



Employee Handbook

Also includes:

Code of Ethics/Conflict of Interest

Finance Policies

Office Policies

Confidentiality Agreement

Social Media Guidelines

USA Field Hockey Employee Handbook

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IMPORTANT INFORMATION ABOUT THE EMPLOYEE HANDBOOK

This Handbook, and any applicable state supplement, is designed to acquaint employees with the Company and provide some information about working here. The Handbook is not all inclusive but is intended to provide employees with a summary of some of the Company's guidelines and our expectations regarding your conduct. This edition supersedes and replaces all previously issued editions and any inconsistent verbal or written policy statements issued prior to this Handbook.

Except as may be required by state law, employment with USA Field Hockey is at-will. Employees have the right to end their work relationship with the Company, with or without advance notice, for any reason. The Company has the same right. The language used in this Handbook, any benefit plan, and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied; nor are they a guarantee of employment for a specific duration. No representative of USA Field Hockey, other than the Executive Director or his or her authorized representative, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the Executive Director or his or her authorized representative and the employee.

No employee handbook can anticipate every circumstance or question. After reading the Handbook, employees who have questions should talk with their immediate supervisor or the Human Resources department. In addition, the need may arise to revise, delete, or add to the provisions in this Handbook (and any applicable state supplement). Except for the at-will nature of the employment, the Company reserves the right to make such changes with or without prior notice. No oral statements or representations can change the provisions of this employee handbook.

EMPLOYMENT

Open Door Policy

We understand that in the normal course of a work day, questions or concerns will sometimes arise. USA Field Hockey strongly encourages all employees to seek help from their immediate supervisor and/or Human Resources regarding any concerns so that we can make every effort to help resolve them. Please do not assume that the company is aware of any questions or issues. We expect our employees and supervisors to make every reasonable effort to resolve any issue in question.

Equal Employment Opportunity and Unlawful Harassment

The Company is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

ADA and Religious

The Company will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Company or cause a direct threat to health or safety. The Company will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the Company.

Pregnancy Accommodation (Colorado only)

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the Company will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Company's business operations.

The Company may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative.

The Company will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not

be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

EEO Harassment

The Company strives to maintain a work environment free of unlawful harassment. In doing so, the Company prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the Company believes it warrants separate emphasis.

The Company strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The Company expects employees to make a timely complaint to enable the Company to investigate and correct any behavior that may be in violation of this policy.

Report the incident to your immediate supervisor and the Human Resource Officer who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Executive Director.

The Company prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the Company determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Whistleblower Policy

A whistleblower as defined by this policy is an employee, volunteer, or board member of USA Field Hockey who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee or volunteer is to contact the Chairman of the Board who is responsible for investigation and coordinating corrective action. The employee or volunteer must exercise sound judgment to avoid baseline allegations. An employee or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are to cover two important areas – confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. USA Field Hockey will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Chairman of the Board immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees or volunteers with any questions regarding this policy should contact the Executive Director or the Chairman of the Board.

Background Checks

All employees must be willing to submit to a background check as a condition of employment with USA Field Hockey.

- 1) Background checks are required for all coaches, including National Coaches.
- 2) Background checks are required of all Futures coaches.
- 3) In addition to pre-employment background checks, background checks will be conducted on all active employees every two years, based on their employment hire dates. Employees' continued employment with USAFH is contingent upon employees' passing the successive background checks as the checks are conducted.

Career Opportunities

Your career growth and development are very important to USA Field Hockey. We pride ourselves in making sure ambition and dedication are acknowledged. USA Field Hockey encourages managers to promote from within when possible. Most job postings are posted on the internet and/or on our website.

As a general rule, employees are required to remain in a position a minimum of six months before being eligible for promotion or transfer to another department. An employee under documented coaching and counseling action (within 90 days) may not be considered as a candidate.

USA Field Hockey may consider employees for positions not posted and at our discretion.

EMPLOYEE BENEFITS

Throughout this document, family is defined as husband, wife, domestic partner, and children.

Medical, Dental & Vision Insurance

USA Field Hockey currently provides medical, dental and vision coverage for every full-time employee. Employee contributions will be required based on the coverage selected. Employees will have the option to cover eligible dependents under these plans for an additional employee contribution. Premiums are deducted from each pay check. More information regarding these benefits can be obtained from the Human Resources Department.

403B

Full-time employees may elect to participate in a voluntary Tax Sheltered Annuity (403 B) retirement savings plan offered by TIAA-CREF. After one year of employment, USA Field Hockey may contribute matching contributions up to 4% of an employee's annual base salary. Matching contributions will be made for the specific pay periods that the Employee contributes. Employees are eligible to participate in the plan upon hire **without** matching contributions by USA Field Hockey during that first year period. You will be notified when you become eligible to participate.

Cafeteria Plan

USA Field Hockey offers its full-time employees a Flexible Spending Account, a cafeteria (pre-tax savings) plan for medical and daycare expenses not covered by insurance and dependent care.

Holidays

- 1) USA Field Hockey follows the USOC announced schedule of holidays. Holidays typically observed include: New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; Day after Thanksgiving Day; Christmas Eve; Christmas Day; New Year's Eve.
- 2) USA Field Hockey does not automatically award discretionary days off granted by the USOC to its employees.
- 3) Regular full-time employees regularly scheduled to work 32 hours or more per week are eligible to be paid for USA Field Hockey designated holidays from the first day of employment.
- 4) If a holiday falls during an employee's approved vacation, the employee will be paid for the holiday and will not be charged with a vacation day.

Personal Days

Regular full-time employees are granted three (3) personal days each calendar year to be used at the discretion of the employee subject to supervisor approval. Personal days must be used within the calendar year. Personal days cannot accumulate and are forfeited upon separation from USA Field Hockey.

Sick leave

Eligible regular full-time employees are provided paid sick leave benefits for periods of temporary absence due to illness or injuries. Sick leave must be earned before it can be used. Sick leave benefits may be used for those times when employees are normally scheduled to work and will be calculated based on the employee's regular pay rate at the time of the absence. Eligible regular full-time employees will accrue sick leave benefits at the rate of four (4) hours per pay period, equal to twelve (12) days per year. Sick leave benefits accrue from the first day of employment. Unused sick leave benefits will be allowed to accumulate up to a maximum of 480 hours per year for short term disability. Abuse of sick leave may result in disciplinary action up to and including termination of employment.

Certification from a health care professional may be required for absences of more than three days. In addition, USA Field Hockey reserves the right to require written verification of an illness as deemed appropriate. Eligible employees may use sick leave benefits for absence to injury or illness of their own or their immediate family defined for sick leave purposes as their spouse, their parent or their child, which include:

- 1) Illness (doctor's note after 3 days)
- 2) Injury (doctor's note after 3 days)
- 3) Care of a sick child
- 4) Care of a critically ill immediate relative (spouse, partner, child, parent)
- 5) Pregnancy and delivery related leave

Vacation

Regular full-time employees are currently granted vacation benefits if they are scheduled to work 32 or more hours per week. Vacation benefit accrual will begin with the first day of employment. Eligible regular full-time employees accrue vacation time as follows:

- 1) 0 – 3 years of service completed earns 0.83 days per month or 10 days per year.
- 2) 3 – 10 years of service completed earns 1.25 days per month, or 15 days per year.
- 3) 10+ years of service completed earns 1.6 days per month, or 20 days per year.
- 4) In order to encourage employees to take a vacation each year, a cap of 120 hours (15 days) may be rolled over to the next year. Employees are encouraged to use all vacation time to avoid losing any hours of vacation entitlement.
- 5) Vacation time of greater than 10 consecutive working days requires the approval of the Executive Director.
- 6) Employees are eligible to take vacation as it accrues with approval by supervisor.
- 7) With approval of the Executive Director, employees may take time off in excess of their accrued benefits, but such time off will be unpaid.
- 8) Upon separation from USA Field Hockey employees will be paid all earned, but unused vacation days.
- 9) Any questions regarding this benefit should be addressed with the Human Resources Department.

LEAVES OF ABSENCE

Jury Duty and Witness Leave

The Company recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). Jury duty leave beyond this time is without pay from the Company.

Employees shall also have protected time off to appear in court, in compliance with a subpoena or other court order, as a witness in any judicial proceeding, and if the employee is a victim of domestic violence and/or sexual assault to seek judicial relief and /or medical attention for the employee and/or children of the employee. Any court orders or subpoenas should be brought to Human Resources immediately after it has been received. If the employee can't provide advance notice of an absence regarding legal issues that affect an employee's work schedule, performance and/or any other work-related reason, USA Field Hockey reserves the right to require certification to support their absence. It is the employee's responsibility to keep us updated as to how long the employee will be absent due to any of the foregoing reasons. Employees missing work for reasons related to domestic violence and sexual assault will have the option to use any accrued vacation and/or any other protected leaves they may qualify for.

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.

Snow Days & Delayed Starts

- 1) USA Field Hockey will observe early snow closings based upon the posted USOC calendar. Information can be accessed by calling 866-4766 (866-4SNO).
- 2) USOC late starts or early closings due to the weather will not affect staff vacation time. However, if the USOC is closed for the entire day and a staff person is on vacation, sick, or on a personal or comp day the staff person will not be charged with a vacation, personal, sick, or comp day.

- 3) Staff must use vacation or personal time for paid time off due to severe weather when the complex is open for business. If a personal or vacation day is called in and the USOC closes early, the early closing time will not be credited toward the day taken off.
- 4) Snow days only apply to Colorado Springs employees.

Bereavement

Full-time employees are currently eligible for paid leave of up to three days to attend the funeral of an immediate family member. "Immediate family" is defined as the employee's spouse, parents, children, sisters, brothers, grandparents, grandchildren, mother-in-law, and father-in-law.

In the event of a death of a near relative, full-time employees currently are granted up to one paid day to attend a funeral. "Near relatives" include the employee's aunts, uncles, nieces, nephews and their spouse's grandparents, brothers, sisters, and other close relatives.

If more time off is needed than provided above, additional leave may be granted upon the approval of the supervisor/manager.

Family Leave

- 1) Family leave may be requested only after completing 90 calendar days of service.
- 2) Unpaid family leave of absence may be requested by regular full-time employees who need to take time off from work duties in order to meet family obligations directly related to childbirth, adoption, or placement of a foster child.
- 3) Family leave may also be requested to care for a child, spouse, or parent with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. A serious health condition can also include continuing treatment by a health care provider. A health care provider's statement verifying the need for family leave may be required with the start and expected end dates.
- 4) Family leave should be requested where possible to immediate supervisor at least 30 days prior to date leave would start in order for supervisor to plan for absence.
- 5) Eligible employees may request up to a maximum of 12 weeks of Family Leave within any 12-month period. The 12-week maximum applies to any combination of both Family Leave and Medical Leave during any 12-month period. Before beginning an unpaid Family Leave, you must first use any available paid leave such as personal, vacation or sick benefits. Paid leave time must be taken at the beginning of Family/Medical leave and will run concurrently.
- 6) Subject to the terms, conditions and limitations of applicable plans, health insurance benefits for the full period of any approved family leave will be continued.

- 7) Employees who are on approved family and medical leave may be reinstated to a position of like status and pay if such position is available and they are qualified. However, there is no job guarantee.
- 8) Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to pregnancy, childbirth, or the physical recovery from childbirth and/or a disability under the Americans with Disabilities Act or other similar laws, additional accommodations may be provided.

COMPENSATION

USA Field Hockey pays its employees by direct deposit to the employees' bank account. Payroll checks are issued 24 times per year on the 15th and the last business day of each month. If a payday falls on a holiday or weekend, employees will be paid the day before the holiday or weekend. Advances against future earnings are not permitted. Employees need to report any payroll discrepancies (regular hours or overtime hours) immediately to a supervisor.

Certain deductions required by law will be deducted from each employee's wages. These include federal income taxes, social security tax (FICA) and state taxes. All legislated or court mandated deductions as well as voluntary employee authorized benefit deductions will also be subtracted (if applicable) from an employee's paycheck. Each payday an employee will receive a pay statement, which itemizes the gross pay, deductions, taxes, and the net pay received.

All employees are responsible for keeping your Supervisor, Human Resources and the Accounting department informed of any changes of important information. Address, marital status and dependent changes all can have an impact on your income tax withholdings and/or important information that may sent to your home.

Job Classifications

Employee's positions paid via USA Field Hockey payroll are subject to classification by the criteria detailed in the Fair Labor Standards Act (FLSA) and other federal, state, and local laws. The FLSA requires that most employees be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek unless an employee's pay and specific job duties meet criteria to be exempt from the minimum wage and overtime provisions of the law.

Employee positions are classified as either non-exempt or exempt under the FLSA.

- Non-exempt positions are positions that are paid by the hour and are eligible for overtime.
- Exempt positions are positions that are paid a weekly salary. Exempt positions are not eligible for overtime pay.

Only Human Resources is authorized to evaluate and classify positions as either non-exempt or exempt in accordance with the FLSA.

Standard Work Week

USA Field Hockey defines its work week for pay purposes as one that begins at 12:00am Saturday and ends at 11:59 Friday.

Overtime

Non-exempt employees re paid overtime as required by federal and state law. Non-exempt employees must record all hours worked, including hours worked beyond their normal schedule.

Overtime pay begins after the employee has worked over 40 hours in a work week and is paid at one and one-half an employee's regular rate of pay. Colorado non-exempt employees are eligible for overtime pay after 12 hours of work in a work day.

Paid time off is not counted as "time worked" for purposes of overtime calculation (i.e., holidays, vacation, personal days, sick days, etc.).

Overtime hours must be approved in advance by the manager supervising the department or supervising the non-exempt employees. Employees working overtime without approval or authorization of a manager or falsely reporting overtime hours may result in disciplinary action, up to and including termination.

Travel Time

For non-exempt employees, "travel time" is considered to be hours worked if the period of travel occurs during an employee's normal work schedule, as well as the same hours on non-working days (Saturday and Sunday). Travel time hours do not include commuting to and from work. If an employee is required by a manager to work outside of his/her normal work schedule while traveling away from their regular work location, these hours also count as actual hours worked.

WORK ENVIRONMENT

Drug and Alcohol Policy - Zero Tolerance

USA Field Hockey has zero tolerance for the abuse of drugs or alcohol in the workplace. Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance, or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on Company premises or while conducting Company business is prohibited.

Work Schedule / Breaks

Office hours and breaks vary from place to place and position to position. All employees should discuss with their supervisor schedules and breaks upon hire.

Separation of Employment

If you desire to end your employment relationship with the Company, we ask that you notify us as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return Company property, review eligibility for continuation of insurance, and make arrangements for your final pay.

Employees who plan to retire are asked to provide sufficient advance notice to the Company so we can timely process any pension forms or other retirement benefits to which an employee may be entitled.

Termination

USA Field Hockey and employees are both legally entitled to terminate the employment relationship unilaterally, with or without cause, and with or without notice, at any time. All employees that separate from USA Field Hockey, voluntary and involuntary, will be subject to an exit interview to:

- 1) Return USA Field Hockey issued equipment
- 2) Provide passwords and other access-controlled data
- 3) Turn over files (hard copy and electronic)

Employees separating from USA Field Hockey will not be paid for unused sick leave or unused personal days. Employees will receive their final paycheck in accordance with applicable law.

Discipline Procedure

Occasionally performance or other behavior falls short of our standards and/or expectations.

When this occurs, management takes action, which, in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Performance Feedback

Performance feedback is a critical tool for helping employees grow, develop professionally and understand what is expected of them while working at USA Field Hockey. Employees and Supervisors are asked to participate in a yearly performance evaluation process which includes the completion of a self-evaluation, a 360⁰ evaluation and a formal evaluation. Performance feedback is a great opportunity to enhance communication, achieve goal clarity and most importantly, help our company and its employees grow together.

Confidentiality Policy

Security is of utmost importance to USA Field Hockey and a necessary part of our business. The business activities of this company, including, but not limited to, information concerning other employees or team members, customers, members or business records is confidential. The greatest care must be taken by every employee not to discuss or even mention any of the above listed confidential information if the person to whom is receiving said information does not have a legitimate need to know the information. If there is a question as to whether something is confidential, an employee or team member should check with their supervisor first before sharing the information with someone else. Please see separate Confidentiality Agreement on page 41.

Communication Systems

The Company's computer network, access to Internet, Wifi, e-mail and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the Company. All information regarding access to the Company's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Company information and may not be disclosed to non-Company personnel.

All computer files, documents, and software created or stored on the Company's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Company systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the Company premises without written approval from a department head. Upon separation of employment, all communication tools should be returned to the Company.

Personal Use of the Internet

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Company prohibits the display, transmittal, or downloading of material

that in violation of Company guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright

The Company fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in Company facilities.

Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the Company communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-mail

E-mail is to be used for business purposes only, during working times. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The Company prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Company premises during working time. Working time does not include breaks or meal periods. Management may monitor e-mail from time to time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

Voice Mail

The Company voice mail system is intended for transmitting business-related information. Although the Company does not monitor voice messages as a routine matter, the Company reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Company guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. Employees' use of a cell phone or mobile device to access company systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or Company action. Employees authorized to access Company systems and information using a personal device must immediately inform the Company if the device is lost or stolen.]

For safety reasons, employees are prohibited from using cell phones and mobile devices to make calls while driving. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest lawfully parked.

The Company telephone lines should not be used for personal calls.

Workplace Violence

The USAFH is committed to preventing workplace violence and to maintaining a safe work environment. The USAFH has adopted the following guidelines to deal with intimidation, harassment, violence or threats of violence that may occur during business hours or on its premises.

All employees should treat each other, guests and athletes with courtesy and respect at all times. Employees are expected to refrain from fighting or other physical conduct that may be dangerous to others.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the USAFH or sanctioned events.

Conduct that threatens, intimidates, or coerces another employee, customer, athlete or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation, gender identity or expression, genetic condition or any other status protected by federal, state or local law, where applicable.

All acts of violence or threats of violence, both direct and indirect, should be reported as soon as possible to an employee's immediate manager and to the Human Resources Officer. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a manager or the Human Resources Officer.

Any employee determined to be responsible for violence or threats of violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action, up to and including termination of employment. The USAFH will also contact authorities, as appropriate. The USAFH encourages employees to bring their disputes or differences with other employees to the attention of their managers or Human Resources before the situation escalates into violence.

Safety/Reporting of Injury

Injuries incurred in the performance of employment duties are insured by National Casualty and USA Field Hockey for compensation and benefits required by the worker's compensation law. This insurance may provide medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. The cost of this coverage is paid completely by USA Field Hockey. Injuries sustained while working must be reported within 24 hours to the Executive Director, Chief Financial Officer or Human Resources regardless of how slight. An injured employee will be expected to follow up with Human Resources after reporting/receiving an injury/accident at work for the following reasons:

- To complete an Accident Report so as to ensure timely processing of any claim made
- To answer any questions the injured worker may have
- To ensure restrictions given by an authorized medical provider are being followed
- To help assist with finding temporary, modified work (if needed)
- To help assist with any claim related reimbursements

Attendance

- Regular and prompt attendance is one of the Company's basic requirements. Your presence on the job is an essential function of your position.
- However, it is recognized that there are times when a person must be absent due to illness or other reasons.
- Notify your supervisor if you are unable to report for work on time or if you must be absent for any reason. If you cannot reach your immediate supervisor, call the Human Resources Department. Voice mail messages are not acceptable. Failure to call in when absent for two consecutive days will result in termination.
- Time off (including sick leave) must be reported to the Chief Financial Officer who maintains the organization's records for vacation, personal days, sick, and other leave. "Request for Time Off" form is to be completed by the employee for supervisor's approval and the signed form is then forwarded to the Chief Financial Officer for payroll reporting purposes.
-

Discretionary Time Off

Employees may be granted discretionary time off at the sole discretion of the supervisor based on USA Field Hockey travel requirements over holidays, weekends and extended periods of time. It is the responsibility of the supervisor to report such time off to the Chief Financial Officer.

Appearance, Attire and Hygiene

The USA Field Hockey offices are a place of business and employees are expected to dress and groom professionally.

Employees may NOT wear logoed apparel issued by competitors to USA Field Hockey sponsors and suppliers at any official work function.

Summer attire (Memorial Day through Labor Day) permits a relaxed dress code that permits walking shorts provided they are teamed with an official USA Field Hockey logoed shirt and worn with tennis shoes or walking shoes. Summer attire does not include leisure shorts, tank tops (men), sun dresses (women), cut-offs. If worn, shorts must be a maximum of 6" above the knee.

Attire for camps, tournaments and other athletic environments should be professional to the environment such as khaki shorts/pants, staff shirt, USA Field Hockey logoed headgear.

Hair should be clean, combed, and neatly trimmed. Unnatural colors are not tolerated.

Sideburns, moustaches, and beards should be neatly trimmed. Eccentric styles of facial hair are not permitted.

Jewelry requiring body piercing is prohibited, except for simple earrings. Tattoos must not be visible.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach, or your underwear is not appropriate.

Perfume, cologne, or after shave should be used sparingly. If employees report for work improperly dressed or groomed in the Company's opinion, their supervisor may instruct them to return home to change clothes.

CODE OF ETHICS

1. General

1.1: Article 21. Article 21 of the By-Laws of the United States Field Hockey Association, Inc (“USFHA”) requires USFHA as the National Governing Body (NGB) for the sport of field hockey in the United States to adopt a Code of Ethics and an Ethics and Conflicts-of-Interest Policy (collectively, the “Code”) applicable to all USFHA employees, Board Directors, officers, committee members and volunteers. Article 21 also requires the Code to be approved by the United States Olympic Committee (USOC), and that each USFHA employee and volunteer annually certify compliance with the Code. This document fulfills the requirements of Article 21 as the Code of Ethics for USFHA.

1.2: Purpose and Scope. This Code of Ethics contains general guidelines for conducting the business of USFHA, consistent with the highest standards of ethical behavior. It aims to promote honest and ethical conduct and compliance with applicable laws, rules, regulations and standards within the organization. USFHA recognizes that no code of ethics or conduct can replace the thoughtful behavior of ethical individuals and organizations. However, such a code can focus attention on areas of ethical risk, provide guidance to help recognize and deal with ethical issues, and help to foster a culture of honesty and accountability within USFHA. To the extent this Code requires a higher standard than is required by commercial practice or applicable laws, rules or regulations, USFHA aims to adhere to these higher standards.

1.3: Applicability. The Code applies to all USFHA Board Directors; officers; employees; volunteers; members of USFHA committees and task forces; athletes, coaches, umpires, trainers, team managers, other officials and the like; agents and representatives acting on behalf of USFHA; and to independent contractors, companies and consultants working for USFHA. For the purposes of this Code, the above individuals and organizations are referred to in the Code as “USFHA Representative” or “USFHA Representatives”.

1.3.1: Other Applicable USFHA By-Laws. The following USFHA By-Laws are also applicable to ethical principles and standards, good ethical practices and the avoidance of conflicts-of-interest, and are incorporated into this Code:

- By-Law 5.4 - Qualifications. A Board Director shall “have the highest personal values, judgment and professional integrity”; and “have demonstrated exceptional ability and judgment.”
- By-Law 5.12 – Conflict of Interest. This By-Law prohibits a Board Director, an officer, a member of any committee, employee, paid consultant to, or agent / representative of, the USFHA from participating in the “negotiation, evaluation or approval of any contractual arrangement” with USFHA if he/she or their immediate family would financially benefit from the arrangement. If such an individual finds out that such an arrangement is proposed, then he/she is required to promptly notify in writing the Board Chair, who in turn discloses it to the Board and refers it to the Ethics Committee for determination whether there is a conflict-of-interest. The By-Law also states that in the event of there being a potential conflict-of-interest, such an individual is required to excuse himself /

herself from discussions and voting. A violation of this requirement entitles the Board to recover any financial benefit obtained, void the contractual arrangement, and to initiate disciplinary procedures against the individual concerned.

- By-Law 23.3 – Standard of Conduct for Directors and Officers, particularly 23.3.1 - General. This By-Law requires Board Directors and Officers to perform their duties in good faith, in a manner they reasonably believe to be in the best interests of USFHA, and with a care “an ordinarily prudent person in a like position would exercise under similar circumstances.”

1.4: Code of Ethics Review and Update. The USFHA Ethics Committee shall review and update the Code of Ethics annually and following any amendment of the USFHA By-Laws by the USFHA Board. If amended, the revised Code shall be submitted for approval to the USFHA Board and the USOC.

2. Definition of ‘Ethical Behavior’ and ‘Conflicts-of-Interest’

2.1: Ethical Behavior. Ethical behavior is a commitment to do what is right; to obey all laws, rules and regulations; to behave with integrity and honesty; to avoid conflicts-of-interest and perceived conflicts-of-interest; to treat people fairly and to avoid discrimination, to respect diversity; to avoid behaving in a way that does (or could be perceived to) constitute sexual or other harassment; to accept accountability; to communicate openly, to behave appropriately when interacting with minors and juniors in a supervisory role; and to always behave in a way that is above reproach.

2.2: Conflicts -of-Interest. A conflict-of-interest is a situation in which an individual (including a corporate entity) who, contrary to the obligation and absolute duty to act for the benefit of an organization, exploits a relationship for personal benefit. ‘Personal benefit’ is here defined as a personal, family or business financial gain; a future consideration; a ‘quid pro quo’; or a ‘hold’ or undue influence over an individual (or corporate entity).

3. Code of Ethics Requirements

3.1: General Expectations of USFHA Representatives. USFHA Representatives are expected at all times to meet the high ethical standard of behavior defined in 2.1 above; to avoid conflicts-of-interest and perceived conflicts-of-interest as defined in 2.2 above; and to observe all laws, rules and regulations applicable to USFHA’s business. No USFHA Representative has the authority to require or approve any action that would break the law or violate ethical standards. They shall avoid situations where they engage in activities that would accomplish indirectly for USFHA what USFHA could not directly do legally or ethically. No USFHA Representative shall feel that a compromising or unethical situation is justified by any possible business result.

3.2: Disclosure of Conflicts of Interest - General

Notwithstanding the requirements of 3.3 below regarding annual disclosure certification, USFHA requires that USFHA Representatives disclose any situations that reasonably would be expected to give rise to a conflict of interest, or to a perception of a conflict-of-interest. If a USFHA Representative suspects that he or she has a conflict of interest, or something that others could reasonably perceive as a conflict of interest, the USFHA Representative must report it to the USFHA Ethics Committee. The USFHA Ethics Committee will work with the USFHA Representative to determine whether they have a conflict of interest and, if so, how best to address it.

3.3: Annual Disclosure Certification

Notwithstanding the general requirements of 3.2 above, the following USFHA Representatives are required to annually certify that they have disclosed activities, situations and investments that involve, might appear to involve, or could result in a potential conflict-of-interest as defined in this Code. They must similarly disclose any circumstance or relationship that has the potential to influence, or be perceived to influence, the objectivity of their decision-making when representing or doing business for or on behalf of USFHA.

- USFHA Board of Directors.
- USFHA Officers.
- USFHA Senior Managers, including the Executive Director; Director of Finance; Finance Manager; Managing Director Olympic & Athlete Development, Strategic Partnerships; Director of Events; Director of Marketing and Brand Management; Technical Director of High Performance; Women's National Team Coach; and Men's National Team Coach. The Executive Director may require other USFHA employees or staff to comply with this annual disclosure certification requirement at his / her discretion in consultation with the Ethics Committee.
- All members of the following USFHA Committees: Judicial, Ethics, Nominating, and the Athletes Advisory Committee.

Circumstances which could involve potential conflicts-of-interest include, but are not limited to, the following.

- Outside business activities, interests (financial or otherwise), associations or relationships (including those by or with family members) which involve acting as an owner, vendor, manager, employee, agent, representative, consultant or the like in a field hockey-related business (e.g. college recruiting consulting, sports camps, coaching, team management, equipment and clothing supply) (whether or not they may be in conflict with the interests of USFHA).
- Outside business activities, interests (financial or otherwise), associations or relationships (including those by or with family members) as above which involve the USOC, IOC, FIH, PAHF, or other NGB that may conflict with the interests of USFHA.
- Outside business activities, interests (financial or otherwise), associations or relationships (including those by or with family members) as above which involve sponsors of, and vendors / suppliers to, USFHA or USFHA-sanctioned events.

- Past, present or pending financial contributions, loans or donations made by the individual; or by an organization that the individual has a substantial personal, family or financial interest in, or where that individual is an officer, director or senior manager; to the USFHA, IOC, FIH, PAHF, or other NGB.
- Outside business activities, interests (financial or otherwise), associations or relationships (including those by family members), however minor, with a USFHA Board Director, USFHA Senior Manager or USFHA Committee member (including businesses controlled by them) as defined in this clause.
- Membership of private and public foundations, and other non-profit organizations, associated with USFHA and /or field hockey in the United States.
- Placement of USFHA business in a firm owned or controlled by a USFHA Representative, volunteer, family member, or personal friend.

Disclosure of the above and the like is mandatory as part of the annual certification process. Such disclosure is required to ensure that business decisions made on behalf of USFHA are protected from potential outside influence.

In the event of uncertainty about disclosing a particular circumstance, individuals should err on the side of caution. Conflicts-of-interest that do not exist may be perceived by others to exist.

Individuals who do not disclose, or provide false, deliberately-incomplete, or misleading information, may be subject to sanctions by USFHA that include employment termination or exclusion; termination of USFHA membership, and exclusion from volunteer service.

Certification of compliance shall be made on the Annual Disclosure Certification Form as appended to the Code, or as is subsequently amended by the USFHA Ethics Committee and approved by the USFHA Board.

Each year, the Executive Director shall ensure that all required Annual Disclosure Certification Forms are reviewed upon completion by the USFHA Ethics Committee.

3.4: USFHA Board of Directors Annual Ethics Training

The Ethics Committee shall conduct annual ethics training for the USFHA Board, preferably at the Board Meeting immediately after any election of new Board Members each year.

3.5: Publication of the Code of Ethics

Once approved by the USFHA Board, the Code of Ethics shall be posted continuously on the USFHA website in a prominent location.

3.6: USFHA Employee Orientation

A copy of the Code of Ethics shall be included as part of the orientation of new USFHA employees.

DISCLOSURE CERTIFICATION FORM

INSTRUCTIONS

If you have received this Form, you are required to certify your compliance each year with the United States Field Hockey Association, Inc.'s ('USFHA') Code of Ethics ('Code'), particularly with respect to disclosure of activities that are, or may be perceived to be, conflicts-of-interest as defined in the Code of Ethics.

- 1. Please review the requirements of the USFHA Code of Ethics with regard to conflicts-of-interest and the disclosure of activities, interests and the like.
- 2. Complete the following by checking as appropriate and providing details:

A _____ I do not have, nor do I presently anticipate having, any potential conflicts-of-interest as described in the Code, nor do any of the circumstances described in Clause 3.3 of the Code, or the like, apply to me.

B _____ I believe that I have, or may be perceived to have, a potential conflict of interest that may arise from a circumstance as described in Clause 3.3 of the Code, or the like, and disclose details below for review:

C _____ I do not believe that I have, or may be perceived to have, a potential conflict-of-interest as described in the Code, but one or more of the circumstances described in Clause 3.3 of the Code, or the like, apply to me and I disclose details below for review:

My disclosures are listed on the attached piece of paper (if necessary)

- 3. Complete the following, and then return to USAFH:

NAME: _____

PRESENT ROLE OR POSITION: _____

SIGNATURE: _____

DATE: _____

STANDARDS OF CONDUCT

It is within the sole discretion of USA Field Hockey to determine whether an employee has violated any policy revolving around codes, ethics and conduct. To help employees have a better understanding of what is or is not acceptable, a list of prohibited conduct is listed below. It is important to note that it is impossible to provide an exhaustive list of types of prohibited conduct, therefore only some examples will be given. Employees who engage in conduct including, but not limited to the following, may be subject to disciplinary action up to and including termination.

- Theft, destruction or misuse of property or assets
- Disorderly conduct of any kind including fighting or any willful act resulting in injury to others
- Disclosure of confidential information when not directly job related or appropriate
- Possession of a weapon, weapon materials, or the use of any object as a weapon on company property or job site
- Being under the influence of or using intoxicants, narcotics, drugs or the illegal use of drugs on company property.
- Violating USA Field Hockey's policy against harassment and discrimination
- Performing activities other than company work during working hours
- Refusing a direct order from your supervisor (insubordination)
- Inappropriate phone handling of customer/member calls including but not limited to rudeness, tone of voice or not acknowledging calls.
- Excessive tardiness or absenteeism
- Conflict of interest such as working for another company/organization engaged in competing or similar business without prior approval from the Executive Director
- Concealing mistakes
- Gambling on company property or on property
- Falsifying time records or money related reconciliations
- Indulging in horseplay
- Inability to get along with other employees, team-members or management, causing disruption in the department or other areas within USA Field Hockey including the use of inappropriate language.
- Loafing or sleeping on the job
- Using profane, abusive, or threatening language towards fellow employees, supervisors, team-members, members or customers
- Engaging in immoral conduct or indecency
- Failing to report an injury to a supervisor, no matter how slight
- Any behavior, action or activity that presents itself as a potential safety emergency or threat issue to another person or company property.
- Falsification of any USA Field Hockey company record or any documentation provided by the employee to the company
- Actions or behavior on the job which negatively affect USA Field Hockey's reputation or the reputation of its sponsors.
- Other serious misconduct.
- Violation of any policy or procedure of USA Field Hockey.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this guideline, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual relationship. This guideline applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The Company also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Note: The above guidelines also pertain equally to independent contractors and volunteers of the Company.

FINANCIAL POLICIES

USA Field Hockey is dedicated to ensuring that all financial operations of the association are conducted with integrity, ethics and according to generally accepted accounting practices. To achieve this goal, internal controls have been established to safeguard the association's assets and provide employee and volunteers with policies to ensure compliance with those standards.

General Information

USA Field Hockey operates on a calendar year.

USA Field Hockey accounts are maintained on an accrual basis.

Checking accounts will be maintained for the purpose of receiving and disbursing checks.

Investment accounts shall be maintained for the purpose of earning interest on surplus cash funds and to create a reserve for cash flow purposes.

Credit card accounts will be maintained for employees who must travel in the course of their duties. USA Field Hockey credit cards are issued exclusively for business purposes.

No petty cash account over \$500 will be maintained in the offices of USA Field Hockey.

Independent, external or separate accounts are not permitted.

A qualified, independent certified public accountant shall be nominated by the Treasurer and selected by the Board of Directors to perform an annual audit of the organization's financial records, and to submit an opinion with the audited financial statement to the Board of Directors by May 15th of each year.

Records of the organization's financial activities shall be kept current and accurate. Employees are individually responsible for monitoring, and correcting if necessary, the accuracy of all transactions recorded against their program accounts.

All transactions involving the exchange of any kind of organizational asset must be recorded and reported to Accounting using the appropriate forms. These items will then be recorded in the computerized accounting records of the organization.

- a) Cash and checks
- b) Value-in-kind
- c) Donated products
- d) Gifts
- e) Grants

All transactions must include the source of the item, the program to debit/credit, a detailed description of the item(s), the value of the items and the name and signature of the person recording the transaction.

Value-in-kind will be accounted for by generally accepted accounting practices. Only budget-relieving VIK will be accepted by USA Field Hockey.

Directors' and Officers' insurance will be purchased through a commercial insurance policy to insure directors and employees for dishonesty, forgery and alteration.

Physical inventory will be conducted every two years at the end of the fiscal year.

Disposal of assets of greater than \$1,000 current market value must be approved for disposal/write-off by the Executive Director. This applies to furniture, equipment, apparel, etc.

Bank Statement

Bank statements shall be received and opened by the Chief Finance Officer who will prepare a monthly reconciliation. Any material errors or omissions shall be reported to the Executive Director. Periodically the Executive Director may ask an independent accountant to perform the bank reconciliation.

Bidding

Items to be purchased costing more than \$1,000 per unit requires three competitive bids be provided with the completed Purchase Order.

Exempt from this bidding requirement are:

- a) Sponsor VIK product
- b) Regulated products (e.g., special hockey balls mandated by FIH)
- c) Service contracts tied to specific products (e.g., Xerox)
- d) Sole source items such as task specific software.

Capital expenditure (life of one year or more) require three competitive bids, except where a sole source justification is appropriate and approved.

Budget

USA Field Hockey prepares an annual budget for the operation of the organization and its programs. The budget is presented to the Finance & Audit Committee for review. The final budget is recommended to the Board of Directors for approval by the Finance and Audit Committee.

Staff are responsible for preparing proposed budgets for their programs and presenting them to the Executive Director for integration in the master budget. Staff are not permitted to exceed the approved budget limits of their programs without express written approval of the Executive Director.

Staff are required to submit a 12-month cash flow of revenues and expenses for each program.

Staff are required to audit their monthly program expenses.

Capitalized Assets

Assets valued at greater than \$500 with a useful life of more than one year will be capitalized and depreciated over its useful life.

Checks

All disbursements shall be made from the USA Field Hockey National Office by computer generated checks through the computerized accounting system. Checks will normally be cut within 10 business days of receipt of a Request for Payment. Unused checks shall be kept in a secure, locked location. Voided pre-numbered checks will be preserved in numerical sequence with the signature corner torn off to preclude their being subsequently used.

Checks will only be issued after approval by the Executive Director of the requests with original supporting documentation. Checks will be signed by the Executive Director or by the Chief Finance Officer in the absence of the Executive Director. Signed checks will be same-day mailed and the supporting documentation appropriately filed in Accounting for easy access.

Hand written checks may only be written with the approval of the Executive Director, and must bear two approved signatures.

All checks, written and unwritten must be accounted for.

Checks for greater than \$25,000 require signatures of both the Executive Director and the Chief Finance Officer.

Supporting documentation for checks must be maintained in the files/archives for not less than seven years.

No checks drawn on USA Field Hockey accounts may be made out to “cash,” “bearer”, or “currency”.

Contracts

Only the Executive Director may sign contracts or other agreements binding the organization to perform, for products, sponsorships, services, rentals, etc., unless otherwise identified. Programs seeking to enter into an agreement that binds the organization to perform must present, prior to signature, a summary of the terms and the dates and manner in which both parties must provide fulfillment of the agreement to each other.

Contract Labor

Contract labor services require a written agreement defining the scope of services, compensation, and covered and non-covered expenses. Individuals providing contract labor services must provide a completed W-9 form (with Social Security Number) before payment will be initiated.

Contract labor compensation of \$600 or more per individual per calendar year will be reported to the IRS on a Form 1099.

Credit Cards

Credit cards are issued to employees on a strict “as needed” basis and should be used only as a necessity - rather than a convenience.

USA Field Hockey credit cards are to be used exclusively for business purposes. Any infraction regarding inappropriate credit card usage will be taken seriously and may result in cancellation of the credit card as well as disciplinary action, up to and including termination of employment. Employees who travel frequently will have a permanent card issued with an appropriate

established credit limit. Employees who travel infrequently may receive a travel advance when they do travel (take groups on tour) with approval by the Chief Finance Officer.

Credit cards must be reconciled, using the appropriate Credit Card Reconciliation form, within 3 business days of receiving the monthly statement.

Receipts are required for every charge in the credit card reconciliation. Meals that are charged must include the original, itemized receipt. Additionally, alcoholic beverages may not be charged on company credit cards and will not be reimbursed, unless prior approval by Executive Director has been received. Purchases under \$25 do not require a receipt.

Lost or stolen credit cards or fraudulent transactions must be reported immediately to the Chief Finance Officer.

Direct Billing

Direct billing, rather than credit cards, will be used for substantial one time payments wherever feasible for purchases made by USA Field Hockey.

Purchases to be direct billed include

- a) Hotel room blocks
- b) Group meals at events
- c) Facility rentals
- d) Group transportation rentals (coaches, fleet of vans, etc.).

Gifts

Gifts of goods or services received in the course of doing business on behalf of USA Field Hockey must be turned in to the Accounting Office.

Items exempt from these procedures are:

- a) Perishable food or beverage items
- b) Logoed apparel items valued at less than \$25 (shirts, hats, etc.)
- c) Trinkets valued at less than \$10 (pins, pens, magnets)
- d) Trade show promotional items that are available to all attendees.

Grants

USA Field Hockey does not make cash grants to other non-profit organizations. USA Field Hockey makes equipment grants to qualified applicants through a grant application process. All grant applications made on behalf of USA Field Hockey must be approved and signed by the Executive Director. Grant applications to the US Field Hockey Foundation must be signed by the Executive Director and approved by the Board of Directors. Third parties seeking grants from the US Field Hockey Foundation must first submit the grant application to USA Field Hockey for review and approval by the Board of Directors.

Inventory

Each department is responsible for maintaining a running inventory of equipment and other items of value (uniforms, gifts, computers, printers, phones) and providing this information to the central inventory.

Loans

Loans taken out in the names of USA Field Hockey exceeding \$10,000 must be approved by the Board of Directors. Loans to employees, volunteers or other related parties are strictly forbidden.

PAYMENT

Invoices

All incoming invoices shall be received, opened, and distributed by the Office Manager or designee. All invoices will be immediately routed to the employee responsible for the identified cost center. Employee members receiving incoming invoices must check them for accuracy.

A **Payment Request form** must be completed and accompany all invoices and forwarded to Accounting within 10 days of receipt for payment and entry into the computerized financial records.

Reimbursements

All funds expended on behalf of USA Field Hockey, through cash, credit card, traveler's checks, advances, etc. must be reported using either a **Payment Request form** or **Cash advance Reconciliation** form within 10 days of incurring the expense, or a **Credit Card Reconciliation** form within 3 days of receiving the credit card statement.

Reimbursable and non-reimbursable expenses must be supported using detailed and itemized original receipts.

Receipts must be "pasted up" with a separate sheet for each type of expense.

A separate form must be completed for each invoice.

RECEIVING

Cash/Checks

All incoming mail shall be received, opened, dated and distributed by the Office Manager (or designee). Only mail marked "Personal and Confidential" should remain unopened for distribution.

All checks will be immediately entered on daily check log:

- a) noting the cost center/program to be credited
- b) the records maintained in the appropriate department files
- c) submitted directly to the Chief Finance Officer on the day of receipt
- d) Cash is to be submitted directly to the Chief Finance Officer.

Checks may not be left in mailboxes. Undeliverable checks must be locked in a secure location in the Accounting office overnight and distributed the next day.

All checks shall be deposited within 24 hours of receipt. They will be stored overnight in a secure location.

Cashing or endorsing over checks payable to USA Field Hockey is strictly prohibited.

VIK and Donated Products

All incoming VIK shipments (contracted or donated) shall be received and delivered to the responsible employee.

The responsible employee will check the shipment for accuracy (quantity, names, numbers, sizes, etc.) Errors or omissions must be reported to the vendor within 5 business days of receipt. Corrections or replacements must be monitored and recorded against the vendor VIK contract.

The VIK receipt shall be forwarded first to Accounting to be recorded as received in the organization's financials.

TRAVEL

Guidelines

Employees should have their own overnight accommodations when traveling. At no time should a Supervisor share overnight accommodations with a subordinate employee.

Approvals

All air travel must be booked at least 14 days in advance and be approved by employee's direct supervisor before travel arrangements are made. Emergency travel (less than 14 days advance) requires the approval of the Executive Director.

Extra legs to a trip for non-USA Field Hockey purposes are the responsibility of the traveler. Reimbursement must be made to USA Field Hockey in advance of the travel.

Volunteers seeking to add legs to USA Field Hockey funded travel must reimburse 10 days in advance of the start of the itinerary.

Car Rental & Insurance

Vehicles rented or leased by USA Field Hockey may only be operated by named employees or volunteers with a valid driver's license.

USA Field Hockey carries insurance on vehicles rented for business purposes and does not require the employee or volunteer to purchase additional insurance – unless required by the laws of the state in which the vehicle is being rented.

Volunteer drivers must submit a copy of their driver's license to the National Office 2 weeks in advance of the program. No other persons are permitted to drive USA Field Hockey leased or rented vehicles.

Expenses

Board and Committee members may:

- a) Have air travel provided at the lowest available coach fare (provided the routing does not require more than 3 hours in layovers.)
- b) Have ground travel to the meeting (not the airport) reimbursed at \$0.40 per mile or lowest available airfare – whichever is lower.

- c) Donate their expenses to USA Field Hockey by marking the appropriate box on the Expense Reimbursement form.

Employees (including program/event volunteers) must submit a signed **Payment Request Form** for reimbursement of business travel costs as follows:

- a) Air travel provided at the lowest available coach fare.
- b) Lodging at mid-range hotels unless required by the event to be lodged at another class of hotel
- c) Meals up to a maximum of \$40 per day with supporting receipts as follows. This \$40 daily rate cannot be accumulated into future days (for example, a trip lasting 5 days does not equate to a \$20 meal on days 1 through 4 and a \$120 meal on day 5). It is a per day maximum and is not cumulative.
 - a. Breakfast \$10
 - b. Lunch \$10
 - c. Dinner \$20
- d) Ground transportation up to a mid-sized vehicle unless another class of vehicle is specifically required (vans, full size) plus fuel. Also included are shuttles and, if required, taxis.
- e) Airport shuttles, when available, are the preferred method of transportation to the hotel. Taxis are permitted where no shuttle service is provided.
- f) Mileage to the airport at \$.40 per mile.
- g) Phone, fax, and internet expense for business communications only.

For trips of greater than 7 days employees may elect to take a daily \$25 per diem for which no receipts are required. Employee signatures are required for per diem.

Entertainment (golf, event tickets, receptions, etc.,) require advance approval of the Executive Director.

Meals for program employees and volunteers are not considered entertainment however, the names of all people for whom a meal was purchased must be recorded on the Expense Reimbursement attachment.

USA Field Hockey does not reimburse the following

- a) Air travel upgrades
- b) Airport lounge fees
- c) In-room movies, mini-bar, spa, etc.
- d) Upgraded or concierge level accommodations
- e) Meals that were paid for by others or by the USA Field Hockey program budget
- f) Limousines and town cars
- g) Parking or speeding tickets

- h) Tips and gratuities for personal services – luggage, valet, doorman, etc.
- i) Travel for meetings in Colorado Springs or the home location of the employee.

Reimbursable expenses include

- a) Shoes for athletes on National teams
- b) Event supplies
- c) Event mileage at \$0.40 per mile
- d) Special events as required by assignment.

Guests

USA Field Hockey recognizes the support of employee families. However, when traveling for the association to work at events, accompanying guests are discouraged unless acting in the capacity of a necessary and identified staff role as approved by the Executive Director. In any such case the “guest” will be subject to all rules and responsibilities of regular staff (meetings, office duty, packing, errands, etc.)

Security-Financial

The financial files of USA Field Hockey are maintained on the NGB Domain server and are proprietary and confidential to the organization except as otherwise identified in these financial policies.

Designated individual employee members may be granted password access to their own account data on a read-only basis. Sharing passwords is strictly prohibited. Violations of this policy will lead to immediate withdrawal of access privileges and may include other penalties up to, and including, termination.

Permission to access USA Field Hockey financial information is restricted to National Office computer terminals ONLY to protect it from viruses, worms, phishing, etc. Personal computers and computers belonging to other people are strictly prohibited for access to the organization’s financial records (including read-only files) without approval by the Executive Director. Violations of this policy will lead to immediate withdrawal of access privileges and may include other penalties up to, and including, termination.

OFFICE POLICIES

USA Field Hockey operates its business under a set of policies that are designed to ensure employees are aware of normal business practices and that the business of the organization is conducted with accountability, professionalism, and integrity. USA Field Hockey is committed to having “the right people on the bus” and ensuring they “occupy the right seats.” The following policies are designed to provide every employee with the opportunity to fully meet the expectations of USA Field Hockey.

Chain-of-Command

The Chair of USFHA is the chief elected officer of the association and serves as the Chair of the Board of Directors. The Chair also serves as an ex officio member of all standing committees with the exception of the Nominating and Governance Committee.

The Executive Director is hired by, and reports to, the Board of Directors.

All other employees are hired by and report to the Executive Director or a designated supervisor.

Senior staff may serve as expert advisors to Standing Committees of the Board, task forces, and ad hoc committees, however, they do not report to committees or committee chairs.

All matters from the Board to the staff are to be routed through the Executive Director.

All communications from the staff to members of the Board of Directors must be copied to the Executive Director.

Desktop Manual

Each employee is encouraged to maintain an up-to-date Desktop Manual that details the following:

- a) Job description
- b) Routine tasks specific to the job
- c) Contact list for the job
- d) Codes and passwords to USA Field Hockey files
- e) Frequently used forms
- f) Equipment issued
- g) Location of key documents (hard copy and electronic)
- h) Other special information

Desktop Manuals are to be kept out of sight in a designated location.

DOCUMENTS

Archiving

Documents that must be retained by the organization for long periods (legal, financial, personnel, etc.) must be properly filed, cataloged, and stored in secure dry storage.

Electronic

Electronic files are the property of USA Field Hockey and must be kept on the USA Field Hockey site of the NGB Domain server. Any employee, or former employee, seeking to deliberately destroy or damage electronic corporate documents will be prosecuted to the fullest extent of the law.

Hard Copy

Hard copy files must be maintained for all key programs in an organized fashion in an accessible location.

Retention

All documents involving minors (under 18) are retained and stored by year, until after the individual reaches 22 years of age, or 4 years, whichever is greater.

Records of adults are retained for 4 years.

Financial documents are retained for at least 7 years.

Audit information is retained indefinitely.

Personnel records are retained indefinitely.

Grievance documents are to be retained indefinitely.

Medical documents and logs are retained indefinitely.

Legal documents are retained indefinitely.

Shredding

Discarded documents relating to financial, legal, or other confidential information such as Social Security numbers, passport numbers, bank accounts, must be shredded using the locked shred bin.

Emergency Information

Each employee will provide Human Resources and Accounting with contact information in the case of an emergency.

International

USA Field Hockey is part of the International Hockey Federation (FIH).

The Chair of USA Field Hockey is the organization's chief international spokesperson. Official communications from USA Field Hockey to the elected leadership of the FIH, PAHF and other National Associations shall be over the signature of the Chair.

The Executive Director manages the international business affairs of the organization. All business communications from USA Field Hockey shall be over the signature of the Executive Director.

OFFICE EQUIPMENT

Cameras, Projectors, TVs, VCRs

Cameras, still and video, are the property of the association and must be stored in the offices when not in use.

Cell Phones

Employees who travel routinely will be issued a business cell phone with e-mail capabilities. The monthly allotment of minutes should be used for business calls only.

Copiers

Copiers are provided for business use.

Office Hours

Employees may elect to start work at 7:30 a.m. and leave at 4:30 p.m. or start at 8:00 a.m. and leave at 5:00 p.m. One hour is allocated for lunch. Business lunches may exceed one hour with notice given to the supervisor.

TECHNOLOGY

The Company's computer network, access to Internet, Wifi, e-mail and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the Company. All information regarding access to the Company's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Company information and may not be disclosed to non-Company personnel.

All computer files, documents, and software created or stored on the Company's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Company systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the Company premises without written approval from a department head. Upon separation of employment, all communication tools should be returned to the Company.

Personal Use of the Internet

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Company prohibits the display, transmittal, or downloading of material that in violation of Company guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright

The Company fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees

may not use unauthorized copies of software on personal computers housed in Company facilities.

Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the Company communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-mail

E-mail is to be used for business purposes only, during working times. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The Company prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Company premises during working time. Working time does not include breaks or meal periods. Management may monitor e-mail from time to time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

Voice Mail

The Company voice mail system is intended for transmitting business-related information. Although the Company does not monitor voice messages as a routine matter, the Company reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Company guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. Employees' use of a cell phone or mobile device to access company systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or Company action. Employees authorized to access Company systems and information using a personal device must immediately inform the Company if the device is lost or stolen.]

For safety reasons, employees are prohibited from using cell phones and mobile devices to make calls while driving. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest lawfully parked.

The Company telephone lines should not be used for personal calls.

Confidentiality and Restrictive Covenants Agreement

This Confidentiality and Inventions Agreement (the “Agreement”) is entered into by and between USA Field Hockey (“USAFH”), a Colorado non-profit corporation, and the undersigned USAFH employee (“Employee”). In consideration for Employee’s employment with USAFH and continuation of such employment, and the privilege of access to the Confidential Information, as defined below, and other good and valuable information, receipt of which is hereby acknowledged, Employee and USAFH agree as follows:

1) Nondisclosure and Use of Confidential Information.

a) Purposes; Definition of Confidential Information. USAFH is the national governing body for the sport of field hockey in the United States, whose purposes include training and developing athletes, coaches and teams to perform with competitive success in international competitions and in competitions within the United States. While employed with USAFH, Employee will have access to or develop confidential sports and business information that is critical to the success of USAFH and that constitutes valuable and unique assets and trade secrets of USAFH (collectively, the “Confidential Information”). The Confidential Information includes by way of example, and without limitation, the information listed on Appendix A. Protection of such Confidential Information is essential to USAFH’s attainment of its purposes, including the success of its athletes and teams, and each provision of this Agreement is intended to support the protection of the Confidential Information.

No provision of this Section 1, or any other part of this Agreement, prohibits Employee from engaging in any activity described in Section 5 below.

b) Nondisclosure and Information Use. During employment with USAFH, and following separation from such employment, for whatever reason, Employee shall not directly or indirectly disclose any Confidential Information, or any part of such information, to any person, organization, association, firm or other entity other than USAFH, or directly or indirectly use the Confidential Information for Employee’s own benefit or purpose, or for the benefit or purpose of any person or entity other than USAFH, except as may be necessary to perform Employee’s work for USAFH.

c) Nonsolicitation. During employment with USAFH and at any time during the period of twelve (12) months following separation from such employment, for whatever reason, Employee shall not, for the benefit of any organization, cause or purpose other than that of USAFH, directly or indirectly recruit, solicit, or divert, or assist another in recruiting, soliciting or diverting, any person who participated as an athlete, coach, donor, sponsor, or supporter of USAFH or one of its teams at any time within nine (9) months prior to Employee’s last day of employment with USAFH.

d) Nonrecruitment. During employment with USAFH and at any time during a period of twelve (12) months following Employee’s separation from Employment with USAFH, for whatever reason, Employee shall not directly or indirectly recruit, solicit, or divert from employment with USAFH, or assist another in recruiting, soliciting or diverting from such employment, any person who was a USAFH employee at any time within nine (9) months prior to Employee’s last day of employment with USAFH.

e) Noncompetition. Employee is a manager or executive, or a professional working with management, of USAFH. In furtherance of Employee's duties hereunder, including Employee's duty not to disclose the Confidential Information, Employee agrees that during employment with USAFH (whether or not during business hours), and for twelve (12) months following separation from such employment, for whatever reason, Employee shall not directly or indirectly own, sponsor, manage, work for in any capacity (including as an employee, independent contractor, or agent), or otherwise materially support, or assist another in owning, sponsoring, managing, working for, or materially supporting, a "business in competition with USAFH". For purposes of this paragraph, a "business in competition with USAFH" means any person, organization, club, league, association, government, institution, or company, whether operating for profit or not for profit, that owns, organizes, manages, develops, or sponsors one or more local, national or Olympic field hockey teams, or that provides training, coaching, or coordination for field hockey athletes, teams, coaches or game officials, whether within the United States or outside the United States.

2) Inventions/Creative Works.

USAFH shall own all right, title, and interest in and relating to any and all inventions (whether or not patentable), works of authorship, designs, logos, trade names, trademarks, know-how, trade secrets, ideas, information and other creative works made or conceived or reduced to practice, in whole or in part, by Employee during the term of Employee's employment with or service to USAFH, including all intellectual property rights therein (such as patent rights, copyrights, trademarks, trade secrets, moral rights, and other such rights worldwide), to the fullest extent allowed by applicable law (collectively, "Inventions"). Employee will promptly disclose all Inventions to the USAFH and will also identify to USAFH any Invention Employee believes is excluded from the scope of this Agreement, so that the USAFH can make an independent assessment about said exclusion. Employee hereby assigns to USAFH all such Inventions including all ownership and intellectual property rights in such Inventions.

Employee shall assist USAFH, at USAFH's request and expense, to further evidence, record, and perfect such assignments and all rights in and to the Inventions, and to perfect, obtain, maintain, enforce, and defend any rights specified to be so owned or assigned. Employee hereby irrevocably designates and appoints USAFH and its agents and attorneys-in-fact to act for and in Employee's behalf, to execute and file any document, and to do all other lawfully permitted acts to further the purpose of this Agreement with the same legal force and effect as if executed by Employee.

If Employee believes that an invention, work of authorship, or other creative work related to USAFH's actual or anticipated mission, business, or purposes, was created by Employee prior to Employee's relationship with the USAFH, and is not within the scope of this Agreement, Employee has listed it on Appendix B. If Employee uses or (except pursuant to this Agreement) discloses Employee's own or any third party's confidential information or intellectual property when acting within the scope of Employee's employment or otherwise on behalf of USAFH, USAFH will have, and Employee hereby grants USAFH, a perpetual, irrevocable, worldwide royalty-free, non-exclusive, sublicensable right and license to use and exercise all such confidential information and intellectual property rights.

3) No Conflicting Agreements. Employee has not entered into, and agrees that Employee will not enter into, any agreement either oral or written in conflict with this Agreement, or with

Employee's employment with USAFH. Employee will not violate any agreement with or rights of any third party or, except as expressly authorized by USAFH in writing hereafter, use or disclose Employee's or any third party's confidential information or intellectual property when acting within the scope of Employee's employment or otherwise on behalf of USAFH. Employee shall immediately disclose any prior or anticipated agreement with another employer or third party that potentially violates this Section or any other part of this Agreement.

- 4) Protection and Return of Documents Containing Confidential Information. Except as otherwise provided in Section 5, Employee agrees that he/she shall not disclose, upload, or provide any documents containing Confidential Information to, or permit any inspection or copying of such documents by, any individual or entity at any time while employed by USAFH or following separation from employment with USAFH, or publish, display or distribute documents containing Confidential Information electronically or in paper or other form, except as expressly authorized by USAFH and strictly in accordance with and for the business and other purposes of USAFH. Further, on or before the last day of employment with USAFH, or at another time specified by USAFH, Employee shall return all Confidential Information in Employee's possession in whatever form, and including all copies of documents containing Confidential Information, to the Human Resources Department of USAFH. The term "document" as used in this Agreement, includes without limitation, all paper, audiovisual, and electronic correspondence, communications, folders, files, records, notes, spreadsheets, forms, databases, handbooks, hard drives, discs, photographs, audio or video recordings, tape, cloud storage, web pages or postings, and other storage media.
- 5) Disclosure in Accordance with Law. This Agreement, including Sections 1(a)- (e) and 4 above, does not prohibit Employee from communicating with, or making disclosures of Confidential Information to, the EEOC, state or local civil rights agencies, the OSHA, and other government agencies, or from filing administrative charges or complaints with such government agencies, from filing claims for unemployment and worker's compensation benefits, as applicable, or from participating or cooperating in investigations or proceedings of such agencies. This Agreement also is not intended to prevent Employee from exercising any rights the Employee may have under the National Labor Relations Act.
- 6) Reasonableness. Employee has carefully read and understands this Agreement, has considered its legal implications and had an opportunity to consult with an attorney of Employee's choice, if desired, and agrees that its provisions, including the time periods set forth therein, are reasonable, and represent a legitimate and valid protection of USAFH's trade secrets and other interests. If any part of this Agreement is deemed to be invalid or unenforceable by a court of competent jurisdiction, or other authorized tribunal, Employee and USAFH agree that such court or tribunal may modify and enforce such restrictions to the extent it believes to be reasonable under the circumstances existing at that time.
- 7) Consequences and Remedies.
 - a) If Employee violates any part of this Agreement, Employee may be subject to disciplinary or other corrective action, or immediate termination of employment, in USAFH's sole discretion.
 - b) In addition, and not in lieu of Section 7(a), USAFH shall be entitled, in the event of violation or threatened violation of the promises and agreements set forth above, to a temporary restraining order, preliminary injunction, or other injunctive relief, without

posting of any bond or other security, barring Employee from violating any such provision. Employee further agrees that, in the event of such a violation or threatened violation, USAFH will suffer immediate and irreparable harm and damage for which money alone cannot fully compensate USAFH. Nothing in this subsection shall be construed as an election of any remedy, or as a waiver of any right available to USAFH under this Agreement or the law, including the right to seek damages from Employee for a violation of any provision of this Agreement.

c) Unless Employee has signed an express written employment agreement signed by USAFH and Employee and providing for a specific term of employment with USAFH, Employee agrees that employment with USAFH is at-will employment and that this Agreement does not modify Employee's at-will employment relationship with USAFH.

- 8) Survival. Employee agrees that Employee's obligations under this Agreement shall continue in effect after termination of Employee's employment with USAFH, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary on Employee's part, and that USAFH is entitled to communicate Employee's obligations under this Agreement to any future or potential employer of Employee. Employee's agreements, representations and obligations under this Agreement also shall be binding upon Employee's heirs, executors, assigns, and administrators and shall inure to the benefit of USAFH, its subsidiaries, successors, and assigns.
- 9) Miscellaneous Provisions. This Agreement is the entire agreement of the parties on the subjects herein from the date of this Agreement going forward. This Agreement shall not be modified or amended, nor may any rights hereunder be waived, except through a written instrument signed by both of the parties hereto. This Agreement shall be interpreted according to and governed by Colorado law, without regard to conflicts of laws rules. Except to the extent that an arbitration agreement between the parties applies, USAFH may, and Employee must, bring any action concerning this Agreement only in state or federal courts having jurisdiction over Colorado Springs, Colorado, and Employee acknowledges and submits to the personal jurisdiction of such courts for all purposes related to this Agreement. By signing below, Employee warrants and agrees that Employee understands, accepts and agrees with each provision of this Agreement, and that Employee has had an adequate time to review and consider this Agreement. This Agreement may be executed (signed) in one or more counterparts, which will be constructed together as one document.

EMPLOYEE

USA FIELD HOCKEY

Print name: _____
Date: _____

By: _____
Its: _____
Date: _____

Appendix A

Instructions: This is a partial, but not a complete, list of the Confidential Information subject to this Agreement.

- USAFH's Webpoint database and any other internal database used in its business or operations.
- Names, contact information, and personal and athletic information concerning current, former and prospective USAFH members, including athletes, coaches and game officials.
- Names, contact information, and details of current, former and prospective donors, sponsors, and others who support USAFH's programs.
- Employee list, and personal background, qualifications, and skills, of current, former and prospective USAFH employees and volunteers, and all information contained in employee records (other than Employee's own personnel file).
- Vendor list, vendor contracts, and all information contained in vendor records.
- Athlete, team, coaching, and game analysis and strategies, including training curriculums, player developmental information, and competitive research and analysis.
- Video recordings and analysis, including recordings of game, athlete, coaching, and training activities.
- Curriculums and other training materials used or to be used with players, coaches, umpires and other participants, including elite and club level participants.
- All information concerning the financial condition of USAFH, including information contained in any income statement, balance sheet or other internal financial report.
- Marketing plans and strategies of USAFH, including information pertaining to current and prospective clubs, teams, donors and sponsors.
- Manner of operation, contracts, and business and financial information.
- Financial, staffing and other business plans and strategies of USAFH.
- Negotiations, analysis, and contracts for financing, expansion, merger, acquisition, new sponsors, new vendors and legal issues.
- Technical and other research and development projects, methodologies and results.
- USAFH's intellectual property, including sports and business systems, databases, computer software, inventions, innovations, and software and hardware documentation.
- Forms, manuals, handbooks and guidelines written for internal staff use.
- Any materials for which USAFH has copyright protection or which are marked confidential.
- USAFH's proprietary operating procedures and systems.

CONFIDENTIALITY AND INVENTIONS AGREEMENT

Appendix B

SOCIAL MEDIA GUIDELINES

Introduction

USA Field hockey supports and encourages staff to use social media platforms in positive ways to connect and interact with teammates, fans, media, members and the community. These social media guidelines were created to encourage staff to share their voice online in a positive, effective and constructive manner. Content placed on any social media platform is public information and a direct reflection of the athletes, USA Field hockey and Team USA.

Staff must at all times act in the best interests of the game and shall not act in any manner which is improper or brings USA Field Hockey, the team, any individual player, coach or member of staff, or the wider game of field hockey into disrepute or use anyone, or a combination of threatening, abusive, indecent or insulting words. Such comments which are considered improper may lead to disciplinary action.

What is Social Media?

Social Media is an online community and a form of communication that increases and enhances the sharing of information. This makes the transfer of text, photos, audio, video and information in general fluid among internet users and viewable to the world. Social media platforms include, Facebook, Twitter, Instagram, SnapChat, Pinterest, LinkedIn, Google+, and more.

Official USA Field Hockey Accounts

- **Facebook:** facebook.com/USAFieldHockey
- **Twitter:** @USAFieldHockey
- **Instagram:** @USAFieldHockey
- **YouTUBE:** youtube.com/USAFieldHockey
- **Pinterest:** pinterest.com/USAFieldHockey
- **Google+:** plus.google.com/+USAFieldHockey
- **Website:** usafielddhockey.com

How USA Field Hockey uses Social Media

USA Field Hockey uses social media to engage and connect with members, fans, athletes and the media as well as promote and market new programs, upcoming events, athletes, sponsors, etc. To avoid misconceptions about authentic USA Field Hockey accounts, only the official accounts for USA Field Hockey are permitted to use USA Field hockey names, logos and marks in titles, profiles and URLs.

Guidelines

Social Media is a great way to memorialize important moments, and engage with fans. However, be aware of the impact and what you post is public information.

Best Practices

Be a Good Ambassador

Always be aware that your opinion and behavior reflect on USA Field Hockey and Team USA.

Be Aware Social Media is Public Information

Even though you may use privacy tools, assume that everything you post on social media is public information.

Consider Your Audience

Remember the social media audience is unrestricted in terms of age, gender, nationality, faith, sexual orientation and disability. Tweets can be read by children of all ages and journalists can create/embellish stories based on your postings.

Respect Copyrights and Fair Use

Always give proper credit for their work and make sure you have the right to use something with attribution before publishing.

Think Twice Before Posting or Retweeting

A general rule of thumb is if you would not be happy seeing the image or quote in a national newspaper, do not post or tweet it.

Be aware that re-tweeting, liking or commenting on another person's post may lead to disciplinary action if the original comment was improper.

Keep Security in Mind

Avoid sharing log-in details and using web-mail email accounts as social media log-ins. Change your password frequently and avoid use the same password for multiple accounts.

Do Not Use USA Field Hockey Logos

Using the USA Field Hockey name, logo or marks in any social media account or domain name not created by the Communications Department is forbidden.

Ask Before It's Too Late

If you are in doubt about appropriateness of a post or tweet, contact USA Field Hockey's Communications Manager before posting.

Deleting or publicly apologizing for an improper posting does not prevent disciplinary action from being taken.

Do Not Leak Information

Staff shall not reveal information about the team or the head coach, that may be detrimental to performance. This may include, but is not limited to, starting teams, team plays, injury status, fitness, medical treatment, information about teammates (especially without their consent), contact details of teammates or staff, criticism of USA Field Hockey, the team, individual players, staff or coaches, etc.

Using Good Judgement

Refrain from comments that can be interpreted as slurs, demeaning, inflammatory, etc. Comments which include reference to a person's ethnic origin, race, nationality, faith, gender,

sexual orientation or disability may be considered aggravated and attract a higher disciplinary action.

Rule 40

Prior to, throughout and following the Olympic Games, Rule 40 states that *no competitor, coach trainer or official who participates in the Olympic games may allow his person, name, picture or sport performances to be used for advertising purposes during the Olympic Games, unless permitted by the IOC Executive Board.* Black-out dates will be provided to players in advance during the Olympic year.

Respect Sponsors

Negative comments about USA Field Hockey premier partners, sponsors or suppliers and United States Olympic Committee worldwide and domestic partners are considered inappropriate and may also attract disciplinary action.

We encourage all staff to be active on various social media platforms and therefore welcome the opportunity to assist staff with using, promoting and protecting themselves on social sites. For any questions regarding social media and these guidelines, please contact USA Field Hockey’s Communications Department.

communications@usafielddhockey.com
(719) 866-4374

By signing below, you acknowledge that you have reviewed USA Field Hockey’s Social Media Guidelines and understand disciplinary action may be taken if posts are in violation of these guidelines.

Signature

Date



ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of our employee handbook dated April 2, 2018. I understand that the Handbook (including any state-specific supplement for the state in which I work) provides a summary of the Company’s guidelines and its expectations regarding my conduct. I understand I am to become familiar with its contents.

I understand that, except as may be required by state law, my employment with the Company is at-will. This means that neither I nor the Company is committed to an employment relationship for a specific period of time and the employment relationship may be terminated by me or the Company at any time, for any reason.

The language used in this Handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for any specific duration.

I understand that no representative of USA Field Hockey, other than the Executive Director or his or her authorized representative, has the authority to enter into an agreement of employment for any specified period and any such agreement must be in writing, signed by the Executive Director and me. We have not entered into such an agreement.

Further, I understand that the contents of this Handbook are summary guidelines for employees and therefore not all inclusive. This Handbook supersedes all previously issued editions. No oral statements or representations can change the provisions of the Handbook or any supplement. Except for the at-will nature of employment, the Company reserves the right to revise, delete or add to any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of USA Field Hockey. These changes may occur at any time, with or without notice.

I have read and understand the above statements.

Employee Signature _____
Date

Print name:
