

# EVERGREEN AVIATION & SPACE MUSEUM

Employee Handbook  
January 2024



“Humans must rise above  
the Earth – to the top of  
the atmosphere and beyond  
– for only thus will they  
fully understand the world  
in which they live.”

- Socrates

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# Welcome to the Evergreen Aviation & Space Museum



## Welcome to Evergreen Aviation & Space Museum

Welcome to Evergreen Aviation and Space Museum (referred to throughout this Handbook as EASM or the Organization). We certainly want to do our part to make your job rewarding and productive. Ultimately, the success of Evergreen Aviation & Space Museum depends on you.

### Origins & History

Evergreen Aviation & Space Museum (EASM) opened its doors in McMinnville, Oregon on June 6, 2001, starting with the Aviation Museum. The date was specifically selected to honor D-Day. Our focus was to preserve aviation history and proudly display important and unique aerospace artifacts, such as the world-famous Hughes Flying Boat, more commonly known as the “Spruce Goose.”

With opportunities to grow and continue to inspire our guests in novel and impactful ways, our Museum established the Giant Screen Theater building which opened its doors on June 6, 2007, and the Space Museum on June 6, 2008. Over the years, our Museum became the home to more than 150 historic aircraft, spacecraft, and exhibits on display and continues to be celebrated for its remarkable collection of aircraft and spacecraft. Whether it is viewing the speed record-breaking SR-71 strategic reconnaissance jet or experiencing the original launch room of the Titan II Space Launch Vehicle (SLV), Evergreen Aviation & Space Museum provides a space to explore and discover for a diverse population of guests who visit from all corners of the globe.

EASM strives to provide the ultimate guest experience for our diverse visitor population. Our goal is to make all guests feel welcome, uplifted, and engaged with our mission in a meaningful and lasting way. Doing so makes them our greatest champions and our positive impact can scale in ways yet to be seen!

We pursue this goal not only to benefit our Museum, but also as part of a larger strategic vision that advances the positive impacts throughout the entire Evergreen Campus.

EASM shares a campus with other organizations that include nonprofit partners and for-profit organizations that include McMinnville Properties, Evergreen Events, and Wings and Waves Waterpark. The entire property is owned by the McMinnville Properties which is a subsidiary of The Stoller Group. It is important to note that McMinnville Properties does not own EASM.

Instead, we share that we are an independent 501(c)3 nonprofit organization governed by our Board of Directors.

Together, each organization does its best to support one another other, share our unique capabilities within our respective networks, and develop our collaborative efforts in ways that evolve the guest experience from what is currently a multi-hour visit in a single day to what will become a multi-day visit at a desired destination within Oregon’s spectacular wine-country region.

### Mission & Vision

#### Organizational Mission

Evergreen Aviation & Space Museum is a force of curiosity and courage for kids of all ages to gain the confidence to take flight.

Our mission was designed to celebrate the cognitive connections of people who are curious about something, have the courage to try it and/or learn more about it, and regardless of the outcome, they continue the loop in a manner that advances confidence more and more throughout their lives – just like the amazing innovators, pioneers, and aerospace heroes we honor throughout our Museum. Moreover, it affirms that the Museum is a champion of, and resource for, lifelong learning.

#### Organizational Values

Our values inspire us to create more inclusive, empathetic, and equitable experiences for our 150,000+ global visitors we proudly host each year as we strive to always offer the Ultimate Guest Experience (UGE). The following values are designed to inspire and guide each member of the Evergreen Aviation & Space Museum to be their best selves and do their best work. These values serve as the core of how EASM defines itself and what it expects from everyone who works for, or volunteers on behalf of, the organization. While these words may have different meanings to each person; the definitions and context below are provided to advance unity in carrying out our mission and preserving a desirable workplace culture at EASM:

- **Impact:** We focus on results and building meaningful relationships.
- **Courage:** We address actions inconsistent with our values and embrace them as an opportunity to improve
- **Integrity:** We do the right thing and set good examples.

- Respect: We value each other using honest and polite communication to make us better.
- Innovation: We learn rapidly and eagerly and find the time to improve and simplify.

These core values are designed to guide the culture and aspirations of the organization as well as set the expectation for employees and volunteers to exemplify these values while at work or when representing EASM.

## Settling In

This Handbook is designed to provide you with general information about working for Evergreen Aviation & Space Museum. You should keep it handy as an ongoing reference. We want to be clear that violating any policy in this Handbook can lead to disciplinary action, up to and including possible separation of employment.

Nothing in this Handbook is intended to prevent employees from discussing their wages, hours, and working conditions and is not intended to prohibit any communication otherwise allowed by law.

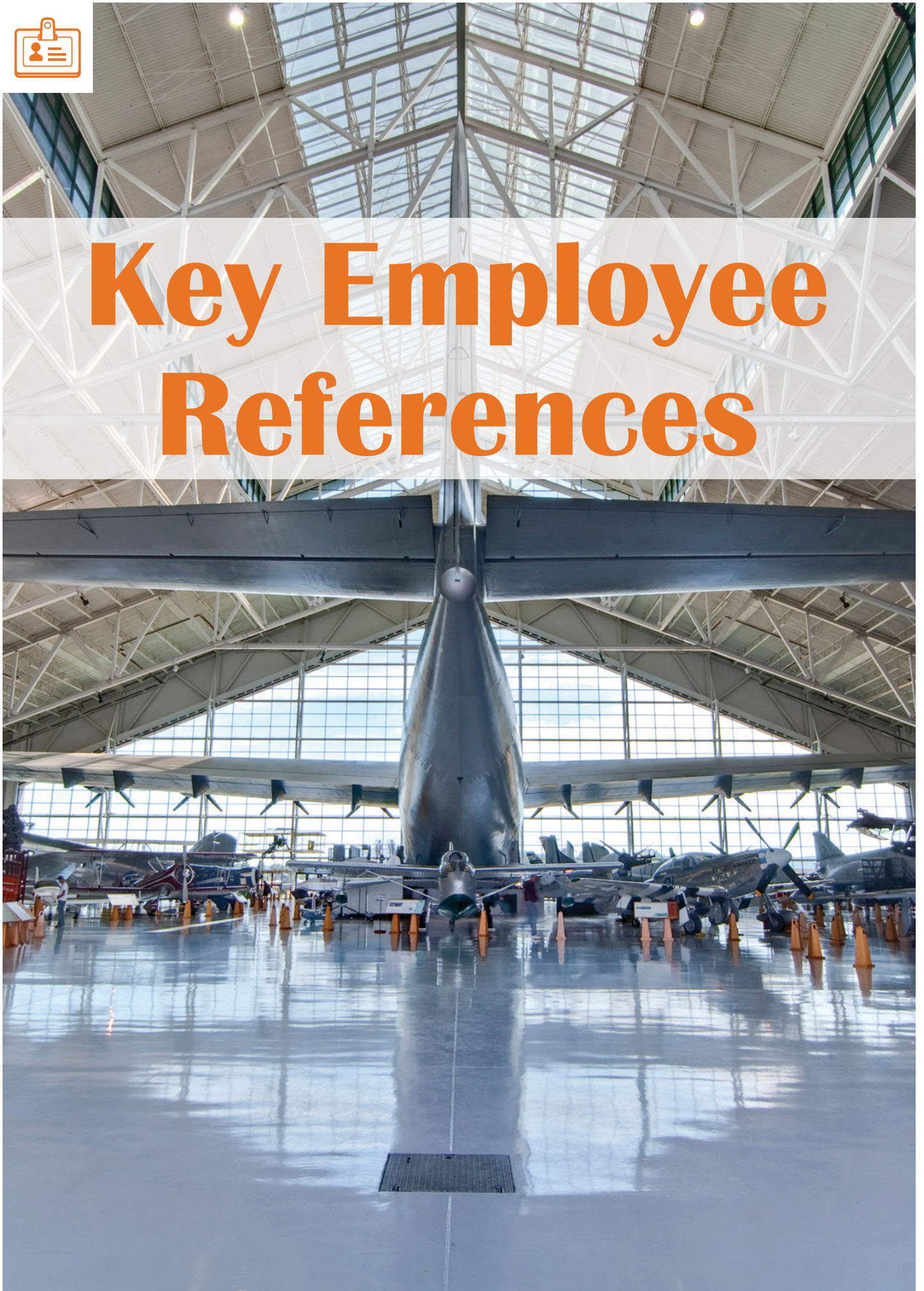
At times, we all may come across situations where the right choice is unclear or there is conflicting information. We want you to be comfortable asking questions. If you are ever not sure about something, your manager is likely the best person to speak to because they know your department and your situation. You may also contact Human Resources to seek guidance regarding any policy in this Handbook or to report your concerns.

If you need to know something that isn't covered here, or if you have questions about anything you are about to read, don't hesitate to reach out.

*Evergreen Aviation & Space Museum*



# Key Employee References



## Key Employee References

### Organizational Structure

EASM is comprised of several groups of people who perform essential services, in both a paid and volunteer capacity, to best represent the mission and values of the organization. Collectively the term “crew” is used as the most inclusive word to address all the amazing people who contribute to the goodness that the Museum shares with our guests every day. Whether you are on the front lines supporting our guests directly, or behind the scenes supporting infrastructure, finance, administration, or any other of the many important organizational functions, the term “crew” includes you so that your efforts and impact are celebrated through a lens of equity and inclusion.

To better understand the various groups that comprise our “crew,” the following list is provided to share definitions of these groups who provide key support to the success of EASM.

#### Board of Directors

Members of the Board of Directors (also known as the Board) are unpaid volunteers who hold the ultimate fiduciary responsibility for the Museums, Theater, and its assets, including providing oversight to ensure that EASM’s assets are properly and effectively used.

#### Board Executive Committee

Members of the Board who serve as the leadership of the Board through officer roles. The Board Chair is a member of the Board who is the leader of the Board of Directors. The Board Chair is primarily responsible for managing the Board’s effectiveness and how the Board conducts itself to protect the best interests of EASM by following organizational bylaws, legal and ethical standards. The Board Vice Chair provides additional leadership and oversight. The Secretary/Treasurer prepares the minutes of each board meeting for other board members to review and approve. The Finance & Operations Committee Chair oversees the financial policies, performance, and overall organizational financial strength.

#### Committee Members

Board committees are subsets of the EASM Board of Directors that consists of members who provide their expertise to work on specific projects or areas of interest, such as Education, DEIBA (Diversity, Equity, Inclusivity, Belonging, Accessibility), Development, Collections & Acquisitions, Finance & Operations, Governance, Facilities, etc. These committees include Board and non-Board members serving in an advisory capacity as well as the President & CEO, and leaders from the crew based on their respective departments and areas of responsibility and/or expertise.

### Directors and Managers

Employees who are the senior management of the organization that lead and guide all campus operations, under the direction and leadership of the President & CEO. The functional heads of the Finance, Operations, Development, Marketing, Events, Strategic Partnerships, Education, Information Technology, Facilities/Properties, Curation/Collections, Restoration, and Human Resources support the President & CEO carrying out the organization’s strategic plan.

### Administrative and Support Staff

Employees who provide administrative or additional support to the Officers and Directors in various functional areas of EASM.

### Frontline Leaders

Employees who work in a lead or supervisory capacity that directly serve the guests and visitors of EASM museums and the Theater. Frontline Leaders, also referred to as Person-in-Charge (PIC), follow directions from Officers and Directors on operational, financial, performance, and conduct expectations. Frontline Leaders train frontline employees on how to perform in their position and how to conduct themselves as employees of EASM. Frontline Leaders provide outstanding customer service and address escalated complaints or concerns from guests and visitors.

### Frontline Staff

Employees who directly serve guests and visitors by providing outstanding service throughout each shift. Frontline Staff includes, but are not limited to, employees who work in Admissions, Theater Concessions, Café, Retail, and Groundskeeping positions.

### Volunteers

The unsung heroes of the Museum consisting of people who donate their time and expertise to support the mission of EASM. Volunteers assist in a variety of capacities to best serve the organization in departments such as Restoration, Collections, and Guest Services as Docents.

### Docents

Volunteers who lead guided tours in the Aviation & Space Museums.

### Employment Classifications

Each employee is designated as either non-exempt (typically hourly) or exempt (typically salaried) according to federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay, rest breaks, and meal breaks under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee’s exempt

or non-exempt classification may be changed only upon written notification by Evergreen Aviation & Space Museum management.

In addition to the above categories, each employee will belong to one of the following employment categories:

- Full-time regular employees are those who are not in a temporary status and who are reasonably expected to regularly work at least 30 hours per week.
- Full-time temporary employees are those who are hired for a limited duration and who are reasonably expected to regularly work at least 30 hours per week.
- Part-time regular employees are those who are not assigned to a temporary status and who are reasonably expected to regularly work less than 30 hours per week.
- Part-time temporary employees are those who are hired for a limited duration and who are reasonably expected to regularly work less than 30 hours per week.
- Seasonal employees are those who are hired into a position for which the customary annual employment is six months or less and for which the period of employment begins each calendar year in approximately the same part of the year, such as summer or winter. These employees are generally needed during peak periods or based on fluctuation in the Organization's business.
- Interns are those who are hired on a temporary basis for training and education purposes, at the intern's benefit, and who will not automatically enter a regular employment classification after 90 days of employment.
- On-Call employees are those who are hired to temporarily supplement the work force or to assist in the completion of a specific project when needed. On-call employees retain this status unless notified of a change.

## Employee Data Changes

Your records are captured within your personnel file. This file includes information such as your job application, resume, records of training, documentation of performance reviews, salary increases and other employment records.

Please promptly notify Evergreen Aviation & Space Museum of any changes in personnel data. Personal mailing addresses, telephone numbers, and individuals to be contacted in the event of an emergency, should be accurate and current at all times.

Personnel files are the property of Evergreen Aviation & Space Museum. Only managers and management personnel of Evergreen Aviation & Space Museum who have a legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, you may review your own personnel file under the supervision of an individual appointed by Evergreen Aviation & Space Museum.

## Employment Verifications

All inquiries pertinent to verification of your employment should be referred to The Work Number® from Equifax. The Work Number can be reached:

- Online: [www.theworknumber.com](http://www.theworknumber.com)
- Phone: 800-367-5690 M-F 8:00 am to 8:00 pm (ET)
- Email: [member@equifax.com](mailto:member@equifax.com)

## Performance Evaluation

Performance management is an ongoing process. Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted at least annually, normally every 12 months around your work anniversary. Performance evaluations are intended to provide both managers and employees the opportunity to discuss job expectations, identify and develop opportunities, encourage and recognize strengths, and discuss purposeful approaches for meeting goals.

## Separation from Evergreen Aviation & Space Museum

There may be a time when you are ready to move on from Evergreen Aviation & Space Museum. If you make that decision, we ask that you give us at least two weeks written notice in advance of your last day. Leaving a job on great terms can open doors for you in the future and build positive relationships.

Your departure from Evergreen Aviation & Space Museum will be classified as either "voluntary" or "involuntary". Voluntary separation reasons may include resignation, job abandonment or retirement. Involuntary termination reasons may include elimination of position, reduction in force, misconduct, violation of Organization policy, or performance related reasons. Your reason for termination may affect your rehire eligibility.

An exit interview may be scheduled to discuss the reasons for resignation. We value your honest feedback. We also ask that you return all Organization property before you depart, and we wish you the very best.

## Outside Employment

Employees may choose to engage in outside work or to hold other jobs while employed by Evergreen Aviation & Space Museum. We encourage our employees to inform their supervisor in writing if they choose to engage in outside work to allow Evergreen Aviation & Space Museum plan for scheduling purposes. It is expected that activities and conduct away from the job must not compete with, conflict with, or

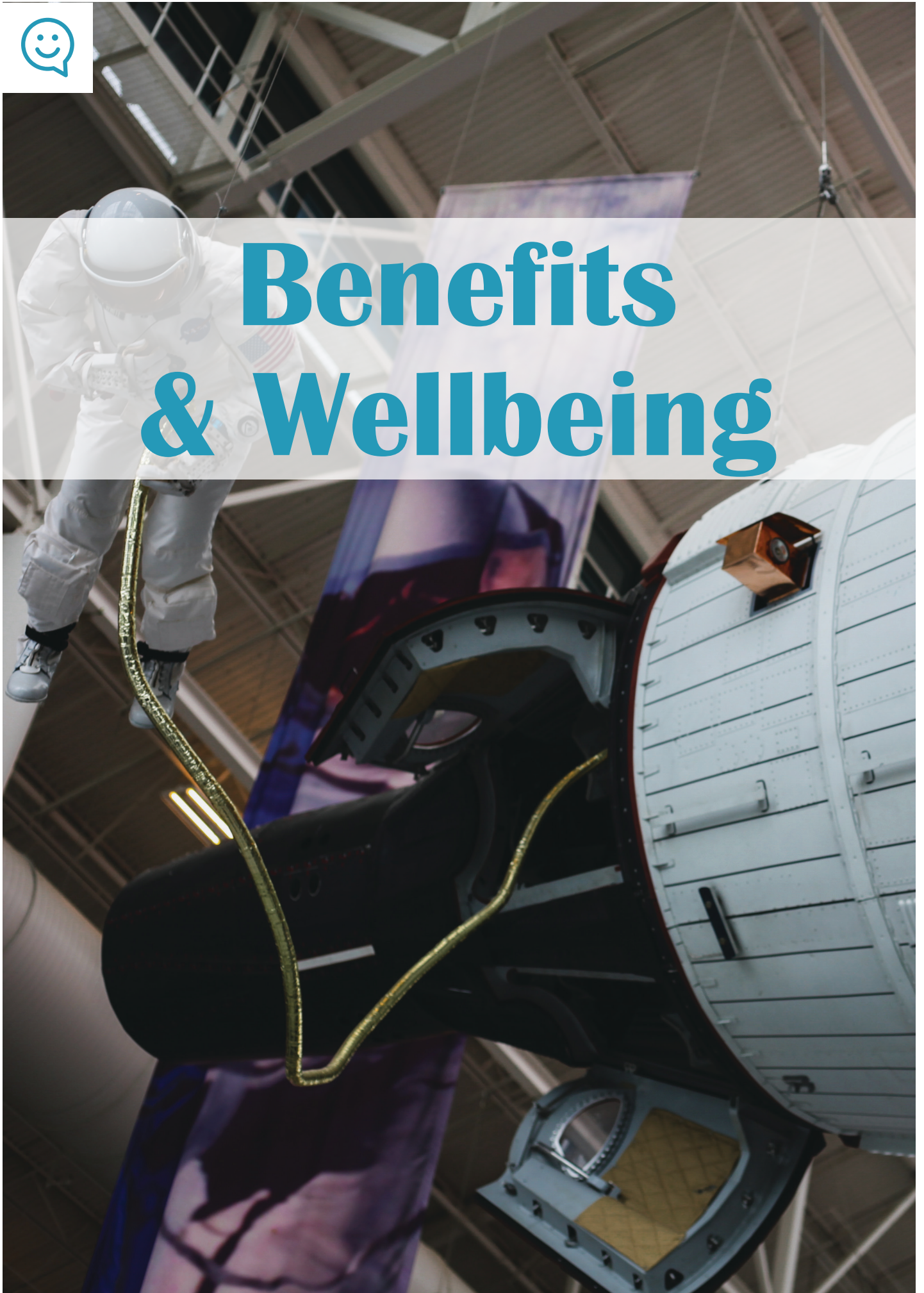
compromise Evergreen Aviation & Space Museum's interests or adversely affect job performance and the ability to fulfill all job responsibilities.

Employees are prohibited from performing any services for customers on non-working time that are normally performed by Evergreen Aviation & Space Museum. This includes the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. If Evergreen Aviation & Space Museum supervisor(s) determines that an employee's outside work interferes with any aspect of their employment with Evergreen Aviation & Space Museum, the employee may be asked to terminate their outside employment.



# Benefits & Wellbeing



## Benefits & Wellbeing

We are proud to offer a comprehensive and competitive benefits package to promote work/life balance and overall wellness. All benefits will be paid at your base pay rate at the time of the absence and does not include overtime or any special forms of compensation such as incentives, commissions or bonuses. Accrual of benefits will continue for eligible employees when on any paid leave.

*We work to create workplaces  
where everyone can bring our  
whole selves to work every day.  
- Selisse Berry*

### Paid Time Off (PTO)

PTO is an all-purpose time off policy for you to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible paid time off policy.

Employees begin to accrue PTO upon hire and may use it after completing 90 days of service. The length of service is calculated on the basis of an “anniversary year”, this is the 12-month period that begins on your hire date. If an employee is rehired at Evergreen Aviation & Space Museum within two years, their PTO accrual rate will be grandfathered in.

The amount of PTO regular full-time employees working 30-40 hours on average per week, earn and may use throughout the year is described below.

Length of Employment	Accrual Per Pay Period	Annual Amount	Accrual Cap
0-59 months	6.154 hours	160 hours (4 weeks)	200 hours
60-119 months	7.692 hours	200 hours (5 weeks)	250 hours
120+ months	9.231 hours	240 hours (6 weeks)	300 hours

All other employment classifications accrue one hour of PTO for every 30 hours worked. For this employment classification group only, employees may accrue and use no more than 40 hours of PTO per year and may roll over up to 40 hours of unused PTO forward to the next year.

### Using PTO

PTO can be used in minimum increments of one hour for nonexempt (hourly) employees and in four hour increments for exempt (salaried) employees. Employees must use all available PTO prior to requesting leave without pay and may not use PTO before it is earned. We believe in work/life balance and encourage our employees to take at least one continuous week of PTO each year.

You will continue to accrue PTO when you are on paid leave (e.g. PTO and holidays). You must use all accrued PTO prior to requesting leave without pay.

If you aren't able to take all of your available PTO by the end of the anniversary year, you may roll unused time forward to the next anniversary year. If the total amount of unused PTO reaches the accrual cap as defined in the table above, PTO accrual will stop. When you use PTO and bring the available amount below the cap, accrual will begin again.

### Blackout Periods

The periods below reflect when EASM supports our guests at our busiest times of the year. As a result, any time off request during one of these periods may not be approved to ensure coverage that serves our guests to the maximum extent possible.

- Spring Break: Generally, the 3rd week in March. This includes the Friday before and the Sunday after Spring Break.
- Memorial Day Weekend: The last Monday in May and the Friday-Sunday preceding the Holiday.
- Labor Day Weekend: The first Monday in September and the Friday – Sunday preceding the Holiday.
- July 4th: The day of, before and after the holiday.
- Any special events EASM is hosting, or assisting with, or are announced throughout the year where all employees available are needed.

### Requesting PTO

If you have an unexpected need to be absent from work, you should notify your manager before the scheduled start of your workday, if possible. Your manager must also be contacted on each additional day of unexpected absence.

To schedule planned PTO, you should request advance approval through the payroll system. PTO requests will be reviewed and approved based on a number of factors, including business needs and staffing requirements. For planned PTO of more than five days, we require that you provide at least two weeks' notice to your manager and Human Resources.

In most cases, an employee's direct manager approves or denies PTO requests. In certain circumstances such as protected leave, Human Resources or the President & CEO may approve PTO requests without approval from the employee's direct manager.

### **PTO Cash Out**

Employees may request a cash out of their PTO if an emergency arises where they need additional funds. A request needs to be submitted to Human Resources and approved by the Executive Director before any PTO will be paid out to the requesting employee. PTO cash outs may be denied based on EASM's financial stability. PTO cash outs must meet all the following conditions:

- Are limited to no more than two (2) payouts in a calendar year.
- Must not occur within two (2) calendar months of the prior approved request.
- Must allow for a remaining PTO balance of no less than forty (40) hours.

### **Additional Information**

Our company's PTO policy complies with the Oregon Sick Leave Law and PTO can be used for all of the reasons under Oregon Sick Leave. No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving time required under Oregon's Sick Leave Law. You may file a complaint if you feel PTO has been denied for a qualifying reason under the Oregon Sick Leave or if you believe you have suffered retaliation for requesting or taking PTO under Oregon Sick Leave. You are also encouraged to bring any concerns to Human Resources about the use of sick time or possible retaliation.

If you leave Evergreen Aviation & Space Museum, you will be paid for unused accrued PTO of up to a maximum of 100 hours. However, if Evergreen Aviation & Space Museum, in its sole discretion, terminates employment for cause, unused PTO may not be paid out.

### **Jury Duty**

We encourage you to fulfill your civic responsibilities by offering up to 3 days of paid jury duty leave each year for regular full-time employees.

If you are required to serve jury duty beyond the period of paid jury duty leave or are ineligible for paid jury duty leave, you may use any available paid time off (such as PTO) to cover the period of jury service or may request an unpaid jury duty leave of absence. Unless otherwise

permitted by applicable law, exempt employees will receive their full salaries for any workweek in which they perform jury duty and also work.

Please show the jury duty summons to your manager as soon as possible so that they may make arrangements to accommodate your absence. You are expected to report for work whenever the court schedule permits.

We recognize your right to serve on a jury as an important civic duty, and will not retaliate or discriminate against employees taking paid or unpaid jury duty leave.

### **Bereavement Leave**

One of the difficult certainties of life is that we will be touched by loss. To support you and your family, we provide up to three days of paid bereavement leave for regular full-time and regular part-time employees.

If you wish to take time off due to the death of a family member, please notify your manager immediately. Bereavement leave will be granted unless there are unusual business needs or staffing requirements. You may, with your managers' approval, use any available paid leave for additional time off as necessary. In addition, for employees eligible for OFLA leave, up to two weeks of bereavement leave per family member may run concurrently with, and qualify as, OFLA leave.

For purposes of bereavement leave, we define "family member" as an employee's spouse or partner, parent, child, sibling; an employee's spouse's/partner's parent, child, sibling; an employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with you was similar to any of the above relationships.

### **Holidays**

We grant holiday time off to all regular full-time employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)\*
- Christmas Eve (December 24)
- Christmas Day (December 25)\*
- Two Floating Holidays

Holidays marked with an asterisk, mark when Evergreen Aviation & Space Museum is closed to the public and paid holiday for full-time employees.

In addition to the recognized holidays previously listed, full-time employees will receive two floating holidays in each anniversary year. These holidays must be scheduled with the prior approval of your manager.

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

Holiday pay will be calculated based on your straight-time pay rate as of the date of the holiday times the number of hours you would otherwise have worked on that day.

If a recognized holiday falls during your paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, they will receive wages at time-and-a-half pay based on their normal hourly rate for the hours worked on the holiday. If eligible exempt employees work on a recognized holiday, they may choose another day off within the same pay period.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

## Health Insurance

We are pleased to provide regular full-time employees and their dependents access to medical, dental, and vision insurance benefits. You may participate in the health insurance plan on the first of the month after completing 30 calendar days of service in an eligible employment classification.

Eligible employees and their eligible dependents may participate in the health insurance plan subject to all terms and conditions of the agreement between Evergreen Aviation & Space Museum and the insurance carrier. Details of the health insurance plan are described in the Plan Overview and Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided to you in advance of enrollment. Contact Human Resources for more information about health insurance benefits.

## Continuation of Benefits (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under our health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment (with the exception of gross misconduct), death of an employee, a reduction in an employee’s

hours or a leave of absence, an employee’s divorce or legal separation, or a dependent child no longer meeting eligibility requirements.

Under COBRA, you or your beneficiary pays the full cost of coverage at our group rates plus an administration fee. Contact Human Resources for more information about COBRA.

## Flexible Spending Account (FSA)

We offer a Flexible Spending Account (FSA) program that allows regular full-time employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year.

Contact Human Resources to learn more about this program and to enroll for the plan year.

## Health Savings Account (HSA)

We offer a Health Savings Account paired with the HSA medical plan to our regular full-time employees. Each year Evergreen Aviation & Space Museum contributes a dollar amount into employees personal Health Savings Account. This amount may vary year-over-year. This savings account can help pay for eligible medical expenses including medical costs, dental, and eye care. Employees can also choose to contribute to their own Health Savings Account up to maximum allowable deduction amount each year. Contact Human Resources to learn more about this program and to enroll for the plan year.

## Life Insurance & AD&D

Life insurance offers you and your family important financial protection. We provide a basic life insurance plan for regular full-time employees. Employees are eligible to participate in the life insurance plan on the first of the month following 30 days of employment.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

This benefit is 100% employer-paid, and eligible employees may participate in the life insurance and AD&D plan subject to all terms and conditions of the agreement between Evergreen Aviation & Space Museum and the insurance carrier.

Details of the life insurance and AD&D plan including benefit amounts are described in the SPD provided to eligible employees. Contact Human Resources for more information about life insurance and AD&D benefits.

### Long-Term Disability (LTD)

We offer a long-term disability (LTD) benefit plan to help employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to provide a continuing income for employees who are disabled and unable to work. Regular full-time employees are eligible for the LTD plan on the first of the month following 30 days of employment.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between Evergreen Aviation & Space Museum and the insurance carrier.

Details of the LTD benefits plan, including benefit amounts, limitations, and restrictions, are described in the SPD provided to eligible employees. Contact Human Resources for more information about LTD benefits.

### Short-Term Disability (STD)

We offer a short-term disability (STD) benefit plan to provide you with income replacement if you are unable to work due to illness, pregnancy or injury. Regular full-time employees are eligible for the STD plan on the first of the month following 30 days of employment.

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between Evergreen Aviation & Space Museum and the insurance carrier.

Details of the STD benefits plan, including benefit amounts, limitations, and restrictions, are described in the SPD provided to eligible employees. Contact Human Resources for more information about STD benefits.

### 401(k) Savings Plan

Our employees who are 18 or older can participate in a 401(k) program on the first of the month following 90-days of continuous employment.

We match 100% up to 4% of salary. The 401(k) savings plan allows you to elect how much of your wages you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs. Contact Human Resources to learn more about this benefit. It's never too early to start planning for retirement.

### Employee Assistance Program (EAP)

The EAP is available to all employees, and offers problem assessment, short-term counseling and referral to appropriate community and private services.

Through the EAP, Evergreen Aviation & Space Museum provides confidential access to professional counseling services for help in confronting such personal challenges as interpersonal conflict, work related concerns, alcohol and other substance abuse, relationship difficulties, identity theft, financial or legal troubles, and emotional distress.

Contact a Canopy EAP Counselor through any of the following options:

- Call: 800-433-2320
- Text: 503-850-7721
- Email: [info@canopywell.com](mailto:info@canopywell.com)

To learn more and access member benefits including educational tools, free course and webinars, chat support, self-assessments, free course/webinars, and more, visit [my.canopywell.com](http://my.canopywell.com) and register using Evergreen Aviation & Space Museum name.

### PTO Donation

Evergreen Aviation & Space Museum recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available PTO. To address this need, all employees eligible for PTO will be allowed to donate accrued PTO hours from their unused balance to their eligible coworkers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Employees who would like to make a request to receive donated PTO from their co-workers must have a situation that meets the following criteria:

- Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse/domestic partner, child or parent.
- Major disaster, defined as a disaster declared by the federal or state government. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship (e.g. loss or major damage of housing) to the employee or to a family member of the employee that requires the employee to be absent from work.

Additional guidelines:

- Donated PTO will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees nor will donating employee's identity be disclosed to recipient.
- The donation of PTO is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The maximum PTO hours an employee may donate is 40 hours or no more than 50% of the employee's current balance. Employees must have no less than 40 hours of PTO in their bank after donation.
- Employees cannot borrow against future PTO to donate.

Employees who would like to request donated PTO are required to complete a request to Human Resources for approval.

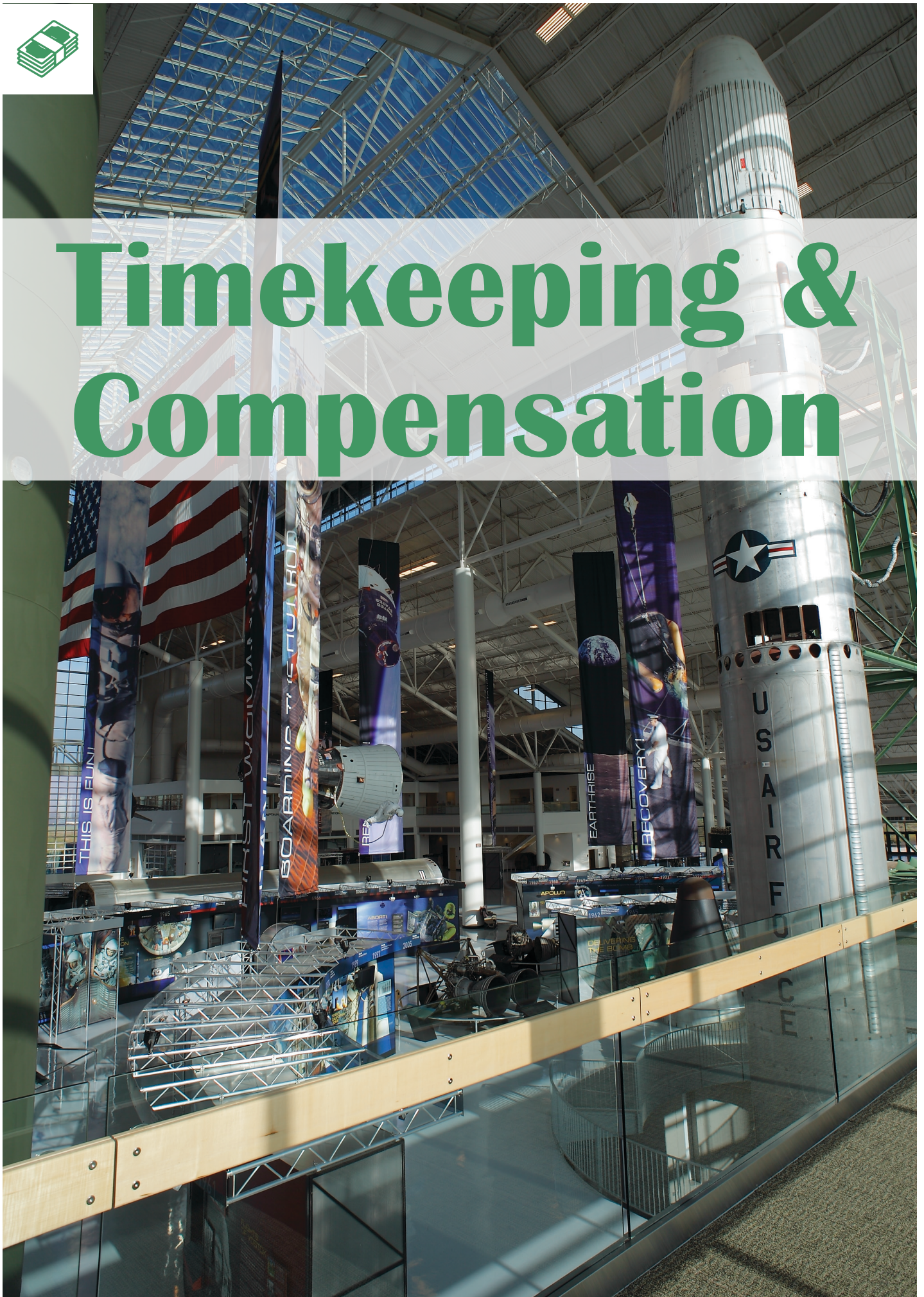
If the recipient employee has available PTO in their balance, this time should be used prior to any donated PTO. Donated PTO may only be used for time off related to the approved request.

Employees who receive donated PTO may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under federal or state leave laws.



# Timekeeping & Compensation



## Timekeeping & Compensation

### Pay Schedule

Our employees are paid bi-weekly on Fridays. Our workweek is from Sunday to Saturday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, you will receive pay on the last day of work before the regularly scheduled payday.

Evergreen Aviation & Space Museum will issue your paycheck each pay period. Everyone is paid electronically via direct deposit.

### Work Schedules

Managers will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

### Rest & Meal Periods

Each workday, non-exempt employees who work more than six hours in one work period are provided with two rest periods of 15 minutes in length and one meal period of at least 30 minutes in length.

To the extent possible, rest periods will be provided in the middle of work periods. Rest periods are considered paid time and we ask that you not be absent from your work station beyond the allotted time.

For meal periods, you will be relieved of all active responsibilities and restrictions and will not be compensated for that time. We ask that you always take at least the full 30 minute meal break, as it is not only Organization policy, but mandated by law.

### Break Time for Nursing Employees

We support and recognize the importance of breastfeeding. Nursing employees are entitled to take a reasonable rest period to express milk each time they have a need to do so. To the extent possible, the rest period should be taken at the same time as the rest or meal breaks otherwise provided to you.

We will make reasonable efforts to provide a room in close proximity to your regular work area to allow you to express milk in private. We ask that employees who intend to express milk give reasonable advance notice to their manager or Human Resources before returning to work.

## Attendance & Punctuality

To adequately serve guests and support operations, EASM needs its employees to work their scheduled shifts and be on time for starting shifts and returning from meal periods. Therefore, the Attendance & Punctuality policy reflects the staffing and service levels needed for EASM to succeed.

Excluding protected federal or state leave laws, employees are held accountable for unscheduled and unexcused absences and tardiness during their employment with EASM. Non-exempt/hourly employees are expected to work scheduled shifts based on a schedule determined by their direct supervisor or manager, including defined starting and ending times.

### Reporting Procedure

Employees are to contact their direct supervisor or manager when they are going to be absent, late for their scheduled shift start time, late returning from a meal period, or not able to finish their scheduled shift. Employees have several ways to notify EASM of their pending absence, tardy, or need to leave work before the end of their scheduled shift:

- Calling a designated work phone number provided by a direct supervisor or manager;
- Calling or texting a designated cell phone number provided by a direct supervisor or manager;
- Emailing the work email of their direct supervisor or manager;

Employees who need to leave work before the end of their scheduled shift **MUST** notify their direct supervisor or manager before leaving work. Failure to notify an appropriate EASM employee before leaving a shift early may result in corrective counseling, up to and including termination.

**Employees are only allowed one (1) No Call/No Show during their employment with EASM.**

- Employees who have two (2) non-consecutive No Call/No Shows during their employment with EASM will be involuntarily terminated from employment with EASM.
- Any employee who has two (2) consecutive No Call/No Show absences are considered to have abandoned their job and voluntarily terminated their employment.

**No Call/No Show:** Employees who are absent for their scheduled shift and do not contact their direct supervisor or manager within two (2) hours of the start of their scheduled shift. For example, for employees who

are scheduled to work at 9 am, then they have until 11 am to contact their direct supervisor or manager. No Call/No Show absences do count against employees' attendance records.

*Alone we can do so little;  
together we can do so much.  
- Helen Keller*

## Timekeeping

It is our intent to pay each employee, exempt or non-exempt, the proper and appropriate pay. To do so, all employees must timely and accurately report their time.

If you have a concern of an improper deduction or any pay or benefit inaccuracies, please report it to your manager or Human Resources immediately. We will not tolerate retaliation against those who report pay or benefit inaccuracies in good-faith.

## Exempt Employees

Exempt (typically salary) employees are not subject to overtime laws and receive a consistent salary week to week regardless of start and end time, breaks, or meal periods. While there are certain exceptions to this rule, exempt employees will usually receive their full salary (including any PTO or other leave taken during that week) for any day in which they perform any work.

## Non-Exempt Employees

Accurately recording time worked is the responsibility of every non-exempt employee. Non-exempt (typically hourly) employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record any split shift or departure from work outside of their normal shift schedule. Non-exempt employees are also responsible for accurately recording whether they have received all paid rest breaks.

## Overtime

There will be busy times when operating requirements or other needs cannot be met during regular working hours. Non-exempt employees may be required to work overtime. All overtime work must be approved by your manager in advance.

Overtime compensation is paid to all non-exempt employees who work more than 40 hours in a workweek in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off on PTO or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. If you have any questions regarding your status, discuss this with your manager.

## Equal Pay Act

Evergreen Aviation & Space Museum strives to ensure all employees are paid fairly and reasonably based on a variety of factors relating to their position, job performance, and experience.

Evergreen Aviation & Space Museum strictly prohibits discrimination in compensation based on any legally protected classification including, but not limited to, race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, physical characteristics historically associated with race, disability, genetic information or any other characteristic protected by applicable law.

Generally, employees performing comparable work receive comparable compensation. From time to time, employees performing work of comparable character may have different compensation levels. Any such difference will be based on bona fide factors related to the position in question such as seniority, merit, quantity or quality of work, workplace location, necessary travel, education, training, experience or any combination of those factors. The performance of modified work resulting from a claim for a compensable workers' compensation injury, or a medical condition, as authorized by a medical professional or requested by the employee in a manner that does not discriminate against employees based on a protected class, may also result in a difference of compensation as permitted by federal or state law.

Any employee who believes they are not being compensated fairly in light of the above factors are highly encouraged to discuss the matter with a manager or Human Resources so that the employee's concerns can be investigated. Evergreen Aviation & Space Museum strictly prohibits retaliation against any employee for raising wage-related concerns.

## Referral Bonus

You are eligible for a referral bonus award when you refer external candidates for hire at EASM.

If the candidate you refer is hired, you will receive a referral award of \$100.00 after the new employee has worked for EASM for 60 days. The referred employee cannot have any unexcused absences within the first 60 days, and well as no incidents of corrective counseling or write ups.

Only one referral award can be given per candidate. If a candidate is referred to by more than one employee, the first referral received will be the one rewarded if the candidate is hired.



# Facts That Matter



## Facts That Matter

### Employment At-Will

This Handbook is a general guide to our current employment policies, forms, procedures and your benefits as an employee of Evergreen Aviation & Space Museum at time of publication. It is informational only, and is not intended to be, and should not be, construed as a contract of employment or a promise of specific treatment in specific situations. From time to time, we review our policies, procedures and benefits and make revisions based on the need for and desirability of changes. We may at any time change, alter, modify, interpret, apply, add to or delete any provision of this Handbook.

Employment with Evergreen Aviation & Space Museum is at-will which means the employment relationship may be terminated with or without cause and with or without notice at any time by you or Evergreen Aviation & Space Museum. In addition, Evergreen Aviation & Space Museum may alter an employee's position, duties, title or compensation at any time, with or without notice and with or without cause. Nothing in this Handbook or in any document or statement and nothing implied from any course of conduct shall limit Evergreen Aviation & Space Museum or an employee of the right to terminate employment at-will. Only the President & CEO is authorized to modify the at-will employment policy of Evergreen Aviation & Space Museum or enter into any agreement contrary to this policy. Any such modification must be in writing and signed by the employee and the President & CEO.

### Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Evergreen Aviation & Space Museum will be based on merit, qualifications and abilities. Evergreen Aviation & Space Museum does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, physical characteristics historically associated with race, disability, genetic information or any other characteristic protected by applicable law.

Evergreen Aviation & Space Museum will make reasonable accommodations for qualified individuals with known disabilities, religious accommodation requests, or pregnancy accommodation unless doing so would result in an undue hardship. This policy governs all aspects

of employment including: selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Human Resources. Our anti-harassment policy is described in more detail later in this Handbook.

### Immigration Law Compliance

The Immigration Reform and Control Act of 1986 prohibits Evergreen Aviation & Space Museum from employing any person not legally authorized to work in the United States. As a condition of employment, you must complete the USCIS Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

### Pregnant Workers Fairness Act

In accordance with the federal Pregnant Workers Fairness Act ("PWFA"), Evergreen Aviation & Space Museum will make reasonable accommodations for known physical or mental limitations related to the pregnancy, childbirth, or related medical conditions of a qualified applicant or employee, unless the accommodation would impose an undue hardship on the operation of the Company's business.

Known physical or mental limitations are those that the applicant, employee, or their representative has communicated to the Company. Employees or applicants who wish to inform the Company of such a limitation and/or request a reasonable accommodation under this policy should contact Human Resources, preferably specifying in writing, what barriers or limitations prompted the request. Human Resources will evaluate information provided regarding any reported or apparent barriers or limitations and will then communicate with the applicant or employee and engage in an interactive process to determine the nature of the limitation and what, if any, reasonable accommodation(s) may be appropriate. If, through this interactive process, the Company and the individual arrive at a reasonable accommodation that does not impose an undue hardship on the operation of the Company's business, the Company will make that accommodation.

Employees who wish to request time away from work to accommodate a limitation related to pregnancy, childbirth, or a related medical condition should contact Human Resources. However, the Company will not require a qualified employee to take leave if another reasonable accommodation can be provided.

Several states and localities have laws that apply to employees affected by pregnancy, childbirth, or related medical conditions. For individuals working in a jurisdiction that has a mandatory pregnancy accommodation law, the Company will comply with all legal requirements, including providing greater or different benefits than those indicated here.

The Company prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions. The Company also will not interfere with any individual's rights under the PWFA or take any adverse action against a qualified applicant or employee because they request or use reasonable accommodations in accordance with this policy, report or oppose discrimination under the PWFA, or participate in a proceeding involving an alleged violation of the PWFA. Individuals who believe they have been subjected to, or believe that another individual has been subjected to, prohibited discrimination or retaliation should report it immediately to Human Resources.

## Pregnancy Accommodation

In addition to the federal Pregnant Workers Fairness Act, Oregon employees and applicants for employment may request a reasonable accommodation related to pregnancy, childbirth, or a related medical condition, such as lactation in accordance with state law.

Evergreen Aviation & Space Museum will provide a requested reasonable accommodation that would enable the employee or applicant to perform the essential functions of their job unless the accommodation would impose an undue hardship on the Organization's business operations.

A reasonable accommodation may include, but is not limited to:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods;
- Periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, Evergreen Aviation & Space Museum will not:

- Deny employment opportunities on the basis of a need for reasonable accommodation;
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship;
- Take an adverse employment action, discriminate

or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation;

- Require an applicant or an employee to accept an accommodation that is unnecessary;
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

Human Resources will communicate with the employee and engage in good faith in a cooperative dialogue (written and/or oral) concerning the employee's accommodation needs. At the conclusion of this dialogue, the Organization will provide an employee who requested an accommodation and participated in the dialogue with a final determination identifying any accommodation granted or denied. Evergreen Aviation & Space Museum will not retaliate against or tolerate retaliation against employees who request an accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their manager or Human Resources.

## Unlawful Harassment & Discrimination

Evergreen Aviation & Space Museum fosters an environment where every employee feels productive and comfortable. It's our policy that all employees are able to work in a setting free from all forms of unlawful discrimination and retaliation.

Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of their race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, physical characteristics historically associated with race, disability, genetic information or that of their relatives, friends or associates and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance;
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to the following: (1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender (sex), national origin, age, veteran status, sexual

orientation, gender identity, physical characteristics historically associated with race, disability, genetic information; and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, physical characteristics historically associated with race, disability, genetic information and that is placed on walls, bulletin boards, computers or elsewhere on the employer's premises, or circulated in the workplace.

## Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Prohibited sexual harassment may include, but is not limited to: sexual jokes, calendars, posters, cartoons, magazines, derogatory or physically descriptive comments about or toward another employee; sexually suggestive comments; inappropriate use of Organization communications including e-mail and telephone; unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexual slurs; negative sexual stereotyping.

Sexual assault is also a form of gender (sex) discrimination. This includes unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

Harassment, sexual assault, or other forms of discrimination will not be tolerated in our workplace. It is against the policies of Evergreen Aviation & Space Museum for any employee to harass or sexually assault another employee. This includes acts between managers and employees; it also includes acts between one employee

and another or inappropriate workplace conduct between a third party (such as a visitor, vendor, customer or independent contractor) and an employee.

## Reports of Harassment

If you believe that you have been harassed, sexually assaulted, or otherwise experienced discrimination, report the incident immediately. The report should be directed to:

1. Your manager
2. Human Resources
3. The President & CEO or Board of Directors

You may report an incident to Human Resources without first contacting your manager. Evergreen Aviation & Space Museum will not retaliate against an employee who in good faith reports discrimination, sexual assault or harassment to the Organization or participates in an investigation. Retaliation will not be tolerated in our workplace. Reports of discrimination, sexual assault, harassment or retaliation will be investigated fairly. All employees are encouraged to report and document any acts of discrimination, sexual assault or harassment. Evergreen Aviation & Space Museum will attempt to maintain confidentiality, consistent with the Organization's need to conduct an adequate investigation, and to take prompt corrective action in response to any discrimination, sexual assault, harassment or retaliation.

Evergreen Aviation & Space Museum cannot require or coerce any employee to enter a nondisclosure or non-disparagement agreement provision related to reports of violations of this policy. A nondisclosure agreement provision is any contractual obligation which has the intended purpose or effect of prohibiting the disclosure of information, except as provided by the agreement. A non-disparagement agreement is any contractual obligation which has the intended purpose or effect of prohibiting disparaging, or negative comments of any nature against a party. If an employee voluntarily requests to enter a nondisclosure or non-disparagement agreement with your employer after experiencing harassment, discrimination, or sexual assault, the employee will have seven days to revoke the agreement prior to its effective date.

The applicable statute of limitations to alleged violations occurring under Oregon laws prohibiting (1) Discrimination because of race, physical characteristics historically associated with race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record, (2) Discrimination against

person for service in uniformed service, and (3) Discrimination because of disability is five years from the date of the occurrence.

## Reporting Workplace Concerns

Our reporting procedure has been developed to assist employees in resolving all types of disputes no matter how small. Use this procedure to voice concerns regarding work rules, working conditions, disputes with other employees, unfair practices and any type of harassment. Concerns filed will be held in confidence and information will only be released on a “need to know” basis for the purpose of conducting an investigation.

### Step 1:

Bring your concern to your manager. This should be done within 72 hours of the situation causing the concern. Explain the complaint in detail and offer any solutions you may have. If applicable, outline what actions you would like management to consider to correct the situation. Your manager will provide an answer to you immediately or within ten calendar days (depending on the severity of the complaint) from the date the complaint was filed.

*Note: If for some reason you feel that you cannot take your complaint to your manager, take it to the next higher level of management.*

### Step 2:

You have the right to appeal the decision to the next higher level of management or to Human Resources. All appeals must be filed in writing within ten calendar days of the date you received your manager’s decision. A management representative will respond to your appeal within ten calendar days of receipt of your appeal. If it is found that an organization policy has been violated, management will take appropriate disciplinary action.

### Step 3:

If you are still not satisfied with the results from Step 2, you may appeal to the President & CEO or Board of Directors. To appeal, you must present the grievance in writing to management within ten calendar days after the Step 2 discussion. Evergreen Aviation & Space Museum will answer your appeal within ten calendar days of receipt. All decisions made at this level are final and binding upon both the Organization and employees.

*The time is always right  
to do what is right.*

*- Martin Luther King, Jr.*

## Whistleblower Protection

Oregon law provides you certain whistleblower rights and remedies as an employee of a nonprofit organization. A whistleblower is an employee of Evergreen Aviation & Space Museum who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

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

If you have knowledge of or a concern of illegal or dishonest fraudulent activity, you should contact your manager or Human Resources. Please exercise sound judgment to avoid baseless allegations.

Whistleblower protections are provided in two important areas -- confidentiality and anti-retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

We will not retaliate against a whistleblower who makes a report in good faith. Any whistleblower who believes that they are being retaliated against must contact the Human Resources immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to Human Resources who is responsible for investigating and coordinating corrective action.

Oregon law states that your good faith and objectively reasonable belief of a violation of federal, state or local law, rule or regulation is an affirmative defense to a civil or criminal charge related to your disclosure of lawfully

accessed information related to the violation, if you provide the information to a state or federal regulatory agency; a law enforcement agency; a manager of Evergreen Aviation & Space Museum; or an attorney licensed to practice in Oregon when the lawyer-client privilege applies to a confidential communication made in connection with an alleged violation. However, you may not assert the affirmative defense in certain circumstances, including if you disclose or redisclose the alleged violation to a party other than those listed above. Special rules apply to employees who are attorneys or directed by attorneys. Information protected from disclosure under federal law, including HIPAA, may be disclosed only as allowed under federal law.

Under Oregon law, you also have the right to discuss alleged violations by Evergreen Aviation & Space Museum of any federal, state or local law, rule or regulation with any member of the Legislative Assembly or their staff, or with any elected member of a city, county or metropolitan service district. You also have the right to disclose any information you reasonably believe is evidence of a violation of any federal, state or local law, rule or regulation by Evergreen Aviation & Space Museum or of mismanagement, gross waste of funds, abuse of authority, or danger to public health and safety resulting from an action of Evergreen Aviation & Space Museum.

If you have questions about your rights under this section, you may contact your manager or Human Resources.



# What We Ask Of You



## What We Ask of You

### Personal Appearance

Our dress code balances our desire to project a professional image while allowing the expression of one's identity. Dress, grooming, and personal cleanliness standards also affect the business image we present to customers and visitors.

During business hours, you are expected to present a clean and neat appearance and to dress according to the requirements of your position.

All Administrative Office employees are required to wear business professional attire. Professional attire may reflect on trend preferences while preserving a professional experience for our guests in accordance with industry standards. The below list is acceptable attire:

- Business suit
- Blazer and slacks (optional tie)
- Dresses
- Slacks or skirt with a blouse
- Pantsuit
- Company Uniform
- Closed toe shoes

All dresses and skirts may not be shorter than two inches above the knee and all tops need to refrain from being low cut. Facial hair must be neatly trimmed and all piercings will need to be removed during working hours unless you have written permission from your supervisor.

All Guest Services employees will be provided a uniform shirt and must be worn with black pants (yoga and exercise pants are not acceptable) with flat, closed toe shoes. Employees working in the cafes need to have their hair pulled back neatly in accordance with food handler standards and shoes need to be non-slip.

Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, you will not be compensated for the time away from work. Please consult your manager if you have questions as to what constitutes appropriate attire.

### Performance Improvement & Corrective Action

We seek to manage and administer equitable and consistent corrective action and coaching for unsatisfactory performance in the workplace.

Evergreen Aviation & Space Museum's best interest lies in ensuring fair treatment of all employees and in making certain that corrective actions are prompt, uniform and impartial. The major purpose of any corrective action is to correct the problem, prevent recurrence and prepare employees for success.

Although employment with Evergreen Aviation & Space Museum is based on mutual consent and both the employee and employers have the right to terminate employment at will, with or without cause or advance notice, Evergreen Aviation & Space Museum may use corrective action and coaching at its discretion.

Corrective action may call for any of the following four steps: the first offense may call for a verbal warning; the second offense may be followed by a written warning; the third offense may lead to a suspension or final written warning; and the fourth offense may then lead to termination of employment.

There may be circumstances when one or more steps are bypassed and management at their discretion may use any corrective step they determine is warranted.

Evergreen Aviation & Space Museum recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or termination of employment, without going through the usual progressive discipline steps.

By using corrective action, we hope that most employee problems can be corrected at an early stage.

### Respectful Workplace Conduct

Respect is one of the five core values of EASM, and it is the basis for all personal interactions while performing as an employee or volunteer. This Employee Handbook provides an expectation of respect for individual employees and with the organization. Therefore, it is every person's responsibility to conduct themselves respectfully throughout their employment with EASM. If we feel that your conduct or behavior is not reflective of our values, we will discuss our concerns with you and outline necessary corrective action.

To ensure the best possible work environment, we expect employees to follow rules of conduct that will protect the interests and safety of all employees and the business.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal (under either state or federal law) drugs;
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace;
- Excessive absenteeism or any absence without notice;
- Unauthorized absence from your work station during the workday;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

*Collaboration and respect  
build life long connections that  
matter and make a difference,  
propelling us to work together  
across all boundaries.*

*- Diane Luna*

## **Computer & E-Mail Usage**

Evergreen Aviation & Space Museum is the owner of the Organization's computer system, software and internet account. Any material or message put into the system should not be considered a private communication. We retain the right to access and review any e-mail activity or documents utilizing Organization property at any time, with or without notice.

We caution that all communications via our electronic communications network systems, as well as any other document or file created or stored via the Organization's computer systems, may be subject to discovery in connection with legal proceedings involving the Organization or its employees. Communications systems should not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.

## **Workplace Monitoring**

Workplace monitoring of e-mail, internet use, text messages on Organization cell phones, telephone calls, voice mail, or messages on Organization sponsored messaging softwares may be conducted with or without notice at any time by Evergreen Aviation & Space Museum to ensure quality control, employee safety, security and customer satisfaction.

Although employees may have their own passwords for accessing computers, the computers and telephones furnished to employees are the property of Evergreen Aviation & Space Museum. Employees should have no expectation of privacy while using Organization computers or telephones. All communications and files are subject to monitoring. We have access to all files, even those files that have been deleted from the system.

We will conduct workplace monitoring consistent with applicable law. We are not obligated to monitor employee communications.

## **Video Surveillance**

After careful consideration, Evergreen Aviation & Space Museum has determined that the use of video surveillance is necessary to promote workplace safety and security and prevent theft and other misconduct. To promote the safety of employees and visitors, as well as the security of facilities, Evergreen Aviation & Space Museum may conduct video surveillance of the work areas premises at any time. Employees have no right to privacy in general working areas. Evergreen Aviation & Space Museum will not use video surveillance for any unlawful purpose including monitoring, or giving the impression of monitoring, employee union activity and protected concerted activity under Section 7 of the National Labor Relations Act (NLRA).

Evergreen Aviation & Space Museum respects the privacy of its employees. To that end, video cameras will not be placed in private areas like restrooms, changing rooms, and showers.

Other than these private areas, video cameras will be positioned in appropriate locations within and around the employer's office buildings to promote the safety and security of individuals and the employer's property. Evergreen Aviation & Space Museum has installed surveillance cameras in multiple locations including building entrances.

Each of these locations was chosen because Evergreen Aviation & Space Museum believes that there is a high potential of theft, violence, misconduct or some form of criminal activity in these areas. Further, these are areas in which employees should not have an expectation of privacy. All of the areas subject to surveillance will be clearly identified by signs or some notice posted at the entrance of the area.

Evergreen Aviation & Space Museum reserves the right to place video surveillance in other locations if they become necessary or appropriate. In that case, all employees will be informed of the new locations.

**Authority to View** - Only authorized personnel will be allowed to view surveillance tapes. Surveillance cameras will be used for the primary purpose of detecting misconduct, theft, violence or any form of criminal activity.

**Security** - If there is any reported incident of theft, trespass, workplace violence, employee misconduct or any type of safety violation (hereafter collectively referred to as "security incidents"), Evergreen Aviation & Space Museum will utilize its surveillance equipment as an investigatory tool. Evergreen Aviation & Space Museum will also make use of its surveillance equipment to deter any future security incidents.

**Monitoring** - Evergreen Aviation & Space Museum also reserves the right to actively monitor, through its surveillance cameras, any areas for safety reasons (to protect against equipment failure, breakage, or accident) or confidentiality reasons (to protect documents or other proprietary information).

Although the video surveillance described in this policy is intended to monitor for security incidents and other safety reasons at the Evergreen Aviation & Space Museum Company, it is possible that such surveillance may monitor activities not related to the Evergreen Aviation & Space Museum business.

**Recordings** - The surveillance cameras and any video footage from the surveillance are to be used solely for the purposes of this video surveillance policy. Any unauthorized use of these video cameras and/or video recordings is strictly forbidden and may result in discipline, up to and including termination of employment.

**NLRA Activity** - When applicable protected concerted activity covered by the NLRA or the particular collective bargaining agreement is not prohibited by this policy.

## **Internet Access on Evergreen Aviation & Space Museum Equipment**

Internet access is provided by Evergreen Aviation & Space Museum to assist employees in communication and accessing work related information. While internet usage is intended for job-related purposes, incidental and occasional brief personal use are permitted within reasonable limits.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that is malicious, obscene, threatening, intimidating, or that constitutes harassment.

Examples of activities that fall outside acceptable use of the internet at Evergreen Aviation & Space Museum include:

- Downloading or viewing material containing sexually explicit or obscene comments or images;
- Sending or posting material that violates our harassment policy or offensively addresses someone's age, sexual orientation, race, disability, or any other protected status under applicable law;
- Sending or posting material that is obscene, threatening, or maliciously false and meant to intentionally harm someone's reputation;
- Copying, pirating or downloading software and electronic files without permission.

## **Social Media, Networking & Electronic Communications**

We recognize the immense potential of social media to facilitate and enhance the performance of our business. In general, the same principles and guidelines found in our other policies apply to your activities online, and each employee is ultimately responsible for ensuring that your social media activity is consistent with these policies.

"Social Media" includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's blog, journal or diary, personal web site, social networking, gaming site or affinity web site, web bulletin board or chat room.

Evergreen Aviation & Space Museum recognizes employees' rights under Section 7 & 8(a)(1) of the National Labor Relations Act. Nothing in this policy is intended to interfere with, restrain, or coerce employees in the exercise of employees' right to engage in protected, concerted activity.

### **Employee Use of Social Media During the Workday**

Please refrain from using social media during working time or on equipment provided by Evergreen Aviation & Space Museum, unless such use is work-related as authorized by your manager. Do not use Evergreen Aviation & Space Museum's email addresses to register on social networks, blogs or other online tools utilized for personal use.

### **Employee Use of Social Media Outside the Workday**

Personal use includes your use outside of working time and/or on personal technology and/or personally obtained internet service providers.

Employees making use of social media to discuss matters via social media related to Evergreen Aviation & Space Museum, and who identify themselves as Evergreen Aviation & Space Museum employees, should be clear that the employee's statements do not represent the views of Evergreen Aviation & Space Museum. One way to make this clear is to include a disclaimer such as: "The postings on this site are strictly my own and do not necessarily represent Evergreen Aviation & Space Museum's positions, policies, strategies, and/or opinions."

Employees are reminded that as employees of Evergreen Aviation & Space Museum they are professionals. Always be fair, courteous, and inclusive to fellow associates, customers, members, or suppliers. If posting comments on a social media site, please avoid using statements, photographs, video or audio that are malicious, obscene, threatening or intimidating, or that constitute harassment. Examples of such conduct would include maliciously false posts meant to intentionally harm someone's reputation or posts that violate our harassment policy.

No employee should suggest or represent that the employee is authorized to comment on an organization legal matter on behalf of Evergreen Aviation & Space Museum. Unless the employee has been specially designated in writing by Evergreen Aviation & Space Museum's President & CEO to do so. Employees may not post on social media information regarding Evergreen Aviation & Space Museum that is protected by the attorney-client

privilege, or that constitutes a trade secret, protected proprietary or confidential information about Evergreen Aviation & Space Museum's business (e.g. marketing plans and strategies, product preparation or customer service techniques, or non-public Organization financial data), or confidential customer information.

Electronic information is increasingly being collected, aggregated, stored and used in various ways, including through electronic discovery in legal actions. There may be legal implications to an employee's social media use that outlast the employee's viewpoint, and the effects of a particular social media statement may not be felt for months or even years. Please consider some of the risks and consequences that are involved in social media use before creating online content.

### **Personal Cell Phones**

Personal cell phone use is not permitted while working. Cell phone use should be limited to lunches and breaks, unless required by your job or with prior management approval.

Organization policy and Oregon law prohibit the use of all electronic devices while driving without hands-free devices. You are prohibited from taking business calls or texting while driving if you don't have a hands-free device. Please pull over safely and place the car in park before answering a call or texting without a hands-free device.

### **Organization & Personal Property**

You are expected to treat Organization property, property belonging to fellow employees, or any other third-party property with care and respect. Theft, misappropriation, misuse or willful destruction of property or unauthorized removal of such is prohibited.

You are responsible for the custody and care of any Organization property that has been issued or assigned to you. If you are terminated, whether voluntarily or involuntarily, you are required to return any Organization property in your possession immediately.

In accordance with applicable law, Evergreen Aviation & Space Museum at its sole discretion, may request that you consent to and permit an inspection of including, but not limited to: personal property brought onto or taken from the premises, any work, rest or storage area, all Organization vehicles, desks, lockers, computers, etc. that are within your possession or control.

Before you remove Organization products or any other items belonging to the Organization from the premises, you must obtain authorization from your manager.

## Confidentiality/Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Evergreen Aviation & Space Museum. Confidential information includes, but is not limited to: computer programs and codes, customer financial information, customer lists, customer preferences, financial information (to the extent such disclosure may violate financial disclosure laws), intellectual property, marketing strategies, pending projects and proposals, proprietary production processes and research and development strategies.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to potential disciplinary action, even if they do not actually benefit from the disclosed information.

Inappropriate disclosure of information to people outside the Organization could cost the Organization competitive advantage. As an employee of Evergreen Aviation & Space Museum, you may become aware of information that is considered proprietary to Evergreen Aviation & Space Museum. Because of this, all Evergreen Aviation & Space Museum employees may be asked to sign a non-disclosure agreement that would require you to agree not to disclose confidential business or customer information and trade secrets of Evergreen Aviation & Space Museum. Any employees with questions or concerns about this policy are encouraged to consult with their manager.

This policy should not be construed to limit or otherwise interfere with your right to disclose concerns about work conditions like, for example, safety issues or concerns of workplace harassment or discrimination.

## Business Ethics & Conflicts of Interest

Evergreen Aviation & Space Museum will comply with all applicable laws and regulations and expects its employees and Organization representatives to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

Our expectation is for all employees and Organization representatives to use their best judgment. Transparency is the key to avoiding conflicts of interest. When in doubt, ask Human Resources for guidance to assess the potential for a conflict of interest and determine how it can be resolved.

Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately

benefit the employer, the employee or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in a personal gain for an employee or for a relative as a result of Evergreen Aviation & Space Museum business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with you is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if you have any influence on transactions involving purchases, contracts or leases, it is imperative that you disclose to Human Resources as soon as possible. The existence of any actual or potential conflict of interest must be disclosed so that safeguards can be established to protect all parties.

## Relatives & Dating Relationships

For purposes of this policy, a relative is any person who is related by ancestry, or whose relationship with you is similar to that of persons who are related by ancestry or marriage.

A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” or sexual relationship. This policy applies to all employees without regard to the gender (sex), gender identity or sexual orientation of the individuals involved. Employees involved in a close personal relationship should refrain from public workplace displays of affection and excessive personal language.

If a family relationship is discovered or a dating relationship is established between employees who are in a reporting situation described above, it is the responsibility and obligation of the manager involved in the relationship to disclose the existence of the relationship to management.

If problems arise from the working arrangement, the Organization will take in to consideration the reassignment/transfer preference of the individuals involved in the situation. However, the Organization will ultimately decide who is to be transferred to another available position or, if necessary, terminated from employment.

## Fragrances

Recognizing that employees and visitors to our workplace may have sensitivity and/or allergic reactions to various fragrant products, employees can wear cologne, perfume, or fragrances in moderation.

However, a direct supervisor or manager may ask employees to reduce the amount of fragrances that are worn when it becomes distracting or bothersome to other employees and guests. Scented candles, potpourri and other similar items are not permitted in the workplace.

Any employee with a concern about scents or odors should contact Human Resources.

## Driving for Work-Related Reasons

Employees who drive vehicles as part of performing in their position are required to maintain both a current driver license issued by the Oregon Department of Motor Vehicles and current vehicle insurance coverage. Employees who drive EASM-owned or rented vehicles must be able to be insured to drive on by EASM's vehicle insurance coverage.

Employees who drive vehicles for work must follow all federal, state, and local driving laws, including the usage of cell phones only through hands-free devices.

## Employee Parking & Driving on Campus

The EASM Campus is comprised of several buildings including the Aviation & Space Museums, the Theater, parking lots, and grass-covered grounds on the overall Evergreen Campus.

Employees should park their vehicles in locations that do not interfere with the convenience of EASM's guests and visitors. Employees who work in the three (3) main campus buildings should be instructed on where it is appropriate to park their vehicles while on campus for work. In general, employees can park their vehicles on the north side of the Aviation Museum and in the main parking lot between the Aviation & Space Museums during offseason. At times, employees may be asked to park in alternative areas based on events scheduled in the various parking lots.

Employees are expected to drive with extreme caution while on campus to protect the safety of everyone on campus. Employees should make sure that they are aware of the pedestrians walking all over campus as well as driving at speed appropriate for the pedestrian and weather conditions, with a maximum speed of no more than 20 miles per hour when on campus. EASM reserves the right to address unsafe vehicle operation practices up to and including separation of employment.



# How We Keep You Safe



## How We Keep You Safe

Safety in the workplace is based on knowledge, skill and an attitude of care and concern. It is the responsibility of each employee to work in a safe and efficient manner. Each employee must adhere to the following safety standards:

- Comply with safety policies and manager instructions;
- Report unsafe conditions or equipment;
- Report all injuries and “close calls” to their manager immediately;
- Refrain from unsafe behavior or endangering other employees;
- Assume responsibility for their conduct and actions;
- Ask questions when unsure of safe work procedures;
- Use all safety equipment/devices provided for their protection;
- Report activities occurring in the workplace when considered unsafe or illegal;
- Not jeopardize their safety through drug or alcohol use; and
- Demonstrate a positive verbal and visual example for other employees to follow.

Employees should reference the Organizations Safety Manual for any questions regarding Evergreen Aviation and Space Museum’s safety policies and procedures.

Please promptly notify your manager of any job related illness or injury. All accidents, regardless of if an injury occurred or not, must be reported to your manager immediately.

*Safety is not a gadget,  
but a state of mind.  
- Eleanor Everet*

### Emergency Closings

Emergencies such as severe weather, fires, power failures, earthquakes, or public health emergencies can disrupt the Organization’s ability to keep the workplace open.

In some instances, the Organization may decide to close the workplace. Whether the decision to close the workplace is made before the workday begins or as the day progresses, employees will be notified by leadership

of the Organization’s decision to close for the day. Leadership will also update employees regarding any subsequent days the Company may need to close the workplace. If the decision to close the workplace is made prior to employees being there, the day will be unpaid. If the decision to close has been made after employees arrive, the rest of the day will be paid.

If an employee is unable to report to work due to an emergency on a day when the workplace is open, they should notify their manager in accordance with the expectations outlined in the Attendance & Punctuality policy.

In instances where the workplace is closed, employees should work from home if they have the ability to do so, unless the emergency also effects their home office (such as a power outage, fire, or earthquake).

Employee’s pay during emergency closings will be handled depending upon the situation. In instances where the time off is unpaid, employees may choose to use any available company paid time off.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, those who work will receive regular pay.

### Incident Weather Closure Procedure

The museum will utilize Yamhill County resource to help with the judgment call to close the campus. The VP of Operations and Admissions Supervisor will utilize ODOT and Local Weather Reports in addition to conferring with the MMP Facilities Director to determine the severity of the conditions on campus.

If the weather and traffic reports indicate more than an inch of snow at the campus and/or forecast continued worsening, The President & CEO/VP of Operations will make the determination to close the campus and employees will be notified per EASM’s call alert process.

If the severe weather sets in after opening the museum, the Day Captain and Sr. Staff member onsite are to contact the President & CEO or VP of Operations to report the conditions and assist in determining the proper response.

### Violence Prevention & Weapons

All employees should be treated with courtesy and respect at all times. You are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others.

Possession of dangerous or deadly weapons including, but not limited to, any firearms or other weapons; explosive devices and/or hazardous materials on Organization premises or off Organization premises while performing job-related duties is strictly prohibited.

Conduct that threatens, harasses or bullies another employee, a customer or a member of the public at any time, including off-duty periods, will not be tolerated.

All threats or actual violence, (both direct and indirect) should be reported as soon as possible to your manager or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors or other members of the public. When reporting a threat of violence, please be as specific and detailed as possible.

All suspicious individuals or activities should also be reported to a manager as soon as possible. Do not place yourself at risk. If you see or hear a commotion or disturbance near your work station, do not try to intercede.

Evergreen Aviation & Space Museum will promptly and thoroughly investigate all reports of threats or actual violence, and of suspicious individuals or activities.

Evergreen Aviation & Space Museum encourages employees to bring their disputes or differences with other employees to the attention of their managers before the situation escalates into potential violence. Evergreen Aviation & Space Museum will assist in the resolution of employee disputes and will not discipline or retaliate against employees for raising such concerns.

## Smoking

Our intent is to provide a safe and healthy work environment. All forms of tobacco use (cigarettes, e-cigarettes, vaping, smokeless, etc.) are prohibited throughout the workplace. In alignment with state law, all forms of tobacco use are also prohibited outside of the buildings within ten feet of all entrances, exits, ventilation systems and windows that can open.

This policy applies equally to all employees, customers and visitors.

## Alcohol & Drug-Free Workplace

Evergreen Aviation & Space Museum has a zero tolerance policy against drugs or alcohol in the workplace. The Organization is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any of our employees use drugs on the job, comes to work under the influence, or possesses, distributes or sells alcohol or drugs in the workplace. The term “drug” for purposes of this policy includes

prescription drugs that might affect workplace safety, as well as illegal inhalants and illegal drugs under either state and/or federal law. The term “intoxicants” means drugs or alcohol. Marijuana remains illegal under federal law and such is prohibited by this zero tolerance policy. All current employees are subject to drug and alcohol testing as described in this policy.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive drug-free environment. Intoxicants will not be tolerated at the Organization.

With these basic objectives in mind, we have established the following zero tolerance policy:

- It is a violation of policy for any employee to use, possess, distribute, sell, trade, or offer for sale alcohol or drugs in the workplace, or in circumstances that we believe might adversely affect our operations or safety; and
- It is a violation of policy for any employee to report to work under the influence of intoxicants, to be in this condition while on Organization property or in other circumstances we believe might adversely affect our operations or safety.

Violations of this policy subject the employee to disciplinary action up to and including termination.

## Positive Test Result

An employee whose alcohol or drug test result is “positive” will be considered in violation of this policy. The Organization has a zero tolerance policy regarding any positive test result. In the event a positive test result for drugs or alcohol is received, the Organization will submit the initial test for a confirmation test in a federal or state licensed clinical laboratory.

For purposes of this policy, “under the influence of alcohol or drugs” or “under the influence of intoxicants” is any detectable level of alcohol or drugs present in the individual’s system (based on the results of urinalysis or breathalyzer testing).

## Failure to Cooperate in Drug/Alcohol Testing

The following employee acts will be deemed as failing to cooperate in the Organization’s drug and alcohol testing protocol:

1. Fails or refuses to timely take a drug or alcohol test as requested by the Organization under the terms of this policy;
2. Refuses to cooperate with or subverts or attempts to subvert a drug or alcohol testing process requested by the Organization under this policy, including, but not limited to:

- Refusal or failure to complete proper documentation that authorizes the test;
- Presentation of false identification;
- Placement of an adulterant in the individual's specimen for testing, when the adulterant is identified by a testing facility; and/or
- Interference with the accuracy of the test results by conduct that includes dilution or adulteration of a test specimen.

Failure to cooperate in testing under this section will be considered insubordination, and grounds for immediate suspension and disciplinary action up to and including termination.

If an employee is covered by Department of Transportation regulations, additional testing requirements will apply and will be enforced.

### **Organization Assistance**

An employee who believes that they have a problem involving the use of alcohol or drugs can ask a manager, or any member of management that they feel comfortable talking to, for confidential assistance. No discipline or reprisals will result merely from an employee voluntarily asking for such assistance, and the Organization will work with the employee to initiate an appropriate treatment program. This provision does not apply if the employee is already suspected of violating this policy and may be subject to discipline at the time of the request or announcement. We will also work with the employee to identify all Organization benefits and benefit programs that may be available to help deal with the substance abuse problem.

The Organization may require an employee to confidentially visit an employee assistance counselor whenever, in the Organization's judgment, this may help identify or correct a performance problem, or help in the successful implementation or completion of a treatment program.

Any request for assistance and any later treatment program will be kept as confidential as possible under all the factual circumstances.

However, it is your responsibility to seek Organization assistance before drug or alcohol problems lead to on-the-job safety, performance or misconduct incidents, or a violation of this policy. If you use alcohol or drugs in connection with work, or otherwise violate this policy, you will not be entitled afterwards to enter a treatment program and avoid discipline or penalty.

### **Reasonable Suspicion Testing**

Where we have reasonable suspicion that an employee may be under the influence of drugs or alcohol, the employee will be required to submit to testing to determine the presence of alcohol or drugs. The Organization reserves the right to determine whether reasonable suspicion for testing exists.

Reasonable suspicion is based on observable, objective evidence that gives the Organization a reasonable basis to suspect that the employee may be impaired or affected by drugs or alcohol in the workplace and may include, but is not limited to the following:

- Observed drug or alcohol use during work hours at the workplace, or employee statements or admissions regarding such use;
- Apparent physical symptoms of impairment or intoxication;
- Erratic, unusual or bizarre behavior;
- Incoherent or slurred speech or confused mental state;
- Odor or alcohol on the body or breath;
- Unsteady standing or walking;
- Inability or difficulty completing routine tasks; and/or
- Disorientation or confusion.

### **Post-Accident Testing**

Any employee involved in or otherwise causing a job-related accident which causes personal injury to the employee, customers, staff or others, that requires medical treatment by a physician or by hospital/clinic medical personnel, and whose behavior/actions may, as determined in the Organization's sole discretion, have caused or contributed to the accident, may be required to take an alcohol and/or drug test immediately following the accident or at the time of initial treatment by a medical care facility.

Any employee involved in or otherwise causing an accident resulting in what the Organization deems substantial damage to Organization property or to another's property while the employee is conducting Organization business may be required to take an alcohol and/or drug test. Also, "near miss" incidents, where there is no personal or physical damage or injuries will be evaluated and the Organization will make a determination as to whether or not to test for drugs or alcohol for any or all employees involved.

## Organization Social Events

As a limited exception, there may be some Organization social functions or meetings where alcohol may be served with prior Organization approval, or situations where Organization employees or managers are allowed to consume alcohol. However, such consumption is never a business obligation and any use of alcohol in these circumstances must be done with extreme moderation and confined to off-duty or evening hours when no further Organization work will be required.

Free or reimbursed transportation home may be provided to any employee who is under the influence of alcohol and/or cannot safely operate a vehicle after an authorized Evergreen Aviation & Space Museum social function. It is your responsibility to recognize that you should not be driving and to take advantage of this service.

## Prescription Drugs

Employees in safety-sensitive positions who are medically authorized to use over-the-counter drugs or prescription drugs which might impair safe job performance are responsible to determine from a physician or pharmacist whether or not the substance is capable of impairing safe job performance. The employee is on notice of potential impairment either from the drug label or notice/advice from the pharmacist. If use of the drug could impair safe job performance, the employee must report the use of the substance to Human Resources prior to beginning work and provide proper written medical authorization from a physician stating that the physician has reviewed the position description and has concluded that it is safe for the employee to perform the essential functions of the position while using such prescribed and/or authorized drugs. The Organization may request follow up information if necessary to ensure your safety and the safety of co-workers. Consistent with federal and state laws, the Organization will keep such information confidential. Failure to provide notification as outlined above may result in disciplinary action up to and including termination. Abuse of prescribed medications and over-the-counter drugs outside of their prescribed or intended use will not be tolerated at the Organization.

## Last Chance Agreement

Employees who violate this policy may be subject to discipline, up to and including termination. The Organization may consider, in its sole discretion, a "Last Chance Agreement" in lieu of discipline or discharge

for violation of this policy. Employees subject to a Last Chance Agreement will be required, as a condition of continued employment, to agree to the following:

- Agreement to participate and successfully complete a substance abuse rehabilitation program;
- Adherence to the rehabilitation counselor's recommendations, including, but not limited to agreeing to remain drug or alcohol free;
- Participation in an employee assistance program or other similar program; and
- Submission to random or periodic drug or alcohol testing to demonstrate that the employee remains drug or alcohol free.

Violation of a last chance agreement will subject an employee to immediate termination.

The employee's willingness to agree to treatment and to a last chance agreement may be one factor utilized by the Organization in determining whether or not to terminate the employee for a violation of this policy.

We recognize that situations may arise which are not specifically covered by this policy and these guidelines. Such situations will be dealt with on a case-by-case basis taking into account such things as the nature of the situation or problem, the employee's overall employment record and job assignment, the potential impact on production and safety and customer relations concerns.



# Time Away



## Time Away

The leaves in this section are typically unpaid but you may use available benefits so that the leave will be partially or fully paid. We understand that this information can be complicated and sometimes difficult to understand. Please do not hesitate to contact Human Resources if you have questions or to help you through the process.

### Oregon Family Leave Act (OFLA)

Evergreen Aviation & Space Museum recognizes that there are times when you may require a leave of absence from work. Certain reasons for absence will qualify for job protection and benefit continuation under the Oregon Family Leave Act (OFLA). OFLA runs concurrently with any other state or federal leave program to which the employee may be entitled.

OFLA is unpaid, however, you may be able to receive paid leave in Oregon. Please see the Paid Leave Oregon policy for more details. Any paid leave granted will run concurrently with OFLA.

Additionally, if you are eligible for paid leave, you may access your PTO to “top off” your pay. If you are receiving paid leave, you may not receive more than 100% of your normal pay when combining paid leave and our company-paid time off. If you are not eligible for paid leave, you are eligible to access your PTO concurrently with OFLA. Even if you run out of paid leave, Evergreen Aviation & Space Museum paid health and life insurance coverage can continue in some cases. If you miss a premium payment for your health insurance benefits while on OFLA leave, you may be required to send in premium payments while you are on leave or catch up on premiums when you return. This information will be provided to you in your leave of absence paperwork.

Evergreen Aviation & Space Museum will provide a leave of absence for up to 12 workweeks (and up to an additional 12 weeks for any pregnancy related disability) to eligible employees for certain family or medical reasons and in accordance with OFLA. The function of these policies is to provide employees with a general description of their OFLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

To be eligible for leave under the OFLA, employees generally must:

- Have worked for the Company for at least 180 days immediately before the date the leave begins; and

- Have averaged at least 25 hours a week during the 180 days immediately before the date on which OFLA family and medical leave begins. (The requirement of 25 hours or more a week does not apply to OFLA leave for parental leave purposes. For parental leave, eligible employees are those who have worked for the Company for at least 180 days.)

During a period of time covered by a public health emergency, an employee must have worked for the Company for at least 30 days immediately before the date leave begins and have averaged at least 25 hours of work per week in the 30 days immediately before the date on which OFLA leave begins.

OFLA leave may be granted for these reasons or purposes:

- To care for a qualifying family member, which includes an employee's:
  - Spouse or domestic partner
  - Child or the child's spouse or domestic partner. "Child" includes a biological child, adopted child, stepchild, and foster child.
  - Parent or parent's spouse or domestic partner. "Parent" includes biological parent, adoptive parent, stepparent, foster parent, and parent-in-law.
  - Sibling or step-sibling or their spouse or domestic partner
  - Grandparent or grandparent's spouse or domestic partner
  - Grandchild or grandchild's spouse or domestic partner
  - Anyone the employee is related to by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- For an employee's own serious health condition;
- To care for a sick child of the employee or of a same-sex domestic partner who does not have a serious health condition but requires home care, if no other family member is available to care for the child;
- To be with or care for a child of the employee or of a same-sex domestic partner after birth, placement for adoption or foster care (or certain comparable situations). This parental leave may include any time necessary for the legal process required for adoption or foster care if the child is under age 18, or is incapable of self-care because of a physical or mental disability. (This type of leave must be completed within one year of the birth or placement for adoption.);

- To care for a child of the employee or of a same-sex domestic partner whose school or child care provider has been closed in conjunction with a declared public health emergency or declared state of emergency that is related to a public health emergency;
- For an employee’s disability due to their own pregnancy, childbirth or related medical condition or for absence for prenatal care. Pregnancy disability leave is available only if the employee is unable to perform any job duties that the Company is able to offer, except that leave for prenatal care is covered without regard to disability; or
- To make arrangements necessitated by the death of a family member, to attend the family member’s funeral or memorial service, and/or to grieve the death of a family member (Bereavement Leave).

A copy of the OFLA poster is provided at the end of this Handbook. To apply for OFLA leave, please submit the Leave Request Form at least 30 days before your leave begins unless it is an emergency situation. Depending on the type of leave, you may be required to submit one of the applicable certification forms from your healthcare provider or your family member’s healthcare provider.

We use a “rolling forward year” to determine an employee’s OFLA leave entitlement. This means that we look forward on the calendar for one year from the Sunday before the first day of your leave. This method tells us how much of this job-protected time you have available to use.

If you are entitled to paid leave under any benefit plan or policy, you must take the paid leave first prior to taking leave unpaid. Your OFLA leave entitlement will run concurrently with paid leave to which you are entitled.

If you are on an unpaid leave of absence, you will not accrue PTO during your leave. Your accrual will resume when you return to work.

## Paid Leave Oregon

Employees in Oregon are eligible to apply for paid family, medical, and safe leave (Paid Leave) through Paid Leave Oregon. Employees who are eligible for Paid Leave Oregon and other state and federal leave laws, such as the Oregon Family Leave Act and the Family and Medical Leave Act, must take their leaves concurrently.

### Employee Eligibility

Employees requesting benefits must have met all of the following requirements to qualify for Paid Leave:

- Experienced a qualifying event

- Completed an application through Paid Leave Oregon
- Earned \$1,000 in wages in the past year (from any Oregon employer)
- Contributed to Paid Leave through payroll deductions and/or employer contributions (from any Oregon employer)

Employees are not eligible for Paid Leave for time missed while also receiving workers’ compensation or unemployment benefits.

### Reasons for Leave

Eligible employees can take leave for any of the following reasons:

- Family Leave:
  - To bond with a new child after the birth, adoption, or foster placement. This can be taken within the first 12 months after the birth, adoption, or placement.
  - To care for a family member experiencing a serious health condition. Family members include an employee’s:
    - Spouse or domestic partner
    - Child or the child’s spouse or domestic partner. “Child” includes a biological child, adopted child, stepchild, and foster child.
    - Parent or parent’s spouse or domestic partner. “Parent” includes biological parent, adoptive parent, stepparent, foster parent, and parent-in-law.
    - Sibling or step-sibling or their spouse or domestic partner
    - Grandparent or grandparent’s spouse or domestic partner
    - Grandchild or grandchild’s spouse or domestic partner
    - Anyone the employee is related to by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- Medical Leave: for an employee’s own serious health condition.
- Safe Leave: for survivors of sexual assault, domestic violence, harassment, or stalking to obtain legal or law enforcement assistance, seek medical treatment or recover from injuries, obtain counseling or support services, or relocate or take other steps to secure the health and safety of themselves or their dependent child.

When an employee applies for Paid Leave, they must provide verification of the qualifying reason to Paid Leave Oregon.

### **Amount of Leave Available**

Paid Leave allows eligible employees in Oregon to take up to 12 weeks of paid family, medical, or safe leave per benefit year. Additional paid leave (limited to two weeks) related to pregnancy issues may be available for a birthing parent in addition to the standard 12 weeks provided under Paid Leave.

An employee's benefit year begins the Sunday before the period of leave and lasts for 52 weeks. Employees can take Paid Leave in increments of one workday or one workweek and can take it all at once (consecutively) or in separate blocks of time (non-consecutively).

### **Requesting Leave**

For leave taken for a planned reason (such as an upcoming surgery or for the birth, adoption, or placement of a child), employees must provide notification to the Company at least 30 days before taking leave.

In an emergency (such as an unexpected serious health condition, premature birth, or safe leave), employees must inform the Company within 24 hours of the event and provide written notice within three days of starting leave.

### **Applying for Benefits**

Employees may submit their applications for Paid Leave through the Frances Online website to receive benefits. This may be done as early as 30 days before the start of Paid Leave and up to 30 days after the start of Paid Leave. All decisions regarding paid leave benefits are made by Paid Leave Oregon.

### **Payroll Deductions**

Employees will pay contributions through a payroll tax to support Paid Leave Oregon. Contributions are a percentage of each employee's wages and are set by Paid Leave Oregon each year.

### **Benefit Amounts**

Paid Leave Oregon provides eligible employees full or partial wage replacement benefits (if they meet eligibility requirements). The benefit payment amount will depend on the employee's average weekly wage in the previous year, up to the maximum weekly benefit amount set by Paid Leave Oregon each year. If an employee's weekly benefit payment is less than 100% of their regular pay, they may choose to use company-provided accrued PTO to bring their total compensation up to 100% but are not required to do so. Employees may also utilize their

PTO while waiting for Paid Leave Oregon benefits to be processed but are not required to do so. If employees choose to use their PTO while waiting for Paid Leave Oregon benefits to begin, they may use 100% of their PTO and will not be required to repay it when they receive their Paid Leave Oregon benefits.

### **Employee Rights**

Employees who have been with the Company for 90 days are entitled to job protections and to return to the position they held before the start of Paid Leave if that position still exists. Employees must take Paid Leave concurrently with any other state or federal leave for which they qualify.

The Company will maintain existing health benefits for employees receiving Paid Leave until the employee's Paid Leave ends or the employee returns to work.

Employees will not be required to take company-provided accrued PTO before accessing Paid Leave benefits or while using Paid Leave.

### **Personal Leave**

We recognize that there will be times when an employee needs extended time off due to personal matters. All employees are eligible to request an unpaid personal leave as described in this policy after completing 90 days of service.

Personal leave may be granted for a period of up to 30 calendar days each year. Employees are required to take any available PTO as part of the approved period of leave. Consideration will be given to requests for extensions to the maximum period for a personal leave of absence.

As soon as you become aware of the need for a personal leave of absence, you should request a leave from your manager.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions and limitations of the applicable plans, health insurance benefits will be provided by Evergreen Aviation & Space Museum until the end of the month in which the approved personal leave begins. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. When you return from personal leave, benefits will again be provided by Evergreen Aviation & Space Museum according to the applicable plans.

Benefit accruals, such as PTO will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, we cannot guarantee reinstatement in all cases. If you fail to report to work promptly at the expiration of the approved leave period, we will assume you have resigned.

## **Bone Marrow Donor Leave**

Eligible employees who undergo a medical procedure to donate bone marrow will be provided with unpaid time off. Eligible employees are those who work an average of 20 or more hours per week. The leave can extend up to the amount of the employee's accrued paid leave or 40 work hours, whichever is less, unless the Company agrees otherwise.

This leave is unpaid, however, you may be able to receive pay through Paid Leave Oregon. Please see the Paid Leave Oregon policy for more details. Any leave granted under Paid Leave Oregon will run concurrently with this leave.

Additionally, if you are eligible for Paid Leave Oregon, you may access your PTO to "top off" your pay. Please note, under Oregon law, you may not receive more than 100% of your normal pay when combining Paid Leave Oregon and our company-paid time off. If you are not eligible for Paid Leave Oregon, you are eligible to access your PTO concurrently with Bone Marrow Donor Leave.

Employees may be required to provide the Company with verification from a physician of the purpose and length of each leave. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave used prior to the determination is not affected.

## **Domestic Violence Leave**

We provide a domestic violence leave of absence without pay to employees who wish to take time off from work duties if they are a victim of domestic violence, sexual assault, or stalking or are the parent or guardian of a minor child or dependent who is a victim.

This leave is unpaid, however, you may be able to receive pay through Paid Leave Oregon. Please see the Paid Leave Oregon policy for more details. Any leave granted under Paid Leave Oregon will run concurrently with this leave.

Additionally, if you are eligible for Paid Leave Oregon, you may access your PTO to "top off" your pay. Please note, under Oregon law, you may not receive more than 100% of your normal pay when combining Paid Leave Oregon and our company-paid time off. If you are not eligible for Paid Leave Oregon, you are eligible to access your PTO concurrently with Domestic Violence Leave.

All information and documentation pertaining to the leave, including that you requested or obtained leave, will be kept strictly confidential.

We also provide reasonable safety accommodations to employees who are victims of domestic violence, sexual assault, or stalking, including but not limited to, transfer, reassignment, a modified schedule, or unpaid leave, unless to do so creates an undue hardship.

Please see the posted requirements on the employee bulletin board or contact your manager for further details or to request leave.

## **Crime Victims Leave**

Employees who are the victim of a crime or whose dependent is the victim of a crime may be eligible for unpaid leave in order to assist in the prosecution and trial of the accused. Employees taking qualifying Crime Victims Leave may choose to use PTO during this leave so the leave will be paid.

In order to be eligible to take this leave, you must have worked for the Organization at least 25 hours per week for the 180 days immediately preceding the leave.

Please provide no less than three days notice of the intention to take leave to attend a court hearing. Please also provide a copy of any hearing notice prior to taking the leave.

## **Witness Duty**

We encourage employees to appear in court for witness duty when subpoenaed to do so.

If you have been subpoenaed or otherwise requested to testify as a witness by Evergreen Aviation & Space Museum, you will receive paid time off for the entire period of witness duty.

You will be granted unpaid time off to appear in court as a witness when requested by a party other than Evergreen Aviation & Space Museum. You are free to use any available paid time off benefit such as PTO to receive compensation for the period of this absence.

The subpoena should be shown to your manager immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate your absence. You are expected to report for work whenever the court schedule permits.

## Juvenile Court Attendance Leave

Employees will be allowed time off when compelled to attend a juvenile court proceeding involving a child of which the employee is a parent or legal guardian.

Time off under this policy is unpaid, however, employees may choose to use any available PTO to cover their time away.

## Legislative Leave

Employees that have been employed by the Organization for at least 90 days will be allowed time off to serve in the Oregon Legislative Assembly. Leave will be granted for any regular or special sessions or for time needed to perform official duties as a member or prospective member of the Legislative Assembly. Time off under this policy is unpaid, however, employees may choose to use any available PTO to cover their time away.

Employees must provide notice of the need for leave under this policy at least 30 days before a regular session begins and as soon as possible when it is apparent that a special or emergency session will be called.

Employees must return to work within 15 days after the adjournment of the Legislative Assembly following a regular session or within five days after any other assignment is completed.

The Organization reserves the right to deny reinstatement if a conflict of interest develops or if the circumstances of the Organization change during the leave such that it would be impossible or unreasonable to reinstate the employee.

## Military Leave (USERRA)

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Discrimination and retaliation in employment based on your military service is prohibited, and you will retain all your legal rights for continued employment under USERRA.

## Veterans Day Time Off

We will provide eligible veterans with unpaid time off upon request on Veterans Day (if they are otherwise scheduled to work). You are eligible if you served on active duty in the Armed Forces for at least six months and received a discharge under honorable conditions.

Employees seeking Veterans Day off should make the request with at least 21 days' advanced notice, and you will have the option of taking this day off as unpaid time or using PTO and should specify which option you prefer at the time you request the day off.

Please contact your manager for further details or to request leave.

## Firefighter Leave

Employees who serve as volunteer firefighters in a rural fire protection district or as firefighters employed by a city or a private firefighting service will be allowed a leave of absence when called to an emergency. Employees must return to work when their release from service permits them to resume their job duties.

Time off under this policy is unpaid, however, employees may choose to use any available PTO to cover their time away.

## Search & Rescue Operation Leave

Employees who serve as search and rescue volunteers will be allowed time off when accepted to participate in search and rescue activities by the sheriff.

Time off under this policy is unpaid, however, employees may choose to use any available PTO to cover their time away.

# OREGON FAMILY LEAVE

You can take time off to take care of yourself or close family members under the Oregon Family Leave Act (OFLA).



- ▶ **This time is protected, but often unpaid unless you have vacation, sick, or other paid leave available.** Paid family leave will be available in 2023.
- ▶ To be eligible, you must have worked an average of 25 hours per week for 180 days - just 180 days for parental leave. Separation from employment or removal from the schedule for up to 180 days does not count against eligibility. During a public health emergency, you are eligible for all types of OFLA leave after working for at least 30 days prior at an average of at least 25 hours per week. Your employer must have at least 25 employees.
- ▶ You can take up to a total of 12 weeks of time off per year for any of these reasons.
  - » **Parental leave** for either parent to take time off for the birth, adoption, or foster placement of a child. If you use all 12 weeks, you can take up to 12 more weeks for sick child leave.
  - » **Serious health condition** of your own, or to care for a family member.
  - » **Pregnancy disability leave** before or after birth of child or for prenatal care. You can take up to 12 weeks of this in addition to 12 weeks for any reason listed here.
  - » **Military family leave** up to 14 days if your spouse is a service member who has been called to active duty or is on leave from active duty.
  - » **Sick child leave** for your child with an illness, injury or condition that requires home care but is not serious, or to care for a child whose school or place of care is closed because of a public health emergency.
  - » **Bereavement leave** for up to 2 weeks after the death of a family member.
- ▶ Your employer must keep giving you the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists.

## CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-245-3844  
Email: [BOLI\\_help@boli.oregon.gov](mailto:BOLI_help@boli.oregon.gov)  
Web: [oregon.gov/boli](http://oregon.gov/boli)  
Se habla español.



**OREGON LAWS**  
Protect You At Work

July 2023 - June 2024



## What you need to know

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing paid leave for the birth or adoption of a child, a serious illness of yours or a loved one, or if you experience sexual assault, domestic violence, harassment, or stalking.

### What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year.

### Who pays for Paid Leave Oregon?

Starting on January 1, 2023, employees and employers contribute to Paid Leave Oregon through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your portion of the contribution rate from your paycheck.

### When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you do not give the required notice, Paid Leave Oregon may reduce your first weekly benefit by 25%.

### How do I apply for Paid Leave?

In September 2023, you can apply for leave with Paid Leave Oregon online at [paidleave.oregon.gov](https://paidleave.oregon.gov) or request a paper application from the department. If your application is denied, you can appeal the decision with the Oregon Employment Department.

### What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

### How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

### What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

**Web:** [www.oregon.gov/boli](https://www.oregon.gov/boli)  
**Call:** 971-245-3844  
**Email:** [help@boli.oregon.gov](mailto:help@boli.oregon.gov)

### Learn more about Paid Leave Oregon

**Web:** [paidleave.oregon.gov](https://paidleave.oregon.gov)  
**Call:** 833-854-0166  
**Email:** [paidleave@oregon.gov](mailto:paidleave@oregon.gov)

## Receipt of Employee Handbook

This acknowledges I have received a copy of the Evergreen Aviation and Space Museum (referred to throughout this Handbook as Evergreen Aviation & Space Museum or the Organization) Employee Handbook and Alcohol & Drug-Free Workplace Policy. As an employee of Evergreen Aviation & Space Museum, I agree to read this Handbook, and to ask my manager about any portion of this Handbook I do not understand. I understand and agree that Evergreen Aviation & Space Museum has the right to add, delete or otherwise modify the policies, procedures or other information provided in this Handbook at any time. I also understand and agree that Evergreen Aviation & Space Museum has the right to interpret and apply the policies and procedures in this Handbook in their discretion. I agree to abide by these policies, procedures and other requirements of this Handbook. I understand that my failure to do so will lead to disciplinary action, up to and including immediate termination for the first offense.

I understand that neither this Employee Handbook nor any verbal statements made by Evergreen Aviation & Space Museum constitute an agreement or promise of continued employment and that the provisions of this Handbook may be changed at any time. I understand that I am employed at will and that Evergreen Aviation & Space Museum reserves the right to terminate my employment at any time for any reason, with or without cause or notice, and that I also reserve the right to terminate my employment at any time for any reason, with or without cause or notice. Only the President & CEO of Evergreen Aviation & Space Museum is authorized to modify this at-will employment policy or enter into an agreement contrary to this policy. Any such modification must be in writing and signed by me and the President & CEO.

If I have any questions about this employment relationship, I understand that I can contact my manager.

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**Employee Printed Name**

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**Employee Signature**

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**Date**