



AMERICAN MARITIME OFFICERS

Policy Guide

01/01/2012

American Maritime Officers

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SECTION ONE
PERSONNEL

POLICY:	P 1.1 - Holidays
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of the American Maritime Officers to recognize national and special holiday observances.

Holiday Schedule

American Maritime Officers observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Presidential Election Day (every four (4) years)
- Veterans' Day
- Personal Birthday (Floating)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (1/2 day)
- Christmas Day

Holidays falling on Weekends

If any scheduled paid holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday.

Holidays during Vacations

When a holiday occurs during the employee's vacation, the employee will still receive pay for the holiday in addition to the employee's vacation pay or the employee may select another day off.

Holiday Pay

Holiday pay is the employee's regular rate of pay excluding overtime.

Full time hourly employees who are requested to work during a paid holiday will receive holiday pay plus regular pay at one and one-half (1 ½x) times the regular pay rate.

Holiday pay will not be paid if the employee is:

- On lay-off status.
- A temporary, part time or seasonal employee.
- On leave of absence when the holiday occurs.
- Requested to work during a paid holiday and the employee refuses to do so.

Special Holiday Observance

AMO recognizes that there may be religious holidays (other than those already designated as holidays) that employees would like to observe. These holidays should be scheduled as personal time off and must be approved in advance.

Personal Birthday

- If a full time employee is requested to work on a Personal Birthday the employee will be given a different day off.
- Employees must submit an approved "Request for Time Off or Absence" (Form PR-01) to the Payroll Department Prior to taking Personal Birthday off.

POLICY: Personnel	P 1.2 - Vacation
EFFECTIVE DATE:	July 1, 2011

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of American Maritime Officers to grant time off for rest, relaxation or recreational purposes. Benefits become effective after completion of the 90-day initial introductory period.

Vacation Leave is calculated from January 1 of each year.

Vacation Pay

Vacation pay is the employee's regular rate of pay, excluding overtime or holiday pay.

Vacation Commencement

All eligible employees who have successfully completed their introductory period shall be entitled to the following annual vacations with pay.

Length of AMO Service * (In the year reached)			
	0 – 5 Years	After 5 years and up to 10 years	After 10 years
Officials and Representatives	4 weeks	5 weeks	6 weeks
Salaried	3 weeks	4 weeks	5 weeks
Hourly	2 weeks	3 weeks	4 weeks

*Length of Service includes all AMO Member Time, ashore and at sea

Union officials, representatives and employees are encouraged to use not more than two (2) weeks at a time, with the balance of their vacation spread out during the course of the year.

Additional Considerations

- When a holiday occurs during the employee's vacation, the employee will still receive pay for the holiday in addition to the employee's vacation pay or the employee may select another day off.
- If the employee becomes ill while on vacation, the employee's absence is charged against vacation time.

Unused Vacation

- As of 2011 all employees will be required to take 25% of their vacation time.
- As of 2012 all employees will be required to take 100% of their vacation time.

Unused vacation cannot be carried over to the following year.

Time off Procedures

Employee must submit an approved "Request for Time Off or Absence" (Form PR-01) to the Payroll Department prior to taking vacation.

POLICY:	P 1.3 - Bereavement Leave
EFFECTIVE DATE:	October 2011

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of the American Maritime Officers to grant time off with pay in the case of the death of an immediate family member or relative outside the immediate family as defined in this policy. The purpose of bereavement leave is to provide employees with time to attend the funeral of a relative or family member and to handle personal affairs without disrupting their income. The benefits become effective after completion of the 90-day initial introductory period.

Definitions

"Immediate family" is defined as:

- Spouse
- Child
- Parent or step-parent
- Sister
- Brother
- Father-in-law
- Mother-in-law
- Grandparent
- Grandchild
- Stepbrother
- Stepsister
- Stepchild
- Domestic partner

Relative outside the immediate family is defined as:

- Uncle
- Aunt

Benefit Schedule

- In the event of a death of an immediate family member, an employee may take a maximum of five (5) consecutive days, inclusive of weekends and holidays.
- In the event of a death of a relative outside the immediate family, an employee may take a maximum of three (3) consecutive days.

Bereavement pay

- Bereavement pay is the employee's regular rate of pay.
- Hourly employees will be paid for scheduled work hours from which they are absent due to the bereavement leave, not to exceed eight hours each day.
- The bereavement pay will only be paid for scheduled work time lost excluding overtime.

Time off Procedures

Employees must submit an approved "Request for Time Off or Absence" (Form PR-01) to the Payroll Department.

POLICY:	P 1.4 - Jury Duty
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of the American Maritime Officers to protect employees against loss of earnings when the employee is summoned to perform jury duty.

Additional Considerations

- Either AMO or the employee may request an excuse or a postponement from jury duty if, in the judgment of AMO, the employee's absence would cause an undue hardship on operations.
- When fully released from jury duty employees are required to return to work the next day.

Time off Procedures

Employees must submit a copy of the Jury Duty Summons along with an approved "Request for Time Off or Absence" (Form PR-01) to the Payroll Department Prior to performing jury duty.

POLICY:	P 1.5 - Military Leave
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of the American Maritime Officers to grant unpaid and in certain instances paid time off to serve in the Armed Services of the United States whether voluntary or involuntary in accordance with the provisions of state and federal law, including the Uniformed Services Employment and Reemployment Right Act (USERRA). Benefits become effective after completion of the 90-day initial introductory period.

Military Leave Pay

American Maritime Officers will pay in a calendar year, an employee called to Reserve Duty:

- Their normal base pay rate in conjunction with the pay received from the government for two weeks.
- If the Reserve Duty extends beyond two weeks, the employee will receive only the difference between the employees' normal pay rate and the pay (excluding expense pay) received from the government.

Employment Rights

The employee's employment rights will be preserved while the employee is on military leave. Pay increases, vacations, and other benefits that would have accrued had the employee not been on military leave will be given to the employee upon returning to American Maritime Officers after the military leave is over.

Reinstatement

The employee will either be reinstated to the position the employee held before taking military leave or will be given a similar position with the same seniority, status, and pay, if the following conditions are met:

- Proof of honorable discharge from duty
- Proof of ability to resume the position
- Returns to work within 90 days of the employee's discharge from military duty.

Additional Consideration

Annual military leave is in addition to any annual vacation leave. AMO will not make deductions from annual vacation leave for time spent on annual military leave up to 30 days.

Time off Procedures

Employees should advise the employees supervisor and submit written documentation of the call of duty ("order") along with "Request for Time Off or Absence" (Form PR-01) to the Payroll Department when called to duty or volunteers for service in the Armed Forces of the United States.

POLICY:	P 1.6 - Sick Leave
EFFECTIVE DATE:	

This Policy Applies To: All full time employees

Policy Information

It is the policy of the American Maritime Officers to grant time off with pay to employees who become ill. Benefits become effective after completion of the 90-day initial introductory period.

Notification

- Employees must notify their supervisor within one half hour after employee is scheduled to begin working in a case of sudden sickness.
- Employees absent from work more than three consecutive days may be required to provide a written letter from a physician.
- Employees must submit in advanced an approved "Request for Time Off or Absence" (Form PR-01) to the Payroll Department when sick leave is used for medical, dental or optical examinations or when a household member requires personal care and attention due to illness.

Short Term Disability

- Once sick and vacation time is exhausted, the employee must apply for disability benefits.
- The short-term disability benefits received will offset the sick pay being paid by the Union up to a maximum of 26 weeks for all full time employees.

Additional Considerations

- Vacation days must be used when sick leave is exhausted.
- Sick leave may not be used as a vacation day.
- If the employee becomes ill while on vacation, the employee's absence is charged against vacation time. Employees who become sick should not come to work as this may cause co-workers to become ill. If the employee shows up to work sick, they will be sent home.

Benefits Schedule

- Salaried and hourly employees will be allowed up to 10 sick days per year.
- During the first year of employment salary and hourly employees will receive the following:
 - Up to 10 sick days if hired prior to July 1.
 - Up to five sick days if hired after July 1.

Time off Procedures

Employees must submit an approved "Request for Time Off or Absence" (Form PR-01) to the Payroll Department upon returning from sick leave.

POLICY:	P 1.6(a) - Sick Leave
EFFECTIVE DATE:	

This Policy Applies To: Union officials and Representatives

- Union officials and representatives will be allowed up to 30 sick days per year. Any sick days required beyond 30 workdays must be subject to prior approval of the AMO National Executive Board.

POLICY:	P 1.7 - Maternity Leave
EFFECTIVE DATE:	

This Policy Applies To: All female union officials, representatives and full time employees

Policy Information

It is the policy of the American Maritime Officers to grant time off without pay for maternity leave provided however, the employer agrees to conform to minimum State requirements in all locations established by the employer. Benefits become effective after completion of the 90-day initial introductory period.

Notification

Employees must:

- Submit a written request for maternity leave.
- Submit a written doctor's statement, indicating the anticipated delivery date.
- Notify American Maritime Officers of the expected duration of the maternity leave.

Medical Incapacity to Work Prior to Birth

Depending upon the medical circumstances and nature of the employee's position, employee may continue working up to the delivery date. In the event, the employee is physically incapable of performing regular work duties, the employee may request to be placed on maternity leave. A minimum of one week advanced notice should be given, accompanied by a statement from the employee's physician attesting to the employee's incapacitation.

Transfer of Duties

An employee may ask for a transfer to a less strenuous or less hazardous position. The request must be in writing and must state the reason for the transfer.

Maximum Length of Leave after Birth

The maximum length of maternity leave is not to exceed three months including sick leave, personal days and vacation after a normal birth. If the employee needs a longer leave due to medical complications, the employee should notify American Maritime Officers as soon as possible. The additional leave will be treated the same as any other medical or disability leave.

Employment Rights

- The employee's employment rights will be preserved, while on maternity leave. Pay increases, vacations, and other benefits that would have accrued had the employee not been on maternity leave will be given to the employee upon returning after maternity leave is over.
- The employee will be reinstated to the position the employee held before taking maternity leave, or will be given a similar position with the same seniority, status, and pay. AMO does not guarantee a return to the identical position.

Request for Maternity Leave Procedure

Employees must submit an approved "Request for Time Off or Absence" (Form PR-01) to the Payroll Department prior to taking Maternity Leave

POLICY:	P 1.8 - Time off to Vote
EFFECTIVE DATE:	

This Policy Applies To: All full time employees

Policy Information

It is the policy of the American Maritime Officers to provide employees with time off to perform their civic responsibility by participating in elections.

Time off Procedures

- Time off to vote should be scheduled either at the beginning or end of the employee's workday.
- Employee's unable to vote during non-working hours must make a written request for 2 hours of time off to vote.
- Employee must submit an approved "Request for Time Off or Absence" (Form PR-01) to the Payroll Department. Notice is to be provided no less than two (2) working days prior to Election Day

POLICY:	P 1.9 - Family and Medical Leave
EFFECTIVE DATE:	

At the present time AMO does not fall under the qualifications for FMLA entitlements.

POLICY:	P 1.10 - UNPAID LEAVE OF ABSENCE
EFFECTIVE DATE:	

This Policy Applies To: All full time employees

Policy Information

It is the policy of the American Maritime Officers to provide employees time to handle personal affairs should a situation arise that temporarily prevent an employee from working, including advanced educational pursuits or matters of a personal or family nature.

Requesting a Personal Leave of Absence

- Each request will be reviewed on a case-by-case basis. Final approval rests with the National President only. No other member of management may approve a request for an Unpaid Leave of Absence.
- An employee must have completed two (2) years of service to be considered for an Unpaid Personal Leave of Absence.

Duration of an Unpaid Leave of Absence

The maximum length of an Unpaid Leave of Absence is six (6) months not including all sick leave, vacation and personal time off.

Benefits

- Continuation of an employee's health coverage will be subject to the rules and regulations of the AMO Medical Plan.
- No holiday pay will be paid while on Unpaid Leave of Absence.
- Personal Time Off will not be earned while on Unpaid Leave of Absence.
- The employee's employment rights will be suspended while on Unpaid Leave of Absence. Pay increases, vacations, holidays, personal time off and sick leave, etc. and other benefits will resume upon returning from Unpaid Leave of Absence.

Reinstatement

- Employees must notify both the National President and the Payroll Department in writing requesting to return to work.
- Employees on Unpaid Leave of Absence may be reinstated to a similar position the employee held before taking Unpaid Leave of Absence, with the same seniority, status, and pay.
- American Maritime Officers does not guarantee a return to the identical position.
- If no position is available, the employee will be terminated effective the date the leave ends

Additional Considerations

An employee may not engage in other unapproved employment while on an approved Unpaid Leave of Absence. Failure to comply with this provision will result in corrective action up to and including termination.

Time off Procedures

Employees must submit an approved "Request for Time Off or Absence" (Form PR-01) and submit it to the Payroll Department at least 10 days prior to the beginning of the leave.

POLICY:	P 1.11 - Personal Time Off
EFFECTIVE DATE:	

This Policy Applies To: All full time employees

Policy Information

It is the policy of the American Maritime Officers to offer employees paid time away from work for personal and lifestyle needs. Benefits become effective after completion of the 90-day initial introductory period.

Personal Time Off is to be used for personal reasons only.

Benefits Schedule

- Employees will be allowed up to five days of Personal Time Off per year.
- During the first year of employment, full time employees will received the following:
 - Up to five Personal days if hired prior to July 1.
 - Up to three Personal days if hired after July 1.

Additional Consideration

Full time employees will not be paid for any unused Personal time off.

Time off Procedure

Employees must submit an approved "Request for Time Off or Absence" (Form PR-01) to the Payroll Department Prior to taking a Personal day.

POLICY:	P 1.12 - Work Hours
EFFECTIVE DATE:	

This Policy Applies To: Full time employees

Policy Information

It is the policy of the American Maritime Officers to establish standard hours of operation and procedures.

Standard Hours of Operation

A normal workweek shall be from Monday thru Friday consisting of 40 hours including a one-hour lunch break.

Notification

If an employee is not able to report to work for their regularly scheduled workday, the employee must call the supervisor no later than one-half (½) hour after the beginning of the scheduled workday. Failure to do so may result in corrective action.

Breaks

Each workday employees shall receive:

- One hour (1) Lunch break.
- One (1) 15 minute rest break in the morning.
- One (1) 15 minute rest break in the afternoon.

Breaks shall be scheduled in accordance with the work requirements of their supervisor.

Additional Considerations

- The employee shall notify their supervisor in advance of the employee's need to leave work early. Early departure without proper approval may result in corrective action.
- After three (3) days of unscheduled absence without notification, the employee will be deemed to have voluntarily resigned. Such resignation will be considered job abandonment and the employee will not be eligible for rehire.

Time Sheet

- Hourly employees must submit a Time Sheet (Form PR- 03) on a weekly basis to their supervisor.
- It is management's responsibility to ensure that all timesheets are accurate and are submitted to the Payroll Department on Monday of the following week.

POLICY:	P 1.13 - Overtime
EFFECTIVE DATE:	

This Policy Applies To: Full time hourly employees

Policy Information

It is the policy of the American Maritime Officers to compensate full time hourly employees for overtime as defined under the Fair Labor Standards Act and State laws.

Compensation Rate

A full time hourly employee shall be compensated for any time worked in excess of 40 hours per week and will be paid for overtime at one and one half (1½) times the employee's regular hourly rate.

Approval of Overtime

Management is responsible for scheduling and approving all overtime. No hourly employee may work overtime unless approved in advance by their supervisor.

Overtime Pay

Overtime pay shall be paid the following week. Full time hourly employees who are requested to work during a paid holiday will receive holiday pay plus regular pay at one and one-half (1½x) times the regular pay rate.

SECTION TWO
BUSINESS EXPENSE

POLICY:	BE 2.1 - Air Travel
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of the American Maritime Officers regarding air travel to select the lowest economical airfare to the business destination.

The following guidelines should be used for air travel:

- Employees should utilize a local airport.
- Make every effort to utilize AMO's Travel Agent
- Domestic air travel consists of travel within the United States. Economy class of service should be chosen.
- International air travel consists of travel outside North America. Business class should be used if available; if not, first class may be used with prior approval by the National President or the Secretary/Treasurer.
- Every effort should be made to book the trip 21 days in advance. Current fares are lowest when booked 21 days in advance, and to a lesser degree, seven (7) days in advance.

The following are exceptions to the lowest economical airfare:

- Travel by the AMO National President.
- Employees who have medical conditions necessitating business or first class travel. The employee must provide American Maritime Officers with medical documentation from a licensed physician explaining the necessity of the business or first class travel.

Cancellation of Flight by Employee

If a trip is canceled after the ticket has been issued, the employee should inquire about using the same ticket for future travel. Employees should explain the reason for the cancellation on the expense report.

Lost or Stolen Airline Tickets

Upon discovery of a lost or stolen ticket, the employee should immediately report the loss to the issuing authority.

Reimbursable Expenses

- Cost of airline ticket including electronic ticketing (e-ticket). Employee must obtain a hard copy receipt for expense reimbursement.
- Parking at the airport garage is permitted and will be reimbursed if doing so is lower in cost than taking a taxi or limousine to and from the airport.

- Excess baggage charge when it is reasonable and necessary.
- Airline executive club membership – 1 per Executive Board member or representative as approved in writing by the National President.

Non-Reimbursable Expenses

- Lost Luggage - The airlines are responsible for compensating the owners of lost baggage or permanently damaged luggage.
- Employees traveling by an indirect route or with a more expensive ticket for their own pleasure or convenience; or to take advantage of airfare incentives, will not be reimbursed for travel expenses in excess of those charges which would have been required for travel by the more direct route or less expensive tickets.
- Personal entertainment (i.e., bar bills, in-flight movies, magazines, newspapers etc.).
- Tickets purchased with personal frequent flyer miles.
- Upgrades

Extended Stay

In certain cases, employees may save AMO significant expenses by electing to stay over Saturday and/or Sunday night at their business destination. In such cases, if the cost savings for staying is greater than or equal to the added cost of meals and hotel accommodations for the extended stay, the employee may elect to do so and remain within the policy. Verification of the savings is required.

POLICY:	BE 2.2 - Automobile Rentals
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of the American Maritime Officers that employees may rent an automobile to their destination when driving is more economical and convenient than airline or rail travel or driving is necessary to transport large or bulky material.

Automobile Class

When a full size automobile is unavailable, the automobile rental company normally supplies the next largest size available. Under these circumstances, the employee should verify that American Maritime Officers would be billed at the lower, full size rate.

Employees may upgrade the automobile when:

- At no extra cost to American Maritime Officers
- Additional space is required to transport material
- Pre-approved medical reasons

Automobile Rental Agreement

If two or more employees share the driving, all employees must sign the automobile rental agreement.

Insurance

- American Maritime Officers maintains Automobile Liability insurance coverage for property damage, bodily injury and mandatory no-fault coverage insurance within specified limits. In order for this coverage to be in effect, only the authorized driver who is listed on the automobile rental agreement must drive the car.
- Loss damage waiver insurance for domestic travel should be declined since AMO has obtained appropriate coverage.
- Loss damage waiver insurance should be elected for foreign travel, including Mexico and Canada.
- Copies of all insurance policies obtained by American Maritime Officers for automobile rental coverage's is available to all union officials and employees who rent automobiles.

Inspection

Before accepting and upon returning an automobile, the automobile should be thoroughly examined by the employee as to its condition.

Accidents

If you have an accident:

- Notify the automobile rental agency immediately, do not authorize repairs without automobile rental agency approval.
- Deliver any summons, complaints, or papers relating to the accident to the automobile rental agency.
- Review the automobile rental agreement for any additional requirements.
- Notify the American Maritime Officers Controller.
- Complete an accident report with copies of all summonses, complaints, or papers submitted to the automobile rental agency.

Cancellation of Automobile Rental by Employee

- Employees are responsible for canceling rental automobile reservations and must contact the rental automobile agency.
- Request and record the cancellation number in case of billing disputes.

Automobile Rental Returns

Return the automobile:

- with a full tank of gas, to avoid refueling charges, whenever possible.
- conduct a visual inspection with the automobile rental agent.

Reimbursable Expenses

Reimbursable expenses include:

- Daily rental fee
- Mileage fee
- Gasoline charges
- Tolls
- Authorized insurance charges for foreign travel
- GPS (if necessary)

Non-Reimbursable Expenses

Non-Reimbursable Expenses include, but are not limited to:

- Automobile repairs
- Traffic violations (i.e. tickets, fines)
- Membership fees for rental car club program
- Rental automobile for personal use (i.e., weekend sightseeing)
- Personal effects insurance or personal accident insurance charges. These will be considered personal expenses and the responsibility of the employee.

POLICY:	BE 2.3 - Personal Automobiles
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

Employees of AMO are authorized to use their personal automobiles if the business trip indicates that travel by use of personal automobiles is more economical than any other modes of transportation. Employees who elect to use their personal automobiles are responsible for carrying adequate insurance coverage for their protection and for the protection of any passengers.

Mileage Allowance

The mileage reimbursement rate is intended to reimburse all costs of operating a personal automobile, including insurance and depreciation. The mileage allowance rate is based on the Internal Revenue Service mileage allowance that is in effect at the time of the business trip and is calculated from the employee's place of business. The mileage allowance is adjusted periodically by AMO when the Internal Revenue Service changes the mileage allowance.

Reimbursable Expenses

- Mileage allowance is based on the most direct route unless there is a business-related deviation (i.e., picking up an associate on route).
- Parking, garage
- Tolls

Non-Reimbursable Expenses

- Gasoline - the mileage allowance factors in the cost of gasoline.

POLICY:	BE 2.4 - Alternate Transportation
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of American Maritime Officers that employees are authorized to use alternate transportation if the business trip indicates that travel by use of alternate transportation is more economical than any other modes of transportation.

Reimbursable Expenses

- Taxi fares including gratuities not to exceed 20% of the fare
- Rail travel
- Bus fare
- Car service
- Metro and/or Subway

POLICY:	BE 2.5 - Lodging
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of American Maritime Officers that employees should use their best judgment based on sensible prices by means of the most reasonable hotel rates when selecting a hotel and location.

Hotel Cancellation

It is the employee's responsibility to notify either the hotel or the agency with which the reservation was made to cancel a room reservation.

Reimbursable Expenses

- The cost of a hotel room actually incurred by employees
- Incidentals, such as telephone calls, and gratuities actually incurred
- Internet Charges
- Hotel Fitness Center

Non-Reimbursable Expenses

- In room movies
- Mini Bars

Reporting Room Charges on Expense Report

Only the room charge and appropriate tax should be entered on the lodging line on the expense report. All other items (i.e. telephone, gratuities meals etc.) should be recorded on the appropriate line on the expense report.

POLICY:	BE 2.6 - MEALS
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

Employees should show discretion and fiscal responsibility in their choice of restaurants. High-end establishments should be avoided unless circumstances dictate that it is an appropriate choice.

Personal Meals

Personal meals are when employees pay for their own breakfast, lunch and dinner while traveling on AMO business. The meal expense includes the cost of food, beverages, taxes, and gratuities not to exceed 20% of the bill. The meal receipt must be itemized in detail (i.e., amount of entrees, beverages etc.)

Union Business / Meeting Meals

The Union Business/Meeting meals are when the only people present are AMO employees and union business was conducted or discussed during the meal. The meal expense includes the cost of food, beverages, taxes, and gratuities not to exceed 20% of the bill. The meal receipt must be itemized in detail (i.e., amount of entrees, beverages etc.)

Entertainment Meals

Entertainment meals are when a meal is provided to a customer, client or member whether the meal is a part of other entertainment or by itself. A union official or employee must be present when the food or beverages are provided. The meal expense includes the cost of food, beverages, taxes, and gratuities not to exceed 20% of the bill. The meal receipt must be itemized in detail (i.e., amount of entrees, beverages etc.)

Alcoholic Beverages

Alcoholic beverages will be reimbursed only for entertainment meals. The cost should be kept to a minimum.

Reimbursable Expenses

- Meal expenses: Includes the cost of food, beverages, taxes and gratuities not to exceed 20% of the bill

Non-Reimbursable Expenses

- Gratuities in excess of 20% of the bill.

DOCUMENTATION

Proper documentation for union business meals and entertainment must include the following:

- When – Date of the meal.
- Who – Names, titles of attendees
- Where – Name of establishment, city and state
- What – Type of event (i.e., Breakfast, Lunch, Dinner etc.)
- Why – Business purpose of the expenditures
- Amount

Tear offs are unacceptable receipts for all meals.

- The meal receipt must be itemized in detail (i.e., amount of entrees, beverages etc.)

POLICY:	BE 2.7 - Entertainment
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

Entertainment includes any activity generally considered to provide entertainment, amusement, or recreation. Examples are entertaining guests at nightclubs; at social, athletic, and sporting clubs; at theaters; at sporting events, or on hunting, fishing, vacation, and similar trips.

Documentation

Proper documentation for entertainment must include the following:

- When – Date of the event.
- Who – Names, titles of attendees
- Where – Location of event, city and state
- What – Type of event (i.e., Baseball game, Fishing trip etc.)
- Why – Business purpose of the expenditures
- Amount

POLICY:	BE 2.8 - Extended Business Trip with Vacation Time
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

An employee who extends a business trip using vacation time; will be reimbursed only for lodging and meals for the days business is conducted and travel time from and to the business destination.

POLICY:	BE 2.9 – Telephone/Internet
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

- The telephones assigned by American Maritime Officers to union officers, national executive board members, agents, representatives and employees by AMO should primarily be used for union business.
- Hotel phone and internet bills are reported on the expense report under telephone not under lodging.

POLICY:	BE 2.10 – Business Gifts
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is permissible to give gifts to employers, or other service providers, with a value not to exceed fifty dollars (\$50.⁰⁰). As with other business expenses, reimbursement requests for these gifts must include a receipt and an explanation as to the legitimate Union purpose. In addition, the American Maritime Officers Executive Board may approve gifts of reasonable value to American Maritime Officers employees who have retired after service to AMO or for long-time service providers.

POLICY:	2.11 – Tuxedo Rental
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

Tuxedo rentals or the purchase of a tuxedo every three (3) years is reimbursable provided the tuxedo is rented or purchased for business purposes.

POLICY:	BE 2.11 - Foreign Travel
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

Employees should arrange to secure all necessary passports, visas, international driver licenses or permits, photos, etc.

Employees should use caution when traveling to countries for which a travel advisory has been issued by the State Department.

Foreign Currency

The following guidelines should be used for foreign currency:

- Do not convert more dollars to foreign currency than needed.
- Conversion of dollars to foreign currencies should be done at currency exchange stations in airports or at banks. Conversion of currency at hotels should be avoided
- Employees should attempt to convert any unused foreign currency back to U.S. dollars before leaving the foreign country.
- Employees should return the remaining amount of the foreign currency to AMO's accounting department.
- Reporting Foreign Currency - It is the responsibility of the employee to report expenditures on foreign trips in both the foreign currency and U.S. dollars. The name of the currency and conversion rate in foreign money to U.S. dollars should be made at the exchange rate received at the time of exchange of dollars into the foreign currency. Attach proof of the official currency exchange rate; any documented official statement of official rate of exchange will be acceptable. If, upon leaving the foreign country, the remaining foreign currency is converted back to dollars, any gain or loss due to the difference in exchange rates should be reported on the expense report.

POLICY:	BE 2.12 - Non-Reimbursable Expenses
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

The following is a partial list of items that are considered non-reimbursable:

- Personal entertainment (e.g., bar bills, in-flight movies)
- Lost or damaged luggage and contents
- Newspapers, magazines, books, etc.
- Traffic or parking fines
- Haircuts and shoeshine
- In-room movies and pay television
- Unauthorized business gifts
- Laundry/dry cleaning valet (trips less than two days)
- Taxis for sightseeing
- Gratuities exceeding 20% of the total cost of meal or taxi/cab fare
- Personal phone calls (in excess of policy)
- Prescription and non-prescription medications
- Any travel, meals, and entertainment expenses for family members who accompany union officials and employees, unless authorized (i.e., spouse children etc.)
- Alcoholic beverages (personal meals and union business meetings meals)
- Mini bar
- Ambiguous items are not reimbursable.

POLICY:	BE 2.13 - Documentation
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

A valid, legible receipt must be obtained and submitted for all business expenses regardless of cost. A valid receipt contains at least the following information, preprinted or written by the recipient of the payment on an "original" form (date, dollar amount, name of recipient, and nature of the service.) All supporting documentation must accompany each expense report. Receipts must be neatly attached to a separate 8-1/2" by 11" sheet of paper in a manner that facilitates the review and copying of the Documentation.

POLICY:	BE 2.14 - Expense Reports
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

Employees must account for all expenditures by submitting a comprehensive and accurate expense report, with receipts and no "Grouping" of receipts for one day.

Expense reports must be completed in a neat and legible manner. Expense reports that are not legible or need clarification will be returned to the employee.

It is critical that the business purpose of the expenditures be clearly stated on the expense report.

All problems encountered by employees on business trips should be noted on the expense report. A complete description should be made as to the circumstances surrounding the problem. If additional space is required, the employee should attach a memo.

All expense reports MUST be signed by the employee. This signature affirms both the accuracy of the numbers and compliance with the requirement that all expenses are for legitimate union purposes. It is essential that employees are cognizant of all costs that are incurred by their travels. Therefore, the employee must review all receipts in detail to ensure that the charges are accurate and reasonable.

The following forms must be used for reimbursements:

- AMO Expense Report
- AMO Expense Report Continuation Sheet

POLICY:	BE 2.15 - Business Expense Policy Enforcement
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

All expenses will be monitored to ensure that the provisions of this policy are being adhered to. Under the applicable U.S. law governing labor unions, all expenses must serve as a legitimate union purpose and a supervisor's approval of an expense will not insulate a union employee from discipline if the expense does not meet this test. Persistent or willful noncompliance will result in appropriate disciplinary action. In some circumstances, this may include referral to regulatory or law enforcement authorities.

SECTION THREE
CHEMICAL TESTING

POLICY:	3.1 - Prohibited and Permissible Use
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees

Policy Information

It is the policy of the American Maritime Officers to maintain a drug and alcohol free workplace. Certain items and substances are restricted from being present on American Maritime Officers premises.

Prohibited uses include:

- Any influence of alcohol during working hours.
- Using, purchasing, possessing, transferring, solicitation for, selling narcotics, or other illegal drugs, alcohol or prescription medication without a prescription while on premises or while performing an assignment.
- Have the presence of any detectable amount of prohibited substances in the employee's system while at work, while on the union's premises or while on union business. "Prohibited substances" include illegal drugs, alcohol or prescription drugs not taken in accordance with a prescription given to the employee.
- Possessing, using, solicitation for, selling legal or illegal drugs or alcohol when away from the union premises, if such activity or involvement, adversely affects the employee's work performance, the safety of the employee or others, or puts at risk the union's reputation.
- Clearly obstruct the testing process by any conduct.
- Provide false information about a urine specimen or attempting to contaminate or alter a urine specimen.

Permissible uses:

- Drugs that are lawfully obtained and properly used provided their use does not interfere with the individual's proper and safe performance.
- Possess or store alcohol by American Maritime Officers officials, representatives or employees at social functions and or business meetings on or off American Maritime Officers premises if the possession and storage or use of such alcohol is compatible with or consistent with the duties of such officials, representatives or employees.

POLICY:	3.2 - Test Categories
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees and job applicants

Policy Information

The union will conduct drug testing under any of the following circumstance.

Pre-Employment

- It shall be a condition of employment that all prospective employees of American Maritime Officers shall agree, in writing, in his or her application for employment to submit to a pre-employment chemical test administered by an independent testing facility retained by American Maritime Officers.

Initial

- It is understood that all union officials, representatives and employees of American Maritime Officers shall be initially tested in order to provide a base line.

Random

- Random testing shall be allowed and employees may be selected at any interval determined by American Maritime Officers but not more than twice a year without probable cause.

Post-Accident

- In the event an employee is involved in an on-the-job accident which results in damage to property, equipment or injury under circumstances which suggests possible use or influence of drugs or alcohol may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident injury," means not only the one who was injured but also any employee who potentially contributed to the accident or injury in any way may be required to submit to a drug/alcohol test.

Probable Cause

- Probable cause means suspicion based on specific observations or any time American Maritime Officers feels that an employee may be under the influence of drugs or alcohol, including but not limited to the following circumstances: Evidence of drugs or alcohol on or about the employee's person or in the employees vicinity.
- Unusual appearance, conduct, speech or breath odor on the employee's part that suggests impairment or influence of drugs or alcohol,
- Negative performance patterns, or excessive and unexplained absenteeism, tardiness or that an American Maritime Officers representative or person in a supervisory position can describe concerning the appearance or behavior of the employee.

POLICY:	3.3 - Test Procedures
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees and job Applicants

Policy Information

It is the policy of the American Maritime Officers to establish effective procedures for chemical testing to ensure consistent and fair treatment of all employees and applicants for employment.

Test Procedures

- American Maritime Officers shall retain and use an independent testing facility.
- Customary patient privacy will be observed in taking the test.
- Tests are performed on random basis at an annual rate of not less than 50 percent.
- Security of biological specimens is absolutely necessary. Any breach of this security will require a three-day written notification to the employee for a re-test.

POLICY:	3.4 - Test Results
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees and job Applicants

Policy Information

- The results of the described test are to be held in the strictest confidence between American Maritime Officers and the testing facility. The results of the tests will not be provided to anyone without express written consent of the employee.
- The results will be provided to the employee if requested by employee. Employees have the right to obtain test results from the testing facility.
- Applicants for employment showing a positive result on the chemical test shall automatically disqualify such individual for employment by American Maritime Officers for a period of five (5) years from the date of the sample.
- Employees testing positive may be disciplined "for cause". The Employee shall be immediately notified by American Maritime Officers in writing when he or she has failed the test.
- In the event of positive test results, the employee may request, within 72 hours of notification a re-test of his/her urine specimen at another certified laboratory.
- All confirmed positive tests shall receive a professional medical review that includes offering the employee the opportunity to contest or explain the result.

POLICY:	3.5 - Enforcement
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees

Policy Information

- Employees are required to submit to an alcohol and/or drug test when directed by American Maritime Officers.
- Employees refusing to submit to testing by avoiding the alcohol or drug test or failing to provide an adequate volume of urine to conduct a test without a valid medical explanation will be treated as insubordination.
- All testing will be monitored to ensure that the provisions of this policy are being adhered to. In any case where a violation of the policies described herein is found, employees shall be subject to internal union disciplinary charges.
- Any current employee who feels that he or she has a drug or alcohol related problem is encouraged to seek professional help.

SECTION FOUR
EQUAL EMPLOYMENT
OPPORTUNITY /
SEXUAL HARASSMENT

POLICY:	4.1 - Equal Employment Opportunity
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees and job applicants

Policy Information

It is the policy of American Maritime Officers to ensure equal employment opportunity and to prohibit discrimination on the basis of race, color, religion, sex, sexual preference or orientation, national origin, age, and marital, veteran or as a qualified individual with a disability, or any other protected characteristic as established by law.

American Maritime Officers is committed to creating and maintaining an environment that fosters the maximum contribution from all of its employees irrespective of differences in race, gender, ethnicity, age, education, socioeconomic background, lifestyle, sexual orientation, geographic origins, and personal values and belief systems.

Each member of management is responsible for ensuring full compliance with this policy and its intent. There is no tolerance for discriminatory actions or behavior at American Maritime Officers.

Protection of Employee Rights

If an employee or applicant files a complaint in good faith under this policy, no adverse action will be taken against him/her, nor will the employee's job status be affected in any way.

POLICY:	4.2 - Sexual Harassment
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees

Policy Information

Sexual harassment, or harassment based on any of these other factors, is a form of employment discrimination, which is in violation of the law. Every employee has the right to work free of harassment, sexual or otherwise. It is the responsibility of all employees to make sure that there is full compliance with this policy.

Sexual Harassment Prohibited

The following conduct constitutes sexual harassment and will not be tolerated:

- Unwelcome sexual advances
- Requests for sexual favors
- Other verbal comments, gestures or physical actions of a sexual or otherwise offensive nature, whether solicited or unsolicited under any of the following circumstances:
- Coercing an individual to submit to such conduct as a term or condition of employment.
- Using an individual employee’s submission to or rejection of such conduct as the basis for an employment-related decision.
- Unreasonable interfering with an individual employee’s work performance or creating an intimidating, hostile or offensive working environment, whether intentional or not. Offensive conduct covered by this last category would include, but not be limited to, deliberately provocative behavior, unwelcome sexual flirtations, advances or propositions, abusive language or gestures, overtures or statements of a sexual nature, unnecessary touching, graphic or verbal commentaries about an individual’s body, sexually offensive or explicit jokes, a display in the workplace of sexually suggestive objects or pictures, suggestive or obscene letters, notes or invitations or the use of sexually degrading comments.

This policy applies equally to men and women, to same and opposite sex relationships, to supervisor-subordinate relationships and to peer relationships.

Any employee who finds another person’s behavior to be offensive and who is comfortable doing so may directly inform such other person that such conduct is offensive to such employee and that it must stop. In any event, employees are also encouraged to use the complaint procedure set forth below either initially or in the event the offending conduct does not stop.

POLICY:	4.3 - Complaints
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees

Policy Information

Any employee who believes that he or she has been discriminated against or harassed by any supervisor, management official, other employee, or any other person in connection with employment with American Maritime Officers should follow the procedures outlined below without fear of retaliation and to the maximum extent possible, with an assurance of confidentiality and discretion consistent with our ability to conduct an internal investigation of the complaint.

If the complaint has merit, American Maritime Officers will take corrective action. Violators of this policy:

- May be required to participate in appropriate training or counseling.
- Will be subject to disciplinary action up to and including termination.

Procedure

Should a complaint be raised by an employee, an effort will be made to resolve the matter promptly in the following manner:

Step 1

- An employee who believes that he or she has been subject to any form of discrimination in employment, or harassment (sexual or otherwise) should report the incident immediately to the employee’s supervisor. If that would prove uncomfortable, an employee may directly contact the supervisor in charge of the office, or any other member of management. Should an employee notify his/her supervisor or any other member of management of an alleged violation of American Maritime Officers policy, it shall be the supervisor’s or manager’s responsibility to notify the National Secretary Treasurer who will, in turn, assist and/or arrange for an investigation of the complaint, including meeting with the parties and other appropriate persons. The question of whether a particular action or incident is prohibited requires a determination based on all the facts available in the matter. It is incumbent upon the person investigating the complaint to insure that the alleged incident and the investigatory process is appropriately documented (e.g., notes on all interviews, written statements, and checking various documents that may aid in the resolution of the complaint).
- Upon completion of the investigation, a decision will be made regarding appropriate discipline, if any, for the responsible individual and, if appropriate, redress for the aggrieved employee.
- Once a decision or decisions have been made in accordance with paragraph 2 above, they shall be communicated to the complainant and the accused.

Step 2

- If any of the parties are dissatisfied with the decision at Step 1, that party may, within ten (10) working days of the Step 1 decision, submit the matter to the President of AMO. When the complaint reaches this step, the National President of AMO who will consult with the National Secretary Treasurer, Investigate the complaint and meet with the parties to the dispute
- In consultation with appropriate management personnel, reach and communicate to the parties an independent conclusion within thirty (30) days of receipt of the complaint at Step 2.
- If the complaint is not resolved to the employee's satisfaction or with appropriate management personnel or if it is uncomfortable to discuss face-to-face, the employee can call the Integrity Line which is a toll-free phone number to discuss concerns about unethical behavior. The Integrity Line is available around the clock every day and can be reached at 866-447-9818.

Internal Investigations

Union officials, representatives and employees shall cooperate with any internal Union investigation. Such investigations are important tools in fulfilling the fiduciary responsibilities of the Union's officials and in ensuring compliance with these ethical standards, as well as the regulations governing labor unions. However, such cooperation need not be given without the union officer(s), employee(s) or representative(s) involved having the opportunity to consult with or be represented by an attorney at law of their own choosing and at their own expense.

Confidentiality

All information, records and data assembled in connection with the investigation of a complaint shall be kept strictly confidential, except as necessary to conduct the investigation, and will be kept separate and apart from the individual(s) personnel file(s). Such records of complaint shall be retained by the National Secretary Treasurer. However, any record of disciplinary action resulting from a complaint of discrimination/harassment shall be included in the personnel file(s) of the disciplined employee(s). In addition, in order to minimize needless rumors and other adverse consequences, any employee bringing a complaint or assisting in the investigation of a complaint should use his or her best efforts to keep the complaint and investigation process strictly confidential, except to the extent necessary to pursue the complaint.

Any employee bringing a complaint or assisting in the investigation of a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.

SECTION FIVE
PROFESSIONAL AND
ETHICAL CONDUCT

POLICY:	5.1 - Professional and Ethical Conduct
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees

Policy Information

Every American Maritime Officers official, representative and employee has a high fiduciary duty and sacred trust to serve the best interests of the members. American Maritime Officers prides itself on having a dedicated group of officers, representatives and employees who conduct themselves with honesty and integrity.

It is the policy of the American Maritime Officers to comply with all applicable laws and regulations and all employees are expected to conduct the union's business in full compliance with both the letter and spirit of the law. In addition, all employees are expected to meet the highest standards of ethical conduct and personal integrity, and refrain from any illegal, dishonest or unethical conduct. All employees are expected to keep their supervisors fully informed of all matters pertinent to the union's affairs and business activity to ensure that union officials will be informed on a timely basis of all such matters. If you have a legal or ethical question about business you conduct for the union, or a situation arises where it is difficult to determine the proper course of action, you should consult with the National President or the National Secretary-Treasurer.

An employee's discovery of events of a questionable, fraudulent or illegal nature or those in violation of this policy should be reported immediately to the National President, the National Secretary-Treasurer or call the Integrity Line which is a toll-free phone number to discuss concerns about unethical conduct. The Integrity Line is available around the clock every day and can be reached at 866-447-9818.

Failure to report or engaging in activities that constitute a violation of this policy will subject an employee to serious disciplinary action up to and including termination of employment or, where applicable, institution of charges against National Officers and National Executive Board Members pursuant to Article XXIII, of the AMO National Constitution.

American Maritime Officers has developed standards of professional and ethical conduct. Of course, no concise set of rules can detail every circumstance in which they may apply, and doubts and uncertainties are bound to occur. In such cases, the guidance of the National President or the National Secretary-Treasurer should be sought as to the proper course of action.

POLICY:	5.3 - Conflicts of Interest
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of American Maritime Officers to maintain the highest standards of business ethics and integrity. It is critical that American Maritime Officers require strict avoidance of actual or potential conflicts of interest or the appearance of such conflicts.

Definition of Conflict 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 the employee or for a relative as a result of the union’s business dealings. A relative includes anyone related by blood or marriage or whose relationship with the employee is similar to that of a person related by blood or marriage. Consequently, employees or their relatives may not own or have a personal financial interest in any entity, which does or seeks to do business with the union, and no employee will enter into any contract of purchase or for rendering services that may result in the personal profit or advantage of an employee or relative.

Guidelines:

- Employees are expected to conduct personal business and other activities prudently to ensure that they do not place themselves in a position where personal interest - financial or other - might influence or give the appearance of influencing any action taken or judgment that might be made on behalf of the union.
- It is expected to avoid conflicts of interest involving American Maritime Officers business.
- Employees are expected to avoid any outside transactions which create an actual or potential conflict of interest or which give the appearance of a conflict of interest.

Business and Financial Activities

Any person who represents the American Maritime Officers and its members, whether elected or appointed, has a sacred trust to serve the best interests of the members and their families. Therefore, every officer and representative must avoid any outside transaction that even gives the appearance of a conflict of interest. The special fiduciary nature of Union office requires the highest loyalty to the duties of the office.

- No employee shall have a personal financial interest which conflicts with her/his Union duties.
- No employee shall have financial interest (even in a publicly-traded, widely-held stock of a corporation) in any business with which AMO bargains except for stock purchase plans, profit sharing 401(k), MPB Funds, any other funds or nominal amounts of such stock.

- There shall be no contracts of purchase or sale or for rendering services which will result in the personal profit or advantage of any employee of the Union. Nor shall any employee of the American Maritime Officers or any affiliate accept personal profit or special advantage from a business with which the Union bargains collectively or from a service provider.
- Neither the American Maritime Officers, its constitutional entities or affiliates shall make loans to its employees or members, or members of their families, for the purpose of financing the private business of such persons.
- The principles of this policy, of course apply to investments and activities of third parties, where they amount to a subterfuge to conceal the financial interests of such officials or representatives.
- No employee shall convert any property belonging to American Maritime Officers, its entities or affiliates to the individual's personal use.

Political Contributions

Individual officers, employees and member of American Maritime Officers can make individual contributions to political candidates but no union funds will be used to reimburse same.

Personal Remuneration or Gifts

Personal gain results not only where an employee or relative has an ownership in a firm with which the union does business, but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving the American Maritime Officers. Employees may not accept kickbacks, bribes, substantial gifts or special consideration as the result of any transaction of business dealings involving the American Maritime Officers.

Outside Employment

The American Maritime Officers may permit employees to hold outside employment, at the National President's discretion, provided that such employment in no way interferes with the employee's performance of his or her job duties and presents no conflict of interest. Proposals for outside employment must be submitted to the National President in writing prior to the commencement of such employment. The employee must receive prior written approval from the National President. In any event, outside employment is not an excuse for problems relating to performance of an employee's union duties.

POLICY:	5.4 - Prohibited Conduct
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of American Maritime Officers to set certain standards of conduct.

Guidelines

No employee holding a position of trust in the American Maritime Officers and its constituent entities as well as affiliates shall:

- Commit a felony involving the infliction of grievous bodily injury, any crime of dishonesty, or any crime involving abuse or misuse of such person's position or employment in a labor organization or an employee benefit fund.
- Knowingly associate with any member or associate of any criminal group or with any barred person.
- Knowingly permit any member or associate of any criminal group or any barred person to exercise any control or influence, directly or indirectly, in any way or degree, in the conduct of the affairs of American Maritime Officers its constituent entities and affiliates.

A "barred person" is defined as:

- Any member or associate of any organized crime family or other criminal group
- Any member who cannot truthfully execute the certificate required of nominees for office as provided in Article XI, Section 1 (8) of the American Maritime Officers National Constitution.

POLICY:	5.5 - Confidential Information and Non-Competition
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and full time employees

Policy Information

It is the policy of American Maritime Officers to maintain the confidentiality of all information and data entrusted to their care.

Guidelines

- Employees shall not disclose to any person, firm, corporation or other entity outside the Union any information which is not known to the general public (“Confidential Information”) relating to Union members or any material of a confidential nature relating to the Unions’ business, such as financial information, development plans.
- An employee who knowingly or unknowingly reveals American Maritime Officers confidential information will be subject to appropriate corrective action up to and including termination.
- Any American Maritime Officers official, representative or employee who must disclose confidential information to a contracted employer or third party with a need to know as part of complying with an RFP may do so upon written approval of the National President or National Secretary-Treasurer prior to such disclosure. Such approval may be given on a blanket basis subject to periodic review.
- After employment ends, an employee shall not communicate or divulge any Confidential Information to any person, firm or corporation outside the Union.
- Immediately upon the end of employment, each employee shall return to the American Maritime Officers all Confidential Information in his or her possession or control. A requirement of initial or continuing employment by American Maritime Officers shall be the execution of a confidentiality agreement.

Non-Competition

During employment by the Union, an employee shall not in any way directly or indirectly, on his or her own behalf or on behalf of any other person, firm, corporation or other entity render service or solicit business in competition with the Union or engage in the research, development, production, writing, or marketing of products or services in competition with the Union.

SECTION SIX
COMPUTER
AND
ELECTRONIC
COMMUNICATIONS

POLICY:	6.1 - Computer Resource and Electronic Communication
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees

Policy Information

It is the policy of the American Maritime Officers to establish and enforce guidelines regarding acceptable standards for the use of American Maritime Officers electronic communication systems including, but not limited to, e-mail, voice mail, and access to the Internet through American Maritime Officers facilities.

Use of American Maritime Officers Electronic Communication Systems, Such as E-Mail, Voice Mail

- All electronic communication and computer systems, including American Maritime Officers e-mail, telephones, voice mail and Internet access facilities, as well as all communications and information transmitted by, received from, or stored in these systems, are the property of American Maritime Officers.
- American Maritime Officers communication systems and related software or electronic equipment are to be used solely for business purposes. Use of these systems for private purposes is strictly prohibited.
- Any communication sent or received via American Maritime Officers communication systems must be appropriate for the workplace. Consequently, employees should not transmit information via American Maritime Officers communication systems that would not be appropriate for inclusion in formal memorandum. In addition, e-mail, voice mail, and Internet communications must not contain unprofessional language or other inappropriate remarks. Sending junk mail or chain letters via company electronic communication systems is also prohibited.
- Employees shall have no expectation of privacy with respect to use of American Maritime Officers electronic communication and computer systems, or to data files, transmissions, or information stored in such systems or equipment. Employees' use of a password does not entitle an employee to have an expectation of privacy in American Maritime Officers e-mail or voice mail systems. American Maritime Officers reserves the right to enter, search, and monitor any American Maritime Officers software, electronic and communication systems, transmissions, and information for business purposes including, but not limited to, investigating theft, disclosure of confidential business or proprietary information, personal abuse of American Maritime Officers systems, or assessing work flow and productivity.
- Employees are not permitted to use a security identification password to access a file, or retrieve any stored communication unless authorized. In addition, employees are prohibited from reading, deleting, copying, or modifying electronic or voice mail of other users without prior written management approval

- Electronic communications, such as e-mail and voice mail messages, may be required to be deleted routinely.

Internet Access

The Internet is a tool that can enhance employee productivity by providing rapid access to information that would normally be time consuming to obtain. The following policies shall apply to the use of the Internet through American Maritime Officers facilities:

- Internet access is subject to compliance with all applicable American Maritime Officers policies and applicable laws and regulations. Specifically, use of the Internet must be for appropriate business purposes and in accordance with applicable American Maritime Officers policy. Use of American Maritime Officers Internet facilities must also be with due regard for the intellectual property of others, system security, personal privacy, and free of harassment or unwanted annoyance.
- Employees are expected to act in a responsible and professional manner when they use the Internet. Actions that may cause interference with the Internet or disruption of work activities are prohibited. Accessing the Internet via American Maritime Officers facilities to view, upload, download, store, transmit, create, or otherwise manipulate pornographic, sexually explicit or other inappropriate material is prohibited. Use of American Maritime Officers systems and/or networks to gain unauthorized access to remote systems is prohibited.
- Regardless of available encryption methods or security, it should be assumed that the Internet is not adequately equipped to protect data that is considered sensitive or confidential. Consequently, dissemination of confidential business or technical information outside of American Maritime Officers via electronic communication systems is not permitted without prior approval.
- As the Internet access facilities are American Maritime Officers property, employees shall have no expectation of privacy with respect to the use of these facilities. Accordingly, American Maritime Officers reserve the right to access or monitor, with or without notice, any use of the Internet or transmission made via the Internet. The reasons for such access are at American Maritime Officers discretion, and include, but are not limited to: retrieving business information, investigating or resolving network or communications problems, preventing system misuse, ensuring compliance with policies for the use of third-party software, and enforcing other American Maritime Officers policies.
- It is against the law to copy material that has been copyrighted by another party, including commercial software that has not been placed in the public domain or distributed "freeware" or "shareware", without that party's permission. Software "piracy" (i.e., the unlicensed copying of commercial software purchased by a party other than yourself) is strictly prohibited

- Any statement of personal opinion that can be interpreted as an official American Maritime Officers position is prohibited unless prior written approval is received from the American Maritime Officer Nation President or National Secretary Treasurer.

iPermit

When permitting a domain through iPermit, any and all e-mails will be allowed into American Maritime Officers network. Only domains for specific organizations with which American Maritime Officers conducts business will be added to the permitted list. Domains such as Yahoo.com or Hotmail.com will not be added. However, a specific e-mail address from these domains may be added.

There are certain scenarios where iPermit will blacklist a domain. When this occurs, the sender will receive a non-delivery receipt and in most instances will contact the recipient. Upon notification of this scenario, the IT department will work with iPermit to have this domain added to the whitelist.

If the IT department determines that a domain request is questionable, the employee will be contacted for review and discussion.

IF an employee wishes to remove a domain, a request must be submitted to the IT department.

SECTION SEVEN
DRESS CODE

POLICY:	7.1 - Dress Code
EFFECTIVE DATE:	

This Policy Applies To: All union officials, representatives and employees

Policy Information

It is the policy of the American Maritime Officers to require every employee to be appropriately dressed at work or while conducting American Maritime Officers business.

This is a general overview of appropriate business casual attire and what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

Slacks, Pants and Pant Suits

Appropriate

- Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, flannel pants, dressy capris, and nice looking dress synthetic pants.

Inappropriate

- Jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form fitting pants.

Shirts, Tops, Blouses and Jackets

Appropriate

- Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines.

Inappropriate

- Exposed spaghetti straps, tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear

Appropriate

- Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.

Inappropriate

- Flashy athletic shoes, thongs, flip-flops and slippers.

Jewelry, Make-up, Perfume and Cologne

- Should be in good taste, with limited visible body piercing.
- Make-up, perfume and cologne should be worn in moderation.

Hats and Head Covering

- Hats are not appropriate in the office. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

Casual Friday

- Jeans are allowed.

Enforcement

If clothing fails to meet these standards, as determined by the employee's supervisor and other American Maritime Officers officials, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

FORMS



American Maritime Officers

Request for Time Off or Absence	
Name: _____	<i>Mary Smith</i>
Location (Please Check)	
<input type="checkbox"/> Dania	<input type="checkbox"/> San Francisco
<input type="checkbox"/> New York	<input type="checkbox"/> Toledo
<input type="checkbox"/> Texas	<input type="checkbox"/> Washington
<input checked="" type="checkbox"/> Philadelphia	
Date(s) Requested: _____	September 17 & 18
Number of Days: _____	2

Reason for Request (Please Check)	
<input type="checkbox"/> Bereavement	<input type="checkbox"/> Jury Duty
<input type="checkbox"/> Personal Birthday	<input type="checkbox"/> Personal Day
<input type="checkbox"/> Vacation	<input type="checkbox"/> Unpaid Leave of Absence
<input type="checkbox"/> Military Leave	<input type="checkbox"/> Maternity Leave
<input checked="" type="checkbox"/> Sick Leave	<input type="checkbox"/> Disability
Comments: _____ _____ _____	

Employee Signature: _____

Date: _____

Approval Signature: _____

Date: _____

Please Submit to Payroll Department

Fax: (954) 367-1042

Instructions for Form PR-01 Request for Time Off or Absence

Complete form and submit via mail or fax to the Accounting Department, attention: Payroll. If approval is required from the President or Secretary-Treasurer, the Accounting Department will forward the form. Forms are to be sent to the Accounting Department by the Friday before the next payroll week. If vacation pay is requested to be paid in advance, submit form a minimum of two weeks prior to vacation. Illness or bereavement should be reported as soon after the absence as possible.



American Maritime Officers
Weekly Time sheet

EMPLOYEE NAME: Joan Smith
PLEASE PRINT OR TYPE ALL INFORMATION

WEEK ENDING: 9/20/2008

Note: Changing Week Ending Date Autofills Daily Dates

DAY	DATE	IN	OUT	IN	OUT	Worked	Other (Describe)	Total
SUNDAY	9/14/2008							
MONDAY	9/15/2008	-	-	-	-		8 Holiday	8
TUESDAY	9/16/2008	8:00	12:00	12:30	4:30	8		8
WEDNESDAY	9/17/2008	8:00	12:00	12:30	4:30	8		8
THURSDAY	9/18/2008	8:00	12:00	12:30	5:30	9		9
FRIDAY	9/19/2008	-	-	-	-		8 Sick	8
SATURDAY	9/20/2008							
Total						25	16	41

EMPLOYEE SIGNATURE: _____

APPROVED BY: _____

For Payroll Department Use Only	
Regular Hours	_____
Overtime Hours	_____

Codes:
H = Holiday
S = Sick
V = Vacation
P = Personal

Instructions for Form PR-03 Time Sheets

Complete form and submit via mail or fax to the Accounting Department, attention: Payroll. Form is formatted to enter the date in the "Week Ending" cell. When this date is entered, the formulas will adjust the dates for each day. The designated supervisor in each port submits the form on the Monday following the week ending date. In the event of a holiday on Monday, the form may be submitted on the prior Friday or no later than 9:00 a.m. on Tuesday after the holiday.

AMO EXPENSE REPORT

vers. 3-2011

Name: _____ Week Ending: _____

Be sure to Provide all required documentation as described in the AMO Business Travel / Meal Policy
Attach Receipts for EACH Item (to a separate 8.5"x11" sheets(s))

Reason for Expenditure: _____

EXPENSES BILLABLE TO PLANS:		NO <input type="checkbox"/>	YES <input type="checkbox"/>	IF YES	%	CIRCLE ANY BILLABLE EXPENSES TO PLANS			
Day of the Week		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Date:									
City:									
City:									
TRANSPORTATION (include tips in your total)									
• Airline Fare									
• Auto Rental									
• Bus Limo Taxi Rail									
• Auto Expenses	Parking								
	Tolls								
	Gas/Oil								
• Mileage	Rate per mile .50								
	Total Miles								
ACCOMMODATIONS (Charge for room and tax only - place all other items in appropriate categories)									
• Lodging (Hotel/Motel)									
INDIVIDUAL MEALS ONLY (including tips)									
• Breakfast									
• Lunch									
• Dinner									
MEALS and ENTERTAINMENT (including tips - give details below - Use E in category)									
• Entertainment									
UNION BUSINESS / MEETING / MEALS (including tips - give details below - Use U in category)									
• Union Business / Meetings									
MISCELLANEOUS									
• Other Gratuities									
• Laundry									
• Telephone / Internet									
• Other									
• LM-2 Excludable Expenses (see below)									
DAILY TOTAL									
UNION BUSINESS / MEETING / MEALS (including tips - give details below - Use AMO Expense Continuation Sheet if necessary)									
Category use E or U	When (Date)	Who (Person entertained/Company)	Where (Restaurant / Event)	What (Breakfast / lunch / Dinner / etc)	Why (Purpose)	Amount			
LM-2 Excludable Expenses		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Meetings									-
Minor Purchases									-
Office Services									-
Offices Supplies									-
Printing and Stationery									-
Repair and Maintenance									-
Janitorial Supplies									-
Refreshment Supplies									-
Computer Supplies									-
Postage									-

I certify that the information on this report is an accurate record of expenses incurred by me for legitimate Union business

Signature
Revised 1 July 2010

Date

Approved

Date

AMO EXPENSE REPORT (Instructions)

vers. 3-2010

Name: NAME OF EMPLOYEE CALENDAR WEEK ENDS SATURDAY MIDNIGHT
USE FORMAT MM/DD/YY Week Ending: _____

Be sure to Provide all required documentation as described in the AMO Business Travel / Meal Policy
Attach Receipts for EACH Item (to a separate 8.5"x11" sheets(s))

Reason for Expenditure: PURPOSE OF TRIP EXPENSE (FOR EXAMPLE: SHIP VISITS, EXECUTIVE COMMITTEE MEETINGS, ETC).

EXPENSES BILLABLE TO PLANS:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	IF YES	%	CIRCLE ANY BILLABLE EXPENSES TO PLANS					
Day of the Week	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total		
Date:	DATES OF EVENTS - SEPARATE REPORTS MUST BE SUBMITTED FOR EACH CALENDAR WEEK									
City:										
City:	CITY TRAVELLED TO									
TRANSPORTATION (include tips in your total)										
• Airline Fare	DIRECT REIMBURSEMENT TO EMPLOYEE									-
• Auto Rental										-
• Bus Limo Taxi Rail	LAND TRANSPORTATION - INCLUDE TIPS									-
• Auto Expenses	Parking									-
	Tolls									-
	Gas/Oil	IF GAS AND OIL IS TO BE REIMBURED, DO NOT CLAIM MILEAGE								
• Mileage	Rate per mile .50	-	-	-	-	-	-	-	-	
	Total Miles	REIMBURSEMENT IS BASED ON THE FEDERAL MILEAGE ALLOWANCE IN EFFECT AT THE TIME OF THE BUSINESS TRIP								
ACCOMMODATIONS (Charge for room and tax only - place all other items in appropriate categories)										
• Lodging (Hotel/Motel)										-
INDIVIDUAL MEALS ONLY (including tips)										
• Breakfast	FOR AMO EMPLOYEE ONLY. ALSO INCLUDE FROM HOTEL BILL ANY ROOM SERVICE AND HOTEL MEALS - INCLUDING TIPS									-
• Lunch										-
• Dinner										-
MEALS and ENTERTAINMENT (including tips - give details below - Use E in category)										
• Entertainment	WHEN NON AMO EMPLOYEES ARE PRESENT - INCLUDING TIPS									-
UNION BUSINESS / MEETING / MEALS (including tips - give details below - Use U in category)										
• Union Business / Meetings	WHEN THE ONLY PERSONS PRESENT ARE AMO EMPLOYEES - INCLUDING TIPS									-
MISCELLANEOUS										
• Other Gratuities	GRATUITIES OTHER THAN MEALS AND TAXIS									-
• Laundry	THIS IS NON-REIMBURSABLE ON TRIPS LESS THAN TWO DAYS									-
• Telephone / Internet	MOBILE PHONES AND PHONE CALLS FROM HOTEL BILL									-
• Other	OTHER EXPENSES (EXCEPT FOR LM ITEMS)									-
• LM-2 Excludable Expenses (see below)	DAILY TOTAL OF EACH COLUMN FROM LM-2 EXCLUDABLE EXPENSES BELOW									-
DAILY TOTAL	ADD DAILY TOTAL OF EACH COLUMN									-

UNION BUSINESS / MEETING / MEALS (including tips - give details below - Use AMO Expense Continuation Sheet if necessary)								Amount
Category use E or U	When (Date)	Who (Person entertained/Company)	Where (Restaurant / Event)	What (Breakfast / lunch / Dinner / etc)	Why (Purpose)			
A RECEIPT IS REQUIRED FOR UNION BUSINESS MEALS AND ENTERTAINMENT REGARDLESS OF COST - INCLUDING TIPS								

LM-2 Excludable Expenses	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Meetings								-
Minor Purchases								-
Office Services								-
Offices Supplies								-
Printing and Stationery								-
Repair and Maintenance								-
Janitorial Supplies								-
Refreshment Supplies								-
Computer Supplies								-
Postage								-

EXPLANATION OF LM-2 EXCLUDABLE EXPENSES

I certify that the information on this report is an accurate record of expenses incurred by me for legitimate Union business

Signature _____ Date _____ Approved _____ Date _____

AMERICAN MARITIME OFFICERS
POLICY ACKNOWLEDGEMENT

I have read and understand the January 2012 American Maritime Officers Policy

Employee Name (Print)

Employee Signature

Date