



“Protect the Lodge, Protect the Mission”

Lodge No. \_\_\_\_\_

# Employee Handbook

Issued \_\_\_\_\_, 20\_\_



# “Protect the Lodge, Protect the Mission”

## Contents

- Employment Receipt, Acceptance, and Agreement..... - 3 -**
- Section 1 - Overview ..... - 4 -**
  - 1.1 Introduction ..... - 4 -
  - 1.2 Changes in Policy ..... - 4 -
  - 1.3 Employment Relationship ..... - 4 -
  - 1.4 Lodge Description ..... - 4 -
  - 1.5 Purpose of the Lodge..... - 5 -
- Section 2 –Employment Policies ..... - 5 -**
  - 2.1 Equal Opportunity ..... - 5 -
  - 2.2 Non-Discrimination and Non-Harassment..... - 5 -
    - Prohibited Conduct ..... - 6 -
    - Prohibition of Retaliation..... - 6 -
    - Complaint Process ..... - 7 -
  - 2.3 Reasonable Accommodations for Individuals with Disabilities ..... - 7 -
  - 2.4 Personnel Files ..... - 7 -
    - Keeping Your Information Current ..... - 7 -
  - 2.5 Workers’ Compensation / Accident Policy ..... - 8 -
- Section 3 – Employee Conduct ..... - 8 -**
  - 3.1 Attendance and Punctuality..... - 8 -
  - 3.2 Absences..... - 8 -
  - 3.3 Telephone Use..... - 8 -
  - 3.4 Safety..... - 9 -
  - 3.5 Serving Alcoholic Beverages ..... - 9 -
  - 3.5 Conflict of Interest ..... - 9 -
  - 3.6 Non Disclosure..... - 10 -
- Section 4 – Vacation and Leave ..... - 10 -**
  - 4.1 [INSERT ANY APPLICATION VACATION AND LEAVE POLICIES] ..... - 10 -
- Section 5 – Employment Compensation and Payroll..... - 10 -**
  - 5.1 Employment Classifications..... - 10 -



## “Protect the Lodge, Protect the Mission”

|   |               |
|---|---------------|
| “Non-Exempt” and “Exempt” Employees .....                     | - 10 -        |
| 5.2 Pay Periods (If applicable) .....                         | - 10 -        |
| 5.3 Timekeeping .....   | - 10 -        |
| <b>Section 6 – Disciplinary Actions and Termination .....</b> | <b>- 11 -</b> |
| 6.1 Conduct .....   | - 11 -        |
| 6.2 Disciplinary Actions .....                                | - 12 -        |
| 6.3 Termination .....   | - 13 -        |



**“Protect the Lodge, Protect the Mission”  
Purpose of this Handbook**

This Handbook was issued May 2023. It is provided for informational purposes only. Lodge No. \_\_\_\_\_ of The Moose (the “Lodge”) retains the exclusive right to change, add to, eliminate, or modify any of the policies in this Handbook at any time at its discretion, with or without notice.

Any promises, representations, or actions by an officer, administrator, or employee which are contrary to this Handbook are not the official policy of the Lodge.

Should there be a conflict between any of the terms of this Handbook and Moose International General Laws or any state, local, or federal law, the applicable law will supersede the applicable provision of this Handbook, but only to the extent necessary to bring this Handbook into conformity or compliance with the applicable law.

**Employment Receipt, Acceptance, and Agreement**

I hereby acknowledge receipt of the Employee Handbook. I understand the Employee Handbook contains important information about my employment with the Lodge. I understand and agree that it is my continuing responsibility to read and understand its contents. I understand and agree that the information, policies, procedures, and benefits described herein are subject to change at any time. I have been informed and I understand that I may ask the Administrator any questions I might have concerning this Handbook.

I also understand and agree that this Handbook is not an employment contract for any period of employment or for a continuing employment, and that my employment with the Lodge is “at-will.” Accordingly, and subject to applicable laws, the Lodge has the right to terminate my employment at any time and for any reason or no reason. I further understand that I have the right to voluntarily terminate my employment with the Lodge at any time.

I read, understand, and agree to all of the above. I also read, understand, and agree to all policies and procedures outlined in this Handbook.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lodge Representative

\_\_\_\_\_  
Date



## “Protect the Lodge, Protect the Mission” Section 1 - Overview

### 1.1 Introduction

The Employee Handbook (“Handbook”) has been developed and designed to provide general guidelines about the policies and procedures of the Lodge. The policies, guidelines, procedures, or benefits outlined in this Handbook are not intended to give rise to any contractual obligations whatsoever and are not to be construed as a guarantee of future employment. However, employees are expected to follow the policies described in this Handbook.

You are responsible for reading, understanding, and complying with all provisions of this Handbook. If you have any questions, please see the Administrator.

### 1.2 Changes in Policy

This Handbook supersedes all previous personnel policies that may have been in place from time to time. The Lodge reserves the right to interpret, change, suspend, or cancel all or any part of this Handbook or any policies, procedures, benefits, or other conditions, at any time and with or without notice. The Lodge will do its best to notify all employees of any changes along with effective dates of enforcement. If you are uncertain about any policy, please speak with the Administrator.

### 1.3 Employment Relationship

Unless otherwise stated in a separate, written, signed document between the Lodge and Employee, all employment at the Lodge is “at-will.” This means that all employees enter into employment voluntarily and are free to resign at any time for any reason or for no reason. Similarly, the Lodge is free to conclude its relationship with any employee at any time and for any reason or for no reason. Nothing within this Handbook shall be construed as a guarantee of future employment, compensation, or benefits.

### 1.4 Lodge Description

[INSERT: Lodge Name & Number], is a 501(c) (8) not-for-profit corporation existing by virtue of the laws of the State of \_\_\_\_\_. The Lodge is a not-for-profit corporation operating as a chartered affiliate of Moose International, Inc. As such, all activities are conducted in compliance with all local, state, and federal laws and regulations applicable to such enterprises and the General Laws of Moose International, Inc.

[INSERT: Lodge Name & Number] further exists as a recognized fraternal and charitable entity governed entirely in its fraternal organization and operation by the General Laws of Moose International, Inc. as revised from time to time and by The Moose. All members, employees and activities of [INSERT: Lodge Name & Number], function in compliance with those General Laws.



## “Protect the Lodge, Protect the Mission”

### 1.5 Purpose of the Lodge

The purposes of [INSERT: Lodge Name & Number] are to:

- Unite in the bonds of fraternity, benevolence, and charity, all acceptable persons of good character.
- Represent an International Organization of Men and Women, dedicated to caring for young and old, bringing community together and celebrating Life.
- To promote membership growth and financially strengthen our fraternity.
- Assist their members and their families in time of need. Aid and assist the aged members of lodges, chapters, and their spouses.
- Render services to children in need, by the operation of vocational, educational institutions of the type and character of the institution now called "Mooseheart", and located at Mooseheart, in the State of Illinois.
- Serve aged members and/or their spouses at one or more institutions of the character and type of the place called "Moosehaven", located at Orange Park, in the State of Florida.
- Create and maintain foundations, endowment funds, trust funds and subsidiary or related corporations, whether non-profit or for profit, for the purpose of carrying on, aiding and assisting the charitable and philanthropic enterprises heretofore mentioned. Moose International may, as appropriate, act as a member, shareholder, or trustee in the administration of such foundations, endowment funds, trust funds, and corporations.

## Section 2 -Employment Policies

### 2.1 Equal Opportunity

The Lodge is an Equal Opportunity Employer. It is the Policy of the Lodge that all employees and applicants for employment will be treated equally for purposes of all employment decisions without regard to race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, age (if at least eighteen years old), pregnancy, genetic information, or any other classification protected by law. Further, the Lodge will attempt to make reasonable accommodations for qualified individuals with known, qualifying disabilities unless doing so would result in an undue hardship, or a direct threat to the health or safety of the applicant, employee, or others.

If you have any questions about this Policy or ever have a concern about a potential violation of this Policy by you or a co-employee, you should immediately make that known to the Administrator or any member of the Board of Officers. The Lodge prohibits retaliation against employees for good-faith complaints of unlawful discrimination.

### 2.2 Non-Discrimination and Non-Harassment

The Lodge is committed to providing a workplace free from unlawful discrimination or harassment. The Lodge strictly prohibits discrimination and harassment on the basis of a person's race, creed, color, sex,



## “Protect the Lodge, Protect the Mission”

sexual orientation, gender identity, national origin, religion, disability, age (if at least eighteen years), pregnancy, genetic information, or any other classification protected by applicable law (i.e., membership in a protected class).

### **Prohibited Conduct**

Harassment includes unwelcome, offensive, or intimidating behavior on account of an individual’s membership in a protected class. Harassment may take many forms, including but not limited to:

**VERBAL CONDUCT** that is directed at an individual because of his or her membership in a protected class. Examples include, but are not limited to, epithets, derogatory comments, unwelcome jokes or stories, slurs, unwelcome verbal advances or invitations, requests for sexual favors, or harassing phone calls.

**VISUAL CONDUCT** that is directed at an individual because of his or her membership in a protected class. Examples include, but are not limited to, derogatory or offensive posters, cartoons, bulletins, drawings, photographs, magazines, written articles or stories, screen savers, or electronic communications.

**PHYSICAL CONDUCT** that is directed at an individual because of his or her membership in a protected class. Examples include, but are not limited to, touching, patting, pinching, grabbing, staring, leering, lewd gestures, invading personal space, assault, blocking normal movement, or other physical interference.

Employees are encouraged to report harassment *before* it becomes severe or pervasive. While isolated incidents of harassment generally do not violate the law, a pattern of such incidents may be unlawful. The Lodge’s desire is to stop harassment before it rises to the level of a violation of the law, but it cannot stop something of which it is unaware. It is the duty and responsibility of every employee to immediately report potential violations of this Policy, whether directed directly towards them or towards a co-employee, as set forth below.

Any employee in violation of any provision of this Policy, including the reporting obligation, is subject to disciplinary action, up to and including termination of employment.

### **Prohibition of Retaliation**

The Lodge will not take adverse employment action against an employee because he or she has made a good-faith report of or reasonably opposed discrimination or harassment prohibited by this Policy or law or because he or she has participated in an investigation or provided information related to such complaints. Furthermore, the Lodge will not tolerate materially adverse treatment among co-employees for engaging in such behavior.

If an employee believes he or she is being treated adversely because he or she has made a complaint of or reasonably opposed discrimination or harassment or participated in an investigation or provided information related to such complaints, the employee should immediately report it to the Administrator or any member of the Board of Officers. The Lodge will not tolerate retaliation against employees for engaging in activity protected by law, and any employee found to have taken materially adverse



## “Protect the Lodge, Protect the Mission”

employment action against another for engaging in such activity is subject to disciplinary action, up to and including termination of employment.

### **Complaint Process**

It is the responsibility of all employees of the Lodge to report suspected discrimination or harassment to the Administrator, or Social Quarter Manager, or any member of the Board of Officers, whether the suspected discrimination or harassment is inflicted upon the employee or a co-employee.

If you feel you are a victim of discriminatory harassment or other inappropriate behavior, you may choose to personally confront your alleged harasser by letting that person know that his or her conduct is unwelcome. If the matter is not resolved or if you choose not to confront the harasser, report your concerns to the Administrator, or Social Quarter Manager, or any member of the Board of Officers immediately.

Your concerns will be handled as confidentially and sensitively as is practicable under the circumstances. It is the policy of the Lodge to promptly acknowledge, hear, investigate, and appropriately resolve allegations of discrimination, harassment, or retaliation.

### **2.3 Reasonable Accommodations for Individuals with Disabilities**

Consistent with applicable laws, the Lodge provides reasonable accommodations for otherwise qualified individuals with disabilities who need reasonable accommodations to perform the essential functions of their jobs. The Lodge can only provide reasonable accommodations if it knows about an employee’s physical or mental limitations and need for reasonable accommodations. Therefore, if an employee believes a disability is preventing him or her from performing essential job functions or enjoying equal employment opportunities, it is the individual’s responsibility to request a reasonable accommodation from the Lodge. Requests for reasonable accommodations should be made to the Administrator.

It is important for employees who might require accommodation to place the Lodge on notice of that fact before job performance or professionalism suffer, and before the employment relationship may be adversely affected. An employee will not be subject to retaliation for seeking a reasonable accommodation. Further, employees will not be discriminated against for notifying the Lodge that they suffer from a qualifying disability.

### **2.4 Personnel Files**

#### **Keeping Your Information Current**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Administrator as soon as possible:

- a. Legal name
- b. Home address
- c. Home telephone number or mobile phone number
- d. Person to call in case of emergency





## “Protect the Lodge, Protect the Mission”

In addition, it is your responsibility to make any changes you deem necessary to your W-4 for tax withholding purposes.

### **2.5 Workers' Compensation / Accident Policy**

**To assure protection for employees and the Lodge, any accident that occurs on the job must be reported immediately to the Administrator, even if there are no injuries apparent at that time.** Please see the Administrator for a form to properly report an injury or accident as soon as reasonably possible. The Lodge will help arrange for medical treatment following any injury.

Employees should properly report all injuries or accidents or potential claims without fear of reprisal. Accidents reported and workers' compensation claims made in good faith will not result in disciplinary or retaliatory action.

If an employee is injured, it is the Lodge's policy to bring the employee back to work, as soon as they are medically able. Employees will be required to provide a medical release before returning to work.

## **Section 3 – Employee Conduct**

### **3.1 Attendance and Punctuality**

The Lodge believes that attendance and punctuality are essential factors in employees' job performance and are expected of all employees at all times. Employees are responsible for planning accordingly to ensure they arrive at work on time and leave on time. If you are unable to report to work at your scheduled time or must leave early for any reason, you are expected to notify the Administrator as far in advance as possible. You are responsible for speaking directly with the Administrator.

Excessive absence, tardiness or leaving early will be grounds for disciplinary action, up to and including termination of employment.

### **3.2 Absences**

When you are unable to work, you must notify the Administrator as soon as possible. This will allow the Lodge to arrange for temporary coverage of your duties. Except in emergencies, an employee who does not report for work and does not notify the Administrator of his or her status for three consecutive shifts will be assumed to have voluntarily terminated his or her employment. The employee will be terminated as if the employee had resigned and removed from payroll, and the employee's last paycheck will be paid on the next available payday.

### **3.3 Telephone Use**



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The Lodge is aware that many employees may carry their personal cellular telephones during working hours. However, personal cellular telephones can be a distraction while working. Employees are expected to turn their personal cellular telephones on silent or to the “vibrate” setting. Personal usage during working hours is discouraged except in emergencies.

Any violation of this Policy may result in disciplinary action, up to and including termination of employment.

### 3.4 Safety

Safety is every employee’s responsibility. Safety is to be given primary importance in every aspect of the performance of an employee’s job duties. Every employee is expected to obey safety warnings, take appropriate precautions, and use general common sense in the performance of their job duties. Employees should refrain from all activity that may promote an unsafe work environment. In addition, all employees should report any suspected unsafe working conditions to the Administrator immediately and discontinue work in that area. **In the event of an accident, no matter if an injury occurs, employees must immediately report the incident to the Administrator.**

Employees who violate this Policy or any safety standards may be subject to disciplinary action, up to and including termination. In addition, employees who violate this Policy may face legal action.

### 3.5 Serving Alcoholic Beverages

Any employee dispensing or serving alcohol shall attend an approved alcohol server training program and be certified as having satisfactorily completed all requirements of said program. Failure to complete such training may result in disciplinary action, up to and including termination of employment.

### 3.5 Conflict of Interest

All employees have an obligation to conduct business in a manner that avoids actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, a relative or acquaintance, as a result of the business dealings of the Lodge.

Any suspected conflict of interest will be immediately reported to the Administrator who will ask the President to present the suspected conflict of interest to the House Committee at either a regular stated meeting of the House Committee or at a special meeting of the House Committee called for that purpose.

The House Committee may ask the subject employee to review his or her actions and to provide documentation. The House Committee will then take the disciplinary actions that it deems appropriate up to and including discharge.



## “Protect the Lodge, Protect the Mission”

### 3.6 Non Disclosure

All employees may in the course of their employment have or use confidential information about the business of the Lodge. Such information may include, but is not limited to, Lodge membership, disciplinary actions, employee salaries, prices and costs or other unique information about the Lodge which the Lodge considers confidential.

Any employee who discloses such confidential information shall be subject to disciplinary actions up to and including discharge.

It is the Lodge’s policy that only the President or the Administrator is authorized to speak publicly about the business of the Lodge.

## Section 4 – Vacation and Leave

### 4.1 [INSERT: ANY APPLICATION VACATION AND LEAVE POLICIES]

## Section 5 – Employment Compensation and Payroll

### 5.1 Employment Classifications

#### “Non-Exempt” and “Exempt” Employees

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers. Non-exempt employees are entitled to minimum wage, and overtime pay at a rate of not less than one and one-half times their regular rates of pay for hours worked in excess of 40 hours in a workweek. You will be informed if your duties make you an exempt employee. If you have any questions regarding this Policy, please see the Administrator.

### 5.2 Pay Periods (If applicable)

[INSERT: Our Work Week begins on “START DAY AND TIME” and ends on “END DAY AND TIME”]. Employees are paid [INSERT PAY FREQUENCY, I.E. WEEKLY, BI-WEEKLY, MONTHLY]. If a regularly scheduled payday falls on a weekend or holiday, employees will receive payment on the next business day.

### 5.3 Timekeeping

All nonexempt employees must record their daily hours. Employee timecards are used to compute earnings and are kept as a business record. Employees are responsible for accurate recording of their time



## “Protect the Lodge, Protect the Mission”

on their timecard. Failing to accurately record all hours worked or recording another employee’s time is a violation of this Policy.

You are responsible for your timecard. Remember to record your time. If you forget to record your time or make an error on your card, inform the Administrator, so you can be paid for all the time you worked.

Any violation of this Policy will result in disciplinary action, up to and including termination of employment. In addition, employees may face legal action for a violation of this Policy.

## Section 6 – Disciplinary Actions and Termination

### 6.1 Conduct

By accepting employment with the Lodge, you have a responsibility to the Lodge and to your fellow employees to adhere to certain rules of behavior and conduct. Generally speaking, the Lodge expects each employee to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. This is not an exclusive list, and the Lodge may change, amend, or modify this non-exhaustive list in its sole discretion at any time. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see the Administrator for an explanation. Notwithstanding this list, all employees remain employed “at-will.”

- Negligence or any careless action which endangers the life or safety of another person or damage to property of the Lodge or property of another person.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on the Lodge’s premises or when representing the Lodge.
- Engaging in an act of sabotage; willfully or negligently causing the destruction or damage of Lodge property, or the property of fellow employees, members, customers, suppliers, or visitors in any manner.
- Theft of Lodge property or the property of fellow employees; unauthorized possession or removal of any Lodge property, including documents, from the premises without prior permission.
- Obscene or abusive language toward any employee, member, customer, or vendor; indifference or rudeness toward any employee, member, customer, or vendor; any disorderly/antagonistic conduct on Lodge premises, including fighting or horseplay.
- Dishonesty; willful falsification or misrepresentation on any work records; falsifying reason for a leave of absence or other information requested by the Lodge; alteration of Lodge records or other documents, including timecards.



## “Protect the Lodge, Protect the Mission”

- Any act of harassment, discrimination, or retaliation; telling sexist or racial-type jokes; making racial or ethnic slurs; or any violation of the Lodge’s Non-Discrimination/Non-Harassment Policy.
- Being under the influence of alcohol or a controlled substance while working; use or possession or sale of a controlled substance in any quantity while on Lodge premises except medications prescribed by a physician which do not impair work performance.
- Possession of firearms, weapons or explosives on Lodge property or while on duty.
- Immoral conduct or indecency on Lodge property.
- Insubordination or refusing to obey instructions properly issued by the Administrator pertaining to your work.
- Unsatisfactory or careless work, failure to meet expectations or quality standards, mistakes due to carelessness or indifference.
- Excessive absenteeism, including leaving work early or being tardy without prior approval of the Administrator or Social Quarters Manager.
- Failure to use your timecard to record all hours worked; alteration of your own timecard or records or attendance documents; altering another employee’s timecard or records, or causing or requesting someone to alter your timecard or records.
- Failure to immediately report damage or injury to, or an accident involving, equipment or an employee of the Lodge.
- Creating, contributing to, or failing to report unsanitary conditions.
- Excessive or inappropriate personal use of cell phones during work hours.
- Failure to appropriately and timely report an absence or late arrival.
- Serving or dispensing alcohol if the employee has not attended an approved alcohol server training program and been certified as having satisfactorily completed all requirements of said program.
- Violating any other Policy in this Handbook.

### **6.2 Disciplinary Actions**

It is the responsibility of each employee to be familiar with workplace rules and to conduct himself/herself in an appropriate manner. Specific examples of where discipline may be warranted have been provided throughout this Handbook. These examples are meant to be illustrative and are not all inclusive of the types of employee actions that may result in discipline. Discipline includes, but is not limited to, verbal



## “Protect the Lodge, Protect the Mission”

and written warnings, suspension, and termination at the discretion of the Lodge. If you have any questions regarding the rules and policies of the workplace, you should contact the Administrator.

In most cases, if you have a performance issue, the Administrator will work with you to provide the appropriate performance counseling and disciplinary action so that you have the opportunity to improve. However, this Policy is not progressive. This means that the Lodge reserves the right to escalate the process or, if necessary, to terminate employment without implementing performance counseling and disciplinary action. This is consistent with our “employment at will” Policy outlined earlier in the Handbook. Which level of disciplinary action is used depends on considerations such as:

- Nature and severity of the issue;
- Timing and frequency of previous issues;
- The employee’s overall performance.

Because facts and circumstances can vary widely, and are sometimes unique to a particular situation, the action that is taken in one situation should not be construed as setting a precedent for any other situations.

### **6.3 Termination**

Employment with the Lodge is “at will” in that you can be terminated with or without cause, and with or without notice, at any time, at the option of either the Lodge or yourself, except as otherwise provided by law. We ask, however, that you provide at least two weeks’ notice if you wish to voluntarily terminate your employment.