and/or conversion of coverage and the applicable time frames for election of coverage.

LIFE INSURANCE/LONG-TERM DISABILITY INSURANCE POLICIES

FWMSH pays the premium fees for eligible team members for basic life insurance and long-term disability. Full-time team members are eligible to participate in the Museum's life insurance and long-term disability insurance plans provided that they have completed a minimum of thirty (30) days of continuous employment with the Museum. Coverage is available through the current plan for dependents wishing to participate. Premiums for dependents are the responsibility of the team member and payment must be made through payroll deductions.

You will receive information from the Human Resources Department regarding these benefits upon eligibility for enrollment. Team members should consult the Summary Plan Descriptions for more complete information about eligibility and the details of FWMSH's life insurance and long-term disability insurance plans. Copies of the Plans Document and the Summary Plan Descriptions are available from the Human Resources Department.

403(b) PLAN

FWMSH offers a 403(b) plan to eligible team members wishing to participate. Eligible team members are those that work 1000 hours or more in any calendar year. FWMSH does not match team member contributions until the team member has completed 12 consecutive months of employment and 1000 hours of work. Eligible team members must also be 21 years of age or older to participate. Contact the Human Resources Department for details.

WORKERS' COMPENSATION

Workers' compensation insurance is maintained by the Museum to provide compensation to all team members (including full-time, part-time, and temporary team members) for loss of wages due to injury or illness that occurs in or as a result of employment and also pays necessary related medical expenses, according to applicable state law.

You may elect to decline such coverage if, no later than five days after beginning employment, you notify the Human Resources Department in writing that you wish to retain your common law right of action. In such an instance, you would not be covered by the insurance plan and would not be able to obtain workers' compensation income or medical benefits in the event of a job-related injury or accident. If you decline workers' compensation insurance coverage, your employment may be terminated immediately, as coverage under workers' compensation insurance is a condition of employment with the Museum.

All job-related injuries and accidents, regardless of the need for medical attention or severity of the injury or illness, must be reported immediately (within one business day) to the Director of Security or the Human Resources Department. If you require medical attention, you will be sent to a health care provider or hospital for appropriate medical treatment. If necessary, your designated emergency contact will be notified of the illness or injury. Following the provision of appropriate medical care, the Human Resources Department will ensure completion of the appropriate injury report forms.

It is expected that all team members are truthful in the reporting of work-related injuries. Workers' compensation fraud occurs when someone willfully makes a false statement or conceals information in order to receive workers' compensation benefits or prevents someone from receiving benefits to which they might be entitled. This organization will not tolerate fraud. If you think workers' compensation fraud is occurring, notify your supervisor, the Director of Security, or the Human Resources Department, so that an investigation may occur.

If you incur a work-related injury or illness, you cannot substitute paid time off benefits for workers' compensation benefits. Also, workers' compensation benefits may not be supplemented with available paid time off benefits. You are required to accept any workers' compensation benefits provided and will not be allowed to utilize any available paid time off in conjunction with workers' compensation payments.

If you are off of work due to a work-related injury or illness, you are expected to return to work immediately following release by your health care provider. Leaves of absence due to work-related injuries and illnesses will be administered as other medical leaves under the Museum's Family and Medical Leave of Absence policy. Team members on leave due to a work-related injury or illness who qualify for 12 weeks of leave under the policy will be allowed to return to the same or an equivalent position if released to return to work within the team member's available 12-week leave entitlement. Any team member who does not qualify for 12 weeks of leave under the policy may be permitted to return to the same or an equivalent position if released to return to work within 6 weeks of the time the leave began; however, reinstatement is not guaranteed. Reasonable accommodations requested by the team member will be considered on a case-by-case basis when determining reinstatement provisions. If you do not return to work within the specified time period, you may be replaced. However, when medically and fully released by a health care provider, you may reapply for available positions for which you are qualified and will be given the same consideration as external candidates.

OPERATING

STANDARDS OF CONDUCT

The Museum is committed to conducting its business affairs with the highest standards of honesty and integrity. As such, the Museum expects you to conduct yourself in a business-like and professional manner. It is important that team members make certain the Museum's business operations are conducted in a manner consistent with the Museum's standards of conduct. This commitment applies to relationships with competitors, customers, vendors, fellow team members, and the general public.

Examples of such conduct include, but are not limited to:

- Conducting business in an honest and ethical manner and encouraging the same ethical behavior in others.
- Maintaining an appropriate level of confidentiality of Museum trade secrets, financial data, other non-public proprietary Museum information, and confidential information of business partners, vendors, and customers which could be used by the Museum's competitors (see *Confidentiality of Museum Information* policy).
- Complying with all applicable laws and regulations and Museum policies and procedures in accordance with those laws and regulations.
- Treating customers, visitors, and others in a professional, courteous, and respectful manner.
- Working in a cooperative manner with management, supervisors, co-workers, customers, and vendors.
- Refraining from behavior or conduct deemed offensive or undesirable (such as harassment or discrimination, including workplace bullying), or which would bring the Museum, its team members, its customers, or your own reputation into question.

HOURS OF WORK, MEAL, AND BREAK PERIODS

The Museum has established its office hours to best serve the business needs of the Museum and its customers. The Museum generally follows a work schedule of 40 hours per week for full-time team members. Part-time team members' work hours may fluctuate due to business needs. Each manager will determine the schedule of hours for team members. Managers will inform team members of their daily schedule of hours of work, including meal periods and breaks, and of any changes that are considered necessary or desirable by the Museum. Fluctuation in your work hours may occur and should be expected on an occasional basis. Advance permission must

be given by your manager in order for you to deviate from an assigned schedule.

Meal Breaks

Scheduled breaks are not guaranteed and may vary based on work schedule, museum program schedules, business levels, and from one department to another with prior Human Resources approval. Regardless of the shift worked, all team members are encouraged to take a meal break of at least 30 minutes. Meal breaks are unpaid for non-exempt employees unless performing work during the meal period. It is the responsibility of your immediate supervisor to establish your meal break schedule.

Breaks for Nursing Mothers

The Museum allows team members who are nursing, reasonable breaks in order to express breast milk as frequently as needed during the work period for up to one year after the birth of their child. Team members are to contact their supervisor or Human Resources Department regarding the facilities and any need for flexibility in the work schedule in order to have the time to express milk.

WORKING REMOTELY

The company considers working remotely to be a viable alternative work arrangement in cases where individual, job and manager characteristics are best suited to such an arrangement. Working remotely allows an employee to work from home, on the road, or in a satellite location for all or part of their regular workweek. Working remotely is a voluntary work alternative that may be appropriate for some employees and some jobs.

If you believe working remotely can enhance your ability to get the job done, you should submit a written request to your manager proposing how working remotely will benefit the company and yourself. The request should explain how you would be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The decision to approve an arrangement to work remotely will be based on factors such as position, job duties, related work skills, performance history, and the impact on the company. Your compensation, benefits, work status, work responsibilities, and the amount of time you are expected to work per day or per pay period will not change due to working remotely (unless otherwise agreed upon in writing).

Your hours to work remotely will conform to a schedule agreed upon by you and your manager. Working remotely is not designed to be a replacement for appropriate child or elderly adult care, although an employee's schedule may be modified to accommodate child or elder care needs. The focus of this arrangement must remain on job performance and meeting business demands.

The availability to work remotely as a flexible work arrangement for employees can be

discontinued at any time at the discretion of the company. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, child and/or elder care, and other problems that may arise from such a change. There may be instances, however, where no notice is possible. A remote work arrangement will be immediately discontinued if it becomes detrimental to work quality, customer service or company operations.

Equipment/Tools

An employee must have the ability to access and use proper equipment and resources to work remotely. Examples of such equipment and resources include a reliable and secure internet system, proper computer equipment and monitor and sufficient workspace. In addition, the computer must have an appropriate anti-virus installed.

The use of equipment and tools provided by the company (i.e., computers, software, supplies, etc.), for use at a remote work location is limited to authorized persons and for purposes relating to company business.

The company will provide for repairs to company equipment but will not assume the cost of personal equipment, repair, or service. In addition, the company will not assume operating costs, home maintenance or other costs incurred by the employee for using their home to work remotely.

Workspace

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while working remotely, if necessary. The workspace shall be maintained in a safe condition, free from hazards and other dangers to the employee and equipment. Any company materials taken home should be kept in the designated work area at home and not be made accessible to others. It is expected that company information be maintained at the same level of confidentiality and security when working remotely as if the employee were working at the company's worksite.

The company has the right to make on-site visits (with advance notice) to the remote work location for purposes of determining that the site is safe and free from hazards and to maintain, repair, inspect, or retrieve company-owned equipment, software, data, or supplies.

Company Property

Employees must recognize that computers, computer files, the e-mail system and all software furnished to employees are company property and intended to be used for business use only. All policies relating to working at the office must also be followed when working remotely.

Tracking Time

Nonexempt employees must track all hours worked and must not work more than their regular scheduled hours in a workweek unless otherwise approved by their supervisor.

Communication

Employees must be available by phone and email during core hours. Employees who work remotely must be available for staff meetings and other meetings deemed necessary by management. This may include meetings with teammates working together to accomplish company or customer needs.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

ATTENDANCE AND PUNCTUALITY

You are expected to be at your work area and ready to begin work at your assigned starting time. Absences caused by serious illness or injury are often unavoidable. However, regardless of the validity of the reason, absenteeism often results in delays and creates an extra workload for other team members who are in attendance as expected.

Regular, on-time attendance is considered part of each team member's essential job functions. In cases of absences and tardiness for any reason, notify your immediate supervisor at least thirty (30) minutes prior to your scheduled shift. You must also notify your supervisor of the expected duration of any absence. If your supervisor cannot be reached directly, you must speak directly to another supervisor, manager, director or vice president in your department. If you use text messaging or voicemail as a form of notification, it is your responsibility to make sure your supervisor has received the message. Poor attendance, absence without notification or habitual absences and tardiness is considered a violation of museum standards. The Museum may require certification from a health care provider at any time for absences due to illness. The health care provider's statement must indicate the nature of the illness or injury, as well as any restrictions upon your ability to return to work. The Museum reserves the right to request a

second and/or third opinion from a health care provider to verify the illness, at the expense of the Museum.

Team members who are absent for one full day without notifying their immediate supervisor or the Human Resources Department could be considered to have abandoned their job and resigned their employment with FWMSH.

Make sure you understand and follow your department's procedure for requesting time off from work.

CONFLICTS OF INTEREST

You should recognize your responsibility to avoid any conflict between your personal interest and those of the Museum's business interests. A conflict of interest exists when you, knowingly or unknowingly, engage in any activity that may compromise you, another team member, or the Museum in its relationship with a customer, vendor, or competitor. A conflict of interest also exists when the Museum's interests affect, or appear to affect, your ability to make sound business decisions on behalf of the Museum.

You are prohibited from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of the Museum. You are also prohibited from engaging in any activity, practice, or act which creates or appears to create a conflict of interest between the Museum and its customers, or vendors. Nothing in this policy is to be interpreted as applying to concerted activity for mutual aid and protection under the National Labor Relations Act.

Team members are not to accept gifts, gratuities, free trips, personal property or other items of value from an outside person or organization as an inducement to provide services.

If you are offered, receive, or anticipate receiving something of value from a customer beyond what is expressly authorized in this policy, you must disclose the matter to your supervisor or the Director of Human Resources.

All activities of the Museum must be conducted in full compliance with all applicable laws and regulations. Senior management should be informed regarding all matters pertinent to the Museum's position regarding such laws and regulations. All team members are expected to cooperate fully with the Museum's internal and outside auditors, attorneys, and regulatory examiners.

TEAM MEMBER DATING

Employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity. In order to avoid situations in which workplace conduct could negatively impact the work environment, employees who have a direct or indirect reporting relationship to each other are prohibited from entering into a romantic or

sexual relationship. If you are either in a relationship or plan to enter into a relationship that may violate Museum policies, you must advise Human Resources immediately.

CONFIDENTIALITY OF MUSEUM INFORMATION

Safeguarding the confidential nature of information concerning the Museum's financial data, future business plans, transactions, trade secrets, technology, present and prospective customers, specialized business processes, suppliers, intellectual property, internal controls, and methods to improve efficiency and workforce morale and cohesion is essential to the Museum's present and future ability to succeed in a highly competitive business environment. Other people or companies should not unfairly benefit from the Museum's competitive confidential information. The need to protect the Museum's competitive confidential information should not be misinterpreted as chilling the right of team members to communicate about their wages, hours and working conditions.

The need to protect the Museum's competitive confidential information also should not be misinterpreted as inhibiting the Museum's use of its own information. However, caution and discretion are required in the use of such information and in sharing it only when required in the normal course of business. While the Museum's normal operations require the full flow of information throughout the organization, confidential information available to one department or division of the Museum should be communicated to other departments or divisions only when required in the normal course of business.

Confidential information obtained as a result of employment with the Museum is not to be used as a means of obtaining personal gain or for the private use of others. Researching information from Museum records about customers for non-business-related reasons is prohibited. Use or disclosure of such knowledge or information in an inappropriate manner can result in civil and/or criminal penalties, both for the team member and for the Museum.

Only authorized Museum representatives are to communicate with the public on behalf of the Museum. Events may occur that will draw immediate attention from the news media. It is imperative that authorized Museum representatives communicate on behalf of the Museum to deliver an appropriate message and to avoid giving misinformation in any media inquiry. All media inquiries regarding Museum affairs must be referred to the Director of Strategic Initiatives. This policy is intended to control the Museum's official message and not to restrict team member communications about wages, hours, and working conditions.

SAFEGUARDING TEAM MEMBER PERSONAL AND PRIVATE INFORMATION

It is the Museum's intent to safeguard team member personal and private information. Examples of personal information include social security numbers, addresses, dates of birth, telephone numbers, emergency contact information, medical information or any other personal or private information to which the public does not have general access, or which may directly identify an individual. In the course of performing their job duties, some team members may have access

to gain the personal and private information of other team members (i.e., setting up payroll, medical benefits, etc.). These team members are expected to only use such information in the course of performing their job. It is expected that all team members maintain confidentiality of the personal or private information of other team members. Team member personal or private information may only be released for business-related reasons on a need-to-know basis with approval from the Human Resources Department, or as required by applicable law.

PROTECTED HEALTH INFORMATION IN THE WORKPLACE

Protected health information (or PHI) is any information (whether electronic, oral, or in paper format) that is used to identify an individual's physical or mental health condition, the health care services provided to an individual, or the payment of those services.

Team members' protected health information is treated as private and confidential. The Museum takes precautions to protect such information from inappropriate disclosure. If you would like the Human Resources Department to inquire or act as an advocate on your behalf, you must complete an *Authorization for Protected Health Information* form. This form authorizes the Museum to use and disclose protected health information while conducting inquiries on your behalf. This form can be used to help you resolve a claim issue, check on the status of a claim, follow-up on pre-certification, and other inquiries deemed necessary with the insurance carrier or health care provider.

All team members have a responsibility to respect and maintain the privacy and confidentiality of another team member's protected health information. Anyone inappropriately disclosing such information, without prior authorization or permission, would be subject to the Museum's disciplinary procedures.

EMERGENCY CLOSING/SEVERE WEATHER

There may be occasions when emergencies such as severe weather, fires, power failures, or other occurrences disrupt normal Museum operations or create a serious transportation hazard and make it difficult for team members to arrive at work. The Museum evaluates such situations carefully before determining whether an office closing is warranted.

In the event FWMSH must close for the day due to severe weather or emergencies, Museum closings will be posted on our emergency hotline which is 817-255-9300 ext. 660.

You should report to work unless the occurrence (such as severe weather) proves to be an actual safety threat or a Museum closing has been announced. You should use appropriate discretion in determining whether to attempt to come to work and must notify your manager as soon as possible if you will be late or absent from work due to an emergency occurrence.

If you are scheduled to work on a day on which the Museum is officially closed, opens late, or closes early, you will receive your normal pay for the day, unless you arrive after or leave prior to

the time the closing was effective. If you previously scheduled PTO/vacation or called in with an excused absence, you will be charged with the time off as originally scheduled.

You should report to work unless the occurrence (such as severe weather) proves to be an actual safety threat or a Museum closing has been announced. You should use appropriate discretion in determining whether to attempt to come to work and must notify your supervisor as soon as possible if you will be late or absent from work due to severe weather or an emergency occurrence. Team members who do not work due to severe weather conditions or other emergency occurrence must use available PTO or take the day as unpaid, whether the Museum is opened or closed.

OUTSIDE EMPLOYMENT

A team member is not required to obtain approval from FWMSH for voluntary or remunerative activities during nonscheduled work hours. However, involvement in such activities must not, as determined in FWMSH's sole discretion, present an actual or the appearance of a conflict of interest; be in competition with FWMSH; or adversely affect the quality of the team member's work for FWMSH. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

You are prohibited from engaging in any outside employment that competes with any activity of the Museum or compromises its interests. This prohibition includes the unauthorized use of any Museum equipment, and the unauthorized use or application of any confidential trade information or techniques. In addition, you are not to conduct any outside business during paid working time.

POLITICAL INVOLVEMENT

Your participation in political and civic activities is encouraged, including voting, engaging in precinct work, and maintaining personal awareness of political issues. However, your involvement in the political process should never disrupt your work performance, the work performance of other team members, or negatively disrupt the Museum's business relationships with customers, vendors, and the public.

WORKPLACE DRESS CODE AND APPEARANCE STANDARDS

The appearance of team members reflects the image of FWMSH and has a significant impact on the way we are viewed by our guests, team members and the general public. First impressions are key!

You are expected to apply common sense and good taste regarding your personal appearance. Good grooming and attire that are appropriate for the work environment and the position are expected of all team members. Clothing must be neat and clean and not ripped, frayed,

disheveled, tight, too short, revealing or otherwise inappropriate. Team members are expected to follow appropriate hygiene standards which include regular bathing, use of deodorant and appropriate oral hygiene. In addition, team members are expected to remain free of excessive or distracting odors such as body odor, excessive fragrances, tobacco odor, etc. while in the workplace or while otherwise conducting business on behalf of the Museum.

Guidelines for Attire – Museum open to public

Team members whose jobs do not require a uniform must wear business casual dress when the Museum is open to the public. Clean sneakers are acceptable shoes. It is not acceptable to wear jeans when the Museum is open to the public.

Proper attire for team members who are required to wear a uniform includes: a Museum issued polo shirt, black or khaki pants, and closed toe/heel shoes (which can include clean sneakers).

Nametags are required for all team members and are to be worn on the right-hand side near the shoulder at all times while working.

Guidelines for Attire – Museum NOT open to the public

When the Museum is NOT open to the public, team members may wear casual dress. Examples of appropriate attire when the Museum is NOT open to the public include: Business casual clothes, jeans, T-shirts (without inappropriate slogans or images), long or knee-length shorts or capri pants, and athletic shoes.

You should remember that the above guidelines are general in nature and cannot possibly cover every situation. If you question the suitability of a garment or accessory in the workplace, you should discuss it with your supervisor.

Reasonable accommodations will be made for your religious beliefs consistent with business necessity to present a conservative, professional appearance to the public. If your religion requires you to wear particular attire, you should make a request for this accommodation to your manager in writing. The Museum will accommodate team members' religious attire unless such accommodation is not reasonable or practical, or it causes an undue hardship on Museum operations or creates an unsafe working condition.

No Chewing Gum

The Museum is a gum-free environment. There is a risk of gum sticking to the floors, our collections and the building if it is not disposed of properly. Therefore, gum chewing is not allowed in the building.

MUSEUM PROPERTY AND SERVICES

All storage facilities, offices and workspaces, including desks, file cabinets and lockers, are the property of the Museum and must be accessible to management at all times. Therefore, employees should not expect that such property will be treated as private and personal to the employee.

Under no circumstances may you use personal locks on offices, furniture, file cabinets, or other Museum property. With exception, lockers are provided for team members in the staff break room to store personal items. These lockers are for day use only. Team members may utilize personal locks for these lockers. However, if a personal lock is used on Museum property, management must be provided accessibility (i.e., provided a spare key, combination, password, etc.) Personal lockers may be inspected when there is a legitimate concern for personal and/or property safety, or instances of locker and or content abandonment. If management determines an inspection is necessary, the inspection will be conducted by a supervisor, the Director of Security and a Vice President.

The Museum assumes no liability for the damage, loss or theft caused by third parties to personal property of employees.

Computers, copiers, fax machines, and other office equipment and services are provided for Museum business purposes and should not be used for any purpose that interferes with your regular job duties or work performance or the work performance of other employees. It is your responsibility to exercise appropriate care of office equipment and to inform management of any equipment that is not working properly. In the event you store any non-business information in the Museum's files or electronic data, then you have waived any right to privacy with respect to that stored information and it is subject to review by the Museum.

FWMSH postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for Museum business only. The Museum's mail facilities are for the Museum's official mail. The mail facilities are not to be used in any manner that interferes with the efficient operation of the Museum. Under no circumstances are you to use Museum postage on personal mail.

Office telephones are for business use. Personal telephone calls are to be kept to a minimum so that lines are available for business calls.

You are not to remove any item from the Museum's premises, other than personal belongings, without prior approval of your manager or the Human Resources Representative.

All inventions, copyrights, trademarks, ideas, methods, discoveries, designs, developments, and improvements made or conceived by employees which pertain to the products, processes, or business of the Museum are the sole property of the Museum. You must promptly and fully disclose and provide all such information and technology to the Museum. Employees should

respect all copyright and other intellectual property laws. For the Museum's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Museum's own copyrights, trademarks, and brands.

On or before your last day of work, or at any other time when the Museum so requests, you must return to the Museum any and all property, memoranda, notes, records, computer files, manuals, and other documents, including all copies of such documents, in any way relating to the business or affairs of the Museum or any of its employees, customers, clients, consultants, or agents. Likewise, any other items issued to you by the Museum or created as a result of employment with the Museum must be returned.

DOOR ACCESS KEY FOB OR CARD AND MUSEUM KEYS

The Door Access Key Fob/Card is the property of the FWMSH. It is issued to team members to grant work-related access to the Museum and areas within the museum as deemed necessary and approved by appropriate supervisors and Vice President. The key fob/card may not be transferred or loaned to anyone for any reason. You must immediately report to your supervisor, the Director of Security or Human Resources if your key fob/card is misplaced, lost, or stolen. You will be responsible for the cost of replacement Door Access Key Fobs/Cards. Upon termination of your employment with the museum and prior to departure, the key fob/card must be returned to the immediate supervisor or vice president, security office or Human Resources.

VISITORS

Although your friends and family members are encouraged to utilize Museum services, in order to ensure efficient work performance personal visits by friends, family, or others unrelated to Museum business should be kept to a minimum. In no case should non-team members be permitted access to unauthorized or secured areas.

Representatives of other organizations that are engaged in competition with the Museum are prohibited from having access to Museum business and operating information. For this reason, no team member of a competitor will be allowed access to the Museum's work areas, machines, work products, or any Museum business or operating information without prior approval from a member of senior management.

PERSONAL BELONGINGS

You should keep personal possessions, including wallets, handbags, and jewelry, in your own possession or secured out of sight. The Museum assumes no responsibility for lost or stolen personal articles.

Any loss or suspected theft should be immediately reported to your manager or the Human Resources Department. If you find what appears to be a lost personal article, you should give the

article to your manager or the Human Resources Department.

Personal property brought onto Museum premises must not inhibit your performance or the performance of any other team member.

PARKING

Team members are expected to park only in designated parking areas. In locations where the Museum does not provide parking, you will be responsible for payment of your parking expenses.

The Museum assumes no responsibility or liability for damage to team members' vehicles or theft of articles from their vehicles.

COMMUNICATION BOARDS

Bulletin boards placed in designated areas throughout the facility display federally required posters, notices and announcements for team members to review. Bulletin boards are for the exclusive use of the Museum. It is each team member's responsibility to review the bulletin boards and to familiarize themselves with the information posted. Team members are not permitted to abuse, deface, or remove posted items. All posters, notices and announcements etc. must be reviewed and approved by the Human Resources Department before posting.

NO SOLICITATION POLICY

FWMSH limits solicitation and distribution because, when left unrestricted, such activities can interfere with the normal operations of the Museum, can be detrimental to efficiency, and can pose a threat to security.

The sale of merchandise is limited to FWMSH functions and activities. Solicitation and distribution of literature with appropriate approval should not interfere with working time of either the team member(s) making the solicitation or distribution, or the targeted team member(s). The term "working time" does not include a team member's authorized lunch or rest periods or other time when the team member is not required to be working.

Persons who are not employed by FWMSH are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services (except by representative of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on the museum's premises.

USE OF MUSEUM CREDIT CARDS

Individuals in certain positions may be provided with a credit card to use for payment of business-related expenses. Use of a credit card for personal purchases is prohibited. You are expected to use any credit cards issued by the Museum in a financially responsible manner.

Documentation of all purchases charged to the credit card must be submitted on the appropriate expense report to your manager, along with a detailed explanation of the business reason for the purchase.

TRAVEL ARRANGEMENTS AND BUSINESS EXPENSES

Mileage, gasoline, or other expenses related to the operation of a vehicle are reimbursable if they are incurred while conducting Museum business. Fines or tickets are not reimbursable at any time and are your responsibility. When personal vehicles are used for Museum business, mileage will be reimbursed at a rate up to the maximum allowed by the IRS. In addition, an appropriate amount of income will be reported on your annual earnings statement in accordance with IRS regulations regarding the personal usage value of an assigned Museum vehicle.

Team members to whom Museum vehicles are assigned are responsible for the maintenance, upkeep, and verification of actual usage of the vehicle as it relates to business matters. Personal use of a Museum vehicle, except for commuting to and from home, is prohibited unless approved by their supervisor.

You must complete an expense report for documentation of any business expense that is to be reimbursed. Receipts must support all business expenses. The expense report must be approved by your manager and submitted to the Accounting Department for reimbursement. Expenses that are considered to be excessive or unreasonable will not be reimbursed.

MUSEUM VEHICLES

The use of a FWMSH-owned, leased or other vehicles used in connection with FWMSH business (“FWMSH Vehicles”) is limited to authorized team members. FWMSH Vehicles must only be used in work-related activities and may not be used for personal business or activities. All drivers are encouraged to utilize the museum vehicles, when available, as the primary option for business-related travel. On occasions when the museum vehicles are not available and business-related travel cannot await its return, authorized drivers may utilize their personal vehicles and submit a mileage reimbursement form to their supervisor.

Team members required to drive FWMSH Vehicles are required to satisfactorily complete an annual Drivers Safety class. A Texas Department of Transportation screening will also be completed by the Human Resources Department on an annual basis. All team members authorized to drive FWMSH Vehicles or to rent vehicles for use in conducting FWMSH business must possess a current, valid driver's license and an acceptable driving record. Team members must obtain any specific, state-required permits or licenses necessary to operate FWMSH Vehicles. Any change in license status or driving record must be reported to the Human Resources Department immediately. From time to time, FWMSH or its insurance carrier may request reports from the relevant government agencies regarding the license status and driving record of team members whose job responsibilities include driving. In the event that the license status or driving record of any team member whose job responsibilities include driving becomes

unacceptable to FWMSH or its insurance carrier, that team member may be restricted from driving, reassigned, suspended, or terminated, at FWMSH's sole discretion.

A valid driver's license must be in your possession while operating a vehicle off or on Museum property. It is the responsibility of every team member to drive safely and obey all traffic, vehicle safety, and parking laws or regulations including continuing to be insurable. Any traffic/parking ticket received while in a FWMSH Vehicle will be the responsibility of the driver. The driver must pay any fines or fees associated with the ticket. Any traffic violations incurred, or accidents suffered while driving a FWMSH Vehicle must be reported immediately to your immediate supervisor.

Driving while intoxicated or under the influence of nonprescription drugs is prohibited and grounds for immediate dismissal. Do not operate or ride in a FWMSH Vehicle when your ability to do so is impaired by illness, fatigue, injury or prescription or over the counter medication. Drivers must prohibit unauthorized personnel from riding as passengers in FWMSH Vehicles. Only team members and persons involved in day-to-day operations of FWMSH business are permitted to ride as passengers in FWMSH Vehicles. Also, drivers should not operate FWMSH vehicles while using cell phones, radios or other personal handheld devices unless hands-free devices are being utilized. Additionally, drivers should never text while operating a vehicle on behalf of the Museum and refrain from operating vehicles when distracted.

DRIVING ON MUSEUM BUSINESS (NON-FWMSH VEHICLE)

If you drive on Museum business, you are required to maintain a valid driver's license and must maintain the state-mandated minimum liability coverage on your automobile. Only team members are permitted to drive vehicles being used for Museum business.

The primary responsibility of a driver is to operate a motor vehicle safely. The task of driving requires the driver's full attention and focus; therefore, team members who are driving on Museum business are expected to follow all traffic regulations (including posted speed limits and cell phone use) and refrain from engaging in any activity that takes their eyes and attention off the road. Team members driving on Museum business are required to use hands-free equipment if they must talk on a cell phone while driving (whether the vehicle is owned by the team member or the Museum). Under no circumstances may a team member text on a cell phone or any electronic device while driving on Museum business.

Team members are expected to maintain their personal driving record free from traffic violations and DWIs. Any violations should be reported to the Museum immediately, and payment of any traffic citations will be your responsibility. The Museum may periodically audit your driving record and/or driver's license for compliance with this policy or to determine whether you are currently licensed to drive. Any driving record that establishes a pattern of unsafe driving practices that may endanger you or customers, or impact your ability to perform your job duties, could subject you to disciplinary action.

If you are required to drive on Museum business and are no longer able to be insured, your employment will be terminated unless a non-driving position, for which you are qualified, is available and offered.

SECURITY

To facilitate a secure environment, the Museum will issue facility and equipment keys and passwords only to those individuals with a business need to possess these items. You should always enter and depart through designated entrances and should always be alert for suspicious individuals loitering in or near the facility. You should notify the Security Department or your manager of any such persons. In addition, if you detect an unauthorized entry into or use of Museum facilities or equipment, you should notify your manager or the Security Department immediately.

If you possess a facility or equipment key, password(s), or both, they are never to be loaned or disclosed to anyone. Individuals requesting either keys or passwords, or use of the same, are to be directed to the Human Resources Manager for assistance.

SAFETY/HEALTH

It is the Museum's policy to provide a safe and healthful workplace. In the event of an accident involving team members, customers, or visitors on Museum premises, the team member must notify a supervisor or the Director of Security immediately, regardless of the severity of the injury. An injured or seriously ill individual should not be moved until appropriately-trained professionals have evaluated the extent of the illness or injury.

In addition, team members must immediately notify their manager or supervisor of any unauthorized individuals within the Museum and/or within or on Museum properties. Only currently employed and appropriately trained Museum team members are authorized to be in the building outside of public operating hours. At no time are unauthorized individuals allowed in the "back of house" Museum spaces, work areas, storage areas, etc. Non-authorized individuals include family and friends of team members.

In the event of a community health crisis or infectious disease outbreak that impacts working, policies may be created or adjusted to comply with recommendations of federal, state, and local health officials.

You are expected to keep your work areas free from safety hazards, and to report safety concerns, hazards, or incidents to your manager or supervisor.

You should also be aware of the Museum's and your specific location's emergency plan in case of a fire, severe weather, medical emergencies, or other emergencies. Contact your manager or supervisor if you have any questions about such plans.

MUSEUM-AFFILIATED EVENTS AND ACTIVITIES

Your participation in any event or activity sponsored by or affiliated with the Museum is voluntary, and you assume any and all risk associated with such participation. The Museum assumes no liability from any activity/event that it sponsors in whole or in part in which a participating team member is injured.

Family members or guests in attendance at Museum-affiliated events and activities should adhere to the same standards of conduct as expected of Museum team members. You should ensure your guests conduct themselves appropriately and refrain from any activity that might result in liability to themselves or the Museum.

TEAM MEMBER SUGGESTIONS

Team members play an important role in providing feedback to management on how the Museum can improve its procedures and working conditions. You are encouraged to present suggestions for improvement so that management may give them consideration for adoption where feasible.

PROBLEM RESOLUTION/OPEN DOOR POLICY

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. The Museum encourages you to bring concerns to the attention of management. Our experience shows that when team members deal openly and directly with management, the work environment can be excellent, and communications can be clear. All team members should feel free to raise issues of concern without fear of reprisal or personal recrimination. Team members are free to discuss any issue of concern with their immediate supervisor at any time. Normally, this discussion should occur within three to five business days of the incident. Discussions held in a timely manner will enhance our ability to resolve concerns. If your concern is not handled to your satisfaction, you should then address your concerns with the Human Resource Department.

WORKPLACE MONITORING AND SEARCHES

The Museum has the express right to access Museum property including, but not limited to, desks, lockers, computers, files, e-mail, text messages, instant messages, voice mail, other electronic communications, and other property owned or operated by the Museum. All such property and communications belong to the Museum and may be monitored, intercepted, reviewed, and/or searched for business purposes such as monitoring compliance with Museum policies and procedures; investigation of business security issues, disclosure of confidential business or proprietary information, or personal abuse of the system; or monitoring workflow or productivity. Any such searches or monitoring will be performed in compliance with all applicable laws and regulations.

Any Team member bringing a personal computing device, data storage device, or image-

recording device on to Museum premises gives permission to the Museum to inspect these devices at any time. Personnel of the Museum's choosing may analyze any files, other data, or data storage devices or media that may be within or connectable to the devices in question. Team members who do not wish such inspections to be done on their personal computers, data storage devices or imaging devices should not bring such items to work at all.

Monitoring or searches conducted of the Museum's property or premises are not allegations or accusations of criminal conduct, nor is submission to such monitoring or searches an admission of guilt. You are expected to cooperate in any such monitoring or searches.

To promote the safety of team members and Museum visitors, as well as the security of its facilities, the Museum reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras will be positioned in appropriate places within and around Museum buildings. The only exceptions to this policy include private areas of restrooms, showers, and dressing rooms.

COMPUTER SOFTWARE

It is the intent of the Museum to comply with copyright laws and software licensing agreements when acquiring, installing, and using software on personal computers owned by the Museum. Unless the license specifically allows otherwise, a given software package may be used on only one computer and the Museum must have an original software license on file for each computer where a given software package is installed. Although most software titles may actually be shared on multiple computers if those computers are attached to a network, it is a violation of the copyright to do so unless:

- the package was specifically designed to run on a network, and the Museum is not exceeding the number of users as designated by that package and the software license contained in that package; or
- the Museum has a site license for that product.

The IT Department is responsible for maintaining records of software licensing agreements for the Museum.

In order to ensure compliance with copyright laws and software licensing agreements, and to help prevent computer viruses from being transmitted through the system, you are not permitted to install or download any software onto the Museum's computer system without prior approval from management, and after consulting with the IT Department.

It is illegal to make or distribute copies of copyrighted material without the written authorization of the copyright owner (the only exception being the right of the user to make a backup copy for archival purposes). The copyright law makes no distinction between duplicating software for sale or for free distribution. Unauthorized duplication of software, often referred to as "piracy," is a

federal crime. You are not permitted to make, acquire, or use unauthorized copies of computer software.

You may use software only in accordance with the terms and conditions of the license included with the software. If you are unwilling to comply with the terms and conditions contained in the software license agreement, you must not use or install the software and should notify your manager of the situation.

ELECTRONIC COMMUNICATIONS

The Museum may provide e-mail, voice mail, Internet access, and electronic devices in order to enable you to communicate more efficiently and to provide an effective resource for the operation of the business.

You should use electronic communications for business-related reasons only. Unauthorized personal use (including instant messaging and personal browsing of the Internet), any unauthorized access, and/or misuse of the Museum computer system is strictly prohibited.

The following guidelines must be followed regardless of whether the communication is business-related or personal:

- All internal and external communications composed or sent through the Museum's systems should be written in a professional manner.
- Use of the Museum electronic communication equipment must not disrupt the operation of the Museum network or interfere with a team member's productivity.
- Communications should not violate policies intended to comply with federal or state law, such as the *Equal Employment Opportunity and Harassment* policies. No abusive, profane, or maliciously false language or pictures may be transmitted by team members.
- Internet sites that contain offensive material may not be visited under any circumstances. Offensive material includes, but is not limited to, child pornography, other pornography, or anything racist or hate-based.
- All e-mail messages must have your name attached. Messages may not be transmitted under an assumed name, and you may not attempt to obscure the origin of any message.
- You are not authorized to retrieve or read any e-mail messages that are not sent to you.
- Museum equipment may not be used to send or receive trade secrets, proprietary financial information, or similar competitive confidential materials without prior authorization from an officer of the Museum.
- You must respect the laws regarding copyrights, trademarks, rights of publicity, and other third-party rights. To minimize the risk of a copyright violation, you should provide references to the source(s) of information you use and accurately cite copyrighted works you identify in your online communications. Do not infringe on Museum logos, brand names, taglines, slogans, or other trademarks.
- You must not engage in any activity on the computer or system which would defeat or attempt to defeat security restrictions on the Museum systems and applications.

Electronic communications are not confidential, and you must ensure that confidential information is communicated appropriately. Even when a message is erased from a computer system, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality. All computer passwords must be available to Museum management at all times. In addition, you are expected to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned if you leave such computer or system unattended.

All messages composed, stored, sent, or received on Museum equipment are the property of the Museum. The Museum reserves and intends to exercise the right to review, audit, intercept, access, and disclose all communications produced or transmitted on Museum equipment. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Team members sending messages to non-team members should inform them that information contained in or sent to the computer system of the Museum is Museum property and may be accessed and intercepted for review at any time.

SOCIAL MEDIA

The Museum respects the rights of team members to use social media as a medium of self-expression on non-working time. The same principles and guidelines found in the Museum's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, vendors, people who work on behalf of the Museum or the Museum's legitimate business interests may result in disciplinary action up to and including termination.

Team members must not disclose trade secrets or any information that is proprietary to the Museum (non-public business methods and know-how, systems, training material and instructions for carrying out the Museum's business, financial and marketing strategies, and plans) in any discussions or postings that take place in this format. A team member must not represent his/her opinions or statements as being those of the Museum and must expressly state that his/her postings are "my own and do not represent the Museum's positions, strategies, or opinions."

You are prohibited from posting or displaying comments about team members, customers, guests, affiliates and competitors that are vulgar, obscene, maliciously false, threatening, intimidating, harassing or that are in violation of the Museum's workplace policies against discrimination, harassment, or hostility based on race, color, sex (including pregnancy, gender identity, and sexual orientation), religion, national origin, age, disability, genetic information, veteran and uniformed services status, or any other status protected by law. Accordingly, harassing comments, obscenities or similar conduct that would violate Museum policies is

discouraged in general and is never allowed while using Museum equipment or during your working time.

All team members are expected to know and follow this policy.

Nothing in this policy is designed to interfere with, restrain, or prevent team member communication regarding wages, hours, or other terms and conditions of employment, as team members have the right to engage in or refrain from such activities. If you have any questions regarding this policy, it is recommended that you ask your supervisor or Human Resources Department before acting.

Because this is a constantly evolving area, this policy applies to all current and future social media platforms.

CELL PHONES AND MOBILE DEVICES

During working time, you are expected to exercise the same discretion in using personal cell phones as is expected for the use of Museum phones. Placing calls, receiving calls, or texting on your personal cell phones should be kept to a minimum and should never interfere with your job performance or the job performance of other team members. Use of personal laptops, tablet computers, digital audio players, and other personal electronic equipment should only be used by team members during authorized breaks and meal periods. The Museum reserves the right to physically and digitally search any devices with storage or memory capabilities that the team member brings to work and to make copies of any files found in the search.

The use of imaging or audio devices within the Museum may constitute not only an invasion of team members' personal privacy but may breach confidentiality of Museum trade secrets or other protected information. The use of imaging or audio devices while on working time is prohibited without a legitimate business need and the express prior permission of senior management and of the person(s) present at the time. An exception to this policy concerning the use of imaging or audio devices would be to engage in activity protected by law including, for example, taking pictures of health, safety and/or working condition concerns or of strike, protest, and work-related issues and/or other protected concerted activities.

Team members driving on Museum business are required to use hands-free equipment any time they are driving a vehicle (whether the vehicle is the team member's or the Museum's). Safety must come before all other concerns. All team members are expected to follow applicable state and federal laws and regulations regarding the use of cell phones while operating a vehicle at all times. Team members who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Team members are strictly prohibited from texting on a cell phone or any other electronic device while operating a vehicle.

VIOLENCE AND WEAPONS

Threats of violence and acts of violence are strictly prohibited. This includes, but is not limited to: intimidating, threatening or hostile behaviors; physical abuse; vandalism; arson; sabotage; use of weapons; possessing weapons of any kind on or in FWMSH property or while performing a duty on behalf of FWMSH; or any other act which, in FWMSH's opinion, is inappropriate for the workplace or which violates our core values. Weapons are generally defined as guns, knives and other objects universally considered being weaponry by the vast majority of society. Jokes or offensive comments regarding violent events or behavior also violate this policy.

Report any potentially dangerous situations or observed weapons in the workplace to your immediate supervisor or the Security Department. These situations may include knowledge of personal or family relationships that could bring violence into the workplace. All reports of violence, threats of violence and suspicious individuals or activities will be investigated. **If you believe there is an imminent threat to the safety and health of team members or property, contact local law enforcement by calling 911. You must notify the Security department of any active restraining orders you may have in place against another individual.**

FWMSH recognizes that domestic violence can have an adverse impact on team member job performances and may also impact co-workers' performance. FWMSH may offer assistance to team members affected by domestic violence, both the victim and the abuser. Contact HR for further information.

USE OF TOBACCO

The Museum's office locations are non-smoking and tobacco-free environments. Smoking (including e-cigarettes and vaporizers) and/or the use of other forms of tobacco are prohibited in all indoor areas. Museum management may designate specific and limited areas where outdoor smoking and/or tobacco use may be permitted during designated breaks only. The number and length of breaks allowed is the same for those who smoke/use tobacco as those who do not smoke/use tobacco. It is the responsibility of those using designated smoking/tobacco use areas to keep the area clean. This includes proper disposal of debris, cigarette butts and/or other tobacco products. This policy applies to all visitors as well as to all team members. You are expected to inform visitors of this policy when necessary.

SUBSTANCE ABUSE

The Museum is dedicated to providing and maintaining a safe, healthy, and productive working environment free from drugs, alcohol, and other controlled substances. It is a violation of the Museum's policy for a team member to:

- report for work or perform work duties under the influence of alcohol, illegal drugs, inhalants, or other controlled substances;
- manufacture, sell, distribute, dispense, possess, purchase, or use alcohol, illegal drugs,

- inhalants, or other controlled substances in the workplace; or
- use legal drugs in an improper manner.

Improper use of legal drugs refers to the use of prescription medication not prescribed for current personal treatment by a licensed medical professional, or the use of prescription or non-prescription medication to an extent or in a manner that impairs the performance of a team member's job duties. No prescription drug is to be brought on Museum property by any team member other than the team member for whom it is prescribed. Such drug must be used by said team member only in the manner, combination, and quantity prescribed.

The Museum reserves the right to conduct testing for illegal drugs, inhalants, alcohol, or other controlled substances. Such testing may be conducted in any of the following circumstances:

- Upon consideration of an applicant for employment.
- Following a work-related accident where:
 - there is damage to property; or
 - there is a reasonable possibility that drug/alcohol use may have been a contributing factor to the reported injury or accident and the injury or accident resulted in immediate medical treatment beyond first aid.
- If a team member has been observed using a prohibited substance on the job.
- If a team member exhibits a severe or prolonged reduction in productivity.
- If management has other reasonable suspicion as grounds for testing such team member.
- On a random basis, if the Museum has implemented formalized random drug testing procedures.

The scheduling, content, scope, and use of the test results will be solely at the discretion of Museum management. Any team member who refuses to submit to required testing or who tests positive to alcohol, illegal drugs, inhalants, or other controlled substances will be subject to disciplinary action, up to and including termination. Likewise, an applicant who refuses to consent to testing or who tests positive to alcohol, illegal drugs, inhalants, or other controlled substances will not be eligible for employment with the Museum.

Any required testing will be administered by qualified testing personnel. The collection of specimens for testing will be conducted with due regard for the individual's privacy but consistent with appropriate practices and procedures in order to ensure the integrity of the collection process. Prior to testing, the individual must disclose to the testing facility any medications recently taken, or any other relevant information that could potentially affect the test results. The results of the tests will be confidential and will be communicated only to representatives of the Museum who have a need to know the information, to officials involved in the counseling and/or rehabilitation process, or to law enforcement and other governmental agencies as may be appropriate or required by law.

Any team member convicted of a criminal drug statute violation must notify the Human Resources Department immediately,

ALCOHOL CONSUMPTION

Team members are prohibited from consuming alcohol or being under the influence of alcohol while performing work on behalf of the Museum. Intoxication will not be permitted, and any team member who is intoxicated or who appears to be intoxicated may be subject to disciplinary action.

You may occasionally find yourself in situations where alcoholic beverages are being consumed at an event where the Museum is sponsoring your attendance. In such instances, you are not prohibited from consuming alcohol, but consumption must be in moderation so as not to reflect poorly on the Museum's reputation or to expose the Museum to legal liability involving your safety or the safety of others. Alcohol consumption should not lead to impaired performance, inappropriate behavior, endangerment of the safety of any individual, or violation of any applicable law. After consuming alcohol at any such function, you should not drive or otherwise engage in any hazardous activity if the alcohol consumed would impair your ability to safely perform those activities.

UNSATISFACTORY PERFORMANCE, BEHAVIOR, AND CONDUCT

You are expected to conduct yourself in an appropriate and business-like manner. Examples of such conduct are outlined in the *Standards of Conduct* policy.

The following examples of unacceptable performance, behavior, and conduct are subject to corrective counseling or other disciplinary action, including termination. This list should not be considered exhaustive or all-inclusive. The nature and severity of an offense will be considered in determining disciplinary action to be taken.

- Absenteeism, tardiness, failure to report to work without sufficient explanation and authorization or failure to observe work hours, such as scheduled starting and quitting times, breaks, and meal periods, etc.
- Failure to meet production or quality standards as explained to you by your manager, mistakes due to carelessness, repetitive or excessive errors, or failure to obtain necessary work instructions
- Failure or refusal to cooperate with or assist other team members, customers, or other individuals with work-related tasks
- Performing unauthorized personal work during working time

Violations of performance expectations may also constitute misconduct. Examples of misconduct include, but are not limited to:

- Insubordination
- Profane or abusive language that is uncivil, insulting, contemptuous, vicious, or malicious
- Fighting, violence, threats, harassment, intimidation, horseplay, and other disruptive behavior in the workplace
- Interfering with another team member's job performance
- Violating the Museum's *Substance Abuse* policy
- Falsifying Museum records (e.g., time records, expense reports, etc.)
- Misappropriation of Museum supplies
- Use of Museum equipment for personal financial gain
- Destruction of or damage to Museum property
- Filing a fraudulent on-the job injury claim
- Filing a knowingly false report of policy violation
- Failure to observe established safety policies
- Unauthorized disclosure or misuse of confidential data, or other non-public proprietary Museum information regarding business partners, vendors, or customers not otherwise available to persons outside the Museum
- Violating the Museum's harassment and/or discrimination policies
- Disorderly or discourteous conduct, including fighting, horseplay, or using obscene, abusive, or threatening language or gestures, toward clients, team members, or other individuals, or gossiping with or about team members or clients while performing work or otherwise representing the Museum
- Stealing, destroying, abusing, or damaging Museum property, tools, or equipment or the property of another team member, customer, or other individuals
- Possessing a weapon in an unlawful manner while on Museum property or while on Museum business
- Creating a condition hazardous to Museum property or a person on Museum premises

- Deliberately concealing another team member’s misconduct
- Failing to report any observed or known violations of any policy
- Violating any applicable laws or regulations while performing work or otherwise representing the Museum or otherwise related to the duties and responsibilities of the position.

DISCIPLINARY GUIDELINES

This disciplinary policy applies to all (exempt and nonexempt) team members. When appropriate, team members may be counseled in attempts to correct any performance or behavioral problems. Generally, progressive disciplinary actions as described below will be followed. However, in certain circumstances and at management’s sole discretion, the Museum may determine that termination of employment is appropriate, without prior notice or counseling and without progressing through each stage of the disciplinary guidelines.

- **Verbal Counseling** - The manager will discuss unacceptable performance or behavior with the team member. The discussion will indicate the nature of the problem and the action necessary to correct it.
- **Written Warning** - The manager will prepare a written warning regarding a team member’s unacceptable performance or behavior, which will be discussed with the team member. Some infractions may warrant a written warning without prior verbal counseling.
- **Probation Period/Suspension** - A probation period may be utilized to address a team member’s unacceptable performance or behavior. There may be circumstances when team members will be placed on a paid or unpaid disciplinary suspension. Deductions from pay of exempt team members may be made for unpaid disciplinary suspensions of one or more full days imposed for infractions of workplace conduct rules. Some infractions may warrant a probation and/or suspension without prior disciplinary action.

In situations in which an investigation is necessary in order to determine appropriate disciplinary action in response to a performance or behavioral issue, the team member may be placed on suspension pending the results of the investigation.

- **Termination of Employment** – Unacceptable performance, behavior, and/or misconduct may result in termination of employment. Certain infractions may warrant immediate termination of employment without prior disciplinary action.

SEPARATION

RESIGNATION

Resigning team members are expected to provide appropriate advance written notice of their intent to resign. Failure to provide and work through the appropriate notice of resignation may result in ineligibility for re-employment and forfeiture of payment for any available PTO. Your notice period may not include any paid time off benefits. Any absences during your notice period will be unpaid. Your date of termination will be the last day you actually worked.

At least two weeks' written notice to your manager is expected prior to the effective date of resignation. You should state the effective date of termination and your reason for resigning. A resignation is irrevocable, unless approval to rescind it is provided by the Chief of Staff.

The Museum may permit the team member to continue employment during the notice period or accept the resignation immediately or at any time during the notice period. No payment beyond the last day actually worked will be made to terminating team members.

JOB ABANDONMENT

You are expected to provide appropriate notice if you are unable to work. If you are absent from work without notice to your manager, you will be considered to have abandoned your job and resigned from employment with the Museum after one full day of absence. The effective date of termination will be the last day on which you were at work. If you abandon your job, you will be paid only for each day actually worked. No payment for available PTO will be made to a team member who abandons the job.

PERFORMANCE-BASED AND MISCONDUCT-RELATED TERMINATION

Performance-based terminations are initiated by the Museum for unacceptable job performance. Misconduct-related terminations are initiated by the Museum for inappropriate conduct or behavior. The effective date of termination will be the last day on which you were at work. No payment for available PTO will be made when a team member is terminated for reasons of performance or misconduct.

RETIREMENT

Retiring team members are expected to provide advance notice of their intent to retire in order for the Museum to plan for the replacement of their position. Your retirement date will be the last day you actually worked.

MEDICAL SEPARATION

A medical separation is a release initiated by either you or the Museum if you are unable, for

health reasons, to continue to work. A medical separation will not affect your eligibility for continued receipt of workers' compensation, sick leave, or other disability payments for which you are eligible.

REDUCTIONS-IN-FORCE

Organizational changes within the Museum such as office closings, office relocations, reorganizations, consolidation of functions, restructuring, elimination of job functions, or lack of work may require the termination or transfer of some team members.

TERMINATION PROCEDURES

On or before your last day of work, you must return any keys, passwords, or other items issued to you by the Museum or created as a result of employment with the Museum. You may be required to sign an authorization form to deduct the cost of any unreturned or unreasonably worn or damaged Museum property from your final paycheck.

Resigning team members will receive their final pay on the next regularly scheduled payday. Team members terminated by the Museum will be paid within six calendar days from the date of termination.

**FORT WORTH MUSEUM OF SCIENCE AND HISTORY
TEAM MEMBER HANDBOOK ACKNOWLEDGMENT**

I acknowledge having received and read my personal copy of the Fort Worth Museum of Science and History's (FWMSH) Team Member Handbook. I understand that the policies and procedures presented here are for information and illustration purposes and are subject to revision or revocation, with or without my prior knowledge, at any time and for any reason deemed necessary by management. I also acknowledge that I have read the *Equal Employment Opportunity*, *Substance Abuse*, and *Harassment* policies within this handbook. I further understand that I am personally responsible for remaining knowledgeable with and abiding by the contents of this handbook and all other posted or publicized Museum policies and procedures.

I am aware that my employment with the Museum is at-will and that my receipt of this handbook does not imply a contract of or right to employment for any particular length of time from FWMSH. I acknowledge that this handbook replaces all previous team member handbooks and prior editions or revisions of any handbook, which are hereby retracted, withdrawn, and canceled.

I understand that the information contained in this handbook is confidential and for the exclusive use of Museum personnel. I further understand that this handbook remains the property of the Museum, and I agree to return it to the Museum at the time of my termination.

I agree, as shown by my signature, to accept and abide by all Museum policies and procedures contained in this handbook and all other posted or publicized, written, or verbal Museum policies and procedures.

Team Member's Signature

Team Member's Printed Name

Date