

Policies and Procedures

This booklet contains a selection of the specific policies and procedures that pertain to your employment at The Henry Ford. Remember, final interpretations of all policies and procedures remain with the Chief Talent Officer of The Henry Ford. Please read through this booklet closely, and refer back to it whenever you have a question.



*Take it forward.**

TERMS OF EMPLOYMENT

Employment at The Henry Ford is at will. Unless covered by a collective bargaining agreement signed by the Chief Talent Officer, your employment can be terminated with or without cause and with or without notice at any time, at the option of either The Henry Ford or yourself. It is also possible that your current compensation, benefits and The Henry Ford policies may be amended, modified or eliminated without prior notice at any time. Also understand that no person has any authority to enter into any agreement contrary to the forgoing, except by collective bargaining agreement or a written agreement directed to you, personally, and signed by the Chief Talent Officer of The Henry Ford.

STATEMENT OF ETHICS

This Statement of Ethics has been developed by The Henry Ford to describe the broad ethical guidelines which must underlie all of its work. The Statement of Ethics applies to any Trustee, officer, member of a committee with governing delegated powers, volunteer, or employee.

The Henry Ford's mission is to inspire people and provide unique educational experiences based on authentic objects, stories, and lives from America's traditions of ingenuity, resourcefulness and innovation. The Henry Ford is a steward of public trust and is recognized as such by the public and the Internal Revenue Service through the grant of tax exempt status as an Internal Revenue Code Section 501(c)(3) organization and other special rights and privileges. To live up to that trust, the standards of behavior required of The Henry Ford Trustees, officers, committee members, volunteers, and employees must be higher than what is legally required of them. Maintaining a high standard of ethical behavior is essential to assure the public that The Henry Ford is worthy of the public's trust and confidence.

This Statement of Ethics does not presume to set policies and procedures for every activity that The Henry Ford carries out. Rather, these ethical guidelines should provide the framework for the development of institutional policy and assist the Board of Trustees, officers, committee members, volunteers, and employees in guiding the day-to-day work of The Henry Ford. Trustees shall

also refer to The Henry Ford's Bylaws for provisions concerning Trustee conflicts of interest. This Statement of Ethics is intended to supplement, but not replace, any applicable state and federal laws governing ethics and conflicts applicable to nonprofit and charitable organizations. Those persons subject to this Statement of Ethics are encouraged to raise any questions about this policy at any time.

There are three duties, required of all Trustees, committee members, volunteers, and employees, that form the foundation of this Statement of Ethics:

1. The Duty of Loyalty
2. The Duty of Care
3. The Duty of Service

1 LOYALTY

Loyalty to the mission of The Henry Ford is at the center of this Statement of Ethics. When conflicts arise between the interests of The Henry Ford and an individual's interest – whether real, potential, or perceived – loyalty to The Henry Ford must take precedence.

For Trustees, this means that transactions should be avoided in which individual Trustees have a financial interest beyond their interest as a Trustee. The Board of Trustees will determine whether a financial interest rises to the level of a conflict of interest. A person has a financial interest if such person has, directly or indirectly, through business, investment, or family: (a) an ownership

or investment interest in any entity with which The Henry Ford has a transaction or arrangement, (b) a compensation arrangement with The Henry Ford or with any entity or individual with which The Henry Ford has a transaction or arrangement, (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which The Henry Ford is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration.

LEGAL COMPLIANCE

Each Trustee, committee member, officer, volunteer, and employee shall comply with, and ensure The Henry Ford's compliance with, applicable laws and regulations, including the Michigan Nonprofit Corporation Act, and report his or her concerns to the Board of Trustees if it appears that any other Trustee, officer, committee member, volunteer, or employee of The Henry Ford is not complying with applicable laws or regulations with respect to The Henry Ford's mission and charitable purpose.

PERSONAL COLLECTING

Collecting of materials within the scope of The Henry Ford's collecting focus is a major source of real and perceived conflicts of interest.

No Trustee, committee member, officer, volunteer, or employee, paid or unpaid, may use his/her affiliation with The Henry Ford for the purpose of enhancing any personal collecting efforts.

No Trustee, committee member, officer, volunteer, or employee, paid or unpaid, may accept any remuneration or consideration from the purchase or sale of any collections of The Henry Ford.

No Trustee, committee member, officer, volunteer, or employee shall engage in the buying and/or selling of materials as a trade or business that are within the scope of The Henry Ford's collecting focus or areas, nor may they act as a consultant to any dealer in materials within The Henry Ford's collecting areas.

No Trustee, committee members, officer, volunteer, or employee, paid or unpaid, may purchase any materials deaccessioned from The Henry Ford's collections.

For details governing personal collecting of materials, see The Henry Ford's policy on this topic.

GIFTS

Trustees, committee members, officers, volunteers, and employees, paid or unpaid, should not accept personal gifts of goods, services, or money from individuals doing business with The Henry Ford. Trustees, committee members, officers, volunteers, and employees must avoid compromising their judgment and the perceived conflict of interest that results from accepting such gifts from contractors, suppliers, or other existing or potential vendors to The Henry Ford. In all situations, Trustees, committee members, officers, volunteers, and employees must recognize that the acceptance of gifts, even of minor value,

has the potential to reflect poorly on the reputation of The Henry Ford.

For further details, see The Henry Ford policy governing gifts from vendors.

CONSULTING, OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES

The Henry Ford recognizes the educational and development value provided by employees and volunteers consulting or from time to time providing other services to outside entities or individuals. At the same time, employees and volunteers must recognize that their consulting or other outside employment in this or related fields has the potential for being in conflict with their responsibilities at The Henry Ford. It is the responsibility of every employee and volunteer to avoid conflicts of interest and inform their supervisor of any potential conflict of interest.

No Trustee, committee member, officer, volunteer, or employee, paid or unpaid, may use his/her affiliation with, or relationships developed through, The Henry Ford for the purpose of enhancing his or her personal business efforts or other income-producing activities, including, but not limited to, professional, political and personal activities.

OWNERSHIP OF RESEARCH MATERIALS AND INTELLECTUAL PROPERTY

All creative work – including, but not limited to, literary, musical, artistic, scientific, technical or mechanical products; publications in any medium; and product and program development

and design, created by an employee or volunteer within the scope of their employment or volunteer relationship to The Henry Ford or under the terms of a specific contract – is the property of The Henry Ford as “works made for hire.” Such material, when copyrighted, will be in the name of The Henry Ford. Any deviation from this understanding must be documented by written agreement.

All records in any format (correspondence, memos, reports, etc., whether printed or in electronic media) created or received in the course of official business are the property of The Henry Ford and will remain with The Henry Ford.

For further policies governing this area, see The Henry Ford’s policies regarding physical and intellectual properties management and records management.

2 CARE

Trustees, committee members, officers, volunteers, and employees have a duty to care for The Henry Ford’s collections, its assets, and its reputation.

The distinctive character of The Henry Ford derives, to a large extent, from its collections of authentic materials. The ethical stewardship of these collections carries with it the presumption of thoughtful and purposeful acquisition, rightful ownership, accurate documentation, appropriate care, reasonable utilization, and responsible disposal.

All policies and procedures developed relating to the collection and its

management must be consistent with the responsibilities listed above. As mandated by a resolution of the Board of Trustees, funds acquired from the sale of deaccessioned collection materials are to be used to advance the development and care of The Henry Ford’s collections.

For further policies governing this area, see The Henry Ford’s collection policy.

The same high level of care that is required for appropriate stewardship of the collections is also required in the fiscal stewardship of The Henry Ford. In this regard, Trustees, committee members, officers, volunteers, and employees must maintain a high standard of fiduciary responsibility to assure that all funds go to support the mission of The Henry Ford in a way that is both effective and efficient.

Stewardship of the relationship between The Henry Ford and its donors also requires a high level of care. Trustees, committee members, officers, volunteers, and employees are responsible for assuring that gifts are accepted and used in a manner that best benefits The Henry Ford and fulfills the donor’s intent. The donor relationship should be assured for the long term, ensuring that relationships continue through transitions in personnel. No Trustee, committee member, officer, volunteer, or employee should benefit personally from the donor relationship and its resulting gifts.

The care of The Henry Ford’s good name is also a basic part of the duty of care. Each and every action taken by the Board of Trustees, committee members,

officers, volunteers, and employees, both officially and unofficially, will reflect on The Henry Ford’s good name. Trustees, committee members, officers, volunteers, and employees must recognize that they carry their affiliation with The Henry Ford with them in their official capacity and in their professional, business, political, and personal activities that are unrelated to The Henry Ford.

3 SERVICE

The Henry Ford carries out its public trust responsibilities through its mission “to provide unique educational experiences based on authentic objects, stories, and lives from America’s traditions of ingenuity, resourcefulness, and innovation. Our purpose is to inspire people to learn from these traditions to help shape a better future.”

Trustees, committee members, officers, volunteers, and employees have a fundamental duty to assure that all activities of The Henry Ford support its mission and that all activities are based on careful research, thoughtful review and analysis, and manifest a high standard of intellectual integrity. They also have a duty to ensure that The Henry Ford’s activities are accessible to and encourage participation by a broad and diverse group of audiences.

GENERAL EMPLOYMENT INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY AND DISABILITY NOTICE

It is the policy of The Henry Ford to prohibit discrimination in any employment, donor or volunteering opportunity (including but not limited to recruitment, hire, employment, program participation, promotion, salary, benefits, termination and all other terms and conditions of employment or service as a volunteer) based on race, color, sex, sexual orientation, gender, gender identity/expression, genetic information, pregnancy, religious creed, national origin, ancestry, age, physical/mental disability, marital/domestic partner status, military and veteran status, height, weight or any other such characteristic protected by federal, state or local law. This policy applies to all of our employees, donors and volunteers to ensure that they are treated without discrimination.

ACCOMMODATION

If because of a disability you need an accommodation, The Henry Ford will make reasonable efforts to provide staff with special accommodation when needed. To make such a request, you must notify your supervisor or Talent & Culture in writing of the need for accommodation within 182 days after the date you knew (or reasonably should have known) that an accommodation was needed.

ORIENTATION OF NEW STAFF

Every new staff member must successfully complete our orientation program before being approved to work. Included is information on Safety Data Sheets (SDS). Your supervisor will instruct you on the location of the SDSs in your work area. It is your responsibility to familiarize yourself with the safety precautions required.

EMPLOYMENT OF RELATIVES

It is the policy of The Henry Ford that employment of relatives not be allowed when an employee is the supervisor of a relative or employed in a confidential position such as Talent & Culture or Payroll.

Relatives defined as:

- » Parents
- » Spouse
- » Children
- » Brother or Sister
- » Parents of Spouse
- » Grandchildren
- » Any relative who may reside with you

PERSONNEL FILES

The inspection of your file, pursuant to the Bullard-Plawecki Right to Know Act, is subject to conditions and procedures established in conformity with the law. If you wish to review your personnel file, submit a written request to the Talent & Culture Office in order to set up a mutually

agreeable time to review the file with a member of Talent & Culture.

In accordance with regulations set forth by the Michigan Department of Public Health under MIOSHA, designated to enable workers to access their occupational health records, the Talent & Culture Office will retain your medical records, other than first-aid information, for 30 years after you leave employment at The Henry Ford. You have a right to access these records by signing a written authorization and making an appointment.

PROMOTIONS AND TRANSFERS

New employment opportunities come up from time to time. All employees are welcome to apply for open positions, which are posted in the Employment Office, on The Henry Ford website and in our newsletter "In the Know." These positions may also be advertised outside of The Henry Ford. Selection will be based on qualifications, experience, ability, behavior, demonstrated competence, attendance and interest in carrying out the responsibilities of the position. Only when these factors are considered equal among two or more applicants will employment with the museum or length of service be a factor in the decision.

OPEN-DOOR POLICY

The Henry Ford has long held that it is in the best interest of everyone to encourage anyone who feels wronged by any conduct of co-workers

or The Henry Ford to discuss the matter with their supervisor first. Supervisors are committed to listening and helping to resolve any conflicts. Then, if the matter remains unresolved, the employee may discuss the matter with other levels of leadership, such as their Director or the Chief Talent Officer.

KEEPING PERSONNEL RECORDS UP-TO-DATE

We need you to keep us informed of any changes in the information you provided when you began to work at The Henry Ford. Keeping this information current helps us reach you in an emergency, send your W-2 forms, maintain your benefits and compute your payroll deductions.

Please notify Talent & Culture in writing promptly if you have any changes in your:

- » Name
- » Marital status
- » Address
- » Alien status
- » Telephone number
- » Beneficiaries and dependents designated on your insurance
- » Number of dependents for tax withholding purposes
- » Person to notify in case of emergency

SEXUAL HARASSMENT/ ILLEGAL HARASSMENT

Sexual and other forms of illegal harassment are unacceptable and will not be tolerated by The Henry Ford.

What does “sexual harassment” mean? Sexual harassment is ANY unwelcome sexual attention, sexual advances, request for sexual favors and other verbal or physical conduct or communication of a sexual nature that occurs when: Submission to such an activity is made, explicitly or implicitly, a condition of employment; or submission to or rejection of such an activity is used in decisions affecting another’s employment; or such activity has the purpose or effect of unreasonably interfering with another’s work performance or creating an intimidating, hostile or offensive work environment.

“Other forms of illegal harassment” means any verbal or physical conduct or communication that shows hostility or aversion toward another because of their race, gender, national origin, disability, genetic information or other legally protected status, when such activity has the purpose or effect of unreasonably interfering with another’s work performance or creating an intimidating, hostile or offensive work environment. Anyone who believes that they have been subject to harassment should immediately notify their supervisor or Talent & Culture. The Henry Ford will investigate all reports and take appropriate corrective action as warranted.

Any person who engages in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment and other sanctions.

Retaliation in ANY form against a person who makes a report or cooperates in an investigation of alleged harassment under this policy also is prohibited. Any person who retaliates against another in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment and other sanctions.

WHISTLEBLOWERS’ PROTECTION ACT

The Whistleblowers’ Protection Act states that an employer shall not discharge, threaten or otherwise discriminate against an employee regarding their wages, terms, conditions, location or privileges of employment because the employee, or a person acting in their behalf, reports, verbally or in writing, to a public body a violation or suspected violation of a rule of the United States, Michigan or political subdivision of the state.

UNAUTHORIZED DISTRIBUTION OF LITERATURE AND SOLICITATION

In the interest of maintaining a proper environment for our guests, to avoid interference with staff and to protect staff from unnecessary annoyance, distribution of literature and other types of solicitation

in working areas is not permitted at any time. Distribution of literature and other types of solicitation in nonworking areas not frequented by guests at The Henry Ford is permitted during the staff’s nonworking time (i.e., lunch periods, break times, before and after work) only.

REQUESTS FOR INFORMATION FROM OUTSIDE MEDIA

The Henry Ford is a world-renowned institution visited by over 1.7 million guests each year. Occasionally, newspaper, radio and television reporters contact staff to obtain information. When this occurs, refer the request to the Media and Film Relations Department at extension 6125.

HOURS OF OPERATION AT THE HENRY FORD

Henry Ford Museum is open seven days a week, 9:30 a.m.-5 p.m. (closed on Thanksgiving Day and Christmas Day).

Greenfield Village is open seven days a week from mid-April through October, 9:30 a.m.-5 p.m. and some evenings for special programs. During November, Greenfield Village is open on Fridays, Saturdays and Sundays, 9:30 a.m.-5 p.m. Greenfield Village is only open for the Holiday Nights program during December.

Ford Rouge Factory Tour is open Monday through Saturday, 9:30 a.m.-5 p.m. All Ford Rouge Factory Tour guests depart from the circle drive in front of Henry Ford Museum. Buses depart the museum regularly throughout the day from 9:20 a.m. to 3 p.m. Last bus leaves the factory tour at 5 p.m.

Giant Screen Experience is open seven days a week (except Thanksgiving Day and Christmas Day), 9:30 a.m.-5 p.m. and with extended evening hours depending on the movie being shown.

Benson Ford Research Center is open Monday through Friday, 9:30 a.m. to 5 p.m.

Though it happens rarely, there are times when severe weather or other occurrences cause all or a part of The Henry Ford to close. If that should occur, the announced closing will be aired on radio station WJR, Detroit AM 760, and on The Henry Ford website.

LOST AND FOUND

The Guest Services Department handles all items that have been found. Please turn in any item you find as soon as possible. Guests come and go throughout the day, so the sooner we have the lost item in our possession, the sooner we can return it to the guest. If you cannot turn in found property immediately, call the Guest Services Office (extension 6002) to let them know you have found lost property. They will take a description in case someone reports it missing. You can turn in items to the ticketing area at either the village, museum Clocktower

or Welcome Center entrances, or the Ford Rouge Factory Tour Office. From April through October, Lost and Found is located in the Village Ticketing Building. From November through March, Lost and Found is located at the Welcome Center.

Items found after-hours should be taken to the Security Office. The item will be logged in the security log and placed in the safe until a Guest Services staff person can come and get it the next morning. When the item is picked up, the name of the Guest Services staff person will be added to the security log.

IDENTIFICATION BADGES

Upon successful completion of Inspiring Service Orientation, you will be issued a photo ID badge. Your photo ID badge must be worn in one of two places:

- » Clipped on the upper left side of your shirt or blouse when you are working.
- » On a lanyard around your neck.

Here are other things to know about your badge.

- » If you are wearing period clothing, do not wear your badge. You must carry it with you to swipe in and out for timekeeping purposes and to show when you pass any of the entry points to The Henry Ford.
- » If you forget your badge, you must get a temporary one-day badge from the security officer at the Business Door of Henry Ford Museum. The temporary badge must also be worn in the upper left quadrant of your body. You must present identification when requesting a temporary badge.

- » If you lose your ID badge, you can get a replacement in the Talent & Culture Office. There is a \$10 charge for a new badge and a \$2 charge for a new lanyard.

EMERGENCY INCIDENT RESPONSE PLAN

OSHA law requires that we have an Emergency Incident Response Plan and that all employees be trained on its contents. The law also requires that employees know where they can access a copy of the Emergency Incident Response Plan if they are asked by an OSHA inspector. Failure to know where a copy is located can subject the employee to a \$10,000 fine.

There are copies in the Guest Services Office in the Village Ticket Building, in Henry Ford Museum in the Security Office, in Lovett Hall in the Human Resources Office, in the Benson Ford Research Center in the Reading Room and in the Administrative Office at the Ford Rouge Factory Tour Building.

The Emergency Incident Response Plan contains information on what to do in various types of emergencies, including fire prevention plans, in-house shelter areas, evacuation routes, etc.

SMOKING

The Henry Ford is a smoke-free environment. In an effort to promote a safe and healthy work environment, smoking (including e-cigarettes and vaping) is not permitted inside any

buildings or inside any vehicle owned or operated or under the control of The Henry Ford.

For staff members who do smoke, there are signs posted in designated smoking areas. These areas are near the following locations:

- » North alcove outside the Benson Ford Research Center
- » Area outside the Garage on the north side facing the pond
- » State Street fenced-in break area in the village
- » Area outside Employee Entrance Door at Ford Rouge Factory Tour

We do ask that staff using these areas clean up after themselves by picking up any trash and using the receptacles for cigarette butts.

We also ask staff not to smoke when going to and from work sites. Guests are allowed to smoke only in designated, posted areas. If you should encounter a guest smoking, politely point out that smoking is permitted only in designated areas.

PARKING AND PARKING STICKERS

All staff must park in designated employee parking areas. Unless otherwise directed for a special event, staff parking is on the north side of Lovett Hall and behind Henry Ford Museum. Parking in other parking lots or on Village Road is not permitted. In order to park in designated areas, you must obtain a parking sticker for your vehicle.

The sticker should be placed in the lower driver’s side portion of the windshield of the vehicle you drive to work.

END OF EMPLOYMENT

When your employment with The Henry Ford ends, you must return all items issued to you, including:

- » Uniforms
- » Keys
- » Any other equipment issued to you
- » Employee ID badge
- » Employee parking sticker(s)
- » Employee membership
- » Any period clothing that was issued to you.

Failure to turn in any of these items may result in your being charged for the reasonable value of the item(s).

WORKPLACE PROFESSIONALISM AND REPRESENTATION OF THE HENRY FORD

DRESS AND GROOMING GUIDELINES

At The Henry Ford, we fulfill our mission of “providing unique educational experiences” by offering exciting things for people to see and do. For these experiences to be genuinely effective, they must happen in an environment that lends itself to enjoyment and to learning. Thus we take great care to create and maintain the appropriate appearance of staff and all public spaces.

There are four principles of appearance that all staff must understand and embrace:

- 1. To meet the standards of world-class attractions, cleanliness and neatness are required throughout the institution. This includes the look of all public spaces and the appearance of all staff.**
- 2. Every staff member is seen and approached by guests at one time or another and thus must dress and conduct themselves accordingly. Even if your principal work does not include interacting with our guests, at times guests will see you and associate you with their image of the institution. A businesslike appearance lessens the likelihood that a guest will be distracted from their enjoyment and learning by the way you dress.**

- 3. Historical effect is one of our key teaching tools, especially in Greenfield Village. Wherever it is used, it must be observed as fully as possible. Each interruption or distraction diminishes the impact and value for our guests.**
- 4. If a unit has a required uniform, it must be worn; if it is furnished by the institution, it must be returned when you leave employment.**

This policy addresses all aspects of dress and grooming that are not addressed by a unit’s uniform policy. Business style is appropriate. Not every possible situation is covered here; decisions about what is appropriate always rest with each staff member’s immediate supervisor and, ultimately, with their Manager or Director.

Business style at The Henry Ford is defined by the following guidelines:

FOOTWEAR

Footwear must be appropriate to the job and reflect a professional, businesslike image. Flip-flops, beach shoes and casual sandals are not appropriate. Clean, solid color (black or white) athletic shoes may be appropriate.

DENIM

Denim jeans and denim slacks of any color are not permitted. Denim shirts, dresses, skirts, jackets or coats of any color are acceptable unless they are excessively faded, have holes or are ripped. Denim that is part of a uniform or period clothing is, of course, appropriate.

SLACKS/SKIRTS

Business style is appropriate and must be the proper size (neither too tight nor too loose) and worn at or near the waist. Skirt length must pass the “fingertip” test: Skirts must be longer than the tips of the fingers of an outstretched arm to be considered appropriate length.

SHORTS

Solid-color walking shorts no more than 3 inches above the knee may be allowed in certain units. Check with your supervisor or manager. Cutoffs and short or tight shorts are inappropriate for a work situation and are not allowed.

SWEATS

Sweat pants and athletic or exercise wear are not appropriate.

HAIR

Hair must be neatly combed and clean at all times. Unusual or extreme hairstyles can distract guests from their experience, and this must be avoided. Staff members who prefer long hair should take special care that it is combed away from the face

so that it will not fall forward to cover the face while performing normal job duties. To avoid guest distraction, any staff member with an extreme hairstyle must wear an approved cap.

CLOTHING WITH LETTERING

Clothing with our logo is permitted. Since it can sometimes be difficult to distinguish staff from guests, clothing featuring a particular event or program may be worn only during that program or with special permission from a manager. All other emblems, initials, slogans or insignias (including hats, coats, school jackets, belts, etc.) are not permitted while on the job unless specifically approved by your supervisor/manager.

BADGES

Your staff photo ID badge is used for timekeeping purposes and not only acts as your clearance pass through all gates and checkpoints but, just as important, also identifies you to our guests as a source of information or assistance. Depending on what your uniform requires, your photo ID badge must be worn on a lanyard around your neck or on a clip from the upper left side of your clothing. Do not wear your badge if you are in period clothing, but have it available to show attendants for entry to buildings. When you come to the museum as a guest, show your badge for admittance, but do not wear it. No pins or stickers may be worn on your badge or on the lanyard of the badge.

JEWELRY

Avoid excessive adornment of jewelry that distracts guests. All jewelry worn must be appropriate to a business setting. Jewelry worn in visible piercings, other than ears, is not permitted and must be removed during work hours.

BELTS

Belts with a plain buckle must be worn with clothing with belt loops.

TATTOOS

Only discreet, unoffending visible tattoos are permitted.

COLOGNE

Be discreet in the use of cologne or perfume.

PERIOD CLOTHING

Staff wearing period clothing in ANY public area should maintain period appearance as much as possible. (Any inappropriate wearing of period clothing while in the view of the public is not allowed; please see the "Wearing of Period Clothing Guidelines" for specifics.)

FRONT-LINE STAFF

This applies to all front-line staff except for historic presenters; please refer to your specific dress code.

Bottoms: Includes skirts, skorts (split skirt), trousers or walking shorts (if

approved for your unit). In the following colors: khaki or black. (Please note: Extreme bell bottoms and jean-style and cargo-style pants are not allowed.) Pants must be the proper size and worn at or near the waist.

Tops: Must be worn in the designated color, style and approved logo provided by The Henry Ford or purchased through The Studio. Any items requiring layering underneath must be in black only (long-sleeve black T-shirts and/or turtlenecks are acceptable with either the long-sleeve or short-sleeve uniform shirt).

HOW WE ACT

How we act is part of how we look to guests. To maintain the highest professional standards for our guests, eating/drinking, smoking, personal radios, CD/MP3 players with or without headphones, personal pagers, cellphones and personal digital devices (e.g., iPads) are not permitted in public areas when the public is present; other distractions from an appropriate public image are prohibited in all spaces where there are guests.

FURTHER GUIDELINES

Dress and grooming guidelines, in addition to these, may be issued and required by specific units, departments, teams and jobs. Check with your supervisor or manager.

SECURITY AND SAFETY POLICY AND GUIDELINES

SAFETY POLICY

It is the policy of The Henry Ford to take all necessary steps to safeguard staff from accidents and to maintain a work environment that is free from recognizable hazards. The efficiency of any organization can be measured directly by its ability to control unnecessary loss and needless suffering to those injured.

Our safety program is in cooperation with the Michigan Occupational Safety and Health Administration (MIOSHA). The cooperation of all staff is needed to make this program a success.

The Senior Management Team and all Team Leaders believe that accident prevention and the efficient production of our daily activities go hand in hand. We have a primary responsibility for the safety and personal well-being of all staff. This obligation will be met by working continuously in the promotion of safe working practices among all staff members.

The following elements of our safety program are in effect:

- » Our safety program is overseen by a Cross-Functional Safety Team with input from all staff. The Cross-Functional Team is fully supported by the Senior Management Team.

- » Team Leaders will be accountable for the safety of all staff working under their management, direction or charge.

- » All staff will be expected to follow safe working practices, obey safety rules and regulations, and work in such a manner as to maintain the highest level of safety for themselves, others working with or near them and the general public. This includes wearing the personal protective equipment that is required by our safety rules and policies. Staff is not to remove guards or safety devices provided by the manufacturer.

- » All staff are responsible for promptly reporting to their supervisor any hazardous condition or procedure that may affect them, their fellow workers or the general public.

- » All accidents involving personal injury (no matter how slight) or property damage must be immediately reported to Security and your supervisor.

- » Should an accident occur, your cooperation in an accident investigation is expected. We need to gather the necessary facts to prevent recurrence.

All safety standards that are used in our safety program are the minimal requirements of the Michigan Occupational Safety and Health Administration. This organization is the enforcement agency of all applicable safety standards that fall under the Michigan Occupational Safety and Health Act No. 154 of Public Act 1974 as amended.

It is a condition of employment for all staff members to conduct their work in a safe and healthful manner.

SAFETY GUIDELINES

From time to time, you may encounter a situation that requires assistance from the Security Department. When these situations occur, contact Security immediately.

Call **3211** for life-threatening situations such as:

- » Fire or smoke
- » Serious accident, injury or illness
- » Gas leak

Call **6096 or 313.982.6096** from a non-The Henry Ford phone for less serious situations such as:

- » Minor accident or injury of staff member, guest, contractor or vendor
- » Anyone climbing on an artifact, display, trees, buildings or trains, etc.
- » Anyone harassing animals or birds
- » Anyone giving a staff member a hard time
- » Need for assistance with crowd control
- » Damage to a building, artifact or display

- » Suspected missing or stolen property of The Henry Ford

In the case of fire, the priorities are:

- » Evacuate the area of staff and guests immediately.
- » Call Security at 3211.
- » A fire extinguisher may be used only if you are comfortable using one. You are not a firefighter, nor are you expected to be one.
- » Columns on the main floor of Henry Ford Museum of American Innovation marked with a red band contain a fire hose connection and a fire extinguisher.
- » All buildings at The Henry Ford have fire extinguishers.

The following points are common sense but worth keeping in mind:

- » Working safely is everyone’s responsibility.
- » If you see any unsafe conditions, please report them to your supervisor and Security immediately so they can be corrected.
- » Potentially dangerous horseplay or practical jokes will not be tolerated.
- » Clean up spills and loose debris immediately to help prevent slips and falls.
- » Walk, don’t run; use the handrail when ascending or descending stairs.

- » Do not under any circumstances take unnecessary chances or work under hazardous conditions without adequate safeguards.
- » Lift properly, and do not attempt to lift heavy or awkward objects by yourself.
- » Immediately report all accidents and incidents to your supervisor and Security.
- » If you have any questions about the safety of what you have been asked to do, discuss your concerns with your supervisor.
- » Do not allow electrical extension cords to extend across doorways, aisles, under carpets or across walkways.

**SECURITY GUIDELINES
(PART OF OUR STANDARDS
OF CONDUCT)**

Because of the unique nature of The Henry Ford collections and the public trust held by The Henry Ford in protecting these important links to the past, we are continually trying to improve our methods of protecting the safety of these items and the personal property of staff members and guests. Our security measures include, but are not limited to, the following measures, which apply to all staff:

1. Cooperation with security measures is a condition of continued employment. Failure to cooperate will result in

disciplinary action being taken by The Henry Ford at its sole discretion, up to and including dismissal.

2. Security checkpoints have been established at The Henry Ford entrances and exits. It is necessary to register any items being brought into or taken out of the museum, village, Benson Ford Research Center, Welcome Center or Ford Rouge Factory Tour Building with the security officers or other attendants at these checkpoints.
3. All hand-carried items are subject to inspection whenever you enter or leave the premises. All such items must be opened and the interior shown when you are leaving the complex.
4. Random inspections may be made of the contents of hand-carried items, including boxes or packages being taken out on a cart.
5. Random inspections may be made of vehicles exiting the Blue and Eagle gates.
6. Theft is not tolerated at The Henry Ford. If you observe or become aware of an incident of theft, report it to your supervisor or to Security as soon as possible. If you prefer to remain anonymous, you can make a report using our confidential Tip Line by calling 313.425.4111 or by calling 4111 directly if you are using a phone on-site.

7. Staff members involved in theft, pilferage or misappropriation of The Henry Ford or other staff members' property will be disciplined up to and including dismissal, at the sole discretion of The Henry Ford, and may be prosecuted to the full extent of the law.

REPORTING A NEAR MISS

A near miss is an unplanned event that did not result in an injury, illness, or damage but had the potential to do so. All employees and volunteers of The Henry Ford should be mindful to report near-miss events to their supervisor as soon as possible. Reporting helps everyone. We can proactively support The Henry Ford as a safe and healthy environment for our fellow employees, volunteers, guests and students.

Tips and facts about reporting near-miss events at The Henry Ford:

- » Near-miss reporting is nonpunitive.
- » Remember the 5 W's when you report information to your supervisor – Who, What, When, Where and Why. Any information you provide is valuable.
- » You can anonymously report near-miss and other safety hazard or accident information at safety@thehenryford.org or through The Henry Ford Tip Line at 313.425.4111, or extension 4111.

PAYROLL INFORMATION

TIMEKEEPING POLICY

Your photo ID badge utilizes RFID technology to record your starting and ending time into the Dayforce Timekeeping system. As you begin and end your scheduled work time, just hold your badge at one of the electronic timekeeping readers until you see the green screen indicating your badge has been recognized.

Locations of electronic timekeeping readers:

- » Inside Museum Business Entrance on the Security Desk
- » First Floor of Lovett Hall opposite the vending machines
- » Inside the Garage
- » Rear/Kitchen Door of A Taste of History Restaurant
- » Just inside the Employee Entrance at Ford Rouge Factory Tour

Here are important things to know about clocking in and out:

- » Time is marked in quarter-hour segments.
- » Do not clock in more than 14 minutes before your regularly scheduled starting time.
- » Your work time will begin at the next quarter hour following the time you clock in.
- » Notify your supervisor if you forget to clock in or out.
- » You may NOT clock in or out for another employee.

PAYDAY POLICY

The payroll period at The Henry Ford is biweekly. This biweekly payroll period begins on Monday at 12:01 a.m. and ends at midnight on Sunday two weeks later. Employees are paid biweekly on Fridays. If the Friday payday falls on a bank holiday, payments will be deposited the day before the bank holiday.

DIRECT DEPOSIT OF YOUR PAYCHECK

Employees may prefer direct deposit as a matter of convenience. The Henry Ford has direct deposit agreements with almost any banking institution you can choose, so feel free to stop by the Talent & Culture Office for the proper forms.

GARNISHMENTS AND THE CONSUMER CREDIT PROTECTION ACT

The Henry Ford processes all garnishments as required by law. If a garnishment is received for an employee, a copy is mailed to the employee, and the garnishment is processed as required by law.

BENEFITS OF WORKING AT THE HENRY FORD

ADMISSIONS

There are three ways you can gain admittance for your guests to Henry Ford Museum of American Innovation and/or Greenfield Village.

OPTION 1 — EMPLOYEE IDENTIFICATION BADGE

Your badge provides you and four (4) guests free admittance to the museum and village during regular daytime business hours. Staff members must be present for guests to gain admission. Your badge also allows you to purchase discounted tickets for yourself and your guests for Giant Screen Experience and Ford Rouge Factory Tour.

OPTION 2 — GUEST PASSES

After 60 days of employment, you are eligible to receive twelve (12) one-person, one-day passes each calendar year to give to friends and relatives. These passes are good for the museum or the village during regular daytime business hours. Staff members do not need to be present for guests to gain admission. You can obtain the Guest Passes in the Talent & Culture Office.

OPTION 3 — EMPLOYEE MEMBERSHIP

Full-time employees are eligible to receive an Employee Membership after working 60 days, and part-time employees are eligible after working 350 hours in the previous year. This membership provides the employee, spouse, mother, father, brother, sister, children, parents of spouse, grandchildren and relatives living in your household with free admission to Henry Ford Museum of American Innovation and Greenfield Village during regular business hours. Staff members do not need to be present for guests to gain admission.

DISCOUNTS

The following discounts are available:

FOOD: The Henry Ford offers subsidized meals in the Employee Dining Room. Vending machines are also subsidized. A 15% discount is given to you and your guests at any food service facility when visiting the museum or village, upon showing your photo identification badge.

MERCHANDISE: You are eligible for a 25% discount off the price of most merchandise you purchase in our retail stores (except the Day Out With Thomas™ event store). The discount is for purchases made by staff only, and you must be present with your photo ID badge to receive the discount.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

A wide range of problems can affect you and your job performance. The Employee Assistance Program (EAP) is a voluntary, confidential service available to help you resolve many of the problems you face during the course of your lifetime. This program is provided at no cost to you by The Henry Ford. The EAP can assist you with the types of problems that affect your well-being, such as family problems, marital problems, alcohol and drug abuse, financial issues, stress and grief. Information is available in the Talent & Culture Office.

FORD EMPLOYEE RECREATION ASSOCIATION (FERA)

As an employee of The Henry Ford, you are eligible to participate in the Ford Employee Recreation Association. The FERA Office is located at Ford World Headquarters on Michigan Avenue. Its information desk is accessible Tuesday, Thursday and Friday from 10:30 a.m. to 1:30 p.m. via phone by calling 313.322.4155. You can also visit its website at www.fera.org for more information.

RETIREMENT

Employees who meet plan eligibility requirements may enroll in the Edison Institute 403(b) Tax-Deferred Annuity Plan (the "403(b) Plan"). The 403(b) plan allows eligible employees to defer compensation on a pre-tax basis subject to 403(b) Plan and IRS limits. It is also structured such that eligible participating employees will receive matching contributions on their salary deferrals. Currently, the 403(b) Plan matches \$2 for every dollar an eligible employee defers up to 3% of their pay. The Henry Ford reserves the right to amend, modify or terminate the 403(b) Plan at any time. Please see the Summary Plan Description for the 403(b) Plan for details. You may get a copy of the Summary Plan Description from the Talent & Culture Office.

For certain eligible employees hired prior to January 1, 2009, The Henry Ford sponsors a defined benefit retirement plan. Please see the summary plan description for that plan if you are a participant.

Summary Plan Descriptions for the 403(b) Plan and the Defined Benefit Plan are available in the Talent & Culture Office.

NOTARY PUBLIC SERVICE

Free notary service is provided in the Talent & Culture Office.

HEALTH AND OTHER INSURANCE

Full-time employees' benefits are effective on and after 90 days of employment. Benefits choices include: health, dental and optical insurance; life and dependent life insurance; health and dependent care flexible spending accounts; and sick and vacation time. Employees pay a portion of the premiums for benefits each pay period. Employees may change their choice of benefits during open enrollment, which is held during November each year for a January 1 effective date. Summary Plan Descriptions are also available in the Talent & Culture Office.

Eligible part-time employees are notified annually by mail during open enrollment, and they may elect to enroll in health benefits offered prior to the January 1 effective date each year. Premiums for the benefits must be paid for by the employee and will be deducted from each paycheck. Summary Plan Descriptions are available in the Talent & Culture Office.

EMPLOYEE TIME OFF WORK

HOLIDAYS

Part-time staff who are scheduled or called in to work on the following days will be paid time-and-one-half for each hour worked on that day:

- » New Year's Day
- » Memorial Day
- » July 4
- » Labor Day
- » Thanksgiving Day
- » Christmas Day

Information on holidays for full-time staff is included in the benefits packet for full-time staff.

LEAVES OF ABSENCE

FAMILY MEDICAL LEAVE ACT (FMLA) of 1993 (P.L.103-3). Employees who have worked for The Henry Ford for at least 12 months and at least 1,250 hours during the prior 12 months may be eligible for 12 unpaid workweeks of leave during any 12-month period for the following reasons:

1. Birth, placement for adoption or foster care of a child.
2. Serious health condition of a spouse, child or parent.
3. Serious health condition of the employee.
4. Illness or injury care for covered service member.
5. Qualifying exigency related to active military duty.

Full-time staff is required to use any paid sick days if eligible and paid vacation days available as part of the 12 weeks of FMLA.

An employee who completes a period of leave must be returned to the same job or, if that is not available, to a similar position with equivalent pay, benefits and all other terms of employment. Family Medical Leave Forms are available in the Talent & Culture Office.

UNPAID LEAVES OF ABSENCE (other than FMLA)

Unpaid leaves of absence may be granted, depending on the merits of each request, for reasons including medical, personal nonmedical, medical family member, military and workers' compensation. Leaves may not exceed 30 days unless approved by the Chief Talent Officer. Except in cases of emergency, requests for a leave must be submitted in writing 30 calendar days prior to the time of the leave. Submit requests through your supervisor to the director of your area. Ability to adequately staff for department positions will be determined prior to granting request approval. For full-time non union staff, a request for unpaid leave of absence will not be considered until after all official vacation time has been taken. Vacation, sick leave and other benefit credits will not accrue to you during periods of leave that exceed 30 calendar days, nor will payments for sick leave or holidays be made during the unpaid leave of absence. Unpaid leave of absence forms are available in the Talent & Culture Office. Full-time Union staff should refer to the current Union Contract. If granted, the leave must be confirmed in writing, signed by your supervisor/manager and director.

MILITARY LEAVE

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) includes comprehensive regulations that describe the employment and reemployment rights of military service members under federal law. Additional information is on the poster outside the Talent & Culture Office.

ILLNESS OR INJURY ON THE JOB

The following steps should be followed if you become ill or are injured while at work:

- » Report all on-the-job injuries as soon as possible and no later than the end of shift to your immediate supervisor or Security, regardless of how minor they may seem.
- » For minor injuries, first aid will be administered by a security officer at the Security Office in the museum, or call the Security Office (ext. 6096) to have a security officer respond to another location.
- » In case of serious injury or illness, the injured party, depending on the seriousness of the injury or illness, may be transported by Security to an emergency care facility or, if necessary, will be transported by ambulance to a hospital or other emergency care facility.
- » Because of our obligations under workers' compensation legislation,

we require that staff injured on the job obtain medical treatment at the appropriate medical care facility of our choice during the first 28 days of treatment.

- » If injured, you cannot return to work without a written doctor's release. This must be submitted to the Talent & Culture Office.

WORKERS' COMPENSATION

Under workers' compensation:

- » You are protected by the workers' compensation laws of the state of Michigan. To protect your rights, it is important that you promptly report any job-related illness or injury, regardless of the severity, to your supervisor and to Security and have an Accident Report completed.
- » If you are receiving medical care for a work-related injury, you must communicate with both your supervisor and the workers' compensation administrator in the Talent & Culture Office regularly throughout the duration of your treatment.
- » Workers' compensation benefits provide limited weekly income as specified in the workers' compensation statute. The cost of workers' compensation insurance is paid entirely by The Henry Ford. Your eligibility begins on the day you begin work.

ILLNESS OR INJURY OFF THE JOB

If you are ill or injured when not at work and unable to work your regularly scheduled hours, notify either the Security Office (313.982.6096) or your supervisor as soon as possible. If your illness or injury require you to miss five consecutive workdays or more, or your time off requires you to be hospitalized or to have surgery, you are required to have a doctor's written release before you can return to work. The release must be turned in to the Talent & Culture Office and must indicate you are able to return to work and whether there are any restrictions that may apply. The Henry Ford reserves the right to send you, at its expense, to a doctor of The Henry Ford's choice.

PERFORMANCE EXPECTATIONS AND EVALUATION

EVALUATION OF EMPLOYEE PERFORMANCE

In order to continually enrich our knowledge and enhance our skills, it is the policy of The Henry Ford to conduct periodic performance evaluations. All employees of The Henry Ford will receive performance evaluations. These evaluations are intended to be tools that are used to help you continually develop your skills and abilities. Here are some things to remember about evaluations.

- » Regular evaluations provide an opportunity for your supervisor to communicate with you about specific aspects of your job performance.
- » All evaluations should be done in private consultation between you and your supervisor.
- » Evaluations focus both on areas where you are doing well AND areas where you can further improve.
- » If you disagree with your evaluation, you can submit a written response to your supervisor that will be attached to the evaluation when it is placed in your personnel file.
- » You can request a copy of your evaluation.

- » You are encouraged to complete a self-evaluation to review with your supervisor.
- » All evaluations are reviewed by the Chief Talent Officer.
- » Employees who are new, have transferred or have changed classification may be evaluated by their supervisor after 30, 60 and 90 calendar days. All employees will receive a written evaluation of their performance annually.

STANDARDS OF CONDUCT AND WORK RULES

STANDARDS OF CONDUCT

The Henry Ford is a nonprofit organization chartered by the state of Michigan to collectively hold a body of culturally valuable objects that belong to the people of the State of Michigan. This public trust bestowed upon the institution must be sustained by the staff of The Henry Ford. It is necessary that we commit to the highest standards of performance, because as representatives of The Henry Ford, our actions reflect on this institution or will be attributed to it. Misconduct or the appearance of any impropriety in related work by any staff are unacceptable and will result in discipline or discharge at the discretion of The Henry Ford.

The list that follows is not intended as an exhaustive list, but only a guide. Other standards of conduct may be devised and implemented. The establishment of standards of conduct, the determination of whether they have been violated and the subsequent appropriate discipline are within the sole discretion of The Henry Ford.

Violation of the following Standards of Conduct, or any other rules or policies, will subject you to disciplinary action up to and including suspension, with or without pay, or immediate discharge.

1. Failure to satisfactorily perform duties.
2. Negligence or willful inattention to those we serve.
3. Dishonesty or unauthorized disclosure of confidential information.
4. Clocking others in or out on their time record or having someone else clock you in or out.
5. Being on museum property or representing the museum while under the influence of or impaired by alcohol* or illegal drugs* or in possession of an unauthorized weapon. Employees may be asked to submit to alcohol or drug screening tests. Refusal to cooperate with efforts to determine alcohol or drug use will result in disciplinary action up to and including termination.
6. Excessive absenteeism or tardiness or failure to notify proper supervisor/ manager or the Security Office of any absence or tardiness.

*Definition: Any trace of illegal drugs or a blood-alcohol level of .07 or higher.

- 7. Three consecutive days of no-call, no-show will result in automatic termination.
- 8. Violation of any institutional or departmental rules or policies, including, but not limited to, safety rules and smoking in nonsmoking areas.
- 9. Failure to cooperate fully in any museum investigation.

WORK RULES ARE PART OF OUR STANDARDS OF CONDUCT

The following rules are enforced at The Henry Ford:

GROUP I — WORK RULES
Misconduct such as, but not limited to, the following will result in the imposition of discipline up to and including immediate discharge.

- 1. Falsification of employment application, time records or other personnel records, including clocking in or out another employee’s badge or having another employee clock your badge in or out.
- 2. Refusal to promptly obey all reasonable orders of supervisory personnel or other forms of insubordination.
- 3. Walking off the job.

- 4. Intentional misuse, carelessness or deliberate destruction of The Henry Ford property or the property of others in any manner.
- 5. Theft or misappropriation of any property of The Henry Ford or others (while on The Henry Ford grounds and/ or while on business for The Henry Ford).
- 6. Fighting on The Henry Ford premises.
- 7. Unauthorized possession of, or unauthorized drinking of, alcoholic beverages while on duty (includes lunch periods and breaks), or reporting for work with alcohol on the breath or under the influence of alcohol*.
*Definition: A blood-alcohol level of .07 or higher.
- 8. Unauthorized possession or use of unlawful nonprescription drugs or other controlled substances on The Henry Ford property, or reporting for work under the influence of drugs*.
*Definition: Any trace of illegal drugs.

- 9. While the State of Michigan decriminalized use and possession of marijuana for recreational purposes, use of marijuana for medical or recreational purposes by employees of The Henry Ford is prohibited. Marijuana remains an illegal drug under federal law and is included in The Henry Ford’s definition of illegal drugs. Should an employee test positive for marijuana, the employee will be in violation of this Drug and Alcohol Policy, regardless of when the marijuana was used and regardless of whether the employee is a registered medical marijuana user under Michigan law. A positive test will be indicated if the blood concentration of THC (Tetrahydrocannabinoid) of 5 nanograms per milliliter (ng/ml).
- 10. Abusive or discourteous language or gesture(s) directed to any employee or volunteer, or abusive or discourteous language or gesture(s) within the sight or sound of any guest on The Henry Ford grounds.
- 11. Unauthorized gambling, lottery or any game of chance on The Henry Ford premises at any time.
- 12. Unauthorized possession of weapons on The Henry Ford premises at any time.
- 13. Conduct generally considered immoral or indecent carried on while working at The Henry Ford or away on business.

- 14. The making or publishing of false, vicious or malicious statements concerning The Henry Ford, its trustees or any employee, volunteer or guest.
- 15. Conviction of, or pleading guilty to, a felony in any court of record.
- 16. Unauthorized duplication of keys issued by The Henry Ford.
- 17. Unauthorized distribution of confidential information concerning The Henry Ford; any of its officers, trustees or employees; any conditions of employment; The Henry Ford documents or information.
- 18. Smoking in prohibited areas on The Henry Ford property or other property used by The Henry Ford.
- 19. Sleeping on duty.
- 20. Personal conduct or behavior disruptive to other staff or the public while on The Henry Ford grounds and/ or while on The Henry Ford business.
- 21. Operation of unauthorized vehicles in Greenfield Village.

Progressive discipline is not required or mandated for the violation of any of the forgoing work rules.

GROUP II — WORK RULES
The FIRST VIOLATION of any of the following shall generally result in a written warning.

The SECOND VIOLATION of the same or any other rule in this group within a twelve (12) month period shall result in a written final warning.

The THIRD VIOLATION of the same or any other rule in this group within a twelve (12) month period may result in suspension from work and/or termination.

1. Leaving The Henry Ford grounds during working hours without permission.
2. Disregarding safety rules or common safety practices while on The Henry Ford grounds and/or while on business for The Henry Ford.
3. Unauthorized distribution of literature and solicitation. In the interest of maintaining a proper environment for The Henry Ford guests and in order to avoid interference with employees and to protect employees from unnecessary annoyance, distribution of literature in working areas is not permitted at any time. Distribution of literature in nonworking areas not frequented by The Henry Ford guests is permitted during employee nonworking time (i.e., lunch periods, rest periods, break times and before and after work). Other types of solicitation are permitted in nonworking areas not frequented by The Henry Ford guests during

employee nonworking time (i.e., lunch periods, rest periods, break times and before and after work) but are not permitted during work times.

4. Unauthorized posting or removal of notices, signs or writing in any form on The Henry Ford or designated Union bulletin boards or property at any time.
5. Violation of driving and parking regulations while on The Henry Ford grounds and/or while on business for The Henry Ford.
6. Violation of other rules of The Henry Ford, including, but not limited to, those published safety rules, departmental rules or policies set forth in written policy and procedure memoranda distributed to each department.
7. Violation of the dress code policy while working on The Henry Ford grounds and/or while working on business for The Henry Ford.
8. Violation of the policy on employee breaks in public areas.
9. Failure of an employee to be at their appointed workplace, ready to begin work at their scheduled starting time, or failure to remain at their workplace and at work until the regular quitting time or until relieved or released. (Includes breaks and lunch periods.)
10. Horseplay while on the job.

11. Other generally accepted forms of misconduct while on The Henry Ford grounds and/or while on business for The Henry Ford not specifically mentioned.
12. Demonstrated failure and/or inability to meet the minimum qualifications inherent to the job, including, but not limited to, quality of work, quantity of work, attendance, appearance (when so required) and inability to perform the complete job (requires prior notice).

**FINAL WARNING —
EXPLANATION**

Any employee who is placed on a final warning shall be subject to discharge upon the issuance of any written disciplinary action within the twelve (12) calendar months following the issuance of the final warning.

**WRITTEN REPRIMAND —
EXPLANATION**

If no other reprimands are issued within the twelve (12) months following a written reprimand, the written reprimand will be considered no longer in effect.

The Henry Ford reserves the right to impose more serious discipline than stated above based on applicable circumstances.

POLICY TO PREVENT SEXUAL ABUSE OF MINORS

POLICY AND PROCEDURE MEMORANDUM NO. 39A STATEMENT OF POLICY

It is the policy of The Henry Ford (THF) that sexual abuse by an employee/volunteer of THF of any minor who visits any of its venues or any of its leased or owned property, or participates in any of its programs and/or attends its summer camps, is not permitted or condoned. A minor is defined as any person who has not yet reached the age of 18.

Employees and volunteers shall not engage in any sexual abuse or any sexually oriented activity, including sexual conversation with minors. Employees and volunteers shall not develop sexual and/or intimate, personal or private social relationships with minors, or develop personal relationships with the family of the minor, while the minor is at any of its venues or on any of its leased or owned property, participates in any of its programs and/or attends its summer camps, or participates in activities sponsored by The Henry Ford.

Consent of the minor to the sexual abuse, mistakes as to the minor's age, or the fact that the sexual contact did not take place at a The Henry Ford site are NOT defenses to a complaint of sexual abuse.

DEFINITIONS OF SEXUAL ABUSE

Sexual abuse encompasses several different types of inappropriate sexual behavior. Sexual abuse is any conduct or activity leading to, or resulting in, sexual arousal and/or gratification of one, or all, of the parties involved. It includes both conduct and communication, including but not limited to, inappropriate touching and physical contact and titillating conversations. It includes:

- » Sexual contact, meaning any intentional touching that can be reasonably construed as being for the purposes of sexual arousal, gratification or any other improper purpose.
- » Sexual penetration.
- » Accosting, soliciting or enticing a child to commit, or attempt to commit, an act of sexual contact or penetration.
- » Sexually oriented communication.

GUIDELINES FOR INTERACTIONS WITH MINORS

Appropriate, positive interactions with youth and between employees/volunteers and youth are essential in supporting positive youth development, making youth feel valued and providing the caring connections that serve as protective factors for youth. Conversely, inappropriate or harmful interactions put youth at risk for adverse physical and

emotional outcomes. Some examples of appropriate and inappropriate behavior are listed below.

Examples of Appropriate Verbal Communication

- » Praise
- » Positive reinforcement for good work/behavior

Examples of Inappropriate Verbal Communication, including communication via electronic media such as email, social media, text messages, Twitter, Facebook, etc.

- » Sexually provocative or degrading comments
- » Sexual or risqué comments or jokes
- » Comments about intimate body parts (that is, breasts, buttocks, genital area)
- » Use of profanity and vulgarisms
- » Inviting a minor to one's home
- » Sharing one's personal phone number to facilitate personal contact
- » Revealing or discussing personal information about one's romantic or sexual activities with a minor

Examples of Appropriate Physical Behavior

- » Pats on the back or shoulder

Examples of Inappropriate Physical Behavior

- » Patting the buttocks or other intimate body parts
- » Intimate/romantic/sexual contact
- » Contact with minor outside work
- » Drinking, smoking, using illegal drugs or offering same to a minor
- » Giving gifts of more than nominal or incidental value to minors

- » Corporal punishment
- » Display of inappropriate images, including sexual or graphic images on a computer, smartphone, etc.
- » Showing pornography or involving youth in pornographic activities

Sometimes it is unclear if a behavior is appropriate, inappropriate or harmful. An example involves hugging. Hugging may be appropriate and positive in some circumstances, but it can also be inappropriate if the child is not receptive, if the employee/volunteer is hugging too often or for too long or in private, or if the contact is romanticized or sexually intimate. Employees/volunteers should err on the side of avoiding physical contact if there is any possibility that the contact will be misunderstood.

REPORTING

All employees and volunteers must immediately report any suspected violations of this policy by another employee or volunteer by calling either The Henry Ford Tip Line 313.425.4111 or the Chief Talent Officer or the Manager of Security, who then have the responsibility to investigate and to involve outside authorities, as appropriate.

PENALTY FOR MISCONDUCT

Any employee or volunteer associated with THF who violates this policy may be disciplined or discharged, reported to the proper authority and/or prosecuted to the fullest extent of the law.

Sexual abuse and/or misconduct under this policy may be a crime, and any employee or volunteer of THF who violates this policy or has knowledge of sexual abuse or misconduct and fails to report such activity as required may be disciplined or discharged, reported to the proper authority and/or prosecuted to the fullest extent of the law.

SCREENING

All employees and volunteers must complete an application. Background checks are performed on all employees and volunteers of THF. It is the intention of THF to prevent engaging the services of individuals who have a history of sexual abuse or misconduct.

A person may be disqualified and prohibited from serving as an employee or volunteer at THF if they have:

- » Been convicted (including crimes the record of which has been expunged and pleas of no contest) of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of the child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal/sexual conduct, prostitution, crimes relating to controlled dangerous substance or crimes related to said offenses.
- » Been adjudged liable for civil penalties or damages involving sexual or physical abuse of children.

- » Been subject to any current or permanent court order involving any sexual abuse or physical abuse of a minor.
- » Had their parental rights terminated.
- » A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of a minor.
- » Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaints of sexual or physical abuse of minors.
- » Had a history of other behavior that indicates that he/she may be a danger to children at THF or in THF activities or related events.

SOCIAL MEDIA POLICY

POLICY AND PROCEDURE MEMORANDUM NO. 41B PURPOSE OF POLICY

This Social Media Policy ("Policy") provides guidance to the staff and volunteers of The Henry Ford with respect to communications via social media platforms such as Facebook, Twitter, Instagram, Pinterest, LinkedIn, Flickr, YouTube, Tumblr, your personal blog, and other online communications forums. The purpose is to ensure that communications are consistent with the mission and other policies of The Henry Ford.

APPLICATION OF POLICY

This Policy applies to any communication from you where you hold yourself out as a representative of The Henry Ford, and also where your comments reasonably could be understood by others at the online forum to be on behalf of The Henry Ford, even where you do not expressly represent yourself to be speaking on our behalf.

RULES AND GUIDELINES

Social media is an evolving forum of communication.

- » Just as in the analog world, in the digital world we never disclose confidential information, or personal information about our employees, volunteers, members, guests, and/or visitors. There are no exceptions.
- » Once The Henry Ford has made certain information public (exciting upcoming events, a new acquisition, a new partnership, a new exhibit, and the like), you are free to circulate that announcement and to communicate accurate, public information about the matter. Indeed, your enthusiasm for our programs and collections is very helpful to our mission.
- » Our online actions can and will be attributed to The Henry Ford. Therefore, we are courteous and friendly. We do not violate The Henry Ford's policy on discrimination or harassment.
- » If we have complaints or concerns, we contact our supervisor, Talent & Culture Office or use the anonymous tip line. If you wish to express your opinion publicly online and it is possible that others could attribute your statement to The Henry Ford, please provide a disclaimer such as "these opinions are mine and do not represent the views of The Henry Ford."

- » The Henry Ford reserves the right to request that certain posts be corrected. These requests may be made to you orally or in writing, including informally by email from your supervisor, management, or Talent & Culture. If you receive a communication from a third party about your online comments and such third party references The Henry Ford, you will promptly provide such communication to your supervisor.
- » The Henry Ford has professional staff whose responsibilities include public relations, media communications, and the like. Please contact such staff if you observe online activity that can benefit from our professionals. One example is where a forum appears to lack accurate information about The Henry Ford or where there are concerns/criticisms about our programs or services that should be addressed by communications staff or management.
- » Social media postings are “persistent” – they can endure for a very long time and can be shared instantly and worldwide. They do not disappear. Assume that your social media activity is visible to guests, co-workers, reporters, managers, suppliers, and other members of our community, and that it can affect our reputation and relationships.

- » If the subject on a social media forum is controversial or overheated, we have staff who can assist, so please contact such staff if you observe online activity that can benefit from our professionals.
- » While at work, personal use of social media is limited to circumstances where you are on break. The Henry Ford monitors use of its resources without additional notice to staff or volunteers.
- » In connection with our personal public media postings, we do not use the trademarks or logos of The Henry Ford unless we are linking to or sharing posts of The Henry Ford. The same is true for the trademarks of those with whom we have a business relationship. The professional staff of The Henry Ford are authorized to use trademarks and content in connection with authorized public communications. For your social media accounts, use an email address other than your email address at The Henry Ford.
- » As a general rule, we do not post third-party content protected by copyright; however, in certain circumstances some copyrighted content may be lawfully posted under U.S. law. Because those circumstances typically require a legal analysis, we recommend that you not post content if such posting could be attributable to The Henry Ford.

- » Supervisors and management should use discretion if using social media to interact with non-supervisory and nonmanagement employees for activities not related to work.

If you have questions about this Policy, or if you are unsure whether specific social media activity complies with this Policy, please seek clarification from Talent & Culture.

DISCIPLINE

Violation of this Policy may result in discipline, as deemed appropriate by The Henry Ford, up to and including termination of employment.

REPORTING

All employees and volunteers must report any violations of this Policy by another employee or volunteer to the Chief Talent Officer.

RELATIONSHIP TO EMPLOYEE PROTECTED RIGHTS

This Policy is designed to balance the rights of The Henry Ford to protect its public image, its financial records, the privacy of its employees, members and clients and the rights of employees to discuss terms and conditions of employment protected under Section 7 of the National Labor Relations Act. If employees have specific questions as to communications, they should contact Talent & Culture.

POLICY ON CONFIDENTIALITY AND NONDISCLOSURE

POLICY AND PROCEDURE MEMORANDUM NO. 42 PURPOSE OF POLICY

This Policy on Confidentiality and Nondisclosure ("Policy") provides guidance to the staff and volunteers of The Henry Ford with respect to information, documents, and materials that contain nonpublic information (collectively, "Confidential Information"). We have a duty to preserve the confidentiality of such Confidential Information.

APPLICATION OF POLICY

This Policy applies to any Confidential Information to which you are given access.

- » "Confidential" means that the Confidential Information is not publicly available and is valuable/sensitive to the organization/person about whom the confidential information relates.

- » Confidential Information does not have to be labeled "confidential" or "proprietary" in order for it to be confidential. Confidential Information that is typically confidential is personnel information, financial information, strategic information, and information/documents that The Henry Ford has not yet made public, or may never make public.
- » Confidential Information can be in any form – electronic, print, oral, written, and through observation. Confidential Information may be owned by The Henry Ford, its partners, suppliers, members, donors, visitors, and potential collaborators.
- » Access can be given directly, such as when you attend a meeting, receive an email, review documents, negotiate a deal, meet with legal counsel, prepare strategic documents, and the like, and can also be given indirectly, such as when you overhear a discussion in a hallway or you see certain activities taking place.

- » Confidential Information should not be removed from the premises or IT systems of The Henry Ford, whether physically removed or electronically transmitted, without the express permission of an employee's supervisor. This includes not transmitting confidential information to the personal email account, jump drive, external electronic storage device, personal laptop, tablet or home computer.
- » While in our possession, we do not make copies of Confidential Information unless authorized by a supervisor, and then we use the Confidential Information and the copies solely for the purpose for which they were made available to us. We do not use Confidential Information for our personal benefit. We return all Confidential Information to The Henry Ford upon request, or when our relationship concludes, whichever is first. We do not create materials based upon Confidential Information unless we are requested to do so as a part of our employment responsibilities.

- » We are careful not to leave electronic devices (laptops, tablets, mobile devices, PCs, and the like) or physical devices (briefcases, notebooks, binders, etc.) that contain Confidential Information available to friends, family members, roommates, co-workers, and others who can access them. We password protect our computing devices. We notify our supervisor at The Henry Ford if we lose Confidential Information or cannot locate Confidential Information entrusted to us.
- » If you discover that Confidential Information has been compromised by theft, hacking, fraudulent email, etc., you need to immediately notify BOTH Talent & Culture and the IT Department. Do not attempt to correct or resolve the issue on your own.
- » This policy is designed to ensure that we have in place procedures that give confidence to our staff, our partners, our donors, and others with whom we interact that our nonpublic information – and their nonpublic information disclosed to us – will be handled properly. Confidentiality is both a legal issue, an ethical issue, and a business process implementation issue. Individuals and organizations are subject to the Michigan Uniform Trade Secrets Act and can be personally liable for misuse of confidential information. Compliance with this policy will ensure compliance with applicable law.

» The obligations of confidentiality endure for so long a period of time as the Confidential Information is nonpublic. In some cases, such as where The Henry Ford is getting ready to make a big announcement, information may become public in day or a month. You are then free to share such public information. Other Confidential Information may remain confidential indefinitely.

If you have questions about this policy, or if you are unsure whether specific activity complies with this Policy, please seek clarification from your supervisor or Talent & Culture.

DISCIPLINE

Violation of this Policy may result in discipline, as deemed appropriate by The Henry Ford, up to and including termination of employment.

REPORTING

All employees and volunteers must report any violations of this Policy by another employee or volunteer to the Chief Talent Officer.

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