Employee Handbook

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Dear Colleague:

I am pleased that you have chosen to be on the team of our organization. You are an integral part of our important work and I look forward to working with you. An important objective of the Astronaut Scholarship Foundation is to establish and maintain a professional and collegial working environment for those who make our work and success possible — YOU.

The vision and beliefs of the Astronaut Scholarship Foundation bind our collective efforts, and every Astronaut Scholarship Foundation employee is an important and valued contributor to the many initiatives that support our mission. This handbook is just one part of the Astronaut Scholarship Foundation's commitment to ensure that, as an employee, you are informed fully and fairly about who we are and our employment policies. Please take the time to read it, and keep it handy for future reference.

I applaud you, and I hope that you will find your work at our Astronaut Scholarship Foundation to be a positive and rewarding working opportunity. We have much to accomplish and by working together in a collaborative manner, we will all enjoy the satisfaction and rewards that come with being a successful organization.

Sincerely,

Tammy M. Knowles
Executive Director

Section 1 FOUNDATION MISSION

MISSION OF THE ASTRONAUT SCHOLARSHIP FOUNDATION

More than 100 astronauts from the Mercury, Gemini, Apollo, Skylab, and Space Shuttle programs have united to aid the United States in retaining its world leadership in science and technology by providing college scholarships for the very best and brightest students pursuing science, technology, engineering or math degrees.

In addition, the Astronaut Scholarship Foundation (herein "ASF" or the "Foundation") strongly promotes the importance of science and technology to the general public by facilitating unique programs and special events. As of 2014, the Foundation awards twenty-eight $10,000 scholarships annually, and since 1986 has disbursed more than $3.7 million to deserving students nationwide!

Section 2 GENERAL POLICY SECTION

2-1 "AT-WILL" NATURE OF EMPLOYMENT

All employees are "at will." This means unless the employee has entered into a separate written agreement with ASF (signed by the Executive Director) that promises a set term of employment, the Foundation has made no promises about a specific period of employment. An employee may terminate his or her employment with ASF at anytime and for any reason, and ASF may do likewise, whether during or after the initial probationary period.

Policies set forth in this employee handbook are not intended to create any type of contract, nor are they to be construed to constitute contractual obligations between ASF and any of its employees. The policies herein have been developed at the discretion of management and – excluding this employment "at-will" policy – may be amended or cancelled at any time, at the sole discretion of ASF.

2-2 EQUAL EMPLOYMENT OPPORTUNITY

Although ASF is not a covered employer with respect to the majority of federal employment laws, the Foundation is an Equal Opportunity Employer. This means that we will extend equal opportunity to all individuals without regard to race, color, religion, gender, national origin, age, physical or mental disability, veteran status, genetic information and/or any other protected category under federal, state or local law. It is the responsibility of each employee to follow this policy and help maintain a work environment which is conducive to and which reflects the Foundation's commitment to equal employment opportunity.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Foundation will be based on qualifications, abilities and performance/merit. The Foundation does not base employment decisions on race, color, religion, gender, national origin, age, physical or mental disability, veteran status, genetic information or any other protected category. This Equal Employment Opportunity policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Executive Director or a member of the Executive Committee. Employees may raise concerns and make reports without fear of reprisal. Anyone

found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2-3 DISABILITY ACCOMMODATIONS

Although ASF is not a covered employer with respect to the Americans with Disabilities Act (ADA), it is the Foundation's policy to use its good faith efforts to comply with any applicable laws regarding the employment of qualified persons with a disability. The Foundation prohibits discrimination against a qualified individual with a known disability. This includes, but is not limited to, discrimination with respect to application, hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment.

When required by any federal, state or local law applicable to the Foundation, the Foundation will reasonably accommodate qualified individuals with a known disability if necessary to enable an individual to perform the essential functions of the individual's job. Such reasonable accommodation will be made unless it creates an undue hardship for the Foundation. The individual must make known to the Foundation the need for a reasonable accommodation, and is free to suggest an accommodation, but there is no guarantee that the suggested accommodation will be provided. The individual must contact the Executive Director if a reasonable accommodation is being requested and provide sufficient information for the request to be evaluated. The Executive Director and Department Director will jointly determine the nature and scope of the accommodation to be made, after consideration of the particular circumstances, including any hardship to the Foundation.

All information obtained concerning the medical condition or history of an applicant or employee will be maintained in separate medical files and will be treated as confidential information that will only be disclosed as is essential or necessary.

2-4 IMMIGRATION LAW COMPLIANCE

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, the Foundation is committed to employing only United States citizens and those non-U.S. citizens authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present sufficient documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Foundation.

2-5 PROHIBITED DISCRIMINATION & HARASSMENT, INCLUDING SEXUAL HARASSMENT

Prohibited Discrimination & Harassment, including Sexual Harassment. The Foundation does not and will not condone discrimination against employees on the basis of race, color, religion, gender, national origin, age, physical or mental disability and/or any other protected class under federal, state or local law. It is the Foundtion's intent to exclude unlawful discrimination and harassment in all forms from all of its workplaces and working relationships. All employees have the right to work in an environment free of discrimination and any form of unlawful harassment.

Conduct. To help ensure that no employee feels him/herself to be subject to unlawful harassment, the Foundation prohibits any offensive physical, written, or spoken conduct regarding any of these

items, including conduct of a sexual nature, off-color jokes, racial, ethnic, or religious slurs, or innuendos (the “conduct”).

Offensive conduct of a sexual nature may constitute harassment when engaged in by someone employed by the Foundation in a position to influence employment decisions when (1) submission to such conduct is made, either expressly or implicitly, a condition of the recipient's continued employment; or, (2) submission to or rejection of such conduct by the recipient is used as the basis for employment decisions affecting the recipient.

Scope and Reporting. The Foundation also prohibits repeated and unwelcome physical, written, or spoken conduct by either a supervisor or any fellow employee that substantially interferes with an individual's work performance or creates what a reasonable person could consider to be an intimidating, hostile, abusive, or offensive working environment. Any such conduct by not only fellow employees, but also by the Foundation’s donors, patrons, volunteers, astronauts, scholars, vendors and other beneficiaries of the Foundation’s services, in any gathering sponsored by the Foundation or in which the Foundation is officially participating, will be cause for immediate investigation upon report of such offensive conduct or situations to the Executive Director or a member of the Executive Committee.

In addition, the same prohibition of discrimination or harassment applies to all Foundation employees who act on behalf of the Foundation when off-site (such as when participating in ASF events) and any time a Foundation employee is interacting with the Foundation’s donors, patrons, volunteers, astronauts, scholars, vendors and other beneficiaries of the Foundation’s services.

Definitions. Harassment or discrimination is not always capable of precise definition. For example, what may be unwelcome sexual harassment to one person could be nothing more than socializing, teasing, locker room banter, or flirtation to another person. Therefore, the Foundation must treat all complaints seriously and admonishes all employees to guard against any conduct that tends to cause discomfort or harassment to another employee, even though one might not believe it to be offensive.

The following are examples of what may be considered sexual or other unlawful harassment, depending on the facts and circumstances:

1. Verbal harassment: derogatory or vulgar comments regarding sex or demands for sexual favors, racial or religious slurs, or the like.
2. Visual harassment: distribution or viewing of written or graphic materials containing sexually explicit or sexually or racially demeaning pictures or language (including email messages with attached files).
3. Physical harassment: unwelcome or unsolicited sexual advances or other physical conduct of a sexual nature, such as touching, pinching, or causing one to fear that they will be touched inappropriately.

If an employee believes that she/he is being subjected to any of these forms of harassment or believes she/he is being discriminated against because other employees are receiving favored treatment in exchange, for example, for sexual favors, she/he must promptly bring this to the attention of the Executive Director or a member of the Executive Committee so that the matter may be reviewed. The very nature of harassment makes it virtually impossible to detect unless the individual being harassed registers his/her discontent with the Executive Director or a member of the Executive Committee. Consequently, in order for ASF to handle the problem, employees must report such offensive conduct or situations to either the Executive Director or a member of the

Executive Committee. If an employee has a complaint about that individual, or is uncomfortable discussing it with that individual, it should be reported to the other designated person.

Management Responsibilities. Any supervisor or manager who becomes aware of possible discrimination or sexual or other unlawful harassment must promptly advise the Executive Director or a member of the Executive Committee, who will handle the matter in a timely and discreet manner.

Complaint Process/Investigation/No Retaliation. Employees will be asked to document their their complaint into a written statement. After a complaint has been received, the Foundation will thoroughly investigate the allegations. It is understood that any person electing to utilize this complaint resolution procedure will be treated courteously, and the investigation and resolution of the situation will be handled as quickly as possible. The registering of a valid complaint will not be used or held against the employee, nor will it have an adverse impact on the complaining individual's employment status. Employees must also report any future occurrences of the complained of actions, or similar actions, and advise the Foundation if they feel they are being retaliated against for reporting any action under this policy.

The Foundation will urge all employees who are involved in the investigation to respect the privacy of both the complaining employee and the alleged wrongdoer so as not to impair the careers or reputations of either. All parties must be aware of the seriousness of such complaints and the damage that can be done to everyone concerned.

Actions. Appropriate action will be taken consistent with the findings of the investigation. An employee engaging in discriminatory conduct, sexual or other form of unlawful harassment will be subject to disciplinary action, up to and including discharge. False and malicious complaints of harassment may result in appropriate disciplinary action. No discipline will result, however, if a complaint is made in good faith, even if the Foundation's investigation is inconclusive or determines no harassment actually occurred.

Confidentiality. The complaining employee must understand that confidentiality of the complaint involving the substance of the allegations cannot reasonably be expected due to the very nature and process of the investigation of the complaint. Nonetheless, due to the serious nature of harassment complaints, the Foundation will make an effort to restrict the dissemination of the complaint to those having a need to know.

ASF urges all employees to report any improper behavior as set out in this policy. Unless the Foundation knows of a problem, it cannot take steps to resolve it.

2-6 CATEGORIES OF EMPLOYMENT

It is the Foundation's intent to clarify the definitions of employment classifications so that employees may understand their employment status and benefit eligibility. Placement in any of these classifications does not guarantee employment in any way.

Under the Fair Labor Standards Act (FLSA), each employee is designated as either **non-exempt** or **exempt** from federal and state wage and hour laws.

- Non-exempt employees are entitled to overtime pay under the Fair Labor Standards Act ("FLSA").
- Exempt employees are certain managers, executives, professional staff, and others whose education, duties and responsibilities allow them to be "exempt" from overtime pay

provisions as provided by the FLSA. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted. Exempt employees are paid on a salary basis to work the necessary amount of hours required to complete the job, including working in excess of forty (40) hours per workweek.

In addition to the above classifications, each employee will belong to one other employment classification.

- **FULL-TIME EMPLOYEES** regularly work at least a 30 hour workweek on average. Generally, full-time employees are eligible for the Foundation's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **PART-TIME, EMPLOYEES** generally work less than 30 hours each week. Part-time employees are not eligible for any benefits (except as otherwise provided based on the terms of a specific benefit plan).
- **TEMPORARY EMPLOYEES** include those hired as interim replacements to assist in a specific function or in the completion of a specific project and are not eligible for any benefits (even if 30 or more hours are worked per week).

Upon hire, the Executive Director will notify you of your employment classification.

2-7 SUGGESTIONS AND IDEAS

We encourage you to bring your suggestions, ideas, questions and complaints to our attention. We may consider these in our continuing effort to improve operations. If you feel you have a problem, present the situation to the Executive Director (or, if the problem involves the Executive Director, to a member of the Executive Committee) so the problem can be settled by examination and discussion of the facts. Your suggestions and comments on any subject are important and we encourage you to take every opportunity to discuss them with us.

Section 3 EMPLOYMENT WITH ASF

3-1 EMPLOYMENT APPLICATION

The Foundation relies upon the accuracy of information contained in the employment application and the accuracy of other data presented during the hiring process and throughout employment.

Any misrepresentations, falsifications, or material omissions in any of this information may result in exclusion of an individual from further consideration for employment or – if the person has been hired – disciplinary action, up to and including immediate termination of employment.

3-2 BACKGROUND CHECKS

In order to protect the Foundation's resources and the welfare of the Foundation's employees, donors, patrons, volunteers, astronauts, scholars, vendors and other beneficiaries of the Foundation's services, it is our policy to conduct background checks on those applicants being considered for employment consistent with business necessity. The Foundation conducts reference checks, and may also conduct credit checks, criminal record checks, and education and credential verification when such checks are warranted based on the nature of the position for which the applicant is applying (or in the case of an employee promotion, the nature of the position the employee is being promoted to). All applicants must also pass the NASA badging background check, and employees are subject to and must pass all badge renewal checks.

Applicants who have been given an offer of employment must consent to and pass all applicable background checks as a condition of employment.

3-3 INTRODUCTORY PERIOD

New employees, employees returning to the Foundation after a break in employment of more than 6 months, and employees being transferred or promoted to a new position are subject to a sixty (60) calendar day probationary period. Both exempt and non-exempt employees shall be subject to this probationary period unless the Foundation specifically waives this requirement in writing in relation to a particular employee.

During the probationary period, the employee will have an opportunity to determine if he or she is suited to and likes his or her new position. Additionally, this probationary period gives the Foundation a reasonable amount of time to evaluate the employee's performance. Either the employee or the Foundation may end the employment relationship at-will at any time during or after the probationary period, with or without cause or advance notice. If necessary, the probationary period may be extended for an additional period of time. An employee's employment during this period is on an at-will basis, as is continued employment past any probationary period.

If, during the probationary period, the Foundation discharges an employee for unsatisfactory work performance, under the Florida unemployment compensation law the Foundation will not have its account charged for any unemployment benefits the employee might be determined eligible for in the future.

At the end of the probationary period, the Executive Director and/or the employee's supervisor will conduct a review to evaluate the employee's performance. Provided his or her performance is satisfactory, the new employee will be retained as an at-will employee. A raise is not guaranteed as a result of this review or any other performance review performed by the Foundation.

3-4 FRATERNIZATION

The Foundation recognizes that employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes or misunderstandings, and potential sexual harassment claims, supervisors and subordinates are not permitted to date or engage in sexual relationships. Violation of this policy may result in discipline, including termination. The Foundation recognizes that a staff member may develop a personal relationship with a patron; however, the Foundation strongly discourages such relationships because of their potential to create a conflict of interest. In the event a staff member and patron do form a personal relationship, the staff member must disclose the relationship to the Foundation, and to the extent that the Foundation, in its sole discretion, determines that the relationship creates a conflict of interest with the potential to negatively impact the Foundation, the staff member may be separated from employment with the Foundation.

3-5 NON-DISCLOSURE AND CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the success of the Foundation. In connection with the operation of the Foundation, employees will have access to certain confidential and proprietary business information (herein the "Confidential Information"), which includes, without limitation, the following information:

- Any material developed using foundation resources and/or time
- Compensation data
- Computer processes

- Computer programs and codes
- Conversations between any persons associated with the Foundation
- Information on the Foundation's donors, patrons, volunteers, astronauts, scholars, vendors and beneficiaries of the Foundation's services
- Donor and patron lists and contact information
- Donor and patron financial information and preferences
- Foundation Financial information
- Labor relations strategies
- Marketing and fundraising strategies
- Personnel/payroll records
- Strategic planning
- Technological data

The Foundation's Confidential Information is of substantial value, is highly confidential, constitutes the professional information of the Foundation and may also be trade secrets. Confidential Information is provided and disclosed to the employee solely for use in connection with the person's employment and in performing duties for the Foundation and not for use by or for any other entity or person. As a condition of employment, each employee shall:

1. Regard and preserve all Confidential Information related to the Foundation's business, including without limitation, all Confidential Information on the Foundation's donors, patrons, astronauts, scholars, vendors and other beneficiaries of the Foundation's services as highly confidential and the Foundation's trade secrets. Such Confidential Information is not to be discussed away from the premises (except in furtherance of Foundation business) or within hearing distance of any unauthorized person;
2. Not disclose, nor permit to be disclosed, any of the Confidential Information to any person or entity except as required to perform the employee's duties;
3. Not photocopy or duplicate, or permit any person to photocopy or duplicate, any of the Confidential Information without the consent and approval of the Foundation's Executive Director or a member of the Executive Committee;
4. Not make use of the Confidential Information for his or her own benefit or the benefit of any person or entity other than the Foundation;
5. Continue to keep any Confidential Information confidential even after termination of employment with the Foundation.

Employees are not to release personal information regarding other employees (e.g. phone number, address, spousal, financial or benefit information) without the employee's specific and prior approval in writing. Employees are not to release personal information regarding any astronaut or patron affiliated with the Foundation without first obtaining the written consent of the Executive Director. Employees handling Confidential Information are responsible for its security and extreme care is to be exercised to ensure that it is safeguarded to protect the Foundation and its employees, donors, patrons, volunteers, astronauts, scholars, vendors and other beneficiaries of the Foundation's services.

Confidential Information obtained during or through employment with the Foundation may not be used by any employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit. The Foundation reserves the right to avail itself of

all legal or equitable remedies to prevent impermissible use of Confidential Information or to recover damages incurred as a result of the impermissible use of Confidential Information. Employees who improperly use or disclose any type of confidential business information will be subject to disciplinary action and/or legal action as allowed by law, even if they do not personally benefit from the disclosure of such information.

The Foundation requires all employees sign an Employee Confidentiality Agreement as a condition of employment due to employees' potential access to Confidential Information. All employees are required to maintain such information in strict confidence. This policy benefits employees by protecting the interests of the Foundation and protecting confidential, unique and valuable information.

Should an occasion arise in which an employee is unsure of his or her obligations under this policy, he or she must consult the Executive Director or a member of the Executive Committee. Any employee who violates this Non-disclosure and Confidentiality policy is subject to disciplinary action up to and including termination.

3-6 CONTACT WITH THE MEDIA

All media inquiries regarding the Foundation and its operations must be referred to the Executive Director or Finance and Operations Director. Only the Executive Director or a member of the Executive Committee is authorized to make or approve public statements pertaining to the Foundation or its operations. No employees, unless specifically designated, are authorized to make those statements.

3-7 CHANGES IN PERSONAL DATA

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Finance and Operations Director promptly.

3-8 ACCESS TO PERSONNEL FILES

Employee personnel files maintained by the Foundation include, but are not limited to, the following:

- Job Application
- Resume
- Training documentation
- Salary history
- Disciplinary reports, warnings, and other records
- Performance evaluation documentation
- Records of coaching and/or mentoring
- Receipt of foundation property

Personnel files are the sole property of ASF and access to information contained therein is restricted. Management personnel with a legitimate reason to view the file will be permitted to do so.

Employees who wish to view their own files should contact the Executive Director. With reasonable advance notice, employees may view their own file on Foundation premises and in the

presence of the Executive Director or Finance and Operations Director. Personnel files are not permitted to be copied nor are documents permitted to be removed. Medical records are maintained in separate confidential files.

3-9 IF YOU MUST LEAVE US

The Foundation prefers that an employee provide it with a courtesy two (2) week notice of termination of employment. If an employee does not provide a two (2) week notice, the employee may not be eligible for re-employment. Once a notice of resignation is given, accrued unused paid time off may no longer be used, absent written approval from the Executive Director.

Any employee whose employment with the Foundation is terminated for any reason shall immediately return to ASF all Foundation files, records, keys and any other materials that are property of the Foundation, and shall also provide the Foundation with all network, computer and document passwords in the employee's possession used to protect the Foundation's Confidential Information and other business information.

Section 4 EMPLOYEE CONDUCT

4-1 ATTENDANCE AND PUNCTUALITY

A good attendance record and reliable punctuality are important indicators of an employee's commitment, and the Foundation will consider them in conjunction with other factors to measure your success as an employee. We work as a team and this requires that each person be in the right place at the right time.

Attendance and punctuality are essential job duties of every position. Absence or tardiness without valid reason and/or without prior approval from the Foundation is not consistent with the enthusiasm, participation, or commitment of a Foundation employee. If you are going to be late for work or absent, notify your Department Director or the Executive Director before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours, to the extent possible.

If you are absent for three (3) days without notifying us, the Foundation will assume that you have voluntarily abandoned your position with ASF, and you will be removed from the payroll.

4-2 CONDUCT AND DISCIPLINE POLICY

High standards of professionalism and conduct are necessary to preserve the Foundation's reputation and to ensure a safe, harmonious and productive working atmosphere. All employees 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. All employees should be aware of their responsibilities to the Foundation and to co-workers.

The Foundation will address issues such as poor work performance and inappropriate conduct or misconduct to encourage employees to become more productive workers and conform their behavior to standards and expectations. Generally, a warning or counseling will be given to employees to explain what behavior has been unacceptable. Should an employee fail to comply with any Foundation policy, procedure or rule, or should an employee's work performance, work habits, attitude, conduct or demeanor become unsatisfactory in the judgment of the Foundation's management, employees may be subject to disciplinary or remedial action which may include a

verbal counseling, reprimand or warning, written reprimand, suspension from work without pay or other discipline up to and including discharge. Nothing herein is intended to change the "at-will" status of any employee and the Foundation reserves the right to administer what it decides to be the appropriate disciplinary action and/or counseling for all forms of disruptive and/or inappropriate behavior or conduct. Each situation will be dealt with on an individual basis. In arriving at a decision for the proper action, the following will be considered:

- The seriousness of the infraction
- The past record of the employee
- The circumstances surrounding the matter

To assure orderly operations and to provide the best possible work environment, the Foundation expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Foundation. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples, in addition to conduct mentioned elsewhere in this handbook, of unacceptable behavior and infractions of rules of conduct that may result in disciplinary action, including counseling, suspension or termination of employment.

The types of behavior and conduct (not listed in order of importance) that the Foundation considers inappropriate include, but are not limited to:

- Failing to follow Foundation policies, procedures or rules, whether or not set out in this handbook or in a written form.
- Unsatisfactory behavior, performance, conduct, or work attitude.
- Possessing dangerous or deadly weapons on Foundation premises or while off Foundation premises in performance of Foundation duties, except as permitted by the preservation and protection of the right to keep and bear arms in motor vehicles act of 2008 (§ 790.251 of Florida Statutes).
- Reporting for work under the influence of intoxicants or drugs, drinking alcoholic beverages, using drugs, or the possession of either while on Foundation time, or premises. Possession, distribution, sale, transfer, or use of unauthorized alcohol, or illegal drugs in the workplace, while on duty, or while operating employer-owned or rented (including car rentals) equipment.
- Refusing to obey instructions from a supervisor or management (insubordination).
- Coercion, intimidation or threats against supervisors, fellow employees, volunteers, donors, patrons, astronauts, scholars, vendors and beneficiaries of the Foundation's services; assault on any supervisors, fellow employees, volunteers, donors, patrons, astronauts, scholars, vendors and beneficiaries of the Foundation's services; fighting or attempting to provoke a fight during working hours, or on Foundation property, at Foundation functions; or, general misconduct toward supervisors, fellow employees, volunteers, donors, patrons, astronauts, scholars, vendors and beneficiaries of the Foundation's services.
- Disrespectful or discourteous conduct to supervisors, fellow employees, volunteers, donors, patrons, astronauts, scholars, vendors and beneficiaries of the Foundation's services.
- Theft, misappropriation, misuse or unauthorized destruction of Foundation property or the unauthorized removal of such, including found items.
- Interfering with or hindering of work schedules.

- Any harassment of supervisors, fellow employees, volunteers, donors, patrons, astronauts, scholars, vendors and beneficiaries of the Foundation's services. This includes, but is not limited to, racial, religious, sexual or other unlawful harassment.
- Revealing Confidential Information to unauthorized persons.
- Smoking in prohibited areas.
- Unauthorized use of the telephone or frequent and unnecessary use of the telephone for personal business.
- Failing to abide by time keeping rules, sign-in, sign-out procedures, falsification of timesheets, working overtime without management authorization or stopping work early without management authorization.
- Excessive absenteeism or tardiness, absent extenuating circumstances.
- Failing to perform work or job assignments satisfactorily and efficiently.
- Unauthorized absence from assigned work area, or being in an unauthorized area. Loitering or sleeping on the job.
- Failure to observe established health, fire, and safety policies. Failure to immediately report unsafe actions of other employees or any injuries sustained while on duty.
- Failure to exhibit a neat and businesslike appearance and high degree of personal cleanliness at all times.
- Soliciting on Foundation premises during active work time. Distribution of literature of any description in working areas during work time.
- Making or publishing harmful, derogatory, false, vicious, or malicious statements about the Foundation or its supervisors, employees, volunteers, donors, patrons, astronauts, scholars, vendors and beneficiaries of the Foundation's services.
- Discussing Confidential Information in public areas where conversations can be overheard or disclosing to any third person Confidential Information.
- Violation of safety rules including use of cell phones while driving.

4-3 OWNERSHIP & CARE OF FOUNDATION PROPERTY

All Confidential Information regarding Foundation employees, volunteers, donors, patrons, astronauts, scholars, vendors and beneficiaries of the Foundation's services including, without limitation, all donor, patron and beneficiary files and other business information, along with computers, cell phones, credit cards, gas cards, customer lists, keys, key-cards, handbooks, and other written materials (collectively "Foundation property") must be kept secure and not lost or stolen.

All Foundation property, including the Foundation's office equipment, telephone systems, and office supplies, is owned by ASF and must be used for work-related purposes unless otherwise approved by management. The Foundation reserves the right to inspect its property at any time, without notice and not necessarily in the employee's presence.

The Foundation may change or override employee passwords or personal codes in the Foundation's computers other equipment at any time without notice. Employees should not have any expectation of privacy in using any Foundation property or equipment.

All Foundation property must be returned by the employee on or before their last day of work, or at any time upon request. Where permitted by applicable laws, the Foundation may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Foundation may also take action to recover or protect its property.

4-4 TELEPHONE & CELL PHONE USAGE

A. Telephone Usage Generally. Foundation telephones are intended for business purposes only. Personal calls during business hours are discouraged except in cases of emergency. All personal telephone calls should be kept brief. In an effort to respect the rights of all employees and avoid disruption in the workplace, employees must inform family members and friends to limit personal telephone calls during working hours. No long distance calls are to be made on Foundation phones which are not strictly business related. Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination.

B. Cell Phone Usage. For purposes of this policy, the term "cell phone" or "mobile phone" is used generally and includes all forms of mobile and other electronic communication devices such as a PDA, Blackberry, iPhone or any other smartphone, iPad or any other tablet, iPod, navigational device, company data device, or any other similar equipment. Where approved in writing in advance by the Executive Director or a member of the Executive Committee, the Foundation may provide an employee with a partial reimbursement of their monthly cell phone bill. The only employees eligible for this reimbursement are those that the Foundation determines are required to conduct Foundation business outside normal business hours and via their personal cell phones, or as otherwise determined by the Executive Director. At present, the partial reimbursement rate is $50 or half their monthly cell phone bill, whichever is less; however, the reimbursement rate is subject to change or elimination at the discretion of the Foundation at any time.

The Foundation recognizes that employees may carry their own cell phones in the workplace. An employee's use of a personal cell phone in the workplace may be disrupting to others and may result in the loss of productivity. Therefore, employees are not to use personal cell phones during working time unless it is an emergency. Further, all cell phones must be turned off or set to silent mode during important business meetings to avoid disruption and related distractions. If an employee violates this policy they will be disciplined, up to and including termination.

This policy also prohibits the use and access of all electronic communications and other equipment that can be a distraction while driving, including without limitation, text messaging and reviewing or sending emails. Key personnel who use their cell phones for business purposes must refrain from using the cell phone while driving. The Foundation has a zero tolerance policy regarding the use of a cell phone while driving. Under no circumstances are any employees allowed to place themselves or others at risk by using a cell phone to fulfill business needs of the Foundation.

4-5 TRAVEL & EXPENSE REIMBURSEMENT POLICY

An employee may incur travel expenses during the normal course of business activities that should be reimbursed. The employee may use personal funds ("out of pocket"), or with approval a company credit card, to pay for these travel expenses. Upon incurring a reimbursable expense on behalf of the Foundation, an employee is responsible for requesting reimbursement, which is authorized by management if properly documented and submitted in a timely manner. This policy explains what type of expense is reimbursable and the reimbursement process.

Reimbursable Expenses - Business travel expenses will be paid by the Foundation if they are reasonable, appropriately documented, and properly authorized. Individuals who incur business expenses should neither gain nor lose personal funds as a result of their travel. Employee meal reimbursement limits are as follows: $10.00 breakfast, $15.00 lunch and $25.00 dinner. The employee hotel reimbursement limit is $150.00 per night; however, the maximum hotel reimbursement may be increased, at the discretion of the Executive Director or Finance and Operations Director, if shown to be necessary based on the standard hotel costs in the applicable location. When an employee will be entertaining donors, astronauts, or other patrons for the

benefit of the Foundation in the course of the employee's business duties, the employee should seek budget approval from the Executive Director for the meal or event in advance. Employees must exercise restraint and use their reasonable discretion when evaluating whether or not to incur expenses in any given situation. Before incurring any business expenses (travel and non-travel) be sure to receive proper authorization. Unauthorized and excessive expenditures will not be approved for reimbursement.

Non-reimbursable Expenses – Foundation policy specifies that the following items are considered non-reimbursable travel related expenses:

- Airline seating upgrades to first class
- In-flight phone calls or internet access
- Hotel recreational activities (e.g. spas, athletic facilities)
- Hotel room video rentals
- Laundry and valet service (if away less than 5 days)
- Expenses related to PTO taken before, during, or after a business trip
- Commuting (employee travel to/from work on a daily basis)
- All personal purchases

An employee will be responsible for all non-reimbursable expenses, including "out of pocket" and credit card charges, incurred while traveling on Foundation business.

Receipts and Documentation; Submission - It is the employee's responsibility to submit acceptable documentation of the expense for which reimbursement is sought, including original receipts. The employee should also submit the following information: (i) payment type - "Credit card" or "Out of Pocket" along with original receipt; (ii) who incurred the expense; (iii) what the expense entailed; (iv) why this is a Foundation expense; and (v) when the expense was incurred (dated receipts acceptable). Employees must submit their expense reimbursement request(s) within thirty (30) days of incurring the expense.

4-6 PERSONAL PROPERTY

The Foundation is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables, should not be left in areas where theft might occur.

4-7 PERSONAL APPEARANCE

Employees are expected to maintain the highest standards of personal cleanliness and present a neat and professional appearance at all times. The properly attired individual helps to create a favorable image for the Foundation to the public and fellow employees.

Any questions regarding what is considered appropriate attire should be directed to the Executive Director.

4-8 SAFETY

Safety can only be achieved through teamwork. Each Foundation employee must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. Please observe the following precautions:

- Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately. (See the Workers' Compensation policy)
- The unauthorized use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the Foundation's property is forbidden, except alcoholic beverages may be allowed where specifically authorized by the Executive Director or the Executive Committee for a Foundation event.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.
- Know the locations, contents and use of first aid and fire-fighting equipment.
- Wear personal protective equipment in accordance with the job you are performing.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination.

4-9 SMOKING AT THE WORKPLACE

The Foundation's policy is to provide smoke-free environments for its employees, donors, patrons, volunteers, astronauts, scholars, vendors and beneficiaries of the Foundation's services and the general public. Smoking of any kind (including electronic cigarettes) is prohibited inside our offices and on our worksites. Employees may smoke on scheduled breaks or during meal times, as long as they do so outside the worksite or office in designated smoking areas. Employees who smoke may not take breaks in excess of those provided for by the Foundation's policy of breaks. Employees are responsible for reporting any violation of this policy to their Department Director or the Executive Director.

4-10 VIOLENCE AND WEAPONS

A. Violence. Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Foundation property in the event someone, for whatever reason, may be unhappy with a Foundation decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to a Department Director or the Executive Director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential, to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in the Foundation's investigation, may result in disciplinary action, up to and including immediate termination.

B. Weapons. The Foundation believes it is important to establish a clear policy that addresses weapons in the workplace. The Foundation prohibits all persons who enter upon Foundation property from carrying a handgun, firearm, knife, or other prohibited weapon of any

kind regardless of whether the person is licensed to carry the weapon or not. An employee is, however, permitted to possess a firearm in accordance with Section 790.251, *Florida Statutes*.

Any employee disregarding this policy will be subject to immediate termination.

4-11 DRUG-FREE WORK PLACE

The Foundation strives to provide a safe, healthy and efficient working environment for its employees and for donors, patrons, volunteers, astronauts, scholars, vendors and beneficiaries of the Foundation's services. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with ASF the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work, or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal substances and alcohol whether outside of work (during personal time) or during work on Foundation time, on Foundation premises, in Foundation vehicles, or while engaged in Foundation activities.

Your employment or continued employment with the Foundation is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including termination.

The Foundation reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of any Foundation issued desk or other suspected areas of concealment, as well an employee's personal property when the Foundation has reasonable suspicion to believe that the employee has violated this substance abuse policy. In addition, all employees are subject to, and as a condition of employment must consent to, reasonable suspicion drug testing. Any applicant or employee who refuses to consent to drug testing or refuses a drug test is subject to termination of employment.

Section 5 YOUR PAY AND PROGRESS

5-1 RECORDING TIME & OVERTIME

Most Foundation employees work a workweek of forty (40) hours. Any employee may be called upon to work in excess of his or her regular work day or workweek when the Foundation considers it necessary. Except in cases of extreme personal hardship, employees are expected to make themselves available for such work. Whenever possible, overtime will be scheduled in advance to permit the employee to make suitable arrangements. Non-exempt employees are never permitted to work more than forty (40) hours per workweek without prior permission from the Executive Director or Department Director. If an employee works in excess of forty (40) hours per workweek, without prior permission from the Executive Director or Department Director, the employee may be subject to disciplinary action up to and including termination.

Overtime compensation is paid to all non-exempt employees in accordance with federal wage and hour laws and any state requirements. Overtime pay is based on actual hours worked during the Foundation's established seven (7) day workweek. Paid time off (PTO), paid holidays and any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Exempt employees are not entitled to overtime pay.

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the foundation to keep an accurate record of time worked in order to calculate an employee's pay and benefits. Non-exempt employees must accurately record the time they begin and end their work day and must also record the beginning and end times for lunch breaks. Non-exempt employees must also record the beginning and ending time of any departure from work for personal reasons, such as dental appointments, etc.

If you are required to attend a meeting or other work related activity at a time other than your regularly scheduled shift, you will be paid for the actual time spent at the meeting or activity. Once again, this time must be recorded on the employee's time sheet, and any overtime must be approved.

Non-exempt employees should report to work no more than ten (10) minutes prior to their scheduled starting time nor stay more than ten (10) minutes after their scheduled stop time without prior written authorization from their supervisor.

It is the employee's responsibility to accurately record and report all time worked on the Foundation's approved timesheets. If corrections or modifications are made to the timesheets, both the employee and his or her Department Director must verify the accuracy of the changes by initialing the time record. Employees will be paid for all hours worked and no one is to work "off the clock." No person has the authority to direct an hourly employee to work "off the clock" and if that occurs, it must be immediately reported to the Executive Director or a member of the Executive Committee.

OVERTIME MUST BE AUTHORIZED IN ADVANCE AS SPECIFIED HEREIN. OVERTIME HOURS WORKED WITHOUT AUTHORIZATION MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE.

5-2 PAY PERIOD, PAYDAY and WORKWEEK

Employees are paid bi-weekly, or 26 times per year. When our payday is a holiday, you normally will be paid on the last working day preceding the holiday. Due to the nature of our business, your work schedule may vary depending on your job. Our normal business hours are the Foundation operating hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. For payroll purposes, for hourly paid employees, the workweek begins on Monday at 12:00 a.m. and ends of Sunday at 11:59 p.m.

Employees may choose to have their paycheck directly deposited in their checking account. For more information on direct deposit or to enroll, contact the Finance and Operations Director.

5-3 PAYCHECK DEDUCTIONS

The Foundation endeavors to properly pay all employees and to make only proper withholdings from employees' paychecks. All employees must review their paychecks regularly to confirm that all payroll deductions are correct. If an employee finds, or believes, that an improper deduction has been made from his or her paycheck, the employee must immediately report the issue to the Finance and Operations Director. All errors must be reported, even if the error is in the employee's

favor. The Foundation encourages and expects employees to use this reporting procedure. No employee will be retaliated against for reporting any suspected improper deductions. All reports of improper deductions and overpayments will be promptly investigated. If a report of improper deduction is valid, the Foundation will provide the employee with payment for the previously deducted amount. Any overpayment to an employee will be refunded to the Foundation in the payroll period following the discovery of the overpayment.

The Foundation withholds from employees' paychecks all required deductions such as for federal, state or local taxes and other legal withholdings. The Foundation may also take deductions from employees' paychecks for absences that are not covered by the Foundation's paid time off policies, or for other time off that is not covered by the Foundation's policies for such time off. The Foundation also reserves the right to take deductions from employees' paychecks for any other type of deductions that may be necessary or appropriate and that are not specifically related to an employee's absence. Further, deductions for the Foundation's benefits coverage will be withheld upon receipt of appropriate authorization forms from the employee.

Full-time exempt employees who are absent for one (1) or more full days due to sickness or disability without accrued paid time off are considered to have taken a personal day off, and therefore, will not be paid for the day(s) that the employee is absent. In addition, the Foundation may take deductions from the pay of full-time exempt salaried employees if the employee receives compensation for his or her absences under any of the Foundation's paid time off policies. The Foundation is permitted to offset any amounts received as payment for jury duty, witness fees, or military pay. The Foundation also does not pay the full salary of full-time exempt employees in their initial or last weeks of employment (if the employee works less than a full workweek in those weeks). The Foundation will not pay full-time exempt employees their full salary for full weeks in which the exempt employee takes unpaid leave. Exempt employees may also be subject to additional salary deductions as permitted under the FLSA.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the Finance and Operations Director.

5-4 PERFORMANCE REVIEWS

Performance evaluations are normally conducted annually. All performance evaluations are based on merit, achievement and performance measured against job objectives.

Wage increases will be based upon this review, as well as past performance and degree of improvement, dependability, attitude, cooperation, need for disciplinary action, and adherence to all employment policies. Wage increases are not guaranteed by the Foundation, and are provided by the Foundation in its sole discretion.

Supervisors will conduct performance evaluations and planning sessions with all full-time and part-time employees. Supervisors may conduct informal performance meetings and planning sessions more often if they choose.

Performance evaluations and planning sessions are designed for the supervisors and employees to discuss current job tasks, encourage and recognize achievement, and discuss positive, purposeful approaches for meeting professional goals. Together, supervisors and employees create action plans to improve performance and develop skills.

5-5 MEAL TIME AND BREAKS

Meal time and breaks are to be scheduled with your supervisor.

A. Meal times. Full-time employees are generally provided one one-hour meal period each workday. Supervisors will schedule meal periods to accommodate business needs. Employees will be relieved of all active responsibilities and restrictions during meal periods and, as such, will not be compensated for that time. Meal periods at the Foundation are unpaid.

B. Breaks for Nursing Mothers. For non-exempt employees, unless it will create an undue hardship for the Foundation, the Foundation will follow the federal requirements (under the Fair Labor Standards Act) to provide unpaid, reasonable break time for nursing mothers. If regular work breaks do not provide sufficient time, then an eligible employee will be provided additional unpaid reasonable break times to breast feed or express breast milk for her nursing child for the first year of the child's life. These break periods will be given each time the employee has need to breastfeed or express breast milk. These unpaid breaks must be recorded on the time recording system. The Foundation will also make an appropriate space available to an employee, when needed, to comply with this policy. If an employee does not have access to an appropriate (private space shielded from view) in their work area and are in need of assistance to locate a space please contact your supervisor. Supervisors must seek input from the Executive Director to ensure compliance with this policy. All employees are expected to provide an atmosphere of support for breastfeeding employees.

Section 6 TIME AWAY FROM WORK

6-1 PAID TIME OFF ("PTO")

For all full-time non-exempt hourly and salaried exempt employees, the Foundation provides Paid Time Off ("PTO") to be used for sick, vacation or personal reasons. PTO is earned each pay period and may be used following its accrual. PTO is calculated (on a calendar basis) as follows:

	Period of Employment	Annual PTO	Biweekly Accrual Rate
Directors:	0-5 years	20 days	6.15 hours/.769 days
	> 5 years	25 days	7.69 hours/.961 days
Managers, Coordinators & Assistants:	0-5 years	15 days	4.61 hours/.576 days
	>5 years	20 days	6.15 hours/.769 days

PTO continues to be earned when an employee is out on paid leave. PTO is not earned during periods of unpaid leave lasting more than 5 days. PTO may not be used to extend an employee's separation date.

Introductory Period - During an employee's first sixty (60) calendar days of employment (the introductory/probationary period), PTO will accrue but may not be used, thus any approved absence during this period will be unpaid. However, Foundation provided holidays that fall within the introductory period will be paid. After the sixty (60) calendar day introductory period, an employee may begin to use accrued PTO.

Holidays - A paid holiday that occurs during an employee's use of PTO will be treated as a holiday rather than use of PTO.

Overtime - PTO cannot be used to increase hours worked in a week to over 40 hours, i.e. overtime is paid only for actual hours worked.

No Annual Payout of PTO; Maximum Roll-over - Employees are not entitled to a payout of their unused PTO at the end of the calendar year. A maximum of one (1) week (the equivalent of 40 hours) of unused PTO may be rolled over to the following calendar year; however, PTO time rolled over to the following calendar year must be used in that calendar year and cannot be rolled over again. Employees may not carry-over or "bank" in excess of one (1) week of unused PTO at the end of any calendar year.

Pay Out or Pay Back at Separation - If an employee voluntarily resigns his or her employment with the Foundation, provides reasonable notice of the intended separation, and works the notice period, the Foundation will calculate how many days of PTO the employee will accrue through the separation date based upon the schedule listed above, and payment will be made to the employee for any PTO time accrued but unused through the date of separation, less any PTO earned in a prior calendar year. PTO that was rolled over from the prior calendar year will not be paid out upon separation. Employees who fail to return to work following a leave period, who fail to give appropriate notice or work the notice period, or who are involuntarily terminated from their employment, except as the result of a layoff, shall not be paid their accrued but unused PTO upon separation from employment, except at the sole discretion of the Foundation.

On the date of any separation, regardless of whether the separation is voluntary or involuntary, if it is determined that the employee has taken more PTO than the employee would have accrued using the above schedule, and thus was advanced PTO, the Foundation may deduct from an employee's final paycheck one hour's pay for each hour of PTO previously taken and paid, to the extent permitted by law, as the advance of the PTO time is deemed a pay advance.

PTO Requests – Employees must submit all PTO requests in writing, in advance, except in emergencies, to the Finance and Operations Director or the employee's Department Director (which may in some cases be the Executive Director). In an emergency situation an employee (or someone on their behalf) must notify the Finance and Operations Director or Department Director of the need for PTO as soon as practicable. The Finance and Operations Director or a Department Director must approve (in writing) all PTO requests. All employees must request PTO and record PTO time on the Foundation's Time Off Request Form to be obtained from the Finance and Operations Director or their Department Director.

6-2 HOLIDAYS

The Foundation will be closed for holidays annually designated by the Foundation. Salaried employees will be paid for all Foundation holidays in compliance with state and federal wage and hour laws. Hourly employees will be paid for the number of hours they would have normally worked on the day designated as a holiday, computed at the standard hourly rate. Employees must work their scheduled work day before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from the Finance and Operations Director or their Department Director or have a doctor's note.

6-3 BEREAVEMENT LEAVE

Full-time employees who have completed the probationary period of 60 days are eligible for three (3) paid days for bereavement leave related to the death of an immediate family member. Members of the immediate family include: spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law and the parents of domestic partners.

Requests for bereavement leave should be made to your Department Director or the Executive Director as soon as possible. We reserve the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

6-4 JURY DUTY

We encourage employees to fulfill their civic responsibilities by serving jury duty when required. Employees must provide the Executive Director or their Department Director with a copy of their jury summons as soon as possible so that the Foundation may make arrangements to accommodate their absence.

Employees are required to report to work as permitted by the court schedule. If you are released from jury duty with at least four (4) hours remaining in your work day, you should return to work for the remainder of the day. The Foundation or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

In order to be paid for Jury leave, a non-exempt employee must provide his or her Department Director or the Executive Director with the jury summons and a note from the Clerk of the Court indicating the times the employee was in court for jury duty.

Benefit accruals such as PTO or holiday benefits will be suspended during jury duty leave of more than five (5) days and will resume upon return to active employment.

6-5 VOTING LEAVE

We believe every employee should have the opportunity to vote in a state or federal election, general primary or special primary. An employee may be granted time off to vote with prior approval from the employee's Department Director in accordance with state law. Hourly employees may be granted a maximum of two (2) hours of paid time off to go vote, and any time in excess of two hours is unpaid unless state law dictates otherwise or unless the employee elects to use PTO (if available). Exempt employees may also be provided time off with pay for voting when necessary to comply with state and federal wage and hour laws. Employees must notify the Foundation of the need for voting leave as soon as possible. The Foundation reserves the right to select the hours you are excused to vote.

6-6 MILITARY LEAVE

Military leave will be provided in accordance with applicable law. Questions regarding this policy should be directed to the Executive Director.

6-7 UNPAID LEAVE OF ABSENCE

Upon receipt of a written request by an employee, the Foundation may provide the employee with an unpaid leave of absence of up to five (5) days (during a calendar year), subject to department workload and written approval by the Department Director. A written request for an unpaid leave of absence in excess of five (5) days during a calendar year must be approved in writing by the Executive Director. The Foundation may approve or disapprove of a request for unpaid leave in its sole discretion based on the business needs of the Foundation. PTO does not accrue during an unpaid leave of absence in excess of five (5) days. Employees who wish to continue their health insurance during an unpaid leave must continue their normal employee contributions for health insurance.

Section 7 BENEFITS

7-1 EMPLOYEE BENEFITS

The Foundation has developed a comprehensive set of employee benefit programs. Please contact the Finance and Operations Director if you have any questions regarding the benefits available. Also, please refer to the actual plan documents and summary plan descriptions if you have specific questions regarding a benefit plan. Those documents are controlling.

The Foundation reserves the right to modify its benefits at any time. The Foundation or its third party administrators (as applicable) will keep you informed of any changes.

7-2 MEDICAL INSURANCE

Regular full-time employees are eligible for health insurance benefits upon satisfying the 60-day introductory period. For those full-time employees who elect and receive coverage, coverage begins on the first day of the month following the end of the 60-day period. Information containing the details of the plan and eligibility requirements will be given to all new employees at the time of hire. Annual re-enrollment will take place during the last quarter of the calendar year. An employee may add additional family members (spouse/children) to the plan and have the premiums deducted from their bi-weekly paychecks. Coverage ends on the last day of the month in which you leave the Foundation.

Specific details on coverage and benefits may be found in the Summary Plan Description (SPD) for the health plan. Employees may contact the Finance and Operations Director for more information on health insurance benefits.

7-3 403b PLAN

The Foundation provides employees the opportunity to invest in their retirement. Employees may contribute personally to their retirement account. For employees with at least one year of continuous full-time service prior to the commencement of a 403b Plan year, the Foundation may (at its discretion) match contributions to employee's 403b Plan account equal to 50% of the employee's annual contribution or not to exceed $5,000. Such matching contributions will be made prior to the end of each 403b Plan year. Each employee will "vest" in the amount comprising of employer match contributions after five years of continuous full-time service with the Foundation.

7-4 WORKERS' COMPENSATION

The Foundation provides workers' compensation insurance at no cost to the employee. This insurance covers any work-related injury or illness an employee suffers in the course of employment. This protection applies to all employees, regardless of employment classification, starting their first day of work. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Depending on the injury or illness, the workers' compensation insurance may also pay a portion of the employees' wages while the employee is recovering, for medical care and job training, if necessary.

Employees are required to immediately (within 4 hours) report all accidents, injuries or illness, however minor, suffered as a result of employment activity at or on behalf of the Foundation to their Department Director and the Executive Director. The accident, injuries or illness must immediately be reported so the workers' compensation carrier can be timely notified. If the Executive Director or Department Director is not available, the employee must report such injuries to a Manager. All injuries must be reported promptly and are requested to be reported within four (4) hours of the event causing the injury. If the employee cannot report the injury due to the nature of the same and/or special circumstances surrounding the event which contributed or

caused the accident, the employee's family and/or other agent or personal contact must notify the Executive Director within the next twenty four (24) hours following the event leading to the injury.

Pursuant to applicable law, the failure to report an injury within thirty (30) days may result in loss of benefits. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Neither the Foundation nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Foundation. An employee will need to complete a claim form for the Foundation and will need to provide a medical certification from the employee's physician if the employee is in need of a temporary leave of absence related to the occupational injury. Time off from work will be provided in accordance with Foundation policy and applicable law.

Section 8 INFORMATION SYSTEMS AND SECURITY

8-1 VOICE MAIL USE & MONITORING

We recognize your need to be able to communicate efficiently with fellow employees, donors, patrons, volunteers, astronauts, scholars, vendors and beneficiaries of the Foundation's services. Therefore, we have a voice mail system to facilitate the transmittal of business-related information within the foundation and with third parties.

The voice mail system is intended for business use only. The use of the Foundation's voice mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

The Foundation's policies against sexual and other types of harassment apply fully to the voice mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including termination. Therefore, employees are also prohibited from the transmission of sexually-explicit messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

All voice mail passwords must be made available to your supervisor at all times. Violation of this policy may result in disciplinary action, up to and including termination.

For business purposes, management reserves the right to enter, search and/or monitor the private Foundation voice mail system and the voice mail of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the private Foundation voice mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the Foundation's voice mail system are private or confidential.

8-2 INTERNET & ELECTRONIC SYSTEMS ACCEPTABLE USE & MONITORING

ASF is committed to providing an environment that encourages the use of computers and electronic equipment and information as essential tools to support its business practices. The Foundation's computer hardware, software, email, electronic messaging, instant messaging, voicemail, intranet, internet, and similar equipment, services and any other means of electronic communications are a private information system (the "system").

The system is to be used primarily for business purposes only and in accordance with the Foundation's policies and procedures. The communications and business information generated using the system may be subject to subpoena in the future, thus all communications using the Foundation system must be conveyed in a professional manner, using appropriate and professional business language. The Foundation reserves the right to retrieve, copy and review any message composed, sent or received on the system; therefore, the ultimate privacy or confidentiality of messages and the use of the internet cannot be ensured.

Anyone using the system expressly consents to the monitoring of their activities on the system (including email, instant messaging and any use of the internet) and to the retrieval of data from any computer hardware. The system is subject to periodic audit for business and security purposes. The Foundation reserves the right to retrieve and review any message composed, sent, viewed, or received on the system, even if the employee is using the system to view or send personal email or other personal internet based communications (social media) that are accessed from the system. This monitoring may include instant messaging, or other electronic files created by employees as well as all internet activity engaged in by an employee. There is no personal right of privacy in these messages or equipment and employees should not expect that their messages or data contained on any equipment are personally private. All system passwords and encryption keys must be available to the Foundation, and the employee may not use passwords that are unknown to the employee's supervisor or install encryption programs without turning over encryption keys to the employee's supervisor. Back up copies of electronic files and email shall be maintained and referenced for business and legal reasons. Employees should review the social media policy and restrictions on use of the Foundation's systems for non-business social media activities.

Employees may not use the system to infringe the copyright or other intellectual property rights of third parties, to transmit proprietary or Confidential Information (absent permission in the performance of their duties), to create, view or distribute defamatory, fraudulent, obscene or harassing messages, or to otherwise engage in any unlawful or wrongful conduct. The Foundation strives to maintain a workplace free of harassment and sensitive to the diversity of its employees, and it prohibits the use of the system in ways that are disruptive, offensive to others, or harmful to morale.

Any data stored or maintained on the system shall remain the Foundation's property and must be returned to the Foundation upon request, at any time, or upon the termination of employment with the Foundation. Any Foundation information and/or data saved or stored on any personal laptop or home computer, or otherwise, is also the Foundation's property and must be returned to the Foundation upon request, at any time, or upon the termination of employment with the Foundation. Such use of personal or third party equipment requires written approval by the Executive Director.

Remote Access - For any employee who has been entrusted with remote access privileges to the Foundation's computer network, the employee's remote access connection is permitted for business-related purposes only and any and all unauthorized use is prohibited and is grounds for immediate termination. An example of an unauthorized use is to transfer, download or send any Foundation data or information to the employee's personal computer or to the computer of another or to any storage device (including to any on-line cloud storage or other internet on-line address book or social networking service). All employees with remote access to the Foundation system consent to the Foundation's inspection at any time upon reasonable request of the employee's personal equipment used to access the system. In addition, all employees who access the Foundation's system via some other form of electronic device (such as a smart phone or tablet) consent to and shall allow inspection of the device by the Foundation upon reasonable request, and shall also allow the Foundation to install a wiping program and/or application on such device

(which shall delete all Foundation data on the device) for use by the Foundation in the event the employee is separated from employment or the device is lost or stolen. No employee is to delete or destroy any Foundation data absent express authorization from the Executive Director.

Employees must notify their Department Director or the Executive Director upon learning of violations of this policy. Employees who violate this policy will be subject to discipline up to and including termination. Any use of the system for illegal purposes is grounds for immediate termination and the Foundation will fully cooperate with the appropriate law enforcement or government agencies.

8-3 SOCIAL MEDIA POLICY

The Foundation understands some employees may maintain and/or participate in personal social networking and media sites, such as Facebook®, MySpace®, Twitter® and YouTube®, and may maintain or contribute to personal blogs. Please keep in mind information posted on these sites may be accessed by anyone with access to the internet and has nearly unlimited duration and retention. The Foundation defines online social media as any online tool (excluding private email systems) which allows users to post content (text, photo, video and audio), respond to posted content and engage in conversation with other users via content exchanges.

The following is ASF's policy regarding employee participation in personal blogs and social networking sites. This policy operates in conjunction with the Foundation's existing Telephone, Voicemail, and Internet and Electronic Systems Acceptable Use & Monitoring policies which specifically provide there is no right of privacy with regard to use of the Foundation's systems, and employees should not expect that their messages or data contained on or transmitted through any Foundation equipment are private or confidential. Employees who fail to comply with these policies may be subject to disciplinary or remedial action which may include verbal counseling, reprimand or warning, written reprimand, suspension from work without pay or other discipline up to and including discharge.

Foundation work time (work hours for which you are compensated) and equipment, including computers and electronic systems, are not to be used for blogging or social networking, including updating your personal site. Foundation employees are specifically prohibited from using their Foundation email address in their personal profiles on social networking sites or when writing and posting blogs and comments. Further, if you use a personal email address but identify yourself as an employee of the Foundation, you may not claim or imply that you are speaking on behalf of the Foundation, and you are required to include the following disclaimer in a prominent place: "the views expressed on this post are mine and do not represent the views of the Astronaut Scholarship Foundation."

When blogging about work, on your own behalf outside the workplace and on your own time, you must abide by Foundation policies, including its policies regarding nondiscrimination and non-harassment. You may not make discriminatory, defamatory, libelous or slanderous comments when discussing the Foundation, its employees, its customers, its business partners, etc. Know that you are personally responsible for your postings and commentary and can be held personally liable to another for any commentary considered defamatory, obscene, proprietary or libelous by any offended party.

Keep the following in mind:

*you may not disclose confidential or proprietary information about the Foundation, its employees, its management, or its astronauts, patrons or scholars.

*you may not improperly access, or attempt to access, any other employee's social media sources, nor require as a condition of employment or continued employment, that any employee provide access to, log-in, or password for another's personal social media or other private (i.e. Members only blog, chat room, or group) interactive social media site.

*you may not post photographs of yourself at the Foundation office or at a Foundation event (without permission from the Foundation), or post photographs of other Foundation employees without their express approval to do so.

*anything you post can be used as grounds for discipline - no matter whether written while at work or outside work.

*if your employment with the Foundation ends you must immediately update any of your online information or postings to remove any references to the Foundation being your current employer.

If the Foundation discovers that you have acted outside this policy, you will be asked to remove the posting that pertains to the Foundation or its customers or employees. If you fail to do so, and if the posting is not legally protected, it will be considered in determining whether to continue your employment with the Foundation. Additionally, depending on the circumstances, the Foundation may take legal action to seek removal of the posting.

If you have a complaint or concern about the Foundation, its employees, its practices/policies, or its management, customers or business partners, we urge you to address those concerns with the Executive Director (or if the complaint is regarding the Executive Director, with a member of the Executive Committee) instead of posting complaints online. Unprofessional and/or disparaging remarks posted online are not acceptable. If you have any questions regarding this policy, please contact Executive Director.

8-4 RECORDING DEVICES IN THE WORKPLACE

Except as otherwise provided for in this policy, no employee may photograph, tape, or otherwise record any person, document, conversation or communication, or activity that in any way involves the Foundation's employees, donors, patrons, volunteers, astronauts, scholars, vendors or other beneficiaries of the Foundation's services. The authorized copying of documents in the ordinary course of business for the benefit of the Foundation is not prohibited by this policy.

"Photographing," "taping," and "recording" under this policy includes taking still or video pictures (film or digital), or recording of any conversation or communications, regardless of whether the conversation or communication takes place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (for example, tape recorder, video recorder, mechanical recording, or wire-tapping equipment), and regardless of where the conversation or communication takes place, i.e., whether on or off the Foundation's premises. "Taping" or "recording" also includes photographing or recording digital images through cameras of any kind (for example, camera phones, PDA cameras, or concealed cameras). Limited exceptions will apply where the photographing, taping, or recording is being conducted by an individual who has been provided advance written authorization for the activity by the Executive Director.

Violations of this policy may result in disciplinary action against the offending employee(s), up to and including termination of employment. Where the conduct engaged in is illegal, violators may also be subject to prosecution under applicable federal, state, or local laws.

8-5 WORK PLACE SEARCHES

To protect the property and to ensure the safety of all Foundation employees, donors, patrons, volunteers, astronauts, scholars, vendors and beneficiaries of the Foundation's services, ASF reserves the right to conduct searches consistent with applicable state and federal law, and to inspect any packages, parcels, purses, handbags, brief cases lunch boxes or any other possessions or articles carried to and from the Foundation's property. In addition, the Foundation reserves the right to search any employee's office, desk, files, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, equipment, etc. are Foundation property, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the Foundation's management.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the Foundation's security procedures or any other Foundation rules or policies.

8-6 SECURITY

All employees who are issued keys are solely responsible for their safekeeping. These employees may be required to sign a form upon receiving the key. The last employee, or a pre-designated employee, to leave the premises at the end of the business day assumes responsibility for ensuring that all doors are securely locked, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of lights regularly left on for security purposes.

Employees are not permitted on Foundation property after hours without prior authorization from a Department Director, and such employees must demonstrate a legitimate need to be on the premises after hours.

ACKNOWLEDGMENT AND AGREEMENT REGARDING ASTRONAUT SCHOLARSHIP FOUNDATION EMPLOYEE HANDBOOK

The intent of the Astronaut Scholarship Foundation (herein the "Foundation" or "ASF") handbook is to summarize the expectations, philosophy, policies, and benefits related to employment with the Foundation. Decisions on personnel matters will be made in accordance with Foundation personnel policies and in accordance with the written plans covering various benefits, copies of which are available upon request. The handbook sets out certain expectations that the Foundation has for its employees with respect to the employment relationship that must be followed by employees. Since the information, policies, and benefits described in the handbook are necessarily subject to change, changes to the handbook will be communicated as they are approved by the Foundation and revised information may supersede, modify, or eliminate existing policies.

We ask that you read the handbook and then carefully read each statement below and initial the statements before signing this document. This document will become a part of your employee file and will evidence that you, as an employee, have read and understand the handbook's contents and have agreed to follow the policies. Please return this initialed and signed statement to the Executive Director.

[Initial each line]

_____ I acknowledge that I have received a copy of the Handbook containing the rules and policies relating to my employment and that I have read it, understand its provisions and agree to follow the policies and procedures of the Foundation.

_____ I acknowledge that the Handbook is provided for my information only, and does not constitute a contract, expressed, or implied, for an agreed term of employment with the Foundation and that it may be modified, revoked, suspended, terminated, or changed at the discretion of the Foundation at any time, with or without advanced notice.

_____ I acknowledge that any benefits summarized or explained in the Handbook are not conditions of employment, and that they may be modified, revoked, suspended, terminated, or changed at the discretion of the Foundation at any time, with or without notice, as permitted by law. I also understand that this Handbook refers to current benefit plans maintained by the Foundation and that I must refer to the actual plan documents and summary plan descriptions as those documents will control over any policies in the Handbook.

_____ I understand that I am an employee-at-will; that is, my employment will be for no definite period of time, but rather will be subject to termination by myself or the Foundation at any time and for any reason, except those reasons prohibited by federal or state law. The exception to my at-will status is if there is a separate written contract or agreement between the Foundation and me or my representative that governs the terms and conditions of the termination of my employment.

_____ I acknowledge that I have reviewed the Foundation's Nondiscrimination and Harassment policy and other equal employment policies. I further acknowledge that I have had an opportunity to ask any questions I may have about these policies and that I understand their terms and provisions, expected standards of conduct and how to report any complaints of discrimination, unlawful harassment and retaliation.

_____ I acknowledge that I have reviewed the Drug and Alcohol Use policy. I further acknowledge that I have had an opportunity to ask any questions I may have about these policies and that I understand their terms and provisions.

_____ I acknowledge that I have reviewed the Foundation's policies on the use of its information systems (email, internet, intranet, voice mail, computer hardware and software, etc.), social media and confidential information and my initials and signature represent that I agree to be bound by and abide by each of those policies.

_____ I understand that the Executive Director and Finance and Operations Director are available to explain any policies in the Handbook and answer any questions I may have regarding my employment with the Foundation.

_____ I acknowledge that the Handbook is the property of the Foundation, that it must be returned to the Foundation upon termination of my employment and that when my employment ends I am not permitted to retain a copy nor am I permitted to retain any of the Foundation's equipment or property or data, regardless of where the data is stored.

_____ I understand that the Handbook can only be amended in writing by an authorized officer of the Foundation. No employee of the Foundation has the authority to amend or provide exceptions to the provisions of the Handbook orally.

_____ I understand that regardless of any policy of the Foundation set out in this Handbook or otherwise, in the event of the Foundation's sale, merger, transfer or dissolution, no monies, paid time, or other benefits will be due and owing by the Foundation except for any final wages for time actually worked by me.

_____ I understand that none of the policies in the handbook are intended in any way to restrict or infringe in any way on my legal rights to discuss the terms and conditions of my employment (e.g., wages, hours and working conditions) with other employees for our mutual aid and benefit.

_____ I understand and agree that the Foundation will set off from my final pay or from any other monies that the Foundation may owe to me, any monies advanced to me (whether in the form of PTO or otherwise), and in the event that monies still remain due and owing to the Foundation after such offset, I agree to pay the Foundation those amounts.

_____ I understand that the Foundation pays all of its non-exempt employees in accordance with the federal Fair Labor Standards Act and any applicable state wage law requirements, that that if I am a non-exempt employee I must report all of my hours worked, that no person has the right or the authority to require me to work "off the clock", and that I am entitled to overtime for all hours worked over forty (40) in the Foundation's established work week, and I agree that I will properly and accurately record all hours that I work.

_____ I agree to notify the Finance and Operations Director of any payroll errors regarding my pay (whether or not the error is in my favor), including any matters related to my hours worked.

_____ _____

Employee Signature Date

_____

Printed Name

(Initial each item above, sign and print your name on this page, complete the date, and return these pages to the Finance and Operations Director. You are free to make a copy of this document for your records or can ask for a copy to be provided to you.)

Original: Personnel file
Copy: To employee if requested.