



EMPLOYEE HANDBOOK

Fremont YSC Guidelines and Policies

Please read carefully through the employment guidelines. Receipt of this document acknowledges your understanding of the rules, policies, and guidelines set by Fremont YSC.

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I. MISSION

The purpose of Fremont Youth Soccer Club is to provide soccer opportunities for low income families in the Fremont and surrounding areas. This is accomplished through fundraising and sponsorship. Providing a high-level program for players of all levels of ability and to enable players of all financial backgrounds to excel in the sport they love.

II. OVERVIEW

The Fremont Youth Soccer Club Employee Handbook (the “Handbook”) has been developed to provide general guidelines about Fremont YSC policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including Fremont YSC’s policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by Fremont YSC at any time, without advance notice. The personnel policies of Fremont YSC are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Executive Director for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Executive Director. Fremont YSC will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all Fremont YSC employees. Further, Fremont YSC expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of Fremont YSC’s Board of Directors, committees, membership, staff, and the general public.

III. VOLUNTARY AT-WILL EMPLOYMENT

All employment at Fremont YSC is “at-will.”

That means that employees may be terminated from employment with Fremont YSC with or without cause, and employees are free to leave the employment of Fremont YSC with or without cause. Any representation by any Fremont YSC officer or employee contrary to this policy is not binding upon Fremont YSC unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

IV. EQUAL EMPLOYMENT OPPORTUNITY

Fremont YSC shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of Fremont YSC will not discriminate against any employee or applicant in a manner that violates the law. Fremont YSC is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political

affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit.

Fremont YSC's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Fremont YSC will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Fremont YSC may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

If Fremont YSC determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Fremont YSC will inform the employee who made the complaint of the results of the investigation.

Fremont YSC is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Fremont YSC for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Fremont YSC. Employees who believe that they may require an accommodation should discuss these needs with the Executive Director.

If you have any questions regarding this policy, please contact the Executive Director.

V. POLICY AGAINST WORKPLACE HARASSMENT

Fremont YSC is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment.

Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Fremont YSC's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Fremont YSC has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

Fremont YSC's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Fremont YSC's policy against harassment covers employees and other individuals who have a relationship with Fremont YSC which enables Fremont YSC to exercise some control over the individual's conduct in places and activities that relate to Fremont YSC's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: Fremont YSC's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Prohibition of Other Types of Discriminatory Harassment: It is also against Fremont YSC's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Fremont YSC, you should report the incident immediately to your supervisor or to the Executive Director. Possible harassment by others with whom Fremont YSC has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Fremont YSC will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Fremont YSC's goal is to conduct a thorough investigation, to determine whether

harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Fremont YSC determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Fremont YSC will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the staff member designated as grievance officer.

VI. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on Fremont YSC property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by Fremont YSC may not solicit or distribute literature on Fremont YSC's premises at any time for any reason. Employees are prohibited from distributing, circulating or posting literature, petitions or other materials at any time for any purpose without the prior approval of the Executive Director or his/her designee.

VII. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work

All staff members are salaried and expected to carry out their duties in a time appropriate to fulfil their responsibility in a high quality and professional manner.

Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to Fremont YSC work assignments and Executive Director approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your Director of Coaching and the Executive Director as far in advance as possible and no later than 12pm on

the day of your evening practice session, or 2 hours before the start of any AM session. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your Director of Coaching prior to the start of each day. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her Director of Coaching or the Executive Director will be considered to have voluntarily terminated his or her employment. The employee's final paycheck, prorated to the days worked within the month, will be mailed to the last mailing address on file with Fremont YSC.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Fremont YSC may counsel employees prior to termination for excessive absences, tardiness or leaving early.

VIII. EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

1. Employer. Fremont YSC is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by Fremont YSC.

2. Full-Time Employee. A Full-Time Employee regularly works at least 35 hours per week

3. Part-Time Employee. A Part Time Employee regularly works less than 35 hours per week but no less than 17 ½ hours per week.

4. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").

5. Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non- Exempt Employees, an accurate record of hours worked must be maintained. Fremont YSC will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

6. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the Fremont YSC Employee Handbook.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

IX. POSITION DESCRIPTION AND SALARY ADMINISTRATION

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, and salary range.

The supervisor(s) or the Executive Director shall have discretion to modify the job description to meet the needs of Fremont YSC.

Direct Payment/Paychecks are distributed on the last day of each month, except when either of those days falls on a Saturday, Sunday or holiday, in which case paychecks will be distributed on the preceding workday.

All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance.

X. WORK REVIEW

The work of each employee is reviewed on an ongoing basis with the Director of Coaching to provide a systematic means of evaluating performance.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate Fremont YSC's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within Fremont YSC. To that end, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of Fremont YSC and what is expected of the employee in contributing to the success of Fremont YSC for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year.

The Executive Director reviews the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Executive Director.

XI. ECONOMIC BENEFITS AND INSURANCE

Fremont YSC shall provide a competitive package of economic benefits to all eligible full-time and part-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and agreements are to be considered the final word on the terms and conditions of the employee benefits provided by Fremont YSC. Continuation of any benefits after termination of employment will be solely at the employee's expense.

A. Social Security/Medicare/Medicaid

Fremont YSC participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and Fremont YSC contributes at the applicable wage base as established by federal law.

XII. LEAVE BENEFITS AND OTHER WORK POLICIES

A. Holidays

All employees will have the following holidays off. This list is subject to change depending on the City of Fremont observance, and the participation of teams in tournaments, team events, or hosting of club events. Notice of work on these days will be provided in advance.

New Year's Day

Martin Luther King, Jr.'s Birthday

Presidents Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

The Day After Thanksgiving Day

Christmas Eve

Christmas Day

B. Vacation

Due to the nature of the seasonal occupation in which the employee is involved in, vacations are expected to be taken during times where the program is out of season. If an employee is in need of time from work for vacation, this must be requested in writing to the Executive Director. It is the discretion of the Executive Director as to whether this vacation time will be granted.

C. Civic Responsibility

Fremont YSC believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required and to serve as nonpartisan Election Day poll workers when appropriate and approved.

1. Jury Duty

For time served on jury duty, Fremont YSC will continue to pay the employee and provide cover for the work being missed. Employees must provide Fremont YSC a copy of proof of service received by court in which they serve.

2. Election Day Poll Workers.

While performing their official nonpartisan duties at the polls, Election Day workers may not engage in political activity or campaign for or against any candidate or ballot measure. Fremont YSC requires that employees provide proof of service for their time at the polls. Employees interested in using this benefit, must have written approval from the Executive Director 30 days before the election. The Executive Director will assure that the employee's absence will not seriously interfere with the organization's operations.

D. Bereavement Leave

Employees shall be entitled to bereavement leave with pay of five (5) days in the event of a death in the employee's immediate family (spouse/life partner, child or parent) and three (3) days for grandparent, sister or brother, father-in-law, mother-in-law, or grandchildren. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Executive Director immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may request, with the Executive Directors approval, additional time off as necessary and in accordance with operating needs.

I. Severe Weather Conditions

Fremont YSC closes when City and School District fields and facilities are closed due to severe weather conditions.

J. Education, Meetings and Conferences

Staff may be given limited time off by the Executive Director with subsidies to participate in educational opportunities related to the staff members current or anticipated work with Fremont YSC.

XIII. REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

Employees serving in an official capacity for Fremont YSC at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the Executive Director, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or Fremont YSC's current and anticipated work. Expenses for these purposes can be paid by Fremont YSC, if funds are available, and the employee obtains prior written approval of such expenses. Receipts must be provided for all expenditures made in order to claim reimbursement.

Employees that leave within 12 months of Fremont YSC covering costs for professional development, will have these costs taken from their final paycheck.

XIV. SEPARATION

Either Fremont YSC or the employee may initiate separation. Fremont YSC encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Executive Director or his or her designee. The Executive Director has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

1. Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible.
2. Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee, may be necessary.

The Executive Director has authority to discharge an employee from the employ of Fremont YSC. As stated above, all employment at Fremont YSC is "at-will." That means that employees may be terminated from employment with Fremont YSC with or without cause, and employees are free to leave the employment of Fremont YSC with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected Fremont YSC's decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to Fremont YSC or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including Fremont YSC's property;
- Breach of confidentiality;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of Fremont YSC or its customers or vendors;
- Placing oneself in a position in which personal interests and those of Fremont YSC are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using Fremont YSC property or services for personal gain or taking, removing or disposing of Fremont YSC material, supplies or equipment without proper authority;
- Gambling in any form on Fremont YSC property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Fremont YSC premises at any time in violation of Fremont YSC's policies.
- Carrying or possessing firearms or weapons on Fremont YSC property;
- Excessive tardiness or absenteeism whether excused or unexcused;

- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Executive Director, the employee may be asked to leave immediately or be given a period of notice.

XV. RETURN OF PROPERTY

Employees are responsible for Fremont YSC equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to -

- Credit cards,
- Office/building keys,
- Computers, computerized diskettes, electronic/voice mail codes
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Executive Director or his or her designee, Employees must return all Fremont YSC property that is in their possession or control. Where permitted by applicable law(s), Fremont YSC may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. Fremont YSC also may take any action deemed appropriate to recover or protect its property.

XVI. REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the Executive Director. The decision of the Executive Director is final.

XVII. PERSONNEL RECORDS

Personnel records are the property of Fremont YSC, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

XVIII. OUTSIDE EMPLOYMENT

Individuals employed by Fremont YSC may hold outside jobs as long as they meet the performance standards of their job with Fremont YSC. Employees should consider the impact that outside employment may have on their ability to perform their duties at Fremont YSC. All employees will be evaluated by the

same performance standards and will be subject to Fremont YSC scheduling demands, regardless of any outside work requirements.

If Fremont YSC determines that an employees outside work interferes with their job performance or their ability to meet the requirements of Fremont YSC, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Fremont YSC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Fremont YSC.

XIX. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about Fremont YSC, or its members or donors, as a result of working for Fremont YSC that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Fremont YSC or to other persons employed by Fremont YSC who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Fremont YSC. The disclosure, distribution, electronic transmission or copying of Fremont YSC's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.

Any employee who discloses confidential Fremont YSC information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information.

XX. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Fremont YSC's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Fremont YSC's telephone, voice mail and electronic mail systems.

Fremont YSC has provided these systems to support its mission.

Although limited personal use of Fremont YSC's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Fremont YSC's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Fremont YSC's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of Fremont YSC. Fremont YSC may inspect and monitor such data at any time. No individual should have any expectation of privacy for

messages or other data recorded in Fremont YSC's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Fremont YSC.

Fremont YSC's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs.

XXI. INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. Fremont YSC has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of Fremont YSC, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Fremont YSC may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Fremont YSC may restrict access to certain sites that it deems are not necessary for business purposes.

Fremont YSC's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
- Without prior approval of the Executive Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto Fremont YSC's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Fremont YSC.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.

- The Internet should not be used to endorse political candidates or campaigns The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

If you have any questions regarding any of the policy guidelines listed above, please contact the Executive Director.

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Approved by the Executive Committee of the Fremont YSC Board of Directors