

Hamilton Wings

EMPLOYEE MANUAL

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SECTION 1

INTRODUCTION

This Manual is designed to acquaint you with Hamilton Wings and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Hamilton Wings. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by Hamilton Wings, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. (See Application for Employment for in Appendix A for reference.)

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason, with preferred notification of two weeks. Similarly, Hamilton Wings is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of Hamilton Wings is a person who regularly works for Hamilton Wings on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of Hamilton Wings in the performance of their duties.

EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for the Company’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 35 hours per week. Regular part-time employees are eligible for some benefits sponsored by the Company, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company’s benefit programs.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Hamilton Wings is appropriate. When an employee completes the probationary period, the employee will be notified of his/her new status with Hamilton Wings. Performance reviews will occur annually in accordance with Board approved position-specific assessments.

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Hamilton Wings will be based on merit, qualifications, and abilities. Hamilton Wings does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age, sexual orientation or disability.

Hamilton Wings will make reasonable accommodations for qualified individuals with known disabilities 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.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

Any information concerning the business affairs of Hamilton Wings, its suppliers, customers, employees or personnel associated with the Company, is confidential and restricted. The protection of confidential business information and trade secrets is vital to the interests and success of Hamilton Wings. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Personnel/Payroll records, and
- Conversations between any persons associated with the company.

All employees are required to sign a non-disclosure agreement as a condition of employment. Employees may not reveal any information except under the direction of their supervisor or with the supervisor's approval. Questions concerning this policy, including what constitutes confidential information, should be referred to the employee's supervisor. Further, Hamilton Wings expects that any knowledge, techniques, written materials and other information relative to the Company's business developed during employment remain the property of the Company.

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

3.3 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by a Human Resources and/or Administrative representative, and includes an overview of the company history, an explanation of the company core values, vision, and mission; and company goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, explains the company's evaluation procedures, and helps the new employee get started on specific functions.

3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate our Company as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Company have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 90-day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain Company standards for job performance and behavior (See Section 4, Standards of Conduct).

3.5 OFFICE HOURS

Hamilton Wings office is open for business from 9:00 .am. – 5:00 p.m. Monday through Friday, except for Holidays (See Section 6.7, Holidays). Daily and weekly work schedules may be changed from time to time at the discretion of the Company to meet the varying conditions of business and are dependent on program and operational requirements. Office and work hour expectations will be described at the time of employment.

The standard workweek is [40] hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on [Sunday (starting at 12:01 a.m.) through Saturday (ending at 12:00 a.m.)], unless a supervisor makes prior other arrangement with the employee.

3.6 LUNCH PERIODS

Employees are allowed a one-hour lunch break. Lunch breaks generally are taken between the hours of 11:00 a.m. and 2:00 p.m. on a staggered schedule so that your absence does not create a problem for co-workers or clients.

3.7 BREAK PERIODS

Hamilton Wings provides for employees to break during production activities at schedules pre-determined with supervisory staff.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

3.8 PERSONNEL FILES

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Hamilton Wings, and access to the information is restricted. Management personnel of Hamilton Wings who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor or Human Resources Representative. With reasonable advance notice, the employee may review his/her personnel file in Company's office and in the presence of their supervisor or Human Resources Representative.

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their supervisor or Hamilton Wings' Human Resources Department of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by the Executive Staff.

When the decision is made to close the office, employees will receive official notification from their supervisors and be responsible for contacting affected clients of program closings and impacts.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

3.11 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees after six months of service. Supervisors may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

Hamilton Wings directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

New employees will be reviewed at the end of their probationary periods (see Section 3.3, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to the regular semi-annual schedule.

3.12 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with Hamilton Wings. Unless an alternative work schedule has been approved by Hamilton Wings, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

Hamilton Wings' office space, equipment, and materials are not to be used for outside employment.

3.13 CORRECTIVE ACTION

Hamilton Wings holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Hamilton Wings expects the employee's supervisor to take corrective action.

Corrective action at Hamilton Wings is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Hamilton Wings considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization by Executive Staff, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of Hamilton Wings to a customer, a prospective customer, the general public, or an employee.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by Hamilton Wings.
- **Layoff** – involuntary employment termination initiated by Hamilton Wings for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with Hamilton Wings, he/she shall give Hamilton Wings at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with Hamilton Wings is based on mutual consent, both the employee and Hamilton Wings have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees (See Section 3.3, Introductory/Probationary Period for New Employees).

Any employee who terminates employment with Hamilton Wings shall return all files, records, keys, and any other materials that are property of Hamilton Wings. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Hamilton Wings will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner. All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (See Section 5, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

3.15 SAFETY

Hamilton Wings provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities on and off site. Employees must immediately report any unsafe conditions to their supervisor and complete an incident report that will be maintained in the program file. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor and complete an incident report that will be maintained in the program file (See Section 3.16, Employee Requiring Medical Attention).

3.16 HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue, including pregnancy, should notify their supervisor and Human Resources Representative of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor and Human Resources Representative.

3.17 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. Furthermore, Hamilton Wings' employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required.

3.18 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization from the Executive Staff.

3.19 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. Hamilton Wings assumes no risk for any loss or damage to personal property.

3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of Hamilton Wings. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Hamilton Wings or bind Hamilton Wings by any promise or representation without written approval.

3.21 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements under \$25.00 will be included in the employee's next regular paycheck. An example of such an expense would include mileage. If the amount is more than \$25.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms should be turned in to the Director of Operations and Programs.

3.22 PARKING

Employees must park their cars in areas indicated and provided by the Company.

3.23 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at Hamilton Wings, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. All visitors must enter through the main reception area, and authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.

3.24 IMMIGRATION LAW COMPLIANCE

Hamilton Wings employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Hamilton Wings within the past three years or if their previous I-9 is no longer retained or valid.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for Hamilton Wings are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use);
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.1 ATTENDANCE/PUNCTUALITY

Hamilton Wings expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. The company phone number is 847/697-0876 and for absences or tardiness related to a specific program, the telephone number is 630/707-9267, unless otherwise specified by Program Lead.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least seven working days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the Company. Such requests may or may not be granted.

4.2 ABSENCE WITHOUT NOTICE

When you are unable to work owing to illness or an accident, please notify your supervisor. This will allow Hamilton Wings to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and Hamilton Wings is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office or on-/off-site programs for some other reason before the end of the workday and/or planned activity, be sure to inform your supervisor of the situation and, if off-site/at program, check out with responsible program administrator.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

Hamilton Wings is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, sexual orientation, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or, if this is not appropriate, the Board President and/or Board Vice-President who will handle the matter in a timely and confidential manner.

4.4 TELEPHONE USE

Hamilton Wings' telephones are intended for the use of serving our program partners and in conducting the Company's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

4.5 PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with program partners or potential program partners. Discretion in style of dress and behavior is essential to the efficient operation of the Company. Employees are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. Employees should use judgment in their choice of work clothes and should remember to conduct themselves at all times in a way that best represents themselves and the Company.

Employees are also required to keep their work environments clean and orderly. Before departing in the evening, employees should lock all files and cabinets and clear all work materials from desk surfaces, especially materials of a sensitive or confidential nature.

Employees failing to adhere to proper Company standards with respect to appearance and demeanor are subject to disciplinary action up to and including discharge.

Consult your supervisor if you have any questions about appropriate business attire.

4.6 SUBSTANCE ABUSE

Hamilton Wings is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of Hamilton Wings while they are on Company premises or elsewhere on Company business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Company property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on Company property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

Company property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Company's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition.

4.7 TOBACCO PRODUCTS

The use of tobacco products is not permitted anywhere on the Company's premises or premises where Hamilton Wings' programs are conducted.

4.8 ELECTRONIC COMMUNICATION USE

Hamilton Wings has established the following policy that governs the use of electronic mail systems at the workplace, including the telephone communication systems. The Company reserves the right to amend these policies. An employee's use of the Company's telephone, E-mail and communication systems constitutes the employee's agreement to abide by the Company's policies governing the Company communication systems as set forth below, or as modified in the future.

Hamilton Wings employees are allowed use of the Internet, telephone and e-mail when necessary to serve our program partners and conduct the Company's business.

Employees may use the Internet when appropriate to access information needed to conduct business of the Company. Employees may use e-mail when appropriate for Company business correspondence.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Hamilton Wings reserves the right to access and monitor all files and messages on its systems.

Business form. E-mail and voice-mail messages reflect the Company image. They should be composed in a professional manner that is similar to messages sent on Company letterhead. Employees should keep in mind that electronic files are subject to discovery and may subsequently be used in litigation involving the Company or the employee. Therefore, it is expected that employee statements in electronic messages and files will reflect favorably on the Company and on the employee.

File management. In order to keep the electronic communication systems and computer systems running efficiently, employees should delete unnecessary electronic messages stored in the system, as well as computer files that are no longer needed. Employees should also run a virus check on attachments sent through E-mail before opening such files.

Company property. In addition to the system hardware and software, all electronic files and electronic messages are the property of the Company, whether composed, received or sent by the employee. E-mail messages and other electronic files constitute business records belonging to the Company.

Privacy and passwords. Because all messages are the property of the Company, employees should not expect that messages are private. In addition, employees should be aware that deleted files may be retrieved and read by the Company. The Company reserves the right to retrieve, monitor, or review any messages in the Company E-Mail and Electronic Communication system, and may disclose such messages for any purpose without notice to the employee and without seeking permission of the employee. Passwords must be disclosed to the appropriate Company officer upon request.

Solicitation prohibited. Employees may not use E-mail or voice mail systems to solicit for charitable or commercial ventures, or in any way that violates the Company's no solicitation policy. Employees may not use the systems to proselytized for religious, political or other causes.

Proprietary information restrictions. Receiving or downloading, or sending or uploading of proprietary information is prohibited without prior authorization. Such information includes copyrighted materials, trade secrets, proprietary financial information, or similar materials.

Anti-harassment policies applicable. Company policies prohibiting sexual or other harassment are applicable to E-mail, voice mail systems, and the Internet. Messages that contain foul, inappropriate, or offensive language, or those containing racial or ethnic slurs, or sexual innuendo, are prohibited.

Confidentiality. Employees are expected to respect the confidentiality of messages sent to others. Employees may not access or review E-mail or voice-mail messages that are not distributed to them.

Internet postings. Employees must received permission from their supervisor before posting messages to electronic bulletin boards, list-serves or similar public posting forums on the Internet. When posted, such messages must contain a disclaimer at the end of the message that: "The opinions expressed in this message are mine only, and do not reflect the opinion or position of my employer."

Notice of violations. Employees who observe violations of these electronic communication policies shall notify their immediate supervisor or shall report the violation to the site Human Resources Director.

Discipline. Employees who violate this policy are subject to discipline, up to and including termination of employment.

Policy Changes. The Company reserves the right to modify or change the policies set forth above (or anywhere else in this Handbook) to comply with applicable law, to meet changing circumstances or for any reason.

By signing the Receipt of Employee Handbook page, the employee acknowledges that he/she has read this Company E-mail and electronic communication policy and agrees to abide by its terms.

SECTION 5

WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of Board approved budget, performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.10, Performance Review/Planning Sessions).

Although the Company's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Hamilton Wings does not grant "cost of living" increases.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties. Employees are responsible for accurately documenting their time spent on individual projects and activities.

Hamilton Wings does not pay for extended breaks or time spent on personal matters.

The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in disciplinary action, including termination of employment.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to the Director of Operations and Programs and/or direct program supervisor.

Time Sheets – Non-exempt employees will be issued a timesheet on their first day of employment. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.

5.3 OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action. The supervisor's signature on a timesheet authorizes pay for overtime hours worked.

5.4 PAYDAYS

All employees are paid biweekly and contractual employees are paid within seven business days of invoice and/or timesheet receipt. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the next day of operation.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept at the Director of Operations and Program desk through the rest of the payday. If an employee is unable to pick up his or her check on payday, he or she will need to see the Director of Operations and Programs.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

SECTION 6

BENEFITS AND SERVICES

6.1 GROUP INSURANCE

Currently, Hamilton Wings does not offer health and life insurance programs for regular, full-time employees. Provision of these benefits will be dependent on changes in employee composition and employees will be notified of changes in related policies.

6.2 SOCIAL SECURITY/MEDICARE

Hamilton Wings withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.3 VACATION

Paid vacation is available to regular full-time and regular part-time employees following their first-year anniversary with Hamilton Wings and is provided based on the following calculations:

During the first 2 (two) years of employment, vacation time will be earned at the rate of .0192 hours per hour worked. Earned vacation can be taken after 1 (one) year continuous employment.

During the 3rd (third) through 5th (fifth) years of employment, paid vacation time will be earned at the rate of .0384 hours per hour worked.

During the 6th (sixth) and following years of employment, vacation time will be earned at the rate of .0586 hours per hour worked.

NOTES:

The vacation policy applies to all regular full-time and part-time employees.

Paid vacation time of regular, part-time employees will be earned on a fractional basis. Fractional vacation weeks will correspond to the average number of hours worked during the preceding year.

Example: Employee "A" works 25 hours per week for 52 continuous weeks
25 x 52 = 1,300 hours
Earned vacation equals 1,300 hours worked x .0192 = 25 hours

Earned vacation leave cannot be taken before it is accrued and approved.

Vacation may be taken in half-day increments of time.

Upon termination, unused earned vacation will be paid in a lump sum in the employee's final paycheck.

A maximum of one week paid vacation may be carried over from one calendar year to the next. However, no more than one week of vacation may be taken at one time, except under extraordinary circumstances. Requests for more than one week of vacation should be in writing at least ninety 90 days prior to the beginning of the requested vacation period.

Hamilton Wings encourages all employees to make the most of their vacation time. Regular breaks from daily work make everyone more productive. However, because circumstances do not always permit everyone to take vacation time when it is requested, Hamilton Wings will offer employees the option of taking the dollar equivalent of their earned vacation hours at their regular hourly rate. Arrangements to take earned vacation pay should be made at least (1) one payroll period in advance.

6.4 RECORD KEEPING

The Director of Operations and Programs maintains vacation days accrued and used. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

6.5 HOLIDAYS

Hamilton Wings observes the following non-paid holidays per year for all non-exempt employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day.

6.6 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave without pay. However, all regular employees both full-time or part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

6.7 Funeral Leave

Regular full-time employees are allowed a leave of absence up to three days off with pay for the purpose of arranging and attending the funeral of the employee's father, mother, sister, brother, spouse, child or grandparent. Requests for funeral leave should be made to your immediate supervisor. Employees are requested to provide documentation related to the funeral to their supervisor in order to collect funeral pay.

6.8 Family and Medical Leave

Employees who have worked for the Company for at least twelve (12) months and at least 1,250 hours during the prior twelve (12) months may be eligible to take up to twelve (12) weeks of unpaid leave per calendar year for the following reasons:

1. Birth and/or care of a newborn child of the employee;

2. Placement of a child into the employee's family by adoption or by a foster care arrangement;
3. In order to care for the employee's spouse, child or parent who has a serious health condition; and
4. A serious health condition which renders the employee unable to perform one of the essential functions of the employee's position.

In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted unless both the Company and employee agree. If both spouses are employed by the Company, the combined leave will not exceed twelve (12) weeks.

In the case of unpaid leaves for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary. If intermittent or reduced hours leave is required, the Company may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave.

An employee on medical leave of absence for a serious health condition as a result of a workers' compensation injury will have such leave designated (and run concurrently) as FMLA leave by the Company, if the employee is eligible for FMLA leave.

During family/medical leaves of absence, the Company will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her share of the premium. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage.

If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Company for payment of health insurance premiums during the family leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job or circumstances beyond the control of the employee.

During family/medical leaves of absence, the employee will not accrue employment benefits, such as vacation pay and sick/personal pay, etc. Employment benefits accrued by the employee up to the day on which the family/medical leave of absence begins will not be lost. Also during the leave, the employee will not receive pay for holidays during the leave.

Employees must use their available vacation time during the twelve (12) week family/medical leave. Employees are required to use available sick days when family leave is taken because of serious health conditions. **NOTE:** That portion of the family/medical leave of absence which is vacation time and/or sick days will be paid according to the Company's policies regarding vacation time and sick days.

Employees who return to work from a family/medical leave of absence before or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

Applications for family/medical leave of absence should, where possible, be submitted by the Employee in writing to the Director of Operations and Programs. Applications should be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days' notice is not possible.

Appropriate forms must be submitted to initiate family/medical leave and to return the employee to active status. Employees requesting family/medical leave must provide the Company with the appropriate medical certification. (The Company also may first designate a leave as an FMLA leave where appropriate, even where Employee has not made such a request prior.)

Release to Return to Work: Employees who wish to return to work from FMLA leave will be required to present a fitness-for-duty release by a doctor prior to being restored to employment.

6.9 Unpaid Leave Due To Domestic And Sexual Violence

BASIS OF LEAVE: The Company will provide up to **twelve (12) weeks of unpaid leave** from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is:

- (A) **seeking medical attention** for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- (B) **obtaining services from a victim services organization** for the employee or the employee's family or household member;
- (C) **obtaining psychological or other counseling** for the employee or the employee's family or household member;
- (D) **participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- (E) **seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

The Company will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

6.10 Unpaid Personal Leaves of Absence

Unpaid personal leaves of absence for a period of up to thirty (30) days may be requested by full-time regular and part-time employees who have completed six (6) months of continuous service. Personal leave may be granted for justifiable reasons in the Company's sole discretion, provided the leave does not seriously disrupt the Company's operations. Personal leaves are not granted until all accrued unused vacation and personal days have been exhausted. The employee does not accrue benefits including but not limited to personal days and vacation days when on leave. The employee will not be paid for holidays during a leave of absence.

Reinstatement will not be guaranteed to employees returning from personal leave. However, the Company endeavors to place employees returning from personal leave in their former position (or in a

comparable position) subject to budgetary restrictions, the Company's needs to fill vacancies, and other factors within the sole discretion of the Company.

6.10 EDUCATIONAL ASSISTANCE

Hamilton Wings recognizes that the skills and knowledge of its employees are critical to the success of the Company. Hamilton Wings offers educational assistance programs, the GED Program and tuition reimbursement. Hamilton Wings offers educational assistance programs to encourage personal development, improve job-related skills and enhance an employee's ability to compete for reasonably attainable jobs in the Company.

6.11 TRAINING AND PROFESSIONAL DEVELOPMENT

Hamilton Wings recognizes the value of professional development and personal growth for employees. Therefore, Hamilton Wings encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

SECTION 7

EMPLOYEE COMMUNICATIONS

7.1 STAFF MEETINGS

Quarterly staff meetings will be held. These informative meetings allow employees to be informed on recent company activities, changes in the workplace and employee recognition.

7.2 BULLETIN BOARDS

Bulletin boards placed in designated areas provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

7.3 PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and supervisor do not solve the problem, Hamilton Wings encourages employees to contact the Director of Operations and Programs and/or Board President.

Written Whistleblower Policy

Article I: Purpose

It is the intent of Hamilton Wings to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

Article II: Procedures

If any employee reasonably believes that some policy, practice, or activity of Hamilton Wings is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

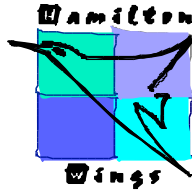
Article III: Description of Protections

An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Hamilton Wings and provides Hamilton Wings with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Hamilton Wings will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of Hamilton Wings or of another individual or entity with whom Hamilton Wings has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Hamilton Wings will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Hamilton Wings that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

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-giving children the wings to soar-
14 Crescent Street, Elgin, IL 60123
Phone: 847/697-0876 Fax: 847/697-0772

RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge receipt of my copy of Hamilton Wings' Employee Handbook and understand I am obligated to read and familiarize myself with its contents, as well as abide by its terms.

The purpose of this Employee Handbook is to provide brief, general information on Company benefits and employment practices. The content of this Employee Handbook is subject to change without prior notice to employees. As such, I understand that the Company does not intend to create a contract of employment by placing these matters in writing.

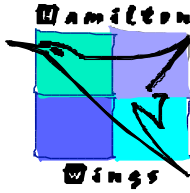
I have read the E-Mail and Electronic Communication policy and agree to abide by its terms. I have read the broad Workplace Search policy and know that my privacy in the workplace is affected and limited by this policy.

I understand and agree my employment with Hamilton Wings is for no definite period of time and that Hamilton Wings elect to discontinue my employment relationship for whatever reason it considers proper and at any time. I, likewise, may leave the Company for whatever reason I consider proper and at any time.

Name _____
Print

Name _____
Signature

Date _____



-giving children the wings to soar-
 14 Crescent Street, Elgin, IL 60123
 Phone: 847/697-0876 Fax: 847/697-0772

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, or sexual orientation.

Application for position of: _____

Date submitted: _____

PERSONAL INFORMATION

 Last Name First Name Middle Name

 Street Address City State Zip Code

 Home Telephone Other Telephone Number

 E-mail Address

 Social Security Number

Are you legally eligible for employment in the United States? Yes No

Have you been previously employed by or volunteered with this organization? If so, please state position(s) held and date(s).

EDUCATION and TRAINING HISTORY

 Name and Location of School Years of Attendance Degree or Diploma?

 Name and Location of School Years of Attendance Degree or Diploma?

 Name and Location of School Years of Attendance Degree or Diploma?

 Name and Location of School Years of Attendance Degree or Diploma?

List any job-related training and skill development training that you have received within the last five years. List any computer and/or language skills and abilities.

EMPLOYMENT HISTORY

Please be as detailed as possible in your description of past work experience. Resumes may be attached but are not a substitute to this completed application. Start with your current or most recent employment. Employment history need not exceed 10 years.

1. Company Name

Telephone

Address

Employment Dates (Mo. & Yrs.)

Immediate Supervisor's Name

May we contact this employer?

Starting Pay per _____ \$ _____ Ending Pay per _____ \$ _____

Provide job title & description of duties, tasks, & responsibilities in the space below:

2. Company Name

Telephone

Address

Employment Dates (Mo. & Yrs.)

Immediate Supervisor's Name

May we contact this employer?

Starting Pay per _____ \$ _____ Ending Pay per _____ \$ _____

Provide job title & description of duties, tasks, & responsibilities in the space below:

3. Company Name

Telephone

Address

Employment Dates (Mo. & Yrs.)

Immediate Supervisor's Name

May we contact this employer?

Starting Pay per _____ \$ _____ Ending Pay per _____ \$ _____

Provide job title & description of duties, tasks, & responsibilities in the space below:

4. Company Name

Telephone

Address

Employment Dates (Mo. & Yrs.)

Immediate Supervisor's Name

May we contact this employer?

Starting Pay per _____ \$ _____ Ending Pay per _____ \$ _____

Provide job title & description of duties, tasks, & responsibilities in the space below:

VOLUNTEER HISTORY

Volunteer experience that is job related can be considered the same as work experience. Please provide, as detailed as possible, a description of your volunteer activities, tasks, duties, responsibilities and length of time or number of hours.

1. Organization Name

Telephone

Address

Begin/End Dates (Mo. & Yr.) or Number of Hours Served

Immediate Supervisor's Name

Provide job title & description of duties, tasks, & responsibilities in the space below:

2. Organization Name

Telephone

Address

Begin/End Dates (Mo. & Yr.) or Number of Hours Served

Immediate Supervisor's Name

Provide job title & description of duties, tasks, & responsibilities in the space below:

3. Organization Name

Telephone

Address

Begin/End Dates (Mo. & Yr.) or Number of Hours Served

Immediate Supervisor's Name

Provide job title & description of duties, tasks, & responsibilities in the space below:

MILITARY EXPERIENCE

Complete this section if you served in the U.S. Armed Services

Branch of Service

Begin/End Dates of Active Duty

Describe your duties and any special job related training you received:

REFERENCES

References must be job related, not relatives or personal friends.

Name	Relationship	Phone	Address	E-mail (if available)
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Name	Relationship	Phone	Address	E-mail (if available)
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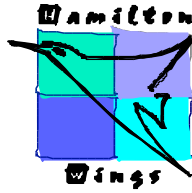
Name	Relationship	Phone	Address	E-mail (if available)
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ACKNOWLEDGEMENT

I hereby declare the information provided by me on this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for immediate dismissal. Furthermore, my signature on this Application for Employment constitutes a release to contact my references and former employers unless I have indicated otherwise. I understand a criminal background check is required for employment.

Signature

Date



-giving children the wings to soar-
14 Crescent Street, Elgin, IL 60123
Phone: 847/697-0876 Fax: 847/697-0772

EMPLOYEE PROTECTION (Whistleblower) POLICY

If any employee reasonably believes that some policy, practice, or activity of Hamilton Wings is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

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

Hamilton Wings will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of Hamilton Wings or of another individual or entity with whom Hamilton Wings has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Hamilton Wings will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Hamilton Wings that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Name (PRINT)

Position

Employee Signature

Date

Written Document Retention and Destruction Policy

I. Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by Hamilton Wings in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Hamilton Wings' operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

Hamilton Wings follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

III. Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years

W-2 Statements 7 years

Employee Records

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	2 years

Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion

Legal, Insurance and Safety Records

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

IV. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

V. Emergency Planning

Hamilton Wings' records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Hamilton Wings operating in an emergency will be duplicated or backed up at least every week and maintained off site.

VI. Document Destruction

Hamilton Wings' chief financial officer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

VII. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Hamilton Wings and its employees and possible disciplinary action against responsible individuals. The chief financial officer and finance committee chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

Written Conflict of Interest Policy

Article I: Purpose

The purpose of the conflict of interest policy is to protect Hamilton Wing's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II: Definitions

1. Interested Persons

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which Hamilton Wings has a transaction or arrangement;
- b. A compensation arrangement with Hamilton Wings or with any entity or individual with which Hamilton Wings has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, and entity or individual with which Hamilton Wings is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III: Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

After exercising due diligence, the governing board or committee shall determine whether conflict of interest exists.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV: Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V: Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from Hamilton Wings for services is precluded from voting on matters pertaining to that member's compensation.

- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Hamilton Wings for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Hamilton Wings, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI: Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

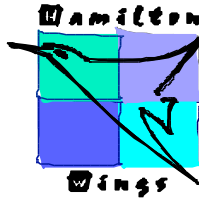
- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands Hamilton Wings is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII: Annual & Periodic Reviews

To ensure Hamilton Wings operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, annual and, if deemed necessary, periodic review shall be conducted.

Article VIII: Use of Outside Experts

When conducting the annual and periodic reviews as provided for in Article VII, Hamilton Wings may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring annual and, if necessary, periodic reviews are conducted.



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 Phone: 847/697-0876 Fax: 847/697-0772

ANNUAL CONFLICT OF INTEREST STATEMENT

Reporting Period: _____

Do you or a family member have a consulting, managerial role or other financial relationship with an entity conducting business with Hamilton Wings? If yes, please explain. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you or does any member of your immediate family have any other relationship, commitments or activities that might present or appear to present a conflict of interest? If yes, please explain. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have received a copy of the Hamilton Wings' Conflict of Interest Policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have read and understand the Hamilton Wings' Conflict of Interest Policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to comply with the Hamilton Wings' Conflict of Interest Policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that Hamilton Wings is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.	<input type="checkbox"/> Yes <input type="checkbox"/> No

 Name (Print) _____
 Position within Hamilton Wings

I affirm that the above information is true to the best of my knowledge. If changes in activities occur during the year, I will inform the Hamilton Wings' Board of Directors and update this statement.

 Signature _____
 Date

Presented to and Reviewed by Hamilton Wings' Board of Directors (or other party if necessary)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Date
Decision(s) with Regard to Any Actual or Potential Conflicts of Interest: _____	