

Authorization Agreement for Direct Deposit

Employee Name (printed): _____

Employer Name: *Venture Outdoors*

Client #: _____

I hereby authorize the payroll company to initiative credit entries for the ADP payroll company to my:

_____ Checking account _____ Saving Account(s) indicated below

Checking Account:

Bank: _____ Branch: _____

City: _____ State: _____ Zip: _____

Account Number: _____ Routing Number: _____

Comments:

Savings Account:

Bank: _____ Branch: _____

City: _____ State: _____ Zip: _____

Account Number: _____ Routing Number: _____

Comments:

The authorization is to remain in full force and effect until cancelled by me. In the event of said cancellation, I agree to do so in writing and deliver same to both my employer and the ADP Payroll Company.

Signature: _____ Date: _____

Attach a copy of voided check for each direct deposit account. If a voided check is unavailable, please verify that all information is provided and all account and routing numbers are correct.

VENTURE OUTDOORS

Employee Handbook

Welcome to the team!

If you are reading this letter, you are now a member of the Venture Outdoors/Kayak Pittsburgh team, and we couldn't be more excited to have you.

Venture Outdoors was established in 2001 as a local nonprofit aiming to get everyone outside to enjoy recreation in outdoor spaces. Today, our mission is to **INSPIRE. EDUCATE. EQUIP.** *We remove barriers and create access to outdoor experiences.* We offer Youth Programming, Fishing Programming, Community Programming, Senior Programming, a Mentorship Program, various paddle sport opportunities through Kayak Pittsburgh and much more!

While our work is fun, we do take it very seriously. Our main priority is ensuring the safety of all our participants, staff and volunteers so we can focus on wellness in the outdoors. Central to that is ensuring communities facing barriers to outdoor experiences are represented and respected in our programs and activities. We respect and value diverse mindsets and belief systems; we expect inclusion at all levels of the organization and strive to create a place of belonging. The values of our organization and team are further outlined in our Staff Equity Statement.

As a new employee of Venture Outdoors, your supervisor will provide a detailed orientation list and further assist with your onboarding including a brief overview of the following handbook and any other tools, resources or program specific policies and procedures you may need to do your job.

The following employee handbook outlines organizational policies and procedures including employee benefits, payroll, general operating procedures and more. All updates will be provided in writing.

Congratulations on your new position and welcome to the team! We hope you will enjoy a long and successful career with us.

Sincerely,



Valerie A. Beichner (she/they)
President & CEO

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Introduction

This employee manual is intended to be a convenient source of information about your employment with Venture Outdoors. The policies in this manual are subject to change at any time and without notice at the sole discretion of Venture Outdoors. Any changes will be distributed in writing.

This manual is not a contract of employment with Venture Outdoors. Your employment is at-will and either you or Venture Outdoors may terminate the employment relationship at any time, with or without cause or notice.

No statements made in interviews, discussions, policies, or any materials will alter the at-will nature of the employment relationship or imply that discharge occurs only for cause. Any agreement to the contrary may only be made in writing by the CEO.

This handbook contains a summary of the employee policies and procedures of Venture Outdoors. If you have any questions regarding policies or procedures, we encourage you to speak to the CEO. The provisions of this handbook are not all-encompassing and should only be viewed as guidelines.

Equal Employment Opportunity – Discrimination Prohibited

As an equal opportunity employer, it is our policy to treat applicants and employees strictly on the basis of the individual's qualifications, without regard to membership in any category protected under federal, state or local law (including, but not limited to: race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, domestic partnership status, familial status, religion, sexual orientation, gender identity or expression, hereditary or genetic information, liability for service in the Armed Forces of the United States, or actual or perceived disability).

We will not discriminate, nor tolerate discrimination or harassment, on the basis of an individual's membership in any legally protected category (including, but not limited to, the categories set forth above). This policy pertains to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, demotion, discipline, compensation, fringe benefits, working conditions and career development.

We will make reasonable accommodation for individuals' religious beliefs and for qualified individuals with known disabilities, unless doing so would result in undue hardship for Venture Outdoors.

We support and affirmatively administer our policy in accordance with the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, as amended, the Americans With Disabilities Act, the Pennsylvania Human Relations Act, the Executive Orders issued by the President of the United States, and all other federal, state, and local laws pertaining to Civil Rights.

Employees are expected to create and support a diverse and non-discriminatory environment. Any employee who believes, in good faith, that they have been subject to or

witnessed discrimination should immediately report the matter to their supervisor and the CEO. All incidents of prohibited discrimination reported to Venture Outdoors will be investigated. Violation of this policy could result in disciplinary action up to and including termination.

Venture Outdoors prohibits any retaliation against all employees who make good faith complaints under the EEO policy, aid in an investigation, or otherwise oppose discrimination or harassment.

Harassment-Free Workplace

Venture Outdoors prohibits any type of harassment, whether based on disability, race, religion, national origin, sexual orientation, gender/sex, or other category or trait. This prohibition includes sexual harassment and harassment based on gender identity or any other status protected by federal, state or local law, and also includes harassment that may not be illegal but is inconsistent with Venture Outdoors's policies and values.

To achieve the goal of maintaining a work environment free from discrimination, harassment, and retaliation, Venture Outdoors reserves the right to prevent and deter any unacceptable conduct. Venture Outdoors may take corrective action up to and including termination of employment, regardless of whether the conduct satisfies the legal definition of discrimination, harassment/hostile work environment, or retaliation.

Definition of Harassment:

Harassment is verbal, physical, or visible conduct that has the intent, effect or can be perceived as unreasonably interfering with work or creates an intimidating, hostile or offensive environment. Harassment may be based upon protected status, which includes, race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, military status, genetic information or any other status protected by local, state or federal law. Harassment may also take other forms.

Sexual Harassment:

Sexual harassment is expressly prohibited. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when any of the following are present:

- Submission to such conduct is made a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting the recipient
- The conduct unreasonably interferes with an employee's performance
- The conduct creates an intimidating, hostile or patently offensive environment

The following are some examples of prohibited conduct, whether communicated or conducted in person or by verbal, written or electronic means:

- Unwelcome sexual flirtation, advances or propositions
- Derogatory comments, epithets, threats, slurs, or explicit jokes

- Explicit or degrading comments about another individual's appearance
- Offensive physical contact including touching, assault, or blocking movements
- Any indication that an employee's job security, assignment, conditions or opportunities for advancements may depend on granting or refusal of sexual favors or submissions to sexually offensive conduct
- Use of Venture Outdoors property, including email, voicemail, IM and internet, to access, communicate, produce, disseminate, display or store obscene or inappropriate material
- Retaliation for reporting harassment or threatening to report harassment

Where a violation of this policy is found to have occurred, Venture Outdoors will investigate and take prompt and appropriate remedial action to stop the behavior and deter its recurrence. Venture Outdoors may take immediate action, such as a suspension with pay or otherwise separating the employees involved, before a final determination has been made regarding whether a violation of this policy has occurred. Action taken pending an investigation will be done in such a way so as not to negatively impact or burden the complaining employee.

The remedial action taken may include counseling, training, intervention, mediation, and/or the initiation of corrective action, up to and including termination of employment. However, this policy shall not be construed to require formal corrective action or termination if another remedial action would be effective to stop and deter its recurrence.

Reporting Harassment, Discrimination and Retaliation

All employees are responsible for maintaining and supporting a work environment free from harassment, discrimination and retaliation. Any employee who believes that they have been subjected to any form of prohibited discrimination, harassment or retaliation, or who witnesses others being subjected to discrimination, harassment or retaliation, is strongly encouraged to immediately report the incident(s) to their supervisor or the CEO. Employees should report any allegations of workplace discrimination, harassment or retaliation that they become aware of, regardless of whether the reporting individual requests that the information remain confidential.

Supervisors must make every effort to maintain a work environment that is free from any form of prohibited discrimination, harassment or retaliation. Supervisors **must** immediately refer allegations of prohibited discrimination, harassment or retaliation (as well as any violations of this policy that they may observe) to the CEO as appropriate. A supervisor's failure to comply with these requirements may result in corrective action, up to and including termination of employment.

For the purposes of this policy, a supervisor is defined broadly to include any manager or other individual who has authority to control the work environment of any other staff member (for example, a project leader). Supervisors must report any allegations of workplace discrimination, harassment or retaliation that they become aware of, regardless of whether the reporting individual requests that the information remain confidential.

All investigations of discrimination, harassment and retaliation claims shall be conducted in a way that respects, to the extent possible, the privacy of all the persons involved. All

investigations shall be conducted in a prompt, thorough and impartial manner. All employees are expected to cooperate with investigations undertaken pursuant to this policy. Failure to cooperate in an investigation may result in disciplinary action, up to and including termination of employment.

Any employee who believes they have been discriminated against may file a complaint of discrimination with the appropriate state and federal agencies.

An employee who knowingly makes a false accusation of prohibited discrimination, harassment or retaliation, or who knowingly provides false information in the course of an investigation of a complaint, may be subject to corrective action, up to and including termination of employment. Complaints made in good faith, however, even if found to be unsubstantiated, shall not be considered false accusations.

Employee Classifications

Employee - A person who works for Venture Outdoors on an hourly or salaried basis, not consultants and those working on a temporary or contract basis.

Full-Time Employee - An employee who is regularly scheduled to work at least 40 hours per week exclusive of meal periods.

Non-Exempt Employees - Non-exempt employees include all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws. Employees in this category are entitled to premium pay, at the rate of 1.5 times their regular rate, for all hours worked in excess of 40 hours in a workweek. Non-exempt employees include, but are not limited to non-supervisory support personnel, and other non-professional employees.

Exempt Employees - This category includes all employees who are exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws. Such employees include employees who qualify as exempt executive, administrative, or professional employees.

Part-Time Employees - Part-time employees are defined as those who are hired to work fewer than 40 hours per week.

Seasonal Part-Time Employees - This category includes employees hired to work during our seasons of increased business (e.g. - summer camps and Kayak Pittsburgh)

Temporary Employees - Temporary employees are hired for specific projects with a defined end date.

Employee Files and Records

Venture Outdoors will maintain a Human Resources file for each employee containing their employment application form, copies of letters of employment and other pertinent documents. The file will be considered confidential property of Venture Outdoors. Any

employee requesting access to their Human Resources File must do so through the CEO. It is your responsibility to always keep your personal information up to date, including your current address.

Other than verification of employment, Venture Outdoors will not disclose information contained in an employee's Human Resources file without that employee's consent or unless Venture Outdoors has a substantial business justification for disclosing such information, or as required by law. Venture Outdoors will not disclose information contained in the employee's file within Venture Outdoors except for a business purpose.

Paychecks

Employees of Venture Outdoors are paid on a bimonthly basis. As required by law, Venture Outdoors withholds taxes from employee earnings, as well as social security (FICA) and Medicare. Venture Outdoors will comply with other governmental and court orders regarding withholding amounts.

Holidays

Venture Outdoors provides all employees with 10 paid holidays per calendar year. In order to promote an inclusive environment, Venture Outdoors does not dictate specific holidays. Rather, each employee will have the opportunity to utilize their 10 holidays in a manner that best represents their personal culture and belief system. Each employee must provide the CEO with a list of all 10 days by no later than January 5 of the year in which the holidays will be observed.

Only two holidays may be used in consecutive order unless otherwise approved by the CEO. No more than seven vacation days may be used in tandem with two consecutive holidays and only at the approval of the CEO. Such holiday requests must be submitted in writing to the CEO for approval prior to the January 5 deadline.

Venture Outdoors believes in providing an inclusive environment. Several culturally and socially relevant moments will be publicly recognized by the organization in a thoughtful and organized manner. These include, but are not limited to, Black History Month, Pride Month, Juneteenth, and other such moments deserving of celebration and recognition in line with the organizational mission.

Primary and General election days will also be provided when applicable as paid time off to not only support and encourage voter rights, but to allow staff members ability to participate as volunteers at polling places, if desired.

Venture Outdoors will also observe a winter shut down between December 26th and January 1st.

Vacation Time

Regular full-time employees are eligible for paid vacation time, calculated according to the calendar year. The vacation time will be awarded in increments of 50% on January 1 and 50% on July 1. Vacation is awarded according to tenure as outlined below:

- 1-3 years of employment; 15 days of paid vacation time (7.5 and 7.5)
- 4-9 years of employment; 20 days of paid vacation time (10 and 10)
- 10+ years of employment; 25 days of paid vacation time (12.5 and 12.5)

Vacation can be taken in 1-hour increments. All vacation requests of seven days or longer must be submitted for approval to the applicable supervisor at least four weeks in advance.

No more than 40 hours of paid vacation time may be carried over from one calendar year to the next without prior written approval by the CEO. Such a request must be submitted at least eight weeks prior to the close of the current calendar year. Vacation time over 40 hours unused at the end of the calendar year will be surrendered.

Eligible employees who provide at least two weeks' advance notice of their resignation will be paid for accrued but unused vacation, unless state law dictates otherwise.

Volunteer Time

All full-time employees are also eligible for eight hours of paid volunteer time per month. Travel costs will not be reimbursed for these activities. Volunteer work must be clearly marked on employee calendars. Volunteer work associated with campaigning for political purposes does not qualify for paid volunteer time. Any employee wishing to volunteer for campaigning for political purposes during regular working hours must take vacation time.

Sick Leave

Eligible employees are allotted up to fifteen (15) days per year for sick leave. If an employee seeks to take more than five sick leave days in a row, a certificate from a physician must be submitted to the applicable supervisor.

Part-time employees working 39 hours or fewer per week are eligible for sick time. Upon the commencement of employment, one hour of paid sick time will accrue for every 35 hours worked, up to a maximum of 40 hours.

Kin care is a component of sick leave. All conditions on an employee's use of these days also apply in the instance of kin care. Kin is defined as follows:

- A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis
- A biological, foster, adoptive, or step-parent, or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child
- A person to whom the employee is legally married under the laws of any State
- A grandparent or spouse or domestic partner of a grandparent
- A grandchild
- A biological, foster, or adopted sibling
- A domestic partner

- Any individual for whom the employee has received oral permission from the employer to care for at the time of the employee's request to make use of Sick Time.

Sick leave balances are not payable as wages upon separation from Venture Outdoors. If at the time of separation, an employee has used sick leave days that are not yet accrued, that employee's final pay will be reduced for those unaccrued days. Employees must use accrued and unused sick leave and accrued and unused vacation time before seeking to take an unpaid absence for treatment or recovery from the employee's own serious health condition or illness.

If an employee experiences an injury on the job, the immediate medical treatment will be considered time on the job. Any further medical treatment or absences will be covered by accrued sick leave days. Should such treatment or related absences from work continue, that missed work time will follow the unpaid leave of absence procedures. An employee may accrue not more than 240 sick hours (30 days) in total.

Parental Leave

All full-time employees employed by Venture Outdoors for at least 12 consecutive months are eligible for parental leave benefits. Each employee welcoming a child either into their home via adoption or into the world will be eligible for 12 weeks of parental leave. The first eight (8) weeks will be paid at 80% of an employee's regular compensation. An employee may combine this benefit with vacation/sick time to infill the remaining 20% pay. If an employee wishes to continue parental leave beyond eight weeks, the final 4 weeks will be comprised of their own vacation and/or sick time. An employee may also elect to take the final 4 weeks unpaid.

Any employee planning for such a life event may be permitted to carry additional vacation time from one calendar year into the next with prior permission from the CEO in line with the vacation policy outlined above.

This policy does not include the adoption of a stepchild by a stepparent.

Group Insurance

Employees will be provided access to summary plan descriptions and other relevant information at the time of hire. Any questions regarding coverage should be directed to the CEO, and copies of plan documents can also be obtained from the CEO.

Worker's Compensation and Injury Reporting

Employees who are injured on the job at Venture Outdoors may be covered by Worker's Compensation Insurance. It is the employee's responsibility to immediately notify their supervisor and the CEO if any injury is sustained while on the job. Failure to promptly notify Venture Outdoors of workplace injuries may result in the delay or denial of benefits.

Pennsylvania law governs your eligibility for worker's compensation benefits. If your claim is accepted, you will be required to visit a provider on our list of health care providers

for initial treatment. You are required to continue treatment with that provider, or another provider on the list, for 90 days following the first visit. If during the 90-day period, you visit a provider not on the list, the costs of your treatment may not be covered.

After the 90-day period, you may seek treatment with a health care provider of your choice. You must notify Venture Outdoors of the provider you have selected.

Once you begin receiving benefits, Venture Outdoors has the right to ask you to see a medical provider of its choice for an examination. Failure to attend such an examination could result in the suspension of your benefits.

In order to be reinstated to work after being absent due to a work-related injury, you must provide a written statement from a medical provider confirming that you are capable of performing your job duties. If you require reasonable accommodations in order to resume work after a medical leave, Venture Outdoors will work with you and your treating doctor to determine whether a reasonable accommodation exists that would allow you to resume your job without hardship to Venture Outdoors.

If you are unable to return to work due to injury, Venture Outdoors will make every reasonable effort to hold your position open. When feasible, you will be reinstated to your original position or one of similar responsibility and salary level. However, depending on your position, job duties and length of absence, holding your position open might constitute a hardship to Venture Outdoors. Therefore, while Venture Outdoors will consider you for whatever job openings are available at the time that you wish to return to work, Venture Outdoors cannot guarantee re-employment.

Venture Outdoors will not discriminate or retaliate against employees who claim or attempt to claim workers' compensation benefits, or who testify in a workers' compensation matter.

Core Business Hours and Hours of Work

Venture Outdoors's core operating hours are Monday through Friday, 10 a.m. – 3 p.m. Employees are expected to work within these core business hours and should work with their managers on appropriate work schedules. Certain other programs and events may take place outside of those days and hours.

Work Hours for Exempt Employees

Exempt employees are expected to complete their work, regardless of the number of hours worked in a workweek (i.e. there may be some weeks where an exempt employee works less than 40 hours and some weeks where an exempt employee works more than 40 hours). Exempt employees are not required to have a set schedule, within core business hours, unless business needs necessitate one. Exempt employees are not required to record their hours worked.

Timekeeping for Non-Exempt Employees

Take care to accurately record all hours worked, overtime hours, and absences. Employees are not to record time or clock or sign in or out for other employees. Violations of this

policy will result in appropriate disciplinary action, up to and including termination.

Overtime

All non-exempt employees are expected to work no more than 39 hours per week. Prior to working over 39 hours per week, you must notify your supervisor or the CEO, as appropriate, and obtain advance written permission to do so.

Overtime includes all time worked by a non-exempt employee in excess of 40 hours during a given workweek. Overtime is not computed on a daily basis. All non-exempt employees will be paid time and one-half of their regular rates for overtime.

Only hours actually worked during a workweek will be included towards the 40 hours needed to reach overtime. Non-work time, such as vacation, sick days, personal days or any other non-working benefit days, do not count towards the calculation of overtime.

Attendance Guidelines

Venture Outdoors expects consistent and reliable attendance from all employees. Although employees may be working from home or offsite instead of at an office, they are expected to be ready to perform their job duties at their designated start times. Employees who exhibit a pattern of attendance issues, including tardiness or early departure, may be subject to disciplinary action, up to and including termination.

In general, employees must have all requests for time off approved at least two weeks in advance. Employees should continue to contact management on a daily basis during unplanned absences extending beyond one business day, unless approved for a leave of absence that does not require daily contact.

No Call/No Show Policy

If an employee does not come into work or call out within 4 hours of the start of their shift, they are considered a no call/no show and will be subject to a First and Final Warning. Absent extenuating circumstances justifying a failure to report the absence, any further incidents of no call/no show will be considered job abandonment and the employee will be considered to have voluntarily terminated his or her employment with Venture Outdoors.

Jury Duty

Venture Outdoors supports employees who are meeting their civic responsibilities when called to jury duty. All regular, full-time employees will be granted time off with pay when they are required to serve on juries. Employees are required to notify their supervisor when they are called to jury duty. Employees are expected to report to work, within reason, during times they are excused temporarily by court officials.

Time spent on jury duty, while paid time, is not considered time worked for the purpose of calculating overtime. Venture Outdoors reserves the right to require documentation of the jury duty service.

Military Leave

Venture Outdoors will grant military leaves of absence without pay as required by the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) and any applicable state or local laws.

Bereavement Leave

Venture Outdoors will provide up to three (3) days paid time off for bereavement to all regular, full-time employees. This policy only covers immediate family members including: spouses or domestic partners, parents, grandparents, children, grandchildren, brothers, sisters and those similarly related through spouses or domestic partners and stepfamilies. If employees need additional time off for delayed funerals, travel or unusual circumstances, they must obtain CEO approval prior to taking the time off, and the amount of time off granted will be at the discretion of Venture Outdoors.

Other Leaves of Absence Without Pay

Leaves of absence for other reasons not set forth elsewhere in this Handbook may be granted to full-time employees who have been continuously employed by Venture Outdoors for twelve (12) months or more, at Venture Outdoors’s sole discretion.

An unpaid Leave of Absence may be granted by Venture Outdoors after all paid leave is exhausted. All requests for such leaves must be submitted in writing to your manager stating the reasons for the need to be away from work and the anticipated length of the leave.

Medical leaves of absence of a reasonable duration may be provided to employees as a reasonable accommodation for a disability, in Venture Outdoors’s sole discretion. Extended or indefinite leaves of absences, or leaves of absence that pose a hardship to Venture Outdoors, are not permitted.

Absent extenuating circumstances, no more than one leave of absence without pay will be permitted per year. Venture Outdoors has the right to review requests, and at its discretion, take disciplinary action.

Dress Code

Employees are expected to dress in a manner that reflects an image of professionalism and is not distracting to or disrespectful of other employees. “Business casual” dress is appropriate for the workplace unless employees have been provided with Venture Outdoors apparel or need to wear activity-specific apparel.

Appearance of Work Area

Anything displayed in the work area must be appropriate and not derogatory in any way. This policy includes backgrounds visible during virtual meetings.

Personal Property

Venture Outdoors is not responsible for personal property of employees.

Conduct and Safety in the Workplace

Venture Outdoors expects all employees to conduct themselves with high ethical and professional standards at all time. Unlawful and dishonest conduct will not be tolerated. Below are only a few examples of prohibited conduct:

- Theft or destruction of property
- Fraud or misrepresentation of accounts
- Intentionally misrepresenting or falsifying information
- Misuse of phones, computers, faxes, email or any other property

Venture Outdoors prohibits violence, threats, or acts of intimidation by or against any employees. Below are only a few examples of prohibited conduct:

- Physically harming or threatening or attempting to harm another or oneself
- Bullying or stalking
- Verbally threatening harm to another or oneself
- Non-consensual physical contact such as grabbing or pushing
- Possession of firearms in the workplace
- Other statements or actions that would cause a reasonable person to believe violence or injury may occur

Firearms and other weapons are prohibited on Venture Outdoors property and at its events, except by a licensed law enforcement officer.

The safety of our employees is a top priority. We will make every effort possible to ensure a safe working environment. If you have suggestions or concerns about workplace safety, please discuss them with your supervisor or the CEO. If you feel you are in danger performing your job duties, stop working and report the hazard to your supervisor or the CEO immediately.

Substance Abuse in the Workplace

Venture Outdoors is committed to providing a safe, healthy, and productive work environment.

Prohibited Conduct

Venture Outdoors expressly prohibits the following activities at any time that employees are either (1) on duty or conducting Venture Outdoors business (either on or away from Venture Outdoors's premises), or (2) on Venture Outdoors's premises (whether or not the employee is working):

- The use of illegal drugs or other impairing substances
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized

drug, including prescription medication that is not prescribed to the employee or drug-related paraphernalia.

- The illegal use or abuse of prescription drugs.

Venture Outdoors understands that employees occasionally are required to attend social functions, networking activities, fundraisers, and other events which are work-related and which serve alcohol. Employees are permitted to consume alcohol at such events as long as they are not impaired. Venture Outdoors is not responsible for employees' consumption of alcohol at such events and employees must use their own good judgment.

Nothing in this policy is meant to prohibit the appropriate use of over-the-counter or prescription medication, to the extent that it does not impair an employee's job performance or safety or the safety of others. Employees who take medication should inform the CEO if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication. While taking any prescription or other medication, employees are responsible for being aware of any effect; such medication may have on the performance of their job duties. The use of such medication will not be a mitigating factor in any disciplinary or remedial actions taken against the employee where the employee has failed to provide notice that their ability to perform the job safely and efficiently would be impaired.

When Venture Outdoors determines, in its sole discretion, that an individual taking medication is unable to safely perform the essential functions of their current job under the circumstances, it may take actions, including, but not limited to, temporarily reassigning the employee, changing the employee's work assignment/duties, or placing the employee on medical leave of absence during the period they are taking the prescribed medication. A violation of any of the above is subject to disciplinary action, up to and including immediate termination of employment.

Social Media

You are responsible for what you post online. When using social media of any sort you should use sound judgment. Employees must be aware of and comply with any laws and regulations related to data protection, privacy, customer information or identity and marketing. You may not disclose confidential information that you create, obtain or have access to through your job. You may not post content that is fraudulent, malicious, fake, threatening, intimidating, or obscene; including content that constitutes harassment, bullying or retaliation. Examples include posts that could contribute to a hostile work environment on the basis of race, national origin, sex, disability, religion, sexual orientation or any other status protected by law or Venture Outdoors policy. **The same standards of behavior and performance as expressed in this Handbook apply to your activities online.**

Keep in mind that social media postings may attract media and in order to maintain a consistent media message, employees may not speak to the media on behalf of Venture Outdoors. All media inquiries should be reported to the CEO.

Employees are allowed only occasional and inconsequential personal use of social media

during work hours. Any employee concerns should be addressed directly with their manager rather than through social media.

Nothing in this policy shall be interpreted or implied in a manner that will impede the rights of employees to engage in protected concerted activity under the National Labor Relations Act or any other applicable Federal, State or Local Statute or Regulation.

Conduct of Systems Users

Employees are provided access to various systems to help them do their jobs. Venture Outdoors expects all employees to exercise good judgment in their use of these resources. It is expected that all employees comply with the strictest ethical and legal standards.

All contents of Venture Outdoors's electronic resources and communications systems, whether being used on or off premises, are the property of Venture Outdoors. Therefore, employees should have no expectation of privacy whatsoever in any files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on Venture Outdoors's electronic information and communications systems.

You are expressly advised that in order to prevent misuse, Venture Outdoors reserves the right to monitor, intercept and review every employee's activities using Venture Outdoors's IT resources and communications systems, and you consent to such monitoring by your acknowledgment of this policy and your use of such resources and systems.

Venture Outdoors also may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

Do not use Venture Outdoors's IT resources and communications systems for any matter that you desire to be kept private or confidential from Venture Outdoors

All information stored on systems or information resources and all work produced on or behalf of Venture Outdoors are property of Venture Outdoors.

Employees are expected to maintain the confidentiality of all Venture Outdoors information, including internal information, financial information, marketing information, sales, technical and business information, client information and personal information.

Employees are responsible for safeguarding information and as such, should not transfer confidential information to any computer systems, storage devices, flash drives, hardware, email boxes or public sites that are not Venture Outdoors approved.

Nepotism, Favoritism or Conflict of Interest

Venture Outdoors does not allow immediate family, domestic partners, relatives and employees who are in a close personal relationship with another employee to be assigned to work situations where one can make management decisions affecting the other.

Venture Outdoors reserves the right to determine what constitutes a close personal relationship. Examples may include; dating and other intimate relationships and roommates.

It is the employee's responsibility to report relationships of this type if they currently exist or if they develop over a period of time.

Outside Employment

Outside business or employment activity that conflicts with, or adversely affects, an employee's job performance is prohibited. Potential conflicts must be disclosed.

Disciplinary Action

Employees of Venture Outdoors are employed at will, which means that the employee or Venture Outdoors has the right to terminate the employment relationship at any time for any reason. However, to encourage positive employee relations, Venture Outdoors generally attempts to provide employees with notice and an opportunity to improve in a deficient area. Discipline is designed to inform employees either that their job performance is not meeting expectations or their behavior is inconsistent with Venture Outdoors policy, practice or expectations in order to allow employees time and/or opportunities to improve.

However, Venture Outdoors will evaluate the facts and circumstances of an individual employee's situation in determining whether to administer discipline and what level is appropriate, including immediate termination without the necessity of warnings or disciplinary action. Depending on the circumstances, the discipline process may entail verbal counseling, email documentation, written warnings, improvement plans, suspension or termination of employment or other appropriate action.

Voluntary Termination/Resignation

Employees who desire to terminate their employment with Venture Outdoors are requested to give written notice a minimum of two weeks before their expected date of departure. Employees who do not provide a two-week notice may not be eligible for rehire. It is also expected that the departing employee will report for work during the notice period to achieve a reasonable transition.

Exit Interview/Return of Property

A supervisor or the CEO will conduct an exit interview with each departing employee. Among other things, this interview provides an opportunity for the departing employee to discuss any compensation and benefits that they may be entitled to receive after termination. Non-exempt employees must submit a final time sheet, signed by their manager, on the final workday.

Note: Upon termination, all departing employees must return to Venture Outdoors any Venture Outdoors property that they may have been issued, including, but not limited to, keys, books, credit cards, computers, cell phones, manuals, and any documents (electronic or hardcopy) relating to Venture Outdoors.

Acknowledgement of Receipt of Venture Outdoors Employee Handbook

I acknowledge receipt of this Employee Handbook from Venture Outdoors and that I have read it in its entirety. I acknowledge that this Handbook supersedes all prior oral or written statements by Venture Outdoors concerning its employment policies, guidelines, and benefits.

My employment is governed by the policies described in this Handbook and it is my responsibility to familiarize myself with it and understand all of the information that it contains and to abide by the policies and procedures described. I understand that I am responsible for reading the Employee Handbook and referring to it. I will contact my supervisor or the CEO if I have questions or if further assistance is needed.

This Handbook is neither an employment contract nor an agreement guaranteeing employment or the provision of benefits of any kind for any specified period of time.

I am employed “at will” and understand that I may voluntarily leave Venture Outdoors, and Venture Outdoors may terminate my employment or terminate or modify the benefits of any employee at any time for any reason or no reason at all, with or without notice.

Venture Outdoors has the right to revise, supplement or rescind the policies described in the Handbook or to modify or deviate from them at any time without notice, in Venture Outdoors’s sole discretion. However, Venture Outdoors intends to make such revisions in writing and provide them to its employees within a reasonable time prior to their implementation.

Immediately upon the termination of my employment with Venture Outdoors, I must return all Venture Outdoors property, including, but not limited to, confidential or proprietary business information of Venture Outdoors, computer files, documents (electronic or otherwise), manuals, computer equipment, computer software, files, keys, credit cards, financial and other reports, donor lists, and all other information or property obtained or used by me in the course of my employment.

This acknowledgment must be signed and returned to a supervisor or the CEO within seven days of my start date or receipt of the Handbook, whichever is later.

Read, understood, and agreed:

Printed Name

Signature

Date



2023 Employee Information

THIS SECTION - FOR EMPLOYEE TO COMPLETE

Personal Data

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: ____/____/____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Pronouns: _____

Gender associated with Social Security Number: _____
(For payroll purposes only: we understand this may not directly reflect your gender identity)

Emergency Contact Information

Last Name: _____ First Name: _____

Relationship: _____ Phone #: _____

Employee Signature: _____ Date: ____/____/____

THIS SECTION – FOR EMPLOYER ONLY TO COMPLETE

New Hire Rehire Previous Name (if applicable) _____

Job Title: _____ Start Date: ____/____/____

Rate of Pay: _____ Grade: _____

Hourly Salaried

Full-time Part-time Seasonal (scheduled days and hours)

Supervisor/Manager Signature: _____ Date: _____



Venture Outdoors Staff Equity Statement

We commit to the equitable treatment of our colleagues, participants, and community members by valuing their rights, dignity, voice, and expression.

We welcome and respect the diversity of individuality such as race, sex, gender identity, ability, culture, and religion.

We recognize the human right for all individuals to be respected and accepted without bias.

We commit to an organizational responsibility to build individual and community respect, dignity, fairness, care, and equality.

We strive to understand the role our system plays in perpetuating exclusion, and to address the dynamics that support it.

We understand that accountability is mutual and reciprocal in order to continually learn and improve.

We believe that Diversity, Equity, and inclusion extends beyond the workplace and encourage all to continue personal development alongside the organization.

We require organizational staff and participants to encourage a culture of belonging and consider the entire experience and the ecosystem that supports.

We will not tolerate explicit and implicit forms of racism, sexism, classism, xenophobia, ageism, and ableism.

We will not accept the use of racial or gender biases and require staff to implement inclusionary practices within their duties and program design.

Name (printed)

Name (signature)

Date



Ventureoutdoors.org
317 East Carson Street, Suite 160
Pittsburgh, PA 1521



Employee COVID-19 Policies and Procedures

Updated February 2023

- Venture Outdoors follows current CDC Guidelines.
- Employees that work to represent the organization in public will be required to show proof of COVID-19 vaccination.
 - Anyone with a medical or religious exemption must provide written documentation. You can provide such documentation at olivia@ventureoutdoors.org.
 - To meet the medical exemption, you must provide a letter from your doctor stating you have a medical condition that precludes you from receiving a COVID-19 vaccination; no need to include diagnosis or personal/confidential information.
 - To meet the religious exemption, you must provide documented proof of such religious affiliation. Employees will be required to meet this policy by either providing a copy of their vaccination card to their direct manager. Any employee in need of assistance in scheduling, transportation or otherwise in order to comply with this policy can contact their direct manager for support. If you have already provided a copy of your vaccination card to management, you are already considered in compliance with this policy and have no further action items.
- If you test positive for Covid-19 you need to contact your direct supervisor immediately. After this notification the supervisor will immediately contact the VP of Finance and Operations. This information will be kept confidential.
- Employees who have been in contact with an individual known to be diagnosed with COVID-19 please refer to the CDC recommendations. Employees can also use the CDC's Isolation & Exposure Calculator for guidance.
- All employees will be provided with a disposable mask for each shift, if desired.

In addition to the policies written above, we encourage individuals to follow social distancing requirements which include;

- Maintain a distance of at least six feet from other individuals
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available
- Cover coughs or sneezes with a sleeve or elbow, not hands; Do not shake hands
- Regularly clean high-contact surface areas
- When sick, stay at home;

COVID19 POLICIES AND PROCEDURES FOR VENTURE OUTDOORS WILL BE STRICTLY ENFORCED AND MANAGEMENT WILL HAVE A ZERO TOLERANCE POLICY. Any employee found to not be complying with the above policies and procedures will be disciplined up to and including immediate termination.

By signing this document, I agree to the advised policies.

Printed Name: _____

Signature: _____

Date: _____

317 E. Carson Street, #160 Pittsburgh, PA 15219
info@ventureoutdoors.org
412.255.0564



Pennsylvania Workers' Compensation Information

To all employees:

The workers' compensation law in Pennsylvania provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for treatment of injured employees or for the administration of first aid.

You should report immediately any injury or work-related illness to your employer.

Your benefits could be delayed or denied if you do not notify your employer immediately.

If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.

The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information at:

Bureau of Workers' Compensation
1171 South Cameron Street, Room 103
Harrisburg, PA 17104-2501

Telephone number within Pennsylvania: 800-482-2383
Telephone number outside of this Commonwealth: 717-772-4447

TTY- 800-362-4228 (for hearing and speech impaired only)

www.state.pa.us, PA Keyword: workers comp.

I, _____,
employee of _____ (employer),
certify that I received, read, and understood the information provided above on my date
of hire _____ (date).

If applicable:

I, _____,
employee of _____ (employer),
certify that I received, read, and understood the above information on _____ (the
date of work-related injury or disease).