



Employee Handbook

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Waco, TX.

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SECTION ONE: INTRODUCTION

Welcome

We welcome and wish you success in your job while working at Dr Pepper Museum & Free Enterprise Institute, Waco, Texas.

We believe that each employee contributes directly to the Dr Pepper Museum mission through the growth and success of our services to our visitors. We know you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations for our employees and to outline the policies, programs, and benefits offered by the Museum. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible for it will answer many questions about employment with Museum

We desire for your experience here to be challenging, enjoyable and rewarding.

Again, WELCOME.

Sincerely,

Chris Dyer
President/CEO

Employee Manual Interpretation

The following pages contain information regarding many of the policies and procedures of Dr Pepper Museum (hereby referred to as "Museum"). NEITHER THIS HANDBOOK NOR ANY PROVISIONS OF THIS HANDBOOK CONSTITUTE A CONTRACT OF EMPLOYMENT OR ANY OTHER TYPE OF CONTRACT, EITHER EXPRESSED OR IMPLIED.

No manager or representative of Museum, other than the President/CEO or appointed designee of Museum, has the authority to enter into any written agreement with any employee for any specified period or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by President/CEO or Designee shall not be enforceable unless it is in writing and approved by the Board of Directors.

The policies and procedures outlined in this handbook will be applied at the discretion of the Museum, and the Museum reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. Employees will be notified when an official change in policy or procedure is made.

The Museum values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the Museum alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of your manager.

Vision Statement

The Dr Pepper Museum and Free Enterprise Institute is dedicated to being the finest museum in the world devoted to telling the soft drink industry story and to using the industry as a practical model of the free enterprise system.

Museum Mission and Purpose

The Dr Pepper Museum mission is to educate and entertain the general public through the collection, preservation, interpretation, and exhibition of objects relevant to the history of the soft drink industry, and through that example, the free enterprise economic system

The Museum is:

- A non-profit organization that holds one of the finest collections of soft drink memorabilia in the world,
- An educational institution dedicated to the teaching of the principles of the American system of free enterprise economic,
- The historic home of the nation's oldest major soft drink still manufactured – Dr Pepper (1885),
- A unique cultural and entertainment asset to the City of Waco and Central Texas for more than 25 years.

History of Dr Pepper Museum

Dr Pepper is recognized as the Nation's oldest major soft drink, and it is still produced today by the Dr Pepper Snapple Group and its affiliated bottlers. Although the Museum receives support from the Dr Pepper Snapple group, it is not owned by them. The Museum is a private, not-for-profit 501-(c)-3 organization dedicated to educating the public about the history of the soft drink industry and using Dr Pepper's history to educate about America's free enterprise system.

The Dr Pepper Museum & Free Enterprise Institute opened to the public in May 1991 and is housed in the 1906 Artesian Manufacturing and Bottling Company building. The 112-year-old building, located in downtown Waco, Texas, is listed in the National Register of Historic Places as the "Home of Dr Pepper."

Dr Pepper Company donated the historic building to the Museum nonprofit organization in 1988. Renovations on the vacant bottling plant, which was in a sad state of repair, began in the summer of 1990. On May 11, 1991 the building formally opened to the public. During the next six years additional renovations continued until the entire building was restored and open to visitors in May 1977.

The Museum is home to the W.W. Clements Free Enterprise Institute. Mr. Clements, known throughout the company as "Foots" began working for Dr Pepper in 1935 in Alabama as a route driver. He remained with the Company for 51 years rising to the position as Chairman of the Board of Directors. He retired in 1986 and was named Chairman Emeritus. In 2002 he passed away at the age of 88. His widow, Virginia Clements, is an active member of the Board of Directors.

The Free Enterprise Institute was created in 1997 for the purpose of educating school children and adults about the economic system that underlies American life. The program uses the soft drink industry as a model to teach

about methods for developing, producing and marketing products. An exhibit about the life of W.W. Clements and his philosophy of free enterprise and business ethics opened in 2008 on the third floor of the Museum.

The Museum has continued to make upgrades to the display spaces and significantly increased the size of its collections. The following expansions were made:

- In 2007, a new collection and archives storage center was completed in the historic Kellum-Rotan Building, now known as the East Wing of the Museum,
- Consolidation and growth of collections and archives now are located in same building,
- In 2008, the façade of the Kellum-Rotan Building was restored
- New administrative offices, education center, and boardroom were completed in 2011 in East Wing.
- In 2016, an enlarged gift shop and soda fountain spaces opened to the public in the East Wing,
- The Emerson Holt – Ted Getterman Exhibit Gallery space was added too.

Governance and Management of Museum

The Museum is governed by an elected volunteer Board of Directors according to the By-Laws adopted by the organization. The Board hires the President/CEO to manage the day-to-day operations. The President/CEO is responsible for implementing all policies through the development of specific processes and practices. Employees, board members, and volunteers are required to follow all Museum policies when on the premises or representing the Museum in the community.

Code of Employer-Employee Relations

The Museum is committed to a mutually rewarding and straightforward relationship with its employees. Thus, it attempts to:

- a) Provide equal employment opportunity and treatment regardless of race, religion, color, sex, sexual orientation, age, national origin, disability or military status, or genetic information;
- b) Provide compensation and benefits commensurate with the work performed;
- c) Establish reasonable hours of work based on the Museum service hours;
- d) Monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety;
- e) Offer training opportunities for those whose talents or needs justify the training;
- f) Enforce workplace policies in such a manner that does not interfere with employees' rights to engage in concerted activities under the National Labor Relations Act;
- g) Be receptive to constructive suggestions about job duties, working conditions or personnel policies;
- h) Establish appropriate means for employees to discuss matters of concern with their immediate manager.

The Museum, as part of its commitment to provide visitors with excellent services and to create a productive work environment, expects all employees to:

- a) Deal with visitors, volunteers, vendors, and others in a respectful and helpful manner;
- b) Represent the Museum in a positive and ethical manner;
- c) Perform assigned tasks in an efficient manner;
- d) Be punctual;
- e) Demonstrate a considerate, friendly, constructive attitude toward fellow employees; and
- f) Follow the policies and procedures adopted by the Museum.

The Museum retains the sole discretion to exercise all managerial functions.

Employment at Will

Employees who do not have a written employment contract are employed at the will of the Museum and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason.

Completion of an introductory period or attainment of regular status does not change an employee's status as an at-will employee or in any way restrict The Museum's right to terminate the employee or change the terms or conditions of employment.

SECTION TWO: EMPLOYMENT

Equal Employment Opportunity

The Museum provides equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, sexual orientation, age, national origin, disability, military status, genetic information, or any other characteristic protected by applicable federal or state law.

An effective equal employment opportunity program is achieved with the maximum support of managers and employees at all levels. If you believe you have suffered from discrimination, you should report this concern to your manager or the President/CEO.

All complaints of discrimination will be investigated promptly and in an impartial and a confidential manner as possible, and a timely resolution of each complaint should be reached and communicated to the parties involved.

The Museum prohibits any form of retaliation against employees for bringing good faith complaints or providing information about discrimination.

Employee Protection (Whistleblower)

If any employee reasonably believes that some policy, practice, or activity of the Museum is in violation of law, a written complaint must be filed by that employee with the President/CEO or designee.

It is the intent of the Museum to adhere to all laws and regulations that apply to the Museum and the underlying purpose of this policy is to support the Museum's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy or practice to the attention of the Museum and provides the Museum with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Museum will not retaliate against employees who disclose or threaten to disclose to a manager or a public body, any activity, policy, or practice of the Museum that the employee has a reasonable basis to believe is in violation of a law, or a rule, or regulation mandated pursuant to law.

You may ask questions about this policy at any time from any senior management employee.

Productive Work Environment (Non-Harassment)

The Museum promotes a productive work environment and does not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive or hostile environment.

You are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, color, national origin, sex, sexual orientation, religion, disability, pregnancy, age, military status, or genetic information.

Sexually harassing or offensive conduct in the workplace, whether committed by managers, employees, volunteers or nonemployees, is prohibited. This conduct includes:

- a) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances or propositions;
- b) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- c) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- d) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
- e) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as e-mail, instant messaging, photographs and Internet materials)

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, color, sex, sexual orientation, national origin, religion, disability, pregnancy, age, military status, or genetic information also is prohibited.

If you believe that a manager, employee, volunteer or nonemployee actions or words constitute harassment, you have a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to your manager or to the next level of management if the complaint involved your manager.

All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

Any employee or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. The Museum prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about any harassing behavior.

Hiring

The Museum is an equal opportunity employer and hires individuals on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with the Museum is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason.

Criminal Convictions

The Museum reserves the right not to hire a candidate or retain an employee who has been convicted of a felony criminal offense. A crime that involves dishonesty or physical harm to another person may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

Family Members Hired as Employees

A member of an employee's immediate family will be considered for employment by the Museum if the applicant possesses all the qualifications for employment.

Rehire of Former Employees

Former employees who left the Museum in good standing may be considered for re-employment. Former employees who were dismissed for a disciplinary reason may not be considered for re-employment or do work for the Museum in any other capacity including as a volunteer or an independent contractor. A former employee who is re-employed will be considered a new employee from the date of re-employment unless the break in service is less than 30 days.

Immigration Law Compliance

The Museum hires only candidates who are citizens of the United States or who are non-citizens that are authorized to work in the United States under the Immigration Reform and Control Act of 1986. As a condition of employment all employees must show valid proof that they are eligible to work in the United States.

Federal regulations require that within three (3) days of being hired, an employee must complete and sign Federal Form I-9, "Employment Eligibility Verification" and present documents of identity and eligibility to work in the United States to the appropriate person at the Museum.

Reporting Personal Information Changes

You will be provided with an Employee Personal Information Sheet to be completed at the time of your employment. You are responsible for promptly notifying the Museum of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information. Accurate and correct personal information is vital for the Museum files.

Hours of Work and Breaks

The Museum standard work week for full-time employees is Sunday 12:01 a.m. to Saturday 12:00 Midnight.

General work schedules are from 8:00 a.m. to 5:00 p.m. Monday through Friday. The normal work week will consist of 40 hours. The normal workday will consist of eight (8) hours with an unpaid meal period of 1 hour. Your manager will notify you if your work schedule must vary from the standard schedule. For example: Museum personnel work schedules may vary requiring weekend or after-hours work depending on the days and hours the Museum is open to visitors or any special events scheduled to be held in the Museum facilities.

Non-exempt (hourly) employees **may** have a 15:00 minute break from work twice a day, usually one in the morning and another in the afternoon. Occasionally in serving our visitors, workload demands may not permit an employee to take a break. Missed break time is not made up on another day nor is the missed break time banked for future use. There is no make-up time for a missed break time.

Nonexempt employees are permitted to work overtime only with the prior approval of their manager. For the purposes of overtime compensation, only hours worked in excess of 40 hours during a workweek will be counted.

Every nonexempt employee is required to complete an individual time record showing the daily hours worked. Time records cover the workweek and must be completed by the close of each workday. (See Timekeeping Procedures.)

- a) **Nonexempt employees are permitted to begin work before their normal starting time or to continue work after their normal quitting time only with their manager's prior approval.**

b) Filing out another employee's time record or falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including termination.

The Museum expects employees to sign in on-time ready to begin work. The first 15 minutes of a work day is to be used in a constructive manner preparing your day's work schedule, but not used in nonproductive behaviors such as texting with friends, drinking coffee or generally "shooting the breeze" with co-workers.

Work hours may be adjusted by a manager to accommodate visitors' requirements. However, it is understood that exempt employees may be required to work extra hours to accommodate certain events or deadlines. If such extended hours are required the Museum will allow some flexibility with the expectation that employees will make every effort to align their offsite work hours with office hours. This expectation is to facilitate consistent and reliable availability for meetings and other interactions, which are essential to the smooth operation of the Museum.

Introductory Period

Your first employment days (usually 90) in a job at the Museum are considered an Introductory Period. This Introductory Period will be time for getting to know your fellow employees, your manager and learning the tasks involved in performing your job, as well as, becoming familiar with the Museum services and standards of excellence. Your manager will work closely with you to help you understand the needs and processes of your job duties, as well as your responsibility as a member of the Museum team, that provides services to our visitors.

The Introductory Period is a try-out time for both you, and the Museum. During this time, the Museum will evaluate your suitability for continued employment, and you can evaluate the Museum as an employer. At any time during the first 90 days, you may resign without any detriment to your records. If during this period, your work habits, attendance, or performance do not measure up to our standards (or for any other reason, we may release you. If you take approved time off in excess of five workdays during the Introductory Period, the Introductory Period may be extended in length of time.

Please understand that completion of the Introductory Period does not guarantee continued employment for any specified period of time, alter your employment "at-will" status, nor does it require that an employee may be terminated only for "cause".

A former employee who has been rehired after a separation from the Museum of more than one year may repeat the Introductory Period during their first 90 days following rehire.

Employee Classifications

Employees are classified by two major categories: "exempt" and "non-exempt" jobs. This handbook applies to both types of job classifications: exempt and non-exempt. You will be informed of your initial job classification as either an exempt or non-exempt employee at time of hire. If your job position changes during your employment as a result of a promotion, transfer or other changes, you will be informed by your manager of any change in your job classification.

a) Employees in exempt jobs are generally salaried and fall into one or more of the following four classifications:

- executive,
- professional,
- administrative, or
- outside sales.

These employees are not required to report daily hours worked for purpose of paying wages, nor are they eligible for paid overtime in accordance with Fair Labor Standards Act for work performed in excess of forty (40) hours in a workweek.

b) Employees in non-exempt jobs are eligible to receive overtime pay (1.5 hours times regular hourly rate of pay) for continuous work performed in excess of forty (40) hours in a work week in accordance with state and federal wage and hour laws (FLSA). These employees are required to submit a time record for each pay period, approved by the appropriate manager, for the purpose of tracking hours worked and calculating wages.

Employees are also classified by the Museum within one of the following three categories:

- 1) **Full-time:** any employee that is regularly scheduled to work 30 hours a week or more. Full-time employees are eligible for standard Museum benefits.
- 2) **Part-time:** any employee that is regularly scheduled to work less than 30 hours per week. Part-time employees are not eligible for standard the Museum benefits.,
- 3) **Temporary:** any employee in temporary work who has a predetermined start and end date of temporary employment. Temporary employees are not eligible for standard Museum benefits.

Outside Employment

What you do with your free time is your own business. However, if you are employed by the Museum in a fulltime position, the Museum will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at the Museum. Working outside for a competing organization on any basis is not allowed.

If you are thinking of taking on a second job, it would be wise to notify your manager immediately. The manager will thoroughly discuss this opportunity with you to make sure that it will not interfere at any time with the Museum's job requirement, nor pose a conflict of interest.

If you are thinking of returning to school to attain an undergraduate or graduate degree, it would be wise to discuss your plans with your manager to make sure that school requirements will not interfere with your job requirements at the Museum.

Any other volunteer commitments such as to churches, schools or other nonprofit organizations must not interfere with your regular work hours, nor used as an excuse for underperforming on your job.

Personnel Files

Since the Museum refers to your personnel file when decisions are made in connection with promotions, pay increases and bonus payments, it is to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

If you want to review the information in your personnel file, please make request to the President/CEO or designee. Arrangements will be made for you to review your personnel file in the presence of a member of management.

Removing personnel files from the Museum property is strictly prohibited (unless file has been properly subpoenaed by a court of law and then a copy of the material in the personnel file is made before releasing the file.)

References

The Museum will limit the release of employee reference information to verification of employee's position, job location and dates of employment.

As an employee, do not under any circumstance respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive a request for a reference, you should forward the request to the President/CEO or designee.

Resignation

While we hope both you and the Museum will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with the Museum. If you anticipate having to leave your job, it is customary to notify your manager at least two (2) weeks in advance of the date that you plan to leave to facilitate transition of responsibilities. If you are a professional or managerial employee, you are expected to give at least four (4) weeks' notice.

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Museum property, materials or written information must be returned by employees on or before their last day of work.

Exit Interview

Employees who resign their employment from the Museum will be required to complete a Security Separation Form with their supervisor or manager. At that time, all keys and Museum issue items are to be returned. For any item of value not returned, the employee may be assessed a fine that will be deducted from the final paycheck.

Security

Maintaining the security of our offices, stores, and warehouses is every employee's responsibility. Develop habits that ensure security as a matter of course.

For example:

- **Always lock vehicles, even if you step away for a few minutes.**
- Warehouse doors need to be secured if all personnel are leaving the area
- Park in well-lit areas. Make sure to lock your car doors
- Familiarize yourself with the location of all alarms and fire extinguishers and the proper procedure for using them should the need arise
- If you are the last to leave the Museum premises, make sure that all entrances are properly locked and secured, all lights are on night time settings, and all equipment is on night time service i.e. copiers, computers, coffee pots, etc.
- If you are leaving at night and feel unsafe, ask another employee or a security guard, if present, to escort you to your car or call someone to let them know you are leaving the Museum premises.

SECTION 3: COMPENSATION AND PERFORMANCE

Compensation Administration

The Museum's policy is to pay compensation that is nondiscriminatory and competitive. However, all compensation decisions must take into consideration:

- The Museum's overall financial condition
- Market competitive considerations,
- Employee's overall job performance, and
- Length of service.

The Museum management is responsible for conducting a compensation review in conjunction with a performance review with each employee at least annually. Compensation decisions generally are based on the Museum's performance, employee's performance, and budget considerations. All compensation increases are at the discretion of an employee's manager and the Museum's President/CEO.

Timekeeping Procedures

The Museum uses a weekly time record. All non-exempt personnel are required to record worked time on a daily basis using the prescribed method for logging time-in, time-out and any non-compensated breaks. Daily completion of time records ensures accuracy for the Museum and charts the manner in which employees' time is used. Employees must record all time worked, without exception. You should record any non-worked time (paid or unpaid) on the time record as well. In cases where the time clock is out of service or unavailable, employees must record their time on a paper sheet and have it signed by a manager. **It is strictly forbidden for one employee to sign another employee in or out on any work time recording device or paper sheet.**

1. "Clock in" immediately before beginning of work and "clock out" immediately after stopping work according to current procedures.
2. Employees should "clock out" whenever they leave the premises for non-work-related activities and "clock in" when they return to work.
3. Employees who are on premises and can do so should "clock out" for their lunch time and "clock in" when returning to work after lunch. Your manager will tell you the length of your lunch period.
4. All employees are strictly prohibited from "clocking in or out" for another employee or asking another employee to "clock in or out" for them.
5. "Clocking in or out" for another employee may result in disciplinary procedure up to and including termination of one or both employees.
6. Hourly employees shall not "clock in" more than 10 minutes early unless directed to do so by the supervisor.
7. Hourly employees must not "clock out" more than 10 minutes after ending work time for the day, unless directed to do so by the supervisor.
8. Employees will be considered to be "tardy" if they clock in at 11 minutes after their assigned starting time.
9. If there is an error on the time clock punch, employees must report this at once to their supervisor or the President/CEO or designee.
10. Time records are reviewed by the President/CEO or designee at the end of each week.

Overtime Pay

This policy applies to full-time, part-time, and temporary non-exempt employees only

From time to time it may be necessary for you to perform overtime work beyond 40 hours worked in a work week. **Your manager must approve all overtime work in advance.** When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

- a) **Scheduled Overtime:** Scheduled overtime work is announced in advance. This type of overtime becomes part of the required workweek of the people who are scheduled to work the overtime. If you need to be excused from performing scheduled overtime, please speak with your manager. S/he will consider the situation and the requirements of the project in deciding whether you may be excused from performing the scheduled overtime.
- b) **Incidental Overtime:** Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may be necessary due to a project deadline or when an illness or emergency keeps co-workers from being at work as anticipated.

If you are a non-exempt employee and you perform overtime work, you will be paid one and one-half (1-1/2) times your straight time hourly wage for all hours worked over forty (40) in a workweek. If, during that week, you were away from the job due to a paid holiday, bereavement, jury duty or paid time-off, those hours will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Pay Period and Paychecks

Our payroll workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

Pay Cycle

All Museum employees are paid on a bi-weekly basis usually on the Thursday after the end of the pay period. When a scheduled payday falls on a Museum holiday, employees will be paid on the day before the holiday.

Paycheck Errors

Every effort is made to avoid errors in your paycheck. Please review your paycheck carefully. If you believe an error was made, report it to your manager so corrections are made as quickly as possible. In the event that your paycheck is lost or stolen, please notify your manager promptly. The Museum will put a stop payment notice on your check and will re-issue a replacement check in a reasonable amount of time.

Deductions from Paychecks (Mandatory)

The Museum is required by law to make certain deductions from your paycheck each time one is prepared. Among those are your withholding for federal taxes and your contribution to Social Security. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and the information you furnish on your W-4 form regarding the number of dependent/exemptions you claim. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained to you whenever the Museum is ordered to make such deductions.

Deductions (Other)

You may authorize the Museum to make other payroll deductions such as for your portion of benefits and/or savings. Contact the President/CEO or designee for more details and the necessary authorization forms you will need to complete.

Wage Assignments (Garnishments)

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment or an IRS federal tax levy. However, if wage assignments, garnishments or levies are required, you will be notified. Any questions regarding the details of the deduction must be directed to the initiating authority.

According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Payroll Benefits Paid by The Museum

Social Security

The Museum matches your Social Security contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Unemployment Compensation Fund

The Museum pays a percentage of its payroll to the Unemployment Compensation Fund according to The Museum's payroll history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers whose jobs with the Museum have ended. To be eligible, you must have earned a certain amount of compensation and be willing and able to work. You should apply for benefits through your local state unemployment office as soon as possible after termination.

The Museum, as all employers, pays the entire cost of this benefit. Employees make no contribution to the Unemployment Compensation Fund.

Worker's Compensation Insurance

Employees of the Museum are covered under worker's compensation insurance which provides medical and hospital care and partial compensation to employees who qualify for benefits due to an accident or occupational disease contracted during the course of employment. Reports of "on-the-job injuries" are submitted to the Museum's worker's compensation carrier; the worker's compensation carrier is responsible for determining whether or not a claim will be paid to the employee.

It is the policy of the Museum that all feasible and practical efforts will be made to provide a safe and healthful place of employment for our employees and to do everything reasonable to protect from accidents and losses. The Museum requires that all employees report job-related accidents or injuries to a manager immediately, whether the accident occurred on or off the Museum premises. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim.

All Workers' Compensation claims will be processed and reported to the plan provider. Employees are expected to return to work immediately upon release from the treating doctor.

Termination and Severance Pay

The Museum generally does not issue severance pay. When you leave The Museum's employment, you will be paid for actual time worked and for Paid Time Off earned but not used. You will be notified in writing by the Museum about the benefits that may be continued and the terms, conditions and limitations of the continuance.

Performance Reviews

Managers and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations may be conducted to provide both managers and employees the opportunity to discuss job duties, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting job goals.

Employees usually will have a performance review at least once a year. Generally, your supervisor will meet individually with you to discuss prior year's performance and to establish goals for the next 12 months.

However, new employees will have a review at the conclusion of their introductory period, usually 90 days. Additional reviews may be conducted from time to time. In some cases, non-exempt employees may have specific review terms stated in the job offer letter.

Performance reviews will focus on job-related strengths and weaknesses, as well as, overall compatibility within the Museum culture. Goals and development plans will be outlined during each review period and progress toward the goals will be assessed throughout the review period.

Performance reviews will determine pay increases and promotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. All performance reviews and responses will become part of an employee's personnel file.

Bonus Payment Structure

The Museum may institute a bonus structure or incentive pay plan at any time. Any bonus structure plan will be determined by management and will be based on the Museum's budget and employee's performance. There is no guarantee that bonuses will be paid on a regular basis i.e. annually. The Museum may change or cancel a bonus pay plan at any time without notice.

SECTION 4: EXPENSE REIMBURSEMENT

The Museum will reimburse employees for reasonable pre-approved business expenses. Reasonable expenses while traveling on Museum business include travel fares, accommodations, meals, tips, telephone and purchases on behalf of the Museum.

All expenses must be submitted and approved by the employee's manager prior to submission for reimbursement. Whenever possible and in situations where the Museum may question the reasonableness of an expense, the employee should secure approval in advance of incurring the expense. Unreasonable or excessive expenses will not be reimbursed. Any questions should be directed to the employee's manager or President/CEO or designee.

SECTION 5: EMPLOYEE BENEFITS

Health and Welfare Benefits.

The Dr Pepper Museum provides Health and Welfare benefit plans to some categories of employees. The plans are usually presented annually to eligible employees. You will receive information if you are eligible to receive all or part of the benefits. For more information see the President/CEO or designee.

Holidays

Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees are eligible to receive holiday pay only for holidays on which they normally would be scheduled to work and only for their regularly scheduled number of hours. Temporary employees are not eligible to receive holiday pay.

Observed Paid Holidays

Holiday	Date
New Year's Day (closed)	January 1st
Memorial Day	May, last Monday
Independence Day	July 4th
Labor Day	September, 1 st Monday
Thanksgiving Day (closed)	November, 4 th Thursday
Christmas Day (closed)	December 25th
Two floating holidays awarded on Jan 1st	To be taken anytime with notice

A holiday on a Saturday or Sunday generally will be observed by the Museum on a Friday or Monday as is normal for most organizations. Employees, who are not excused from work for the holiday and worked or were on an approved absence the Friday before and/or the Monday after the holiday, will receive straight time pay for the holiday observance worked in addition to regular pay.

If a holiday occurs during an employee's Paid Time Off period, the employee will be given an additional paid day off. If the employee selects an additional day off, it may be taken at the beginning or end of the leave or as a "floating" holiday at another time during the year, with prior approval from your manager or supervisor.

The Museum may schedule work on an observed holiday as it considers necessary. Normally, work on an observed holiday will be paid as if the day were a regularly scheduled work day. Employees will be given the option of receiving additional pay for the day or a "floating" holiday, with prior approval of your manager or supervisor.

The Museum recognizes that some employees may wish to observe certain dates or days, as periods of worship or commemoration which are not included in the Museum's regular holiday schedule. Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt the Museum's business and if the employee's manager approves. Employees may use accumulated PTO or "floating holiday" for these occasions, or they may take the time off as an unpaid, excused absence.

To be eligible for a Paid Holiday, the employee must work a full day (or have a pre-approved leave day) on both the last regularly scheduled workday prior to and the first regularly scheduled workday after the holiday.

Paid Time Off

An employee earns PTO immediately upon fulltime employment with the Museum. However, PTO may not be used in the first ninety (90) days of employment without the approval of the President/CEO.

Paid Time Off is earned each pay period (26 pay periods annually) by all fulltime employees and is in addition to Bereavement Leave benefits.

1. An employee from date of employment through the end of five (5) complete years of continuous employment earns 4.61 hours per pay period and may bank a maximum of 120 PTO hours.
2. An employee with five (5) complete years of continuous employment through nine (9) complete years of continuous employments will earn 6.15 hours per pay period and may bank maximum of 160 hours of PTO.
3. An employee with more than nine (9) complete years of continuous employment will earn 7.69 hours per pay period and may bank maximum of 200 hours of PTO.

Each employee is expected to schedule and use a majority of the banked PTO in the fiscal year in which it is earned.

If an employee reaches the maximum accrued PTO hours allowed in his/her bank in any pay period, no hours will accrue until the employee uses PTO hours to reduce the bank below the allowed accrued limit.

An employee is allowed to carry over unused PTO hours, but the total retained may not exceed the PTO limit for the number of years employed.

PTO hours must be used in one (1) hour or more increments.

At time of termination for any reason, the employee shall be compensated at his/her regular hourly rate for any accrued but unused PTO hours.

Accrued PTO leave may be taken for any reason, such as: personal, doctor or dentist visits. or family sick leave.

PTO is not earned in any pay period if you are absent from your job because you are on worker's compensation leave or an unpaid leave status.

PTO leave request requires at least one day of advance notice to your immediate supervisor or manager unless the PTO is used for an unexpected illness or emergency. However, an employee is not eligible for PTO if suspended for disciplinary reasons.

Your immediate supervisor or manager must be immediately notified of any unexpected illness or emergency. Employees will not be expected to call each day if the supervisor or manager is initially informed that the illness will extend beyond one day.

An estimated date of return shall be given to the supervisor or manager. Leaving a voicemail message or text message for notification of absence due to illness is not adequate – it must be followed up with actual contact with the supervisor or manager to confirm receipt of the message.

An employee who has used all of his/her accrued PTO time and is absent due to illness must provide a valid doctor's statement/excuse upon return to work. A valid doctor's statement/excuse should be on the doctor's or medical provider's original stationery and contain the date of service and an original signature of that doctor or medical provider. Photocopies are not acceptable. The employer has the right to call and verify all doctor's or medical provider's statements/excuses if they so choose.

SECTION 6: THE MUSEUM PREMISES, WORK AREAS and VEHICLES

Emergency

An emergency causing serious injury, IMMEDIATELY CALL 911.

A minor emergency such as cuts and bruises, first aid supplies are in the Administrative Office

In case of fire above your head, call 911 and evacuate the building. The Museum has fire extinguishers available on site for minor fire emergencies.

In case of threat of violence, IMMEDIATELY CALL 911 or activate The Museum “Panic Alarm System.”

Employee Safety

The Museum complies with all applicable federal, state and local health and safety regulations and provides a work environment as free as practical from recognized hazards. Employees are expected to comply with all safety and health requirement whether established by the Museum or by federal, state or local law.

If you sustain an injury or illness while performing your job, you must report the injury immediately to your manager. The incident will be documented and reported immediately with any facts and circumstances concerning the incident. Accident Forms are available in the Administrative Office. Failure on your part to report injuries or illness to the designated person will constitute grounds for disciplinary action.

Museum vehicle accidents must be reported to the police and to the designated person at the Museum before an employee leaves the accident scene, except for the need of employee to leave to receive emergency medical treatment.

Below are some general safety practices: (this list is not all inclusive)

- Avoid overloading electrical outlets with too many appliances or office machines;
- Walk – don’t run;
- Report to your manager if you or a co-worker becomes ill or is injured;
- Ask for assistance when lifting heavy objects or moving heavy office furniture and use approved lifting techniques.
- Keep cabinet doors and file and desk drawers closed when not in use;
- Sit firmly and squarely in chairs that roll or tilt;
- Avoid “horseplay” or practical jokes;
- **Keep your work area clean and orderly, and the aisles and hallways clear;**
- Stack material only to safe heights;
- Watch out for the safety of fellow employees;
- Use the right equipment or tools for the job and use in safe and correct manner
- Use safety and personal protective equipment as prescribed for job
- Keep Museum vehicles clean, neat and stocked with needed tools and supplies.
- Report immediately any condition or practice you believe has the potential to cause injury or damage to person, property or equipment.

- **Workshop and Storage Area Safety**

- Employees and volunteers who work or walk through the storage areas must wear closed toed shoes
- Employees are not to wear dangling jewelry or apparel
- Employees may be required to cover or pull hair back for safety/health purposes
- Equipment and machinery must be used properly and safely. Guards, restraints and other safety devices must be used at all times when machines are operating.
- Only operate machinery for which you've been trained and only in a safe manner
- Use approved lifting technique: i.e. bend you knees, grasp the load firmly, then raise the load, keeping your back as straight as possible. Use a dolly or obtain help from a co-worker when lifting heavy loads.

Managers are responsible for ensuring that employees under their supervision understand and comply with all Museum safety rules, regulations, and procedures. Violations of Museum safety rules, regulations or procedures will result in disciplinary action up to and including termination.

Food and Beverages

The Museum sometimes has visitors in the offices. The Museum's surroundings should always reflect a neat and clean professional appearance. Eating at your desk or in work areas is not encouraged as the Museum has provided a breakroom for such purposes also not eating or drinking in in the work areas prevents damage to Museum equipment and other property, **including vehicles**. All employees are personally responsible for keeping the area around their work site clean and presentable. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

Monitoring & Searches

All Museum property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, Museum vehicles, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of Museum property, theft investigation and improper disclosure of confidential information.

The Museum retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Music in the Workplace

In order to provide a safe and productive work environment, The Museum prohibits the playing of music on any type of device by employees in Museum facilities where customers usually are present.

Employee may not use ear buds/earplugs/ear phones at any time while working in any areas of the Museum facilities where customers usually are present.

Music Played in Customer Areas

Employees may play background music at a low volume only during closed hours to the public, and as long as it is neither offensive nor disruptive to business operations.

Music Played in Private Areas

Employees, with private offices or within private areas of the museum, may play music at a low volume as long as the music isn't offensive nor disruptive to business operations.

Office Security

Shortly after an employee's start date, you may be given a "key or code" to gain access to the offices and other secure areas at the Museum. The last employee to leave the office is responsible for making certain that all doors and windows are locked for the night, lights are off or set for nighttime, and all equipment is in proper night mode including coffee pot and other electrical equipment.

Collection Storage Security

Only authorized collection personnel are allowed in the Museum Collection storage areas. All other staff and volunteers must have permission from the Collection Manager to be in storage areas.

The last person leaving the Collection Storage area is expected to turn off all lights and securely lock all entrances.

Personal Property

The Museum does not assume responsibility for any employee's personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk. The Museum is not responsible or liable for any lost, stolen or damaged personal items (including your personal vehicle) that you may bring to work with you. Please keep your valuables at home. Handbags, purses, totes, electronics, etc. should be kept out of sight, either in a locked desk or cabinet. It is your responsibility to look after your personal property and keep such items in a secluded and safe place.

Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

Note: Use of personal devices such as cellular telephones, I-pads, etc. in open museum areas when the Museum is open to the public is prohibited.

Personal Safety

The safety of each employee's health and security is a high priority. The Museum is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their manager or President/CEO if they believe there is a safety issue that should be addressed.

Postage, Shipping and Office Supplies

Postage, shipping and office supplies paid for by the Museum are for business purposes and are not to be used for an employee's personal purposes. These supplies are not available for employee purchase except for personal postage. The personal postage used will be repaid to the Museum by the employee.

Recycling

The Museum supports environmental awareness by mandating recycling in the work place. Employees are encouraged to conserve energy by shutting down their computers, monitors and printers at night and turning off the lights when not needed.

Smoking

Smoking, of any type device, chewing, or dipping tobacco products is not allowed in the Museum offices, The Museum vehicles, on its premises or at vendor facilities. No Museum employee is to use a vendor's designated smoking area at any time.

This nonsmoking policy applies to visitors, volunteers, and vendors in all Museum facilities.

Solicitation and Endorsements

The Museum limits solicitation and distribution on its premises because those activities can interfere with its normal operations, reduce employee efficiency, annoy visitors and volunteers and may pose a threat to security.

Use of The Museum Property

All Museum workspace, including file cabinets and lockers are the property of the Museum and must be available to management at all times. No Museum property may be used to house personal files or items unless designated to hold employees' personal items during work such as lockers in the staff area. The Museum equipment, including computers, photocopiers, printers, or tools should not be used for personal business. Inappropriate personal use of the Museum provided computers and cell phones will result in disciplinary action including possible termination.

Equipment

Employees are not permitted to use the Museum premises or equipment for personal use. Example of equipment include but not limited to tools, dollies, ladders, tables, chairs, tablecloths, and kitchen equipment.

Vehicle

Employee authorized to drive a vehicle for a Museum purpose, whether owned, rented, or personal must hold a valid Texas Driver's License and be 25 years or older. In addition, the employee must provide copies of Motor Vehicle Record (MVR), State issued Driver's License, and proof of current driver's liability, medical and comprehensive insurance policy to the Museum **before** vehicle use is authorized. These rules apply to any employee authorized to drive the Museum Van. In addition, Van driver(s) are required to complete a driving safety course through the Museum insurance company.

Employees are required to drive the Museum vehicles in a safe and considerate manner. If an employee is reported by the public for unsafe driving actions 2 times in a 12-month period, the employee will be required to take a defensive driving course on the employee's own time. At the successful completion of the course, the employee will be reimbursed for the cost of the defensive driving course.

Non-Employee in a Museum Vehicle or at offsite Function

The Museum employees may not bring non-employees (relatives, friends, nor pets) to offsite Museum program events or carry as passengers in Museum vehicles at any time. Employees may not leave them unattended in employees' private vehicles parked on Museum premises or at offsite functions. Exception to this policy is authorized Museum volunteers may ride as necessary in Museum vehicles.

Visitors

Only authorized visitors, vendors and events' attendees are permitted at Museum offices and facilities. This is to protect The Museum from theft or frivolous lawsuits. Visits from employees' friends and family members should be rare and only in cases of emergency, and visits should be kept to a minimum time not to exceed fifteen (15) minutes. Employees are responsible for the conduct of their guests.

Non-authorized visitors such as sales persons, people collecting for charitable causes, delivery personnel and contract workers should be accompanied by an employee at all time while on the Museum property.

Visitors should enter through the reception area and receive authorization to be on the Museum premises. Any employee who notices an unauthorized visitor(s) should notify a manager immediately.

Weapons-Free Workplace and Storage of Firearms in Vehicles

Weapons-free Workplace Premises

To maintain a workplace safe and free of violence for all employees, visitors, volunteers and visitors, The Museum prohibits the possession or use of dangerous weapons on The Museum premises. Any use or possession of weapons, whether illegal or not, is prohibited on The Museum property, or while on The Museum business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

All Museum employees, including independent contractors and temporary employees, as well as visitors and volunteers are subject to the provisions of this policy.

The Museum reserves the right at any time and at its discretion to search all Museum owned or leased vehicles, all packages, containers, briefcases, purses, desks, enclosures and person entering its premises for the purpose of determining whether any weapon has been brought onto its premises in violation of this policy.

Employees who bring dangerous weapons on Museum's premises or refuse to promptly permit a search under this policy, will be subject to disciplinary action, up to and including immediate termination of employment.

Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter any Museum premises with a concealed handgun.

Pursuant to Section 30.07, Penal Code (trespass by holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter any Museum premises with a handgun that is carried openly.

Storage of Firearms and Ammunition in Vehicles

In accordance with state law, employees are not prohibited from storing lawfully possessed firearms or ammunition in their personal vehicles parked in Museum owned lots. Lawfully owned firearms and/or ammunition must be in a locked, privately-owned motor vehicle in a parking lot, garage, or other parking area provided by the Museum. In order to store a firearm in a private vehicle, an employee must hold a concealed handgun license (CHL) in accordance with Chapter 411 of the Texas Government Code or otherwise lawfully possess a firearm.

Exceptions

This policy does not authorize possession of a firearm where possession of a firearm is otherwise prohibited by state or federal law.

This policy does not authorize employees to store firearms or ammunition in vehicles owned or leased by The Museum even if an employee uses the employer's vehicle in the course and scope of employment.

Employees may not store firearms in their vehicle in parking lots of school districts, open-enrollment charter school or private schools.

The Museum prohibits employees from possessing a firearm on the "premises" of the Museum's buildings. The term "premises" is defined by Section 46.035(f) (3) of the Texas Penal Code as a building or portion of a building. "Premises" does not include a driveway, street, sidewalk, walkway, parking lot, parking garage or other parking area.

SECTION 7: ATTENDANCE AND ABSENCE

Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of the Museum. If you are consistently late or excessively absent, the Museum's ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under the Museum's holiday or Paid Time Off or other policies, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call your manager as soon as possible, preferably in advance of lateness and no later than one (1) hour after the start of your workday. If you are absent for several days, you must notify your manager each day. (See Hours of Work Policy for more information)

An email or text notification to your supervisor is permissible if timely acknowledgement is received from the supervisor.

An employee who is absent for reasons other than those permitted or excused by a Museum's holiday or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including termination.

Availability for Work

Employees must be available for work during normal business hours. If, for any reason, there is a change in your work availability status, you must notify your manager at least one week prior to the change.

Mandatory Meetings

Employees may be required to attend mandatory team meetings. If the mandatory meeting is within an employee's regular work schedule, no overtime will be paid for attendance.

Leave Policies

The Museum provides eligible employees with leaves for a variety of reasons. The following discussion summarizes the Museum's leave policies in a way that is generally helpful.

As with all policies, the Museum reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. These statements of leave policies are not intended to create a contract between the Museum and its employees.

To apply for leave, or to inquire into what leave may be available, an employee should ask his or her manager. An employee applying for leave will be asked to state why and what dates he/she wants for the leave, the manager will inform the employee what type and duration of leave, if any, has been approved and will also tell the employee which requirements, such as certification of a health condition, the employee must fulfill.

All leaves are granted for a specific period of time. An employee who is unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible,

including an extension of the current leave. The Museum reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period.

Employees who are on an approved leave of absence may not engage in any form of self-employment or perform work for any other employer during that leave, except when the leave is for military duty or when the employment has been approved by The Museum.

Short-Term Absences

The Museum permits employees to be absent from work on an authorized short-term basis for a variety of reasons, including sickness or injury. An employee may use accrued and unused PTO days to cover all or part of wages during a short-term absence.

A short-term absence generally is any absence of two workweeks or less. Absences that are longer than two workweeks should be treated under the Leaves of Absence policy to ensure that employment rights are preserved.

An authorized short-term absence may include any of the following (the phrase “immediate family” for the purposes of this policy included the employee’s spouse, brother, sister, father, mother, children, grandparents, grandchildren and similar named in-laws and step relations, and any member of the employee’s household:

- a) Sickness or injury resulting in the temporary disability of the employee or a member of the employee’s immediate family;
- b) Death, funeral or estate settlement in the employee’s immediate family; Marriage of the employee or a member of the employee’s immediate family;
- c) Urgent personal business that cannot be conducted outside of normal working hours;
- d) Jury duty or testifying as a subpoenaed witness in a judicial proceeding
- e) Voting in local, state, or national elections;
- f) Religious observance required by the employee’s religion;
- g) Emergency closing of the Museum’s operations, and
- h) Approved voluntary participation in school and community activities.

In order for short-term absences to be considered authorized and potentially eligible for compensation, employees must obtain approval for the absence from their manager.

Jury Duty

Non-exempt employee will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness, not to exceed 5 days in a calendar year. Exempt employees receive pay for any days they serve as a juror or witness in a workweek in which they actually perform work. Anytime an employee is released from jury duty with more than 2 hours left in the work day, the employee is expected to come to work. Employees may keep jury duty pay.

Bereavement Leave

Short-term absences resulting from a death and/or funeral in the employee’s immediate family, the Museum will pay the employee up to three (3) days of leave time per 12 months and leave will not be charged against available PTO. The President/CEO or designee is responsible for recording bereavement leave time accurately on time clock.

Voting

Employees may have up to two (2) hours of paid time off for voting in elections per 12 months.

Emergency Closing of Offices

If the Museum closes the office or Museum due to an emergency, on a day an employee is scheduled to work, the employee will receive base pay for the day(s) the office was closed.

Other excused absences for employees to request time off are listed below. However, to receive any pay during the absence it will need to be deducted from the employee's amount of time available in his/her bank of paid time off. (See Paid Time Off Policy)

Family and Medical Leave Act (FMLA) Leave

See Appendix B for FMLA policy and Employee Portal for forms to use to request FMLA leave. Consult with Human Resources for information specific to your situation.

Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of the President/CEO or designee. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than 90 days in a rolling 12 month.

Military Leave of Absence

A military leave of absence will be granted if an employee is absent in order to serve in the uniformed services of the United States for a period of up to five years (not including certain involuntary extensions of service). An employee is eligible for military leave beginning the first day of employment. Employees who perform and return from service in the Armed Forces, the Military Reserves, the National Guard, or certain Public Health Service positions will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. The employee's time away for military duty is paid only up to the amount of time accrued and unused in the PTO bank.

Severe Weather and Forced Closing

Unless notified by your manager, you are to report to work on all regularly scheduled days, regardless of weather conditions. During bad weather assume that the Museum is always open and ready to do business. If you are unable to report to work due to unsafe travel conditions in your area, please do not come to work for any part or all of a day(s) if it is unsafe to travel. Notify your manager as soon as possible about an expected arrival time, if any.

In the event that the Museum closes due to severe weather conditions or another reason, you will not be required to report to work. The Museum will notify you if it is closed due to weather conditions. You do not need to call the Museum to ask if it is closed. View local television stations weather reports for business and school closings information.

SECTION 8: PERSONAL CONDUCT

Code of Conduct

The Museum expects all employees to conduct themselves in a professional and ethical manner. By accepting employment with us, you have a responsibility to the Museum and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow employees to follow the standards of conduct, then the Museum will be a better place to work for everyone.

In the event you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the Museum work environment, you should discuss such behavior or actions with your manager, or other appropriate management personnel.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by the Museum and, when necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other Museum employees. Your discussing such matters with other employees may – in and of itself – create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with Museum disciplinary policy.

You are expected to abide by the policies in this manual. Failure to do so may lead to disciplinary action, up to and including, termination of employment. A written record of all policy violations should be maintained in each individual's personnel file.

Business Ethics

As an integral member of the Museum team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or the Museum, or that might be viewed unfavorably by current or potential visitors, volunteers, donors or by the public at large.

An employee should not conduct business that is unethical in any way, nor should any employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate manager

Whether you are on duty or off duty, your conduct reflects on everyone in the Museum. You are, consequently, encouraged to observe the highest standards of ethical and professional conduct at all times.

Employees should not accept employment in a business or organization which involves any activity during their hours of employment with the Museum, the use of the Museum's equipment, supplies, or property; or any direct relationship with a similar business or operation.

All Museum employees are expected to conduct themselves so that conflicts of interest do not exist between their personal activities and their obligations to the Museum and its employees. Employees should not use their position or relationship with the Museum for personal gain or benefit, or while acting as a Museum representative, nor solicit visitors, volunteers, donors or vendors to hire or contract with you for outside work of any kind.

Business relationships that may suggest a conflict of interest should be reviewed by the President/CEO prior to the commencement of the business relationship. The President/CEO decision regarding whether the relationship violates this Policy will be final.

It is the policy of the Museum to select suppliers and vendors in a completely impartial manner on the basis of price, quality, performance, and suitability of the product or service. Each employee is expected to avoid doing anything which could imply selection of a supplier on any basis other than the best interests of the Museum and the visitors or volunteers or which could give any supplier an improper advantage over another.

Receipt of anything of more than nominal value by Museum employees from any of its suppliers, vendors, visitors or anyone else with whom the Museum does or is seeking to do business is prohibited. Conduct, which does not comply with this Policy, may raise questions about the Museum's impartiality and may be criminal under certain laws if done to influence an employee in the performance of his or her responsibilities.

If in doubt as to the propriety of any gift or activity, it should be rejected as contrary to the Museum's Policy. If questions persist, written approval must be obtained from the President/CEO. In making this judgment, the ultimate criteria must go beyond the question of whether the gift or activity would influence an employee in any way and should include consideration of what unfavorable appearance or interpretation might be placed on the action by a third party.

On occasion, an employee may have a personal relationship with a supplier, vendor, volunteer, donor, or visitor. Friendship between an employee and a representative of a supplier, vendor, volunteer, donor, or visitor does not relieve the employee of the duty to conform at all times with this Policy. Since this Policy goes to the appearance of improper behavior, where anything of more than nominal value may be received, the circumstances should be disclosed in accordance with this Policy and the Museum's overall Code of Conduct. Even employees who have no direct influence in their present jobs must comply just because they work for the Museum.

Cellphone Use and Texting While Driving

Museum employees may not talk or text at any time while driving a motorized vehicle when conducting Museum business. The driver must stop the vehicle and park in a safe place to make or return a cell phone call or text message.

Employees driving a vehicle during the day on The Museum business may not use a cell phone while driving without a "hands free" speaker. Texting is not allowed anytime the vehicle is in motion.

Confidential Nature of The Museum Affairs

Information designated as confidential may not be discussed with anyone outside the Museum and may be discussed within the Museum only on a 'need to know' basis. In addition, employees have a responsibility to avoid disclosure of non-confidential internal information about the Museum, its visitors, and its suppliers. However, this employee responsibility to safeguard internal Museum affairs is not intended to impede normal Museum communications and relationships. Use good judgment in your communications within and outside The Museum.

All media inquiries should be referred to the President/CEO, or designee. In addition, all press releases, publications, speeches or other official communication must be approved in advance by the President/CEO, or designee. Further, questions about employee references or other information concerning current or former employees should be referred to the President/CEO or designee.

Conflicts of Interest

The Museum prohibits its employee from engaging in any activity, practice, or conduct which conflicts with or appears to conflict with, the interests of The Museum, its visitors or its suppliers. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and include only some of the more clear-cut examples.

Employees are expected to represent The Museum in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their manager.

Employees may not engage in directly or indirectly either on or off the job any conduct which is disloyal, disruptive, competitive or damaging to The Museum. Prohibited activity also includes any illegal acts in restraint of trade.

Employees may not accept any employment relationship with any vendor that does business with or competes with The Museum. This prohibition on employment includes serving as an advisor or consultant to any organization, unless the activity is conducted as a representative of the Museum

Any conflict or potential conflict of interest must be disclosed to the President/CEO or designee and any failure to do so will result in correction, up to and including termination.

Employees must disclose any financial interest they or their immediate family have in any business entity doing business with the Museum or competes with the Museum.

Employees and their immediate family may not accept gifts, except those of nominal value, or any special discounts or loans from any person or organization doing or seeking to do, business with the Museum. The meaning of gifts for purposes of this policy includes the acceptance of lavish entertainment and free travel and lodging.

Employee may not give, offer, or promise, directly or indirectly, anything of value to any representative of a vendor, of a potential vendor, or of a financial institution in connection with any transaction or business that the Museum may have with that visitor, vendor or potential vendor or financial institution.

Drugs, Narcotics and Alcohol

The Museum will not tolerate the use or possession of alcohol or illegal drugs on the job or on The Museum property. The Museum is committed to maintaining a workplace that is free from the effects of drug and alcohol abuse.

Employees are prohibited from the illegal use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on the Museum premises or at off-site Museum events. In addition, the Museum prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use or sale of illegal drugs, when those activities adversely affect job performance, job safety or the Museum's reputation in the community.

Employees, their possessions, and the Museum-issued equipment and containers under their control are subject to search and surveillance at all times while on Museum premises or work sites or while conducting Museum business. All searches conducted by the Museum shall be conducted by a Senior Manager or designee of the Museum in the presence of two witnesses. If any employee's person or clothing is to be search, it will be conducted by someone of the same sex as the employee being searched.

Employees may be asked to take a drug test at any time to determine the presence of drugs, narcotics or alcohol, unless the tests are prohibited by law. Employees that agree to take the test must sign a consent form authorizing the test and the Museum's use of the test results for purposes of administering its corrective action policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol or illegal drugs. Policy violations will result in discipline up to and including termination. Tests that are paid for by the Museum are the property of the Museum, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies or the employee's doctor.

Random Drug Testing

The Museum may randomly test employees for compliance with its drug-free workplace policy. As used in this policy, "random testing" means a method of selection of employees for testing performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested. Furthermore, The Museum has no discretion to waive the selection of an employee selected by this random selection method.

Scheduled Periodic Testing

The Museum reserves the right to conduct periodic testing on a regularly scheduled basis for employees in designated departments, classifications or workgroups.

Substances Covered by Drug and Alcohol Testing

Employees will be tested for their use of commonly abused controlled substances, which include amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances. Each

employee must advise testing lab employees of all prescription drugs taken in past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

Testing Methods and Procedures

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted on a urine sample provided by the employee to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of test results. Employees will be considered engaged at work for the time spent in taking any tests and will be compensated for such time at their regular rate. The Museum will pay for the cost of the testing. The testing lab will retain samples in accordance with state law, so that an employee may request a retest of the sample at his or her own expense if the employee disagrees with the test result.

Refusal to Undergo Testing

Employees who refuse to submit to a test are subject to immediate discharge.

Positive Test

If an employee tests positive on an initial screening test, the employee will be temporarily suspended while the confirmation test is being conducted. On receipt of the confirmation test, the employee will be subject to disciplinary action, up to and including termination.

Retesting

Employees may request a retest of their positive test results within five working days after notification by The Museum of such positive test result. The retest is at the expense of the individual unless the original test result is called into question by the retest. Where the employee or applicant believes that the positive test result was affected by taking lawful or prescribed substance, the individual may be suspended without pay pending receipt of confirming information to substantiate the claims of the individual. Normally, the individual will be provided no more than five business days in which to provide this additional information. Once the Museum has determined whether there is evidence to indicate that the test results are incurred, The Museum will advise the individual of its decision.

Managers should report immediately to the President/CEO, or designee, any action by an employee that demonstrates an unusual pattern of behavior so it can be determined whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics or alcohol will be required to leave the premises. The Museum will provide or arrange for the safe transportation of the employees.

Employees must report their use of over-the-counter or prescribed medication to their manager if the use might impair their ability to perform their job safely and effectively. A determination then will be made as to whether the employee should be able to perform the essential functions of the job safely and properly.

Employee who are experiencing work-related or personal problems resulting from drug, narcotic or alcohol abuse or dependency may request or be required to seek, counseling help. Participation in counseling is confidential and at the expense of the employee. The counseling should not have any effect on performance appraisals. Job performance, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.

Participation in a treatment program does not insulate an employee from the imposition of discipline for violation of this or other The Museum policies.

The Museum will, to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.

Job Abandonment

If you are absent for more than two days without notifying your manager, you may be considered to have voluntarily abandoned your employment with the Museum. The effective date of termination is the last day that you reported for work. You will not be eligible for rehire.

Personal Appearance of Employees

The Museum is committed to providing employees with a professional, yet relaxed working environment. Therefore, employees may dress in a conservative, casual manner that is appropriate for the work situation. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with The Museum. Radical departure from conventional dress or personal grooming and hygiene standards (offensive body odors) is not permitted, including non-groomed facial hair.

Employees are to dress in appropriate business attire for meetings with visitors or vendors at the Museum offices or other locations. Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing Museum provided apparel: i.e. shirts, hats, and jackets, depending on the nature of their job. Soda fountain positions are subject City and State health code standards for food and drink services. Dr Pepper Museum nametags are issued to all employees and volunteers, and wearing the nametag is important for security reasons and to assist visitors.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of proper clothing to wear to work.

Use of Communication and Computer Systems

The Museum provides or contracts for the communication services and equipment necessary to promote the efficient conduct of its business.

Communications services and equipment include mail, electronic mail (“e-mail”), instant messaging, courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, intranets, computer files, telex systems, video equipment and tapes, tape recording and recordings, pagers, cellular phones, voice mail, and bulletin boards. Managers are responsible for instructing employees on the proper use of the communications services and equipment used by The Museum for both internal and external business communications.

All the Museum communications services and equipment, including the messages transmitted or stored by them, are the sole property of The Museum. Accordingly, The Museum may access and monitor employee communications and files as it considers appropriate. Employees who use telephone communications may be monitored generally and will be asked to sign a consent form authorizing the monitoring.

On-line services and the Internet may be accessed only by employees specifically authorized by The Museum. Authorized employees must disclose all passwords to The Museum and their managers but should not share the

passwords with other employees. Employees' on-line use generally should be limited to work-related activities. In addition, employees should not duplicate or download from the Internet or from an e-mail any software or other materials (such as documents, photographs, and music and video files) that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. When appropriate Internet material or e-mail files are downloaded, they should be scanned using The Museum's antivirus software.

Employees should not use e-mail, instant messaging services, facsimiles, cellular telephone, social media, or any other insecure communication system to communicate confidential, proprietary or trade secret information.

Incidental personal use by employees of The Museum communications services and equipment is allowed as long as the use does not interfere with the employee's work or The Museum's operations and does not violate any The Museum policies. If such incidental use of communication equipment has data charges, employees will be allowed a reasonable amount of The Museum paid data charges. Any charges over a reasonable allowed amount will become the responsibility of the employee to reimburse The Museum for the excess charges in a timely manner.

The Museum communications property or equipment may not be removed from the premises without written authorization from the employee's manager. In addition, employees should keep use of personal cell phones or other personal handheld communication devices to a minimum during work hours so that the use does not interfere with the employee's work performance or The Museum's operations.

Employees should ensure that no personal correspondence appears to be an official communication of the Museum since employees may be perceived as representative of the Museum and, therefore, damage or create liability for the Museum. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission or any other means, should be accurate, appropriate, and work-related. Employees may not use the Museum's address for receiving personal mail or use the Museum stationery or postage for personal letters or the Museum information or logos in personal social media post. In addition, personalized Museum stationery and business cards may be issued only by the Museum.

Portable and Smart Devices (iPhone, iPad, etc.)

If you receive a new device that will access the Museum information, furnish it to the person responsible for Information Technology to ensure that it is configured with appropriate security measures. If it is to be used on the Museum's internal wireless network it will be configured for that access.

If the device is to be replaced or sold, it is incumbent on the user to have all the Museum information, especially names, emails and other personal information about employees, visitors, volunteers and donors and vendors, removed from the device by the Information Technology person before it is conveyed to another party. The wireless access privileges and configuration will also be removed at this time. The user should never assume that a vendor will purge information from the device when it is turned in. Neglect of this responsibility can expose the Museum information to unauthorized access.

If a device is lost, it is the user's responsibility to notify the Information Technology person and your manager to enact notification and corrective measures in a timely manner as possible.

Portable and External Storage Devices

Any portable or external storage device such as a USB thumb drive, flash drive or external hard drive should be encryption enabled. If you are unsure whether your device meets this need, please check with the Information Technology person to confirm Museum compliance.

If one of these devices is to be replaced or disposed, it is incumbent on the user to have all Museum visitors, employees, volunteers, donors, and vendors information removed from the device, and the device scrubbed by Information Technology person before it is conveyed to another person.

If a device is lost or stolen, it is the user's responsibility to notify his/her manager and the Information Technology person to enact notification and corrective measures in a timely manner as possible.

Unacceptable Use

Under no circumstances is an employee of the Museum authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Museum's resources. The following activities are, in general, prohibited.

The lists below are by no mean exhaustive but is an attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

- a) Violation of the right of any person or the Museum protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Museum
- b) Unauthorized copying of copyrighted material including digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrights music, and the installation of any copyrighted software by which the Museum does not have an active license is strictly prohibited.
- c) Revealing your password to others or allowing use of your access to the Museum's system by others, including family or other household members when work is being done at home.
- d) Using the Museum's system to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- e) Providing personal information about the Museum's employees to outside parties without the consent of the employee.

Email and Communications Activities

- a) Any form of harassment via email, telephone or tweets whether through language, frequency or size of message
- b) Unauthorized use, or forging of email header information
- c) **Creating or forwarding "chain letters" "Ponzi" or other pyramid schemes of any type**
- d) Installation and use of instant messaging systems without prior consent President/CEO or designee

Improper use of the Museum communications services and equipment will result in correction, up to and including termination. Improper use includes any misuse as described in this policy, any misuse that would result in violations of other Museum policies, as well as any harassing, offensive, demeaning, insulting,

defaming, intimidating, sexually suggestive, or otherwise inappropriate written, recorded or electronically retrieved or transmitted communications including on Web sites and in social media.

Use of Social Media

Just as the internet has changed our work forever, social media has changed the way people communicate. When you are participating in social networking, you are representing both yourself, personally, and the Museum. It is not our intention to restrict your ability to have an online presence and to mandate what you can and cannot say. We believe social networking is a very valuable tool and continue to advocate the responsible involvement of all Museum employees in this space. However, we would like to provide you with a Museum policy and set of guidelines for appropriate online conduct and to avoid the misuse of this communication medium. While you are on The Museum time, please refrain from online activities that don't bring value to the Museum. Think of your personal time online just as you think of personal phone calls, emails, tweeting or text messages.

Social media may be used by certain employees as part of their jobs and should be used during working hours for business-related purposes. Social media includes, but is not limited to social networking sites, blogs, podcasts, online discussions and other online information sources. In addition, employees who use social media on behalf of the Museum, for example to discuss services, must disclose their relationship with the Museum.

Both business and personal use of social media must conform to the Museum policies, including:

- a) Equal Employment Opportunity;
- b) Productive Work Environment;
- c) Behavior of Employees;
- d) Conflicts of Interest;
- e) Confidential Nature of The Museum Affairs.

Please use the following guidelines when posting to a blog or some other form of social media like Facebook, My Space, Twitter, Snapchat, LinkedIn or others yet to be created

Social Media Guidelines

- **SOCIAL MEDIA IS NOT THE PLACE TO VENT YOUR FRUSTRATIONS...talk to your pet.**
- Be thoughtful about how you present yourself in online social networks. You should ensure that content associated with you, personal or business, is consistent with The Museum policies;
- Do not post or tweet any financial, confidential, sensitive or proprietary information about the Museum, or any of our employees, visitors, volunteers or potential visitors;
- Speak respectfully about our current, former and potential visitors, employees, contractors, vendors or volunteers;
- Do not engage in name calling or behavior that will reflect negatively on you or the Museum's reputation. The same guidelines hold true for our vendors and business partners;
- Beware of comments that could reflect poorly on you and the Museum. Social media sites are not the forum for venting personal complaints about managers, co-workers, or The Museum;
- As a Museum employee, be aware that you are responsible for the content you post and that information remains in cyberspace forever;
- Use privacy settings when appropriate. Remember, the internet is immediate and nothing posted is ever truly private nor does it expire;

- If you see unfavorable opinions, negative comments or criticism about yourself or the Museum, do not try to have the post removed or send a written reply that may escalate the situation. Forward this information to the President/CEO or designee;
- If you are posting to personal networking sites and are speaking about job related content or about the Museum identify yourself as a Museum employee and use a disclaimer to make clear that your views are not reflective of the views or opinions of the Museum; i.e. ***“The opinions expressed on this site are my own and do not necessarily represent the views of the Dr Pepper Museum.”***
- The Museum recommends against “friending” any employees that you have direct or indirect authority or influence over;
- The Museum reminds employees that all Museum policies, especially such as confidentiality and harassment, apply to social media---even personal social media;
- Do not post any photographs or video shots showing employees, visitors, donors, volunteers or vendors at Museum events to the internet or social media sites without the written consent of the persons in the photographs or videos.

A violation of this policy could subject the employee to discipline, up to and including termination of employment.

Violence and Threats

The Museum takes any act or threat of violence seriously. Any act or threat of violence by or against any employee, visitor, vendor, volunteer, or donor is strictly prohibited. This policy applies to all Museum employees, whether on or off the Museum property.

Visitor Relations

The Museum is a visitor service-oriented organization and requires employees to treat everyone in a courteous and respectful manner at all times

Our visitors are the primary reason for the Museum’s existence. To promote excellent relations with our visitors, all employees must represent the Museum in a positive manner and make visitors, volunteers, donors and the public feel appreciated when dealing with the Museum.

Employees with visitor contact are expected to know the Museum services and to learn what visitors want and need. These employees should educate visitors about the availability and use of the Museum’s services and should seek new ways to serve visitors.

Employees are encouraged to report recurring visitor-related problems to their managers and to make suggestions for changes in the Museum policies or procedures to solve problems and improve services.

Employees should be prepared to pay careful attention to visitor complaints and deal with them in a helpful, professional manner. If a controversy arises, the employee should explain the Museum policy respectfully and clearly. Visitors who become unreasonable, abusive, or harassing should be referred to the employee’s manager if the employee cannot resolve the problem.

Employees should be polite and thoughtful when responding to visitors. A positive contact with a visitor can enhance goodwill, while a negative experience can destroy valuable relationship. The following telephone procedures should be observed whenever possible:

- a) Use a pleasant tone of voice, give the name of the department, and identify yourself;
- b) If the person with whom the caller wishes to speak is on another line, ask if the caller wants to be placed on hold;
- c) If a caller has been placed on hold, carefully monitor the time and offer to have the call returned if the person called is not available within a reasonable period;
- d) When a caller leaves a name, number, or message, make sure it is recorded correctly and given promptly to the appropriate individual; and

All employees should take and place their own telephone calls.

Youth Protection

The Dr Pepper Museum and Free enterprise Institute is committed to providing a safe environment for all visitors. The employees and volunteers work to educate and entertain children of all ages attending the Museum as part of a supervised group, family or as individuals.

All Museum employees and volunteers acknowledge their obligation and responsibility to protect children and youth and will comply with all federal and state mandatory reporting requirements. Any Museum employee or volunteer who has cause to believe that child's physical and mental health or welfare has been adversely affected by abuse or neglect will file a report with the Texas Department of Family and Protective Services or local law enforcement agency. The Museum will respond promptly to all allegations of abuse, molestation or inappropriate conduct by an employee or volunteer.

The Dr Pepper Museum will not allow retaliation against an employee, volunteer, or board member who in good faith reports abuse, alleges that it is being committed or participates in the investigation. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline up to and including termination.

SECTION 9: PROBLEM RESOLUTION POLICY

Problem Resolution

The Museum seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems.

Co-workers that may have a problem with one another should attempt to resolve the problem with each other. If a resolution cannot be agreed upon, both employees should approach their manager(s), who will work with the employees to determine a resolution. In these instances, the decision of the manager is final.

Employees who have a problem with a manager should first go to the manager and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to the President/CEO. The Museum decision will be final.

Discipline

The Museum policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be determined by the Museum in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate termination. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

Corrective Action

Corrective Action is taken against an employee in response to a rule infraction or a violation of Museum policies. Corrective action will continue until the violation or infraction is corrected.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, which may include suspension without pay, or have his or her employment terminated.

The Museum considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of Museum property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

Employees charged with some infraction and subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the President/CEO. If, after reviewing the corrective action, the President/CEO determines that the manager followed procedures accordingly, the corrective action will stand. If the manager has failed to follow Museum policy, the action may be reversed. The decision of the President/CEO is final.

Appendix A

Acknowledgement of Receipt & Understanding

I hereby certify that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a Museum manager. I agree to abide by the policies set forth in this handbook and understand that compliance with Museum rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to Museum's policies, rules and regulations.

I acknowledge that The Museum reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this The Museum and its employees.

Signature: _____

Date _____

Printed Name: _____

Witness: _____

Appendix B: Family Medical Leave Policy

Dr Pepper Museum will grant up to 12 workweeks of unpaid family and medical leave during any rolling 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). FMLA leave will run concurrently with and beginning with the first day an employee is eligible to receive benefits under the Museum's short-term disability insurance policy. This policy does not supersede any provision of state or local law that provides greater family or medical leave rights than those provided by the FMLA or this policy.

Entitlement to Leave: You can use FMLA leave to cover the time you need to be away from work for any of the following reasons:

- **Medical Leave of Absence:** Employee who is unable to work because of a serious health condition, disability or work-related injury, may be granted a medical leave of absence. This type of leave covers disability caused by pregnancy, childbirth or other related medical conditions. The Museum requires certification of the employee's need for medical leave both before the leave begins and on a periodic basis thereafter by the employee's health care provider.
- **Parental Leave of Absence:** Female employees, when not disabled by pregnancy or childbirth, (see above) and male employees may be granted a parental leave of absence to care for the employee's child upon birth or in connection with a child's placement with the employee for adoption or foster care.
- **Family Care Leave of Absence:** Employees may be granted a family care leave of absence for the purpose of caring for the employee's child, spouse, or parent who has a serious health condition. The Museum requires certification of the family member's serious health condition, both before the leave begins and on a periodic basis thereafter by the family member's health care provider.
- **Leave to Care for a Seriously Ill or Injured Family Member in Military Service:** Employees who are the spouse, child, parent or next of kin of a covered service member may be granted up to 26 weeks of leave in a "single" 12-month period to care for a service member who has a serious injury or illness incurred while on active duty. The Museum requires certification of the family member's serious injury or illness, both before the leave begins and on a periodic basis thereafter by the family member's health care providers.
- **Leave to a Qualifying Exigency Arising out of Active Duty or a Call to Active Duty:** Employees may be granted a leave of absence because of a qualifying exigency arising out of the active duty or call to active duty status of a parent, spouse, or child in the National Guard or Reserves in support of a contingency operation.

Expiration of Entitlement: The entitlement to leave for a birth or placement for adoption or foster care of a son or daughter shall expire at the end of the 12-month period beginning on the date of such birth or placement.

Eligibility To qualify for family and medical leave under this policy, you must meet the following conditions:

- You must have worked for the Museum at least 12 months, or 52 weeks. The twelve months, or 52 weeks, need not have been consecutive. If you are on the payroll for any part of a week including any periods of paid or unpaid leave during which other benefits or compensation are provided by Dr Pepper Museum, the week counts as a week of employment.
- You must have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

Serious Health Condition Defined: A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility; or
- continuing treatment by (or under the supervision of) a health care provider.

A serious health condition involving continuing treatment by a health care provider is defined as including any one or more of the following:

- a period of incapacity of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment two or more times by a health care provider, or treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider.
- any period of incapacity due to pregnancy or for prenatal care.
- any period of incapacity or treatment for such incapacity due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy).
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer disease, a severe stroke, or the terminal stages of a disease).
- any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider (e.g. for restorative surgery after an accident or other injury), or
- for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical treatments, such as chemotherapy or radiation treatment for cancer, physical therapy for severe arthritis, or kidney dialysis.

A period of incapacity is defined as a period of time that the employee is, in the opinion of a health care provider, incapable of working because of the illness.

Health Care Provider Defined: A health care provider is defined as a Doctor of Medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor (for certain treatments only), nurse practitioner, nurse midwife, clinical social worker, duly registered Christian Science practitioner and health care provider outside of the United States licensed to practice in accordance with the laws and regulations of that country.

Initial Certification of the Serious Health Condition:

The Museum requires you to provide medical certification of the serious health condition from your treating health care provider if this is the reason for your FMLA request. In such circumstances, you should respond within 15 days of your request for FMLA or provide a reasonable explanation for the delay. Failure to provide medical certification, providing incomplete medical certifications, or refusing to cooperate in a second or third opinion process, as described below, may result in a denial of the leave.

- Medical certification is to be provided using the Medical Certification Form that can be obtained from Human Resources
- The Museum has the right to ask for a second opinion if it has reason to doubt the certification, and it will pay for you to obtain a certification from a second doctor whom the Museum will select.
- If necessary, the Museum will require the opinion of a third doctor when a conflict exists between the original certification and the second opinion. The Museum and you will jointly select the third doctor, and the Museum will pay for the third opinion, which will be considered final and binding.

Duration: You are eligible to take up to 12 workweeks of leave under this policy during a rolling 12-month period. Each time you take leave, the Museum will compute the amount of leave you have taken under the FMLA policy within the prior 12 months and subtract it from the 12 weeks of available leave. The remaining balance is the amount of leave you are entitled to take during a given rolling 12-month period.

If husband and wife are both eligible employees, they are entitled only to a combined total of 12 weeks FMLA leave during any given rolling 12-month period if taken for:

- The birth of the employee's son or daughter or to care for the child after placement;
- The placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement; or
- The care of their own parents with a serious health condition.

Intermittent Leave or a Reduced Leave Schedule: If eligible, you may request to take the FMLA leave entitlement as intermittent leave or on a reduced leave schedule.

- You may be permitted to take FMLA leave as intermittent leave or on a reduced leave schedule after the birth or placement of a child for adoption or foster care only if the Museum agrees in writing prior to the commencement of the leave.
- FMLA leave for your own serious health condition, or for the serious health condition of a family member, may be taken as intermittent leave or reduced leave schedule when a request for such a leave is supported by a medical certification that such leave is medically necessary. The medical certification form is provided by the Museum along with supporting documentation from the treating health care provider that such a leave is medically necessary.
- If you are requesting intermittent leave or reduced leave schedule, you must schedule your leave so as not to disrupt the Museum's operations.

- Additionally, the Museum may require you, when taking such a leave, to transfer temporarily to an available alternative position with an equivalent rate of pay and benefits that you are qualified for, that better accommodates recurring periods of leave than does your regular position.

Benefits While you are on FMLA leave: The Museum will continue your benefits during the leave period at the same level and under the same conditions as if you had continued to work except as noted below:

- Under Museum policy, an employee pays a portion of his/her health care premium. While on FMLA leave, you are required to continue paying your portion of the healthcare premium(s). Your portion of the premium(s) can be made by person or by mail. The Museum must receive your payment by the 1st day of each month. If the payment is more than 30 days late, you will be notified that the payment has not been received and that your health care coverage may be dropped as of a certain date if payment is not received.
- Should you fail to return to work at the end of your FMLA leave, unless due to circumstances beyond your control, you must reimburse the Museum of all unpaid health care premiums and all the Museum's share of health care premiums paid during the FMLA leave (unless otherwise excused by law).
- Should you fail to return to work because of the continuation, recurrence or onset of you or your family member's serious health condition, you must provide a medical certification from your treating health care provider. Failure to provide this medical certification within 30 days of the Museum's request will entitle the Museum to recover any unpaid health care premiums and the Museum's entire share of health care premiums paid on your behalf during your FMLA leave.
- If you contribute to a life insurance or disability plan, you must continue to make those payments, along with the health care payments, directly to the Museum. If you do not continue those payments, the insurance carrier may discontinue your coverage during the leave period or will recover the payments at the end of the leave period, in a manner consistent with the law. If you are using Paid Time Off (PTO), the Museum will continue making payroll deductions until you have used all earned and unused PTO.
 - Length of service for retirement plan purposes continues to accrue during a leave of absence.
- You will accrue PTO time only during the period of leave of absence that PTO is used to supplement your unpaid FMLA leave.
- You will not be eligible for holiday pay during an unpaid leave of absence. However, if you choose to use PTO to supplement all/part of your unpaid FMLA leave, you will be eligible to receive any paid Museum holidays that fall during your use of PTO.

Reinstatement After Leave: When you take FMLA leave in accordance with the Museum's policy, you will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms and conditions. Your rights to reinstatement are the equivalent of any right, benefit or position you would have been entitled to had you been continuously employed. For example, you would not be eligible for reinstatement if your previous job position had been eliminated due to layoff or reduction in force.

- If you return from FMLA leave taken for your own serious health condition, you will be required to submit a medical re-certification from your health care provider to the Human Resources stating that

you are able to return to work. Failure to provide the certification will result in the Museum's denial of reinstatement until such certification is provided. If you fail to provide such certification within 30 days of the Museum's request, you will be considered to have resigned effective at the end of the leave.

- The Museum may deny your reinstatement if you are a “key employee” meaning, if you are in the highest-paid 10% of employees working within 75 miles of the office, and if denying your reinstatement would prevent substantial and grievous economic injury to the Museum's operations. If you are such an employee, the Museum will provide you with notice of your status as a “key employee” and the consequences with regard to reinstatement at the time leave are requested. The Museum will provide you notice of its intention to deny your reinstatement when it determines that substantial and grievous injury would occur if it did not; this may occur while you are on leave. After receiving such notice, you will be given a reasonable time to return to work. If you choose not to return to work upon receiving such notice, you will continue to receive any benefits to which you are entitled. At the end of the leave period, if you request to return to work, the Museum will consider reinstatement at that time.

Procedure for Requesting Leave: Museum employees requesting leave under this policy must submit a written request to Human Resources. When you plan to take a foreseeable leave under this policy, you must give the Museum 30 days’ notice. If it is not possible to give 30 days’ notice, you must give as much notice as practical. When undergoing planned medical treatment, you are required to make a reasonable effort to schedule the treatment to minimize disruptions to the Museum's operations.

If you fail to provide 30 days’ notice for a foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the Museum receives notice.

If leave is not foreseeable, you should request the leave as soon as is practicable.

Status Reports and Re-Certification: You may be required to submit medical re-certification from the treating health care provider from time-to-time, but no more than every 30 days during the FMLA leave.

The Museum may also request recertification any time that:

- You request a leave extension,
- Circumstances set forth in the original certification submitted at the time the leave was requested have changed significantly, or
- After the leave commences, the Museum has reason to doubt the validity of the original certification.

During FMLA leave, you may be requested to contact your supervisor, his/her designee or Human Resources regarding your status and intent to return to work. You are responsible for promptly responding with this information. If at any time during an FMLA leave you report that you do not intend to return to work, your employee benefits and right to reinstatement will be terminated.

Compensation The following guidelines apply with regard to compensation during FMLA leave:

FMLA leaves are without pay but earned and unused PTO may be used to supplement your pay while on FMLA leave. Payment will be made until your PTO is exhausted or you return to work. In the case where the PTO is exhausted, and you have not returned to work, you will not receive any further compensation from the Museum.

