



EMPLOYEE HANDBOOK

THE PHILLIPS
COLLECTION

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XIII. EMPLOYEE ACKNOWLEDGEMENT FORM

Welcome from the Director

We are very pleased to have you join the staff of The Phillips Collection.

We hope you will feel comfortable with your new responsibilities and will find your employment with us enjoyable as well as rewarding. You can take pride in being an employee of The Phillips Collection. You can also look forward to day-to-day relationships with the many skilled professionals who have contributed to the long-standing reputation The Phillips Collection enjoys as one of America's most loved and respected museums.

The Phillips Collection is a private museum in a federal city, where our scope is international, national, and local. The doors of the Duncan Phillips house have been open to the public for almost 90 years. Duncan Phillips wanted visitors to experience his collection in an intimate environment, where great works could be viewed in concert or in juxtaposition to reveal the harmonies and tensions that reflect the vibrancy of life. He wanted to nurture and support working artists, understanding that creating art was a way of revealing life. And, most important, Duncan Phillips wanted to share the experience of art with as many people as possible. In 1921 Phillips described his collection as "an intimate museum combined with an experiment station." We embrace his words as our guiding principle as we shepherd The Phillips Collection in the 21st century.

These are some of the ideas that guided Duncan Phillips in building his collections and creating a museum for the public, where people from all walks of life would be able to experience, and be transformed by, great works of art. A collection that began with a handful of 19th and 20th century paintings now numbers almost 3000 works, representing both acknowledged modern masters and noted living artists.

We welcome you as an employee of The Phillips Collection and expect that your skills, enthusiasm, and effort will make an important contribution to our overall success. Further, we believe that working together in a spirit of mutual respect and goodwill will make employment with The Phillips Collection a productive and fulfilling experience for all of us and for our visitors.

Thank you for joining us!



Dorothy Kosinski, Ph.D.
Director

Purpose of Employee Handbook

The policies contained in this Employee Handbook are intended to acquaint employees with The Phillips Collection and to act as a guideline for employees. This Employee Handbook shall not be interpreted as a contract or a commitment between The Phillips Collection and any of its employees. Not all of the policies and procedures of The Phillips Collection are set forth in this Employee Handbook. Instead, The Phillips Collection has summarized some of the more significant ones. The policies and procedures that are included do not constitute contractual terms and conditions of employment and should not be construed as express or implied contractual commitments by The Phillips Collection. All previously issued handbooks, and any inconsistent policy statements, whether written or oral, are hereby superseded.

Employment at The Phillips Collection is at-will. This means that both the employee and The Phillips Collection may terminate the employment relationship at any time, with or without notice, and for any lawful reason. Nothing in this Employee Handbook or in any other document or oral statement shall limit the at-will nature of the employment relationship. No one at The Phillips Collection has the authority to alter the at-will nature of the employment relationship without the express written consent of the Director or designee.

The Phillips Collection reserves the right to revise, delete, or add to any and all policies, procedures, work rules, or benefits set forth in this Employee Handbook or anywhere else at any time, with or without prior notice. The Phillips Collection may attempt to inform employees when such changes are made. No one at The Phillips Collection has the authority to alter, revise, amend, or revoke any policy orally or to make contractual commitments without the express written consent of the Director or designee.

I. GENERAL INFORMATION

Mission Statement

The Phillips Collection is an intimate museum combined with an experiment station.

At its heart is an exceptional collection of modern and contemporary art around which the museum creates and innovative and dynamic environment for looking, learning, and enjoyment.

Location

The Phillips Collection
1600 21st Street, NW
Washington, DC 20009
202-387-2151
www.phillipscollection.org

Museum Hours

The Phillips Collection is open Tuesday through Saturday from 10 am to 5 pm, with extended hours on Thursdays from 5 to 8:30 pm, and on Sundays from 11 am to 6 pm.

Phillips after 5, from 5 to 8:30 pm on the first Thursday of the month, offers a lively mix of art and entertainment with food and drink.

Concerts are held every Sunday at 4 pm from October through May.

The Phillips is closed on Mondays. It is also closed on New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day.

History of The Phillips Collection

The Phillips Collection opened in 1921 as America's first museum of modern art. Featuring a permanent collection of almost 3000 works by American and European impressionist, modern, and contemporary artists, the Phillips is internationally recognized for its incomparable art and its intimate atmosphere. Housed in founder Duncan Phillips's 1897 Georgian Revival home and additions to it in Washington, D.C.'s Dupont Circle neighborhood, The Phillips Collection is widely regarded as one of the world's finest small museums.

Duncan Phillips (1886–1966) played a seminal role in introducing America to modern art. Born in Pittsburgh—the grandson of James Laughlin, a banker and co-founder of the Jones and Laughlin Steel Company—he and his family moved to Washington, D.C. in 1895. After the sudden, untimely deaths of his father and brother, he and his mother, Eliza Laughlin Phillips, established The Phillips Memorial Art Gallery. It was to be, as Phillips said, "a memorial, a beneficent force in the community where I live, a joy-giving, life-enhancing influence, assisting people to see beautifully as true artists see."

Beginning with only a handful of paintings, Phillips, already a published art critic, worked diligently to expand his collection. A specially built room with skylights above the north wing of the family home provided a public gallery space. The collection continued to grow, and in 1930 the Phillips family moved to a new home, turning their 21st Street residence into a museum.

Duncan Phillips met artist Marjorie Acker in 1920, and they married in late 1921. Over the next 50 years, the couple collected more than 2,000 works of art. They developed The Phillips Collection as a museum of modern art and its sources, believing strongly in the history of art as a conversation among artists through the centuries. In this view, modern art was part of a continuum, rather than a rupture with the past. Phillips collected such past masters as El Greco, whom he called the "first impassioned expressionist," Jean-Siméon Chardin, considered by Phillips to be "in a sense that all painters understand, the first modern painter," and Edouard Manet because Phillips considered him a "significant link in a chain which began with Goya and which [led] to Gauguin and Matisse." Among 19th-century masters, Phillips also assembled the largest group of paintings by Honoré Daumier in America.

The museum became noted for its broad representation of both impressionist and post-impressionist paintings, with pieces by European masters such as Pierre Bonnard, Georges Braque, Paul Cézanne, Edgar Degas, Paul Klee, Henri Matisse, Claude Monet, Pablo Picasso, and Pierre-Auguste Renoir. In 1923, Phillips purchased Renoir's dazzling icon of impressionism, *Luncheon of the Boating Party* (1880–81), the museum's best-known work.

One of the hallmarks of the The Phillips Collection is its way of hanging art of different periods and different nationalities together. Phillips, who helped raise awareness and appreciation of American artists, considered them the equals of Europeans. He bought

fine examples of work by Thomas Eakins, Winslow Homer, Maurice Prendergast, Albert Ryder, John Henry Twachtman, J. Alden Weir, and James Abbot McNeill Whistler, among others, and his installations of American works alongside French ones—works by John Marin with works by Pierre Bonnard, for example—were unprecedented.

The museum is also known for its extensive, representative holdings of works by artists Phillips particularly favored. Cubist pioneer Braque, for example, is represented by a “unit” of 13 pieces, including the magnificent canvas *The Round Table* (1929). Other artists whose works Phillips collected in quantity include Bonnard, Klee, Marin, and Jacob Lawrence. Phillips, who recognized the importance of Lawrence’s 60-panel *The Migration Series*, agreed to divide it with the Museum of Modern Art in New York. The Phillips owns the odd-numbered panels in the series. To the work of Mark Rothko, Phillips devoted a special room, the first of its kind.

Throughout his life, Phillips collected works by many artists who were not yet fully recognized, among them Georgia O’Keeffe, Arthur Dove, Marin, and Milton Avery. He formed close bonds with and subsidized several artists who are prominently featured in the collection—Dove, in particular—and consistently purchased works by artists and students for his “encouragement collection.” These are just a few examples of the museum’s continuing relationship with living artists. It has also been a haven for local artists, including Diebenkorn, Gene Davis, and Kenneth Noland. As Noland said in 1982, “I’ve spent many hours of many days in this home of art. You can be with art as in no other place I know.”

When Phillips died in 1966, his widow, Marjorie, succeeded him as director. Their son, Laughlin, who became director in 1972, led the Phillips through a major program of modernization and expansion. His professionalization of the museum included the addition of conservation and research programs, and resulted in the museum’s first accreditation. When Laughlin Phillips retired in 1992, noted curator Charles S. Moffett was appointed director. He was responsible for the presentation of several elegant and imaginative exhibitions during his six-year tenure, including the celebrated *Impressionists on the Seine: A Celebration of Renoir’s “Luncheon of the Boating Party,”* in 1996. Moffett’s successor, Jay Gates (1998–2008), oversaw a major building renovation and expansion, completed in 2006, that includes the Sant Building with new galleries and visitor amenities, as well as an auditorium and library. Dorothy Kosinski, director since 2008, is leading the museum as it reaches out globally and collaborates with numerous partners.

Since the Phillips’s early days, when art classes were held on the third floor of the house, significant attention has been given to educational outreach. Today, the museum features an active schedule of lectures, gallery talks, classes, parent/child workshops, and teacher training programs. It also reaches out to the community through initiatives like Art Links to Learning, which combines programs for underserved students at District of Columbia Public Schools and their parents/caregivers with professional development for their teachers.

The addition of the Sant Building and the adaptive reuse of the museum's carriage house also make possible The Phillips Collection Center for the Study of Modern Art, an ambitious museum-based educational model. Undertaken in partnership with the University of Illinois at Urbana-Champaign, this interdisciplinary enterprise brings together scholars from across academic fields in an ongoing forum for discussion, research, and publishing on modern art. The Center also presents popular public programs, such as Conversations with Artists and the Duncan Phillips Lectures.

The Phillips has a longstanding commitment to music programs. Its renowned Sunday Concerts (October through May each year) started in 1941. Glenn Gould, Emmanuel Ax, and Jessye Norman are just a few of the greats who have performed at the Phillips early in their careers. Other programs that draw large numbers to the Phillips include Phillips after 5, a lively mix of art and entertainment, including jazz, on the first Thursday of the month.

II. EXPECTATIONS OF EMPLOYEES

The Phillips Collection believes in granting employees autonomy within which to accomplish their work. That framework of freedom is shaped by some basic expectations as outlined below:

Competence

The Phillips Collection employs well-qualified people and encourages employees to develop their skills on the job. It is expected that people are able to do the work they undertake, or are assigned, and will ask for help when necessary.

Honesty

It is assumed that employees are honest both in their applications to The Phillips Collection and in their work. It is the employee's responsibility to report accurately time worked, leave taken, and expenses incurred. Employees will reimburse The Phillips Collection for office supplies and/or services put to personal use.

Cooperation

While each employee has specific areas of work, it is expected that all will cooperate with other staff members for the common good of The Phillips Collection and will demonstrate flexibility in taking on work that needs to be done.

Responsibility

All employees will exercise responsibility in their own work, in conserving The Phillips Collection's resources, and in safeguarding the health and safety of other employees. If there are questions about work assignments, an employee should voice those concerns to his or her supervisor, department director, and/or human resources representative.

Work Product

All artwork, written work, research, graphics, photographs, videos, electronic online communications, documentation, and materials generated by employees of The Phillips Collection shall be the sole and exclusive property of The Phillips Collection either by operation of the "work for hire" doctrine, to the extent it is applicable, or by assignment without additional compensation of all rights of copyright from employees at such time as The Phillips Collection may request. As an employee, you agree that all work product created pursuant to your employment is created as "work for hire" for The Phillips Collection and that your salary is full, fair, and adequate consideration for your conveyance to The Phillips Collection of the copyrights in all work product. No work product shall be used by you for any further activities not associated with, or specifically preauthorized in writing by, The Phillips Collection. The Phillips Collection shall have

complete control and authority over the publication and distribution of all work product that you may generate as an employee and may choose not to publish any work product for any reason whatsoever.

III. POLICIES AND BELIEFS

Basis of Personnel Policy

The purpose of this handbook is to set forth a clear and basic structure to help all persons employed by The Phillips Collection enjoy a productive and pleasant work environment and understand the personnel policies of The Phillips Collection.

Personnel policy is ultimately the responsibility of the Board of Trustees. The Board of Trustees assigns responsibility for implementation and administration of personnel policy to the Executive Committee of the Board of Trustees and to the Director. All persons working for The Phillips Collection are under the ultimate supervision of the Director. The Director is responsible to the Board of Trustees and is supervised by the Executive Committee of the Board. Exceptions to standard personnel policy may be made by the Director, after consultation with the Executive Committee.

Policies and procedures in this handbook are effective upon their adoption by the Director. The policies and procedures are subject to review and change from time to time as the Phillips may determine.

These procedures, policies, and benefits may be modified, revised, or eliminated at any time without prior notice. However, management will make every effort to inform employees of any changes in a timely manner. This handbook supersedes any other policy and/or procedure, formal or informal, written or verbal, which preceded it.

Employees may be subject to discretionary changes in job function, policy, and conditions of employment. The policies in this handbook are not intended to create a contract. The policies should not be construed as constituting contractual obligations of any kind or a contract of employment between The Phillips Collection and any employee. Questions concerning the interpretation of the written provisions of this handbook are to be addressed by the Director in consultation with the Chief Administrative and Financial Officer, Director of Human Resources, and when necessary, with the Executive Committee.

The Phillips Collection is an employment-at-will employer. This means that just as employees may resign at any time, for any reason, with or without notice, The Phillips Collection may also terminate their employment, at any time, for any reason or no reason, with or without notice.

The Phillips Collection has the right at any time to adjust salaries and wages and to change or eliminate benefits including, but not limited to, increasing deductibles, adding or increasing employee co-payments or other costs to employees, amending the retirement plan, and changing insurance and other benefit plan vendors.

Employee Relations

Each employee should feel free to discuss any work-related problem with his or her supervisor, department head, Director of Human Resources, Chief Administrative and Financial Officer, or with the Director.

The Phillips Collection believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other museums. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. The Phillips Collection is committed to responding effectively to employee concerns.

Customer Relations

Patrons and visitors to The Phillips Collection are among the museum's most valuable assets. Every employee represents The Phillips Collection to the public and presents an image of the entire organization. Patrons and visitors judge the museum by how they are treated by each employee. Therefore, it is a priority to assist any patron, visitor, or potential patron. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention given to patrons and visitors. Positive customer relations not only enhance the public's perception or image of The Phillips Collection, but also pay off in greater visitor loyalty and increased attendance, donations, and sales.

Equal Employment Opportunity

The Phillips Collection is an equal opportunity employer and administers all employment decisions and personnel actions without regard to race, color, religion, creed, sex, sexual orientation, pregnancy, childbirth or related medical conditions, national origin, age, physical or mental disability, genetic disposition or carrier status, marital status, veteran status, personal appearance, gender identity or expression, family responsibilities, matriculation, political affiliation, or any other category protected under applicable federal, state, or local law.

Consistent with the obligations of state and federal law, The Phillips Collection will make reasonable accommodations for qualified individuals with disabilities. Any employee who needs a reasonable accommodation should contact Human Resources, or his or her supervisor.

IV. SECURITY OF THE PHILLIPS COLLECTION

Safeguarding the museum's collection of valuable and irreplaceable works of art, as well as its archives, library and photographic materials, furniture, and decorative objects, is a critical objective for the Board of Trustees, staff, and donors. The purpose of the museum's security measures and procedures is to assure the safekeeping of the artworks, while facilitating the work of museum staff and allowing supervised access by the public. Therefore, the security of the physical premises (locks, alarms, and so on) and the controlled access of people to various building areas and museum collections are of crucial importance.

Security Orientation

A member of the Security Office will give all new employees a security orientation. All information presented during this orientation is confidential and is designed solely to acquaint new employees with the restrictions and regulations pertaining to museum security.

Staff ID and Access Cards

A staff identification and access card is issued to each staff member. Each staff member is required to wear an identification card while in the museum's non-public areas. Loss or theft of an ID card should be reported immediately to the Security Operations Manager so that a replacement card may be made. ID and access cards are museum property and must be returned to the Facilities and Security Department or Human Resources Department when employment terminates.

Visitor Sign-in Procedures

Visitors are divided into two groups: those visiting only the public areas of the museum and those visiting non-public areas. For security reasons, all visitors to non-public areas must sign in and must be escorted at all times. They should report to the Office Visitors Reception (OVR) desk.

The receptionist at the OVR desk will ask the visitor to sign in, provide him/her with a visitor's badge, contact the appropriate staff member, and arrange for an escort. If necessary, the staff at the OVR desk can determine the area(s) to which the visitor will be escorted.

Public Areas

House- 1st and 2nd floor galleries and restrooms, ground level restrooms

Goh Annex- 1st, 2nd, and 3rd floor galleries, 2nd floor restrooms, café and shop

Sant Building- LL1 and LL2 restrooms, 1st, 2nd, and 3rd floor galleries, courtyard.

All other areas are non-public areas. Certain non-public areas such as the auditorium, library, education room and seminar rooms, and The Center for the Study of Modern Art may be opened to the public for special events.

Bag Search

On request, employees must submit to searches of all parcels by designated members of the security staff.

Collection Access Policy

Collection objects not currently on display are accessed by approved personnel through key card controlled doors in art storage. Access is granted to staff members of the following departments: Preparations, Registration, Conservation, Curatorial, Security, and Facilities. Visitors and scholars are permitted access to art storage only when accompanied by a registrar or member of Security. Each person with access to art storage will be diligent in keeping access doors continuously closed. All readings of meters are to be done in pencil only. Visitors and contractors entering the room will be asked to surrender harmful implements (including pens) before entering. Contractors will be instructed to lower tool belts, etc., as necessary, to help ensure against damage. Those with access to art storage must return each screen to storage position after use.

Moving Artworks

Only authorized employees (preparators, conservators, registrars, museum supervisors, and curators) are permitted to touch or move works of art. Violation of this rule will result in disciplinary action, which may include termination.

If an art object in a public or non-public area is in danger of destruction (e.g., from fire, flood, or vandalism), a museum supervisor should be contacted immediately. Museum supervisors are trained to care for art objects in these situations.

Unauthorized staff may attempt to move an art object to safety only if it is in obvious, imminent danger of damage, if appropriate staff cannot arrive on time and if the individual will not jeopardize his/her own safety by attempting to move the object. In a non-public area, employees should summon appropriate staff and/or notify the Security Office at extensions 276 or 288.

V. COMMUNICATIONS

Confidentiality Policy

All information and knowledge, whether or not in writing, of a private, secret, or confidential nature concerning The Phillips Collection's business, developments, internal matters, or financial affairs (collectively, "Confidential Information") is and shall be the exclusive property of The Phillips Collection. By way of illustration, but not limitation, confidential information may include Phillips Collection business plans, terms and conditions of contractual arrangements, financial data, sales data, personnel data, developments, and marketing research and information. Employees may not disclose any Confidential Information to others outside The Phillips Collection or use the same for any unauthorized purposes, either during or after the employee's employment, unless and until such Confidential Information has become public knowledge without fault by the employee. All communications to the news media, press, industry, or financial community shall be through the Director, Chief Administrative and Financial Officer, or Director of Communications and Marketing, and Chair of the Board of Trustees.

All files, letters, e-mails, text messages, facsimiles, reports, records, data, drawings, or other written, photographic, or tangible materials containing confidential information, whether created by the employee or others that shall come into the employee's custody or possession, shall be and are the exclusive property of The Phillips Collection to be used by the employee only in the course of employment and in the best interest of The Phillips Collection. All such records or copies thereof and all tangible property of The Phillips Collection in the employee's custody or possession shall be delivered to The Phillips Collection upon the earlier of (i) a request by The Phillips Collection or (ii) the termination of the employee's employment. After delivery, the employee shall not retain any such records or copies thereof or any such tangible property.

An employee's obligation not to disclose or to use information, knowledge, and records of the type set forth in this policy, also extends to such types of information, knowledge, records, and tangible property of clients of The Phillips Collection or suppliers to The Phillips Collection or other third parties who may have disclosed or entrusted the same to The Phillips Collection or to the employee in the course of The Phillips Collection's business.

An employee's obligation not to disclose or to use information, knowledge, and records of the type set forth in this policy extends beyond the termination of the employment relationship with The Phillips Collection. This policy is in addition to the obligations set forth in the museum code of ethics, conflicts of interest, and non-disclosure policies.

Personal information regarding individual employees, trustees, members, and donors (e.g., address, telephone number, etc.) is also confidential. Requests by visitors for

such information should be referred to the appropriate department (i.e., Office of the Director, Curatorial, Human Resources, etc.).

Media Inquiries

The Director of Communications and Marketing is responsible for answering information requests about museum activities from members of the news media. No one other than the Director, the Director of Communications and Marketing, Chief Administrative and Financial Officer, or the Chair of the Board of Trustees is authorized to speak on behalf of The Phillips Collection without prior authorization from the Director of Communications and Marketing.

All press inquiries – including print, broadcast, and online – concerning the museum and its activities should be forwarded immediately to the museum's Publicity and Marketing Manager or Director of Communications and Marketing. If neither is available, a member of the Communications and Marketing staff will be designated to respond to the request.

No staff member should be interviewed by the media or speak either off the record or for attribution about the museum without receiving authorization from the Director of Communications and Marketing.

In the course of working with the media on a story, the Department of Communications and Marketing determines who best represents the museum for a particular article, and will contact that staff member to set up an interview. Staff members outside the Communications and Marketing Department should not refer media to other staff. For non-programmatic, institutional media inquiries, the Director of the museum and the Director of Communications and Marketing, and on occasion the Chair of the Board of Trustees, are the spokespersons.

The Department of Communications and Marketing arranges all media photography, film shoots, and radio interviews and will accompany the media when these take place. The department will notify Security and other relevant departments in advance.

Electronic Communications Usage Policy

This section sets forth the policy of The Phillips Collection with respect to the acceptable use of Internet/intranet/voice related systems, including but not limited to computer equipment, software, operating systems, voice and data messaging, telnet, File Transfer Protocol, and Web browsing.

The Phillips Collection's intentions in adopting this acceptable use policy are not to impose restrictions that are contrary to The Phillips Collection's established culture of trust and integrity. This policy is intended to support The Phillips Collection's commitment to protect its employees and the museum from illegal or damaging actions by individuals.

It is the responsibility of all employees, contractors, consultants, temporaries and other workers who use The Phillips Collection's Internet/intranet/voice related systems to understand these guidelines and to conduct themselves accordingly.

Business Use

The Phillips Collection's e-mail, text messages and voice mail systems and its provision of Internet access are intended to serve the interests of The Phillips Collection and its constituents and, as such, are to be used primarily for Phillips Collection business. E-mail, text messages and voice mail messages should be transmitted only to individuals who have a business need to receive them. Use of these systems and the Internet must be consistent with all policies and practices of The Phillips Collection, and violations of such policies and practices by employees may result in the loss of Internet access or in other forms of disciplinary action, up to and including termination of employment. While The Phillips Collection recognizes that these systems are occasionally used for personal purposes, any personal use of the e-mail, text messages and voice mail systems or the Internet remains subject to this policy.

Ownership

The Phillips Collection's electronic communications systems (including all computer hardware, software, laptop and mobile devices, voice mail, the network, and all stored data, including all messages that are created, sent, received, or stored on The Phillips Collection's electronic communications systems) are the property of The Phillips Collection.

Phillips Collection Review and No Expectation of Privacy

The Phillips Collection monitors usage of electronic systems by its employees and reserves the right to review any communications on its systems for any legitimate business purpose. While employees may need a password or other personal code to access their computer, e-mail or voice mail systems, The Phillips Collection is able to override all passwords and access these systems without using the password. Users of these systems do not have a privacy right in the contents of their computer, laptop, and mobile device systems, or on messages sent, received, or stored on the e-mail, text message or voice mail systems or in their use of the Internet. Passwords to these systems exist for the benefit of The Phillips Collection to enable employees to properly manage their work product and protect that work product from unauthorized third parties. Employees should have no expectation that the ability to choose a password for a system in any way limits The Phillips Collection's ability or right to monitor their activity on that system.

Prohibited Content

The use of foul, obscene, or harassing language or images when sending messages on e-mail, text messages or voice mail is prohibited, as is the circulation of messages that

may harass or annoy other employees or third parties. Employees who receive such messages should report this activity to their supervisors or to Human Resources. Employees may not use the Internet, including Phillips Collection-provided Web browsers, to send, display, download, or print potentially offensive messages, pornographic or sexually explicit pictures, or derogatory religious or racial materials. It is important to be aware that Internet sites visited electronically from The Phillips Collection's computer resources, including equipment accessed from the user's home, identify The Phillips Collection as the originator of each message or visit. As such, any use of The Phillips Collection's electronic resources to visit sites that could negatively impact The Phillips Collection's reputation and name is unacceptable.

Security

The data network and message systems are only to be used by authorized persons, and an employee must have been issued a password in order to use the systems. Employees shall not disclose their codes or passwords to others and may not use someone else's code or password without express written authorization from The Phillips Collection. Users may not attempt to override password protection or circumvent policies intended to strengthen password security.

Confidentiality and Public Communications

Data files and message communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through electronic or voice mail messages. All messages, internal or external, transmitted through electronic communication systems, must be treated with the same degree of security and confidentiality as written documents. Accordingly, confidential messages e-mailed to constituents or within The Phillips Collection must be encrypted if receipt would result in a breach of confidentiality. To be sure that The Phillips Collection preserves a consistent public impression regarding its business and operations, and because even positive statements may have a detrimental impact on The Phillips Collection where securities transactions or other highly regulated areas are involved, employees are prohibited from posting or publishing statements regarding The Phillips Collection's business or operations on any public media, including but not limited to electronic bulletin boards and Web-based chat rooms, unless such messages have been reviewed and authorized by an officer of The Phillips Collection prior to publication. All electronic communications policies of The Phillips Collection also apply to postings and blogs. Employees should not create the impression that views expressed on a posting or blog are shared by The Phillips Collection and should create a disclaimer explicitly stating that any views expressed on the posting or blog have not been reviewed by and are not the opinions of The Phillips Collection. Furthermore, employees are expected not to slander, libel, or harass superiors, colleagues, and/or constituents in their postings and blogs. Any questions regarding this policy should be directed to the Chief Information Officer or the Director of Communications and Marketing.

Certain Prohibited Activities

Employees may not, without The Phillips Collection's express written authorization, transmit trade secrets or other confidential, private, or proprietary information or materials via any of The Phillips Collection's electronic communications systems.

Unauthorized copying or distribution of copyrighted material, including, but not limited to, digitization and distribution of text and images from books, magazines, and other copyrighted sources, copyrighted music, and software for which The Phillips Collection or the end user does not have an active license, is strictly prohibited.

Message Retention and Creation

Employees should be careful in creating messages. Even when an e-mail and/or text message has been deleted, it may still exist in printed version, be recreated from a back-up system, or may have been forwarded to someone else. Please note that certain electronic messages may need to be saved for business purposes, and that The Phillips Collection may be required to produce certain messages in litigation. Further, The Phillips Collection regularly retains and deletes e-mail, text messages and voice mail messages from its systems and maintains the right to alter its practices in this area at any time with or without notice to employees.

Viruses

Any files downloaded from Web-browsing, attached to e-mail messages, or stored on removable data storage media received from non-Phillips Collection sources must be scanned with The Phillips Collection's virus detection software. Any viruses, tampering, or system problems should be immediately reported to the Chief Information Officer or designee.

Consequences of Violations

Violations of The Phillips Collection's electronic communications policy may result in loss of use of the system in question or in other forms of disciplinary action, up to and including termination of employment.

For purposes of this policy, a "legitimate business purpose" for reviewing e-mail, text messages or voice mail communications and Internet use includes, but is not limited to, the following situations:

- routine monitoring for quality control and to ensure proper operation of the systems and compliance by employees with The Phillips Collection's workplace policies, including without limitation its policies on harassment, use of trade secrets, customer information, and securities-related information;

- investigations to determine if there have been violations of The Phillips Collection's workplace policies or criminal or civil wrongdoing by e-mail, text message, voice mail, and Internet users, where the wrongdoing may have included the use of The Phillips Collection's electronic systems; and/or
- where the user is unavailable and there is a business need to review the contents of electronic communications on an expedited basis.

Internet Use

Please be reminded that, in accessing the internet, you are using Phillips Collection resources and computer time. You will be responsible for any misuse of this technology. Every employee is responsible for reading and being familiar with The Phillips Collection's Electronic Communications Usage Policy.

Disaster Readiness, Response and Recovery Plan

The Phillips Collection's Emergency Preparedness and Disaster Recovery Plan outlines actions to be taken to ensure the safety of the visitors, staff, collections, and the physical facility of the museum before, during, and after an emergency or disaster. Its effectiveness depends on the ability of each employee to prepare for and rapidly respond to a given emergency.

The Phillips Collection's security staff will provide a copy of the Emergency Preparedness and Disaster Recovery Plan during new employee security orientation. Copies of the plan are kept at the OVR desk, in the security room, and on the shared computer drive which can be accessed from a desktop. Employees may also contact the Security Operations Manager for additional information.

No plan can predict every conceivable problem. Nor is it responsible to adhere to a document when facts dictate otherwise. Flexibility and the ability of the staff to apply common sense are essential to adjust for changing circumstances.

VI. HIRING AND EMPLOYMENT PRACTICES

Orientation

During the first few days of employment, Human Resources will provide new employees with important information regarding museum policies and other information necessary to acquaint each new employee with his/her job. Human Resources also will provide information regarding employee benefits (if applicable) and administrative procedures. New employees will also receive general background information about the museum, performance expectations, and training about information systems policies and procedures. New employees will be asked to complete forms to acknowledge receipt of information and for benefit plan enrollment, beneficiary designation, and appropriate federal, state, and local tax withholding. The Phillips Collection must be furnished with information establishing identity and eligibility to work in the United States in accordance with federal law.

Introductory Period

New or Rehired Employees

To help foster successful employment, the first three months (90 calendar days) of employment or assignment into a new position are considered an introductory period.

An introductory period can be very helpful to new employees. It provides the employee with the opportunity to demonstrate that he/she can perform the job at a satisfactory level and to determine if the new job meets his/her expectations. It is the employee's responsibility to meet with his/her supervisor to review the position description and ensure that the employee understands the position responsibilities. The employee and supervisor will work together to identify specific goals and objectives. They help form the foundation on which the performance assessment will be based.

Managers use the introductory period to discuss job expectations, provide constructive direction and feedback, evaluate abilities, work habits, and overall performance. Since employment at The Phillips Collection is based on mutual consent, either the employee or The Phillips Collection may end the employment relationship at any time during or after the introductory period, with or without cause or advance notice. Eligible employees will accrue benefits during the introductory period.

At the end of an introductory period, if the employee's suitability for the position is still in question, the supervisor may decide to extend the introductory period by 30 days to permit opportunity for improvement. In such a case, the supervisor will provide a written evaluation of the performance to date and will note improvements needed to satisfactorily meet the requirements of the position. The supervisor will meet with the employee and provide the evaluation and improvements requirements in writing. At the end of the 30 day extension, the employee who has made the necessary improvements

may continue employment. The employee whose performance remains unsatisfactory will be terminated.

The supervisor is not required to extend the introductory period and may elect to terminate an employee whose performance during that period has proven unsatisfactory. The end of an introductory period does not constitute an employment contract, implicit or explicit.

Promotions and Transfers

Employees who are promoted or transferred within The Phillips Collection must complete a new introductory period of the same length with each reassignment to a new position. If the employee's new supervisor determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within The Phillips Collection, an employee who, in the sole judgment of supervisor, is not successful in the new position can be removed from that position at any time during the introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and The Phillips Collection's needs.

A promotion and/or transfer to another position within the museum necessitates a new introductory period.

Temporary Change in Job Assignment

For various reasons (e.g., absences, changes in priorities, or workloads) it may be necessary, on a temporary basis and upon short notice, to assign employees to duties not specifically covered in their job descriptions. Employees are expected to be flexible in response to the needs of The Phillips Collection in this regard.

Employment Classifications and Categories

To determine the applicability of policies and benefits, employment status is classified by the nature of position and the number of hours worked.

Classification of Positions

Exempt--Those positions that are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond the forty-hour (40) work week.

Nonexempt--Those positions that are required to be paid overtime compensation for all hours worked beyond forty (40) hours per work week (Sunday to Saturday midnight),

in accordance with applicable federal and state wage and hour laws. The law requires daily time records for all personnel in this category. All overtime work must be approved in advance by the supervisor. Failure to obtain advance approval for overtime work is subject to disciplinary action.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by management.

Note: Individual job descriptions state whether a position is exempt or non-exempt as defined by the Fair Labor Standards Act.

Employment Categories

In addition to the above classification, each employee will belong to one of the following employment categories:

Category	Definition
Full-Time (Exempt and Non-Exempt)	Employees who are regularly scheduled to work (40) hours per week, including the lunch break.
Part-Time	Employees who regularly work less than (40) hours per week, including the lunch and other breaks if eligible.
Limited Term (Fellows/Grant supported positions)	Limited term employees who are regularly scheduled to work any number of hours. Limited term positions may be funded by governmental or other external sources and/or grants. Depending on the grant source, limited term employees may not be eligible for benefits. See your supervisor or The Phillips Collection's Director of Human Resources for details about your position.
Gallery Educators (Docents)/Interns/Volunteers/ Temporary Workers	Gallery Educators (Docents), Interns, Volunteers, and Temporary workers are not eligible for benefits as outlined in this handbook.

Interns

The Phillips Collection offers paid (pending funding) and unpaid internships. These positions are usually open to full-time students pursuing a bachelors or masters degree and recent graduates, and are for a limited duration.

It is important that Phillips Collection interns fulfill a critical need at the institution and that they receive an appropriate amount of guidance and mentoring and a good learning experience. Therefore, those staff members who are interested in supervising an intern for a semester or for the summer are asked to make a case to Human Resources supporting the need and their ability to provide a positive experience for the intern.

Job Postings and Employee Referrals

The Phillips Collection provides employees an opportunity to indicate their interest in open positions within the organization according to their knowledge, skills, interests, abilities, and work experience. Notices of full-time and part-time job openings are posted internally.

Job openings will be posted on The Phillips Collection's employee bulletin board, Web site, and the Department of Employment Services (DOES) Web site. External advertising and recruiting through other sources may occur after five days of internal postings. Each job will remain posted until the position is filled. Job posting notices will include the dates of the posting, job title, department, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, employees should submit a cover letter, resume, and other required documents by mail, fax, or e-mail to Human Resources. If the employee has the necessary qualifications, he/she will be considered for the position along with other interested and qualified candidates.

An internal applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

If an internal candidate is offered and accepts the new position, a two-week notice will be provided to the current supervisor. If it is determined that a staff member who has submitted a resume does not meet the requirements for a vacancy, he/she will be informed of the reason.

The Phillips Collection also encourages employees to identify friends or acquaintances who are interested in employment opportunities and to refer qualified outside applicants for employment. Employees may not make commitments or oral promises of employment.

Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Other than those employees who were hired prior to June 2008, relatives of current employees may not occupy a position within The Phillips Collection.

Personnel Files

Personnel files are the property of The Phillips Collection, and access to the confidential information they contain is restricted. All employment information is kept secure and access is strictly controlled. Only those with legitimate reasons to review information in a file are allowed to do so. Data in an individual's personnel file is released to others only when the person has given consent, except when a court order or subpoena has been issued. When such information is released as a result of a court order or subpoena, the employee is notified prior to the release of the information. All employees have the right to review their own individual files in the presence of the Director of Human Resources.

Personnel Data Changes

To help keep records and benefit program information accurate, employees should notify the Human Resources Department of any changes to personal information. This information includes mailing address, telephone numbers, marital status, changes to dependents' information, beneficiary information, names of persons to be contacted in case of an emergency, and new educational accomplishments.

Employment Inquires and References

The Phillips Collection releases information about current or former employees to third parties only in the following cases:

Employment References

Upon request, The Phillips Collection's Human Resources department will normally confirm employment dates, title, and ending salary to potential employers of former employees. No one other than Human Resources Department staff is authorized to provide detailed verification of prior employment.

Information regarding job performance, education, etc., will be provided only when The Phillips Collection can confirm that the former employee has provided The Phillips Collection as a reference and has signed a release waiver. The Phillips Collection will not release any information deemed to be of a sensitive nature, such as medical records.

Individual staff members who are contacted about former employees should be extremely cautious in providing references (either positive or negative) without verifying that they have been listed as references by the former employee, and should emphasize that their opinion may not be shared by other staff members at The Phillips Collection.

Comments or references provided by any individuals connected with The Phillips Collection are unauthorized and are not the responsibility of The Phillips Collection.

Other Requests for Verification

Other employee information normally deemed to be confidential will be released only as required by law. In all cases, written requests are required, and only the Director of Human Resources is permitted to respond.

Pay and Earnings Statements

The Phillips Collection's pay period is bi-weekly. Pay is deposited directly to employee account(s) (or paid by check, when applicable).

The Phillips Collection encourages use of direct deposit for all pay. Employees will receive an itemized earnings statement of wages for hours worked, leave taken, holiday pay, required deductions such as for federal, state, and local taxes, and any authorized voluntary deductions such as for health insurance, flexible spending accounts, or tax deferred annuity contributions each pay period.

The Phillips Collection takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid accurately on the scheduled payday. In the unlikely event that there is an error in the amount of pay earned or received, promptly bring the discrepancy to the attention of the Human Resources Department, so that corrections can be made.

Recording Hours Worked and Time Clock Procedures

It is The Phillips Collection's policy to comply with applicable laws that require records to be maintained of the time worked by its employees. To ensure accuracy in the maintenance of those records, to record accrued leave time taken, and to ensure each employee is paid in a timely manner, all employees are required to record time worked and/or absences in The Phillips Collection's official time and labor management system or on leave forms (if applicable).

Time records for both exempt and non-exempt employees are required to be submitted at the end of each pay period.

In addition to complying with applicable timekeeping laws, the museum's security procedures require that full-time and part-time employees of The Phillips Collection enter their times of arrival and departure from the museum. Time clocks are located next to the OVR desk and in the Goh Annex basement. Employees with assigned computers may enter their arrival and departure time from their desks. Volunteers are required to record arrival and departure time using the Volgistics system at the main entrance of the museum.

If an employee forgets to clock in or out, he or she must notify a supervisor immediately. Supervisors will take the necessary steps to correct time records. Designated supervisors are authorized to correct time records.

Falsifying, tampering, or unauthorized altering of time records may result in disciplinary action, up to and including termination of employment.

Overtime

When operating requirements or other museum needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these assignments will be provided. All overtime work must receive the supervisor's prior authorization.

Overtime compensation is paid to all nonexempt employees for hours worked in excess of 40 hours in one week (Sunday 12:01 a.m. to Saturday midnight), in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Paid time off, extended illness leave, maternity/paternity leave (if applicable), or any other leave will not be considered hours worked for purposes of performing overtime calculations.

Fair Labor Standards Act (FLSA), Safe Harbor Policy for Exempt Employees

To qualify for exemption from both minimum wage and overtime pay under the Fair Labor Standards Act (FLSA), employees generally must meet certain tests regarding their job duties and be paid a salary of not less than \$455 per week. This means that the exempt employee regularly receives a predetermined amount of compensation each pay period. Subject to the exceptions below, the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work (although exempt employees do not need to be paid for any work week in which they perform no work). If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a salary basis.

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

It is The Phillips Collection's policy to comply with the salary basis requirements of the FLSA. Therefore, managers are prohibited from making any improper deductions from the salaries of exempt employees.

Complaint Procedure for All Employees

Any employee who believes that an improper payroll deduction has been made should immediately report this information to his or her direct supervisor or to a representative in Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be reimbursed for any improper deduction made and The Phillips Collection will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

Payroll Advances

The Phillips Collection does not provide pay advances on unearned wages.

Pay Deductions

The law requires that The Phillips Collection make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes.

The Phillips Collection offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

For questions concerning payroll deductions, please contact Human Resources.

Garnishment and Child Support Withholding

A garnishment (e.g., child support, alimony, tax levies, other debts, etc.) is a court order to the employer to withhold a portion of the employee's wages for payment of a debt. If so ordered, The Phillips Collection is required by law to make the deductions and transfer the money to the appropriate authority. No disciplinary action will be taken as a result of an employee garnishment.

VII. PERFORMANCE AND COMPENSATION MANAGEMENT

Performance Planning and Evaluation

The best communication about job performance happens on an informal, day-to-day basis. The introductory period provides the opportunity to evaluate job performance, standards, and performance requirements. To help with this effort, the employee and his/her supervisor are strongly encouraged to talk about performance regularly.

The Phillips Collection wants to ensure that employee and supervisor also have scheduled, formal evaluations. These discussions provide the opportunity to discuss job responsibilities and goals, recognize and encourage strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future. Formal or informal performance evaluations should be conducted at the end of the introductory period in any new position.

Formal performance evaluations will generally be conducted annually. Human Resources will notify staff of the evaluation period dates. The format of performance reviews will be determined by management and will at a minimum include a written evaluation of the employee's job performance as measured against the responsibilities and duties outlined in the job description and an employee developed work plan (if applicable), as well as specific goals/benchmarks mutually agreed upon by the employee and the supervisor. The complete performance evaluation consists of the supervisor's comments and recommendations, the employee's responses, and the work plan (if applicable) for the next evaluation period.

Staff members must be active participants in The Phillips Collection evaluation process by proposing initial work plans (if applicable) to their supervisors, by assessing their own performance at the time of the evaluation, and by proposing an updated work plan (if applicable) for the coming year. Supervisors are responsible for commenting on and finalizing the staff member's performance evaluation and for discussing the evaluation and approving a work plan (if applicable) with the staff member. When resources permit, the supervisor is also responsible for recommending merit pay or salary increases to the Director of Human Resources for staff members whose overall performance warrants an increase. By working together on this important process, staff members and their supervisors will have a clearer understanding of performance expectations and results.

Performance Honor Awards

The Phillips Collection, at its discretion and pending funding, may honor staff members who make a special contribution to the museum's success. Performance honor awards recognize occasions when a staff member's performance goes above and beyond what would normally be expected.

All staff on payroll for one year or more (with the exception of the Director, the Director of Development, the Chief Administrative and Financial Officer, docents, temporaries, and interns) will be eligible for monetary awards, which may range from \$100 to \$500. The honor awards funding pool will be managed by the Human Resources Department and decisions about the awards will be made in collaboration with the Director.

VIII. EMPLOYEE BENEFITS

The information in this section represents the highlights of benefits currently offered to employees by The Phillips Collection.

The Phillips Collection recognizes that some employees hired prior to the year 2000 receive medical and/or dental insurance benefits. These participating employees may continue to elect medical and/or dental insurance coverage according to the terms granted through The Phillips Collection grand-parenting provision.

For employees hired after 2000, eligibility for certain benefits may be contingent on a number of factors, including the employee's status (e.g., full-time, part-time, temporary), the number of hours an employee is regularly scheduled to work, and an employee's length of service with The Phillips Collection. The actual terms and conditions of benefits are governed by the official plan documents. To the extent a description of a benefit in this employee handbook varies from the official plan documents, the official plan documents govern.

Benefits offered by The Phillips Collection are an important part of The Phillips Collection's commitment to its employees. However, The Phillips Collection reserves the right, at its sole and absolute discretion, to terminate, suspend, withdraw, amend, or modify any of its benefits plans in whole or in part, any and all of the provisions of the benefit plans described herein, at any time, without prior notice, to the extent permitted by law.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment for future benefits, or a binding contract between The Phillips Collection and its employees, or employee dependents, for benefits or for any other purpose.

Health and Welfare Benefits

The following benefit programs as described here and in other sections are available to eligible employees, subject to the terms and conditions of each program:

Health and Welfare Benefits

- Medical and Vision Insurance
- Dental Insurance
- Health Insurance Benefit Continuation (COBRA)
- Life and Accidental Death and Dismemberment Insurance
- Long-Term Disability Insurance
- Flexible Spending Account (FSA)
- 403(b) Retirement Savings Plan
- Transportation Benefit (SmartBenefits)

Employee Assistance Program (EAP)
Unemployment Compensation Insurance
Workers' Compensation Insurance
International Medical Assistance
Education and Training Programs

Medical and Vision Insurance

Eligible full-time employees may elect Health Maintenance Organization (HMO) or Preferred Provider Organization (PPO) coverage under The Phillips Collection's group medical insurance program. Vision insurance is included under the medical insurance plan. Eligible employees may also elect HMO or PPO coverage for a spouse or domestic partner and eligible dependent children.

Depending on the level of coverage chosen, the cost of the medical insurance is covered by both the employee and The Phillips Collection on pre-tax basis through payroll deduction. The amount of the employee contribution is subject to change at the discretion of The Phillips Collection. Contact Human Resources for a list of medical rates or for additional information.

Dental Insurance

Eligible full-time employees may elect dental coverage for themselves, their spouse or domestic partner, and their dependent children, under The Phillips Collection's group medical insurance program.

The dental insurance provided is an indemnity plan, meaning that employees may choose any dentist they wish. Depending on the level of coverage chosen, the cost of the dental insurance is covered by both the employee and The Phillips Collection on a pre-tax basis through payroll deduction. The amount of the employee contribution is subject to change at the discretion of The Phillips Collection. Contact Human Resources for a list of dental rates or for additional information.

Benefits Continuation (COBRA)

When an employee leaves The Phillips Collection's employment, Human Resources will conduct an exit interview with the terminating staff member. During the meeting, the employee will be advised of any options that are available concerning benefits continuation (COBRA, retirement, and pre-tax plans, if applicable.) Health and dental coverage terminates on the last day of the month during which an employee terminates or reduces work hours below eligibility requirements.

If eligible, health insurance may be continued through COBRA. COBRA participants will be responsible for timely payments of premiums. COBRA coverage will cease if timely payments are not received. When an employee or his or her beneficiaries elect to continue coverage under provisions of COBRA, the employee is responsible for payment of 102 percent of the full monthly premium.

Life and Accidental Death and Dismemberment Insurance

Eligible full-time employees will be added to The Phillips Collection's group life insurance policy beginning the first day of the month following the date of hire. The group policy provides life and accidental death and dismemberment insurance coverage. Currently, the total cost of coverage is paid by The Phillips Collection. Employees are responsible for the taxes on the taxable portion of the life insurance coverage. These taxes are automatically deducted through payroll. Contact Human Resources to obtain a summary plan description or for additional information.

Long-Term Disability Insurance

Beginning on the first day of the month following the date of hire, eligible full-time will be added to The Phillips Collection's long-term disability insurance policy. Currently, the total cost of coverage is paid by The Phillips Collection. Please contact Human Resources to obtain a summary plan description or for additional information about long-term disability insurance. All benefits paid under the long-term disability plan are taxable to the employee.

Flexible Spending Accounts

Eligible full-time employees may elect to withhold pay on a pre-tax basis to cover eligible dependent care costs (e.g. day care programs, etc.) and/or eligible medical costs not covered by the medical and dental plans (e.g. co-pays, etc). Eligible employees make this election at the beginning of each calendar year or at the time of hire during the year, and the election amount may be changed only if the family circumstances change (e.g. birth of a child) or at the beginning of each calendar year. Contact Human Resources to obtain a summary plan description or for additional information.

Retirement Plan

The Phillips Collection offers a 403(b) retirement plan to eligible Phillips Collection employees. Eligible employees may voluntarily contribute a percentage of wages on a pre-tax basis, up to a legal maximum, beginning on the first day of employment. Contributions are 100 percent vested. After one full year of employment, The Phillips Collection may contribute on the employee's behalf. Contact Human Resources for further information about the retirement plan, enrollment forms and/or for plan documents.

Transportation Benefit (SmartBenefits)

The Phillips Collection offers employees the ability to withhold up to the current legal limit on a pre-tax basis for commuter (WMATA/Metro) bus and parking, rail, and vanpool fare. Pre-tax transportation withholdings are collected through payroll deduction.

Employee Assistance Program (EAP)

INOVA Employee Assistance (IEA) and Work Life Services is The Phillips Collection's Employee Assistance Program provider.

Employee assistance programs (EAP) are designed to assist organizations in addressing productivity issues and assist employees in identifying and resolving personal concerns, including, but not limited to, health, marital, family, financial, alcohol, drug, legal, emotional, stress, or other personal issues that may affect job performance.

INOVA IEA and Work Life Services programs offer: confidential 24/7 toll free telephone access to EAP counselors, face to face assessment, short-term counseling, referral and follow-up for employees and their household members for assistance with any personal problems, management consultations, legal referrals, financial planning assistance provided by a certified financial planner, multi-lingual and American sign language counselors upon request, and toll free TDD phone service for the hearing impaired. An INOVA EAP counselor may be reached at 1-800-346-0110. The Web site address is www.inovaeap.com. Contact Human Resources for additional information.

Unemployment Compensation

Unemployment compensation insurance is paid as required by law in the District of Columbia. In order to obtain this benefit, you must be separated from The Phillips Collection through no fault of your own.

Workers' Compensation

The Phillips Collection is committed to providing a safe work environment. All employees are covered by workers' compensation insurance in the event of a work-related injury or accident. If necessary, reasonable medical expenses incurred as a result of a work-related injury or occupational illness may be paid according to guidelines administered by the plan and/or policy.

All on-the-job injuries must be reported to the employee's supervisor and to Human Resources immediately. Reports of accidents and injuries must be completed and filed with the insurance company promptly.

International Medical Assistance

The Phillips Collection maintains an international insurance policy for medical assistance for its employees traveling abroad. Employees who are expecting to travel on The Phillips Collection business outside the U.S. should obtain an insurance card. Contact Human Resources for additional information.

Education and Training Programs

The Phillips Collection encourages staff members to participate in training or coursework which will enhance their ability to be successful in their Phillips Collection employment.

To be eligible for financial support, the staff member must:

- be a regular full-time employee
- have completed six (6) months of employment with The Phillips Collection
- obtain prior approval from his/her supervisor

While some training (such as one or two-day training conferences or seminars) may occur during normal work hours, staff members who wish to pursue ongoing training or coursework must schedule these activities outside of normal work hours.

When the museum's budget permits, staff members may request advance payment or subsequent reimbursement for approved coursework or training. If advance payment is requested, the amount will be treated as an employee advance until the staff member provides receipts documenting the cost and satisfactory completion of the training or coursework. If a staff member is simply requesting reimbursement, these documents should be attached to the request when it is submitted for approval.

Staff members who fail to complete the course or training which The Phillips Collection has funded or fail to achieve a passing grade in that course or training must refund the amount of the advance to The Phillips Collection.

Any staff member who voluntarily terminates employment with The Phillips Collection before his/her course has been completed will be required to refund any advance to The Phillips Collection.

Education and training benefits are not taxable to the staff member.

Museum Shop and Café Discounts

All employees of The Phillips Collection receive a 20 percent employee discount on items for sale in the museum shop. Employees also receive a 10 percent discount on café purchases.

Library Privileges

Employees may use the resources of the Library during normal business hours or as scheduled by the Librarian. Employees should also consult with the Librarian on the loan of materials.

IX. PAID LEAVE PROGRAMS

Paid Leave

The Phillips Collection provides a range of paid leave programs to eligible employees.

In most cases, employees who work a regular full-time schedule per week are eligible for leave benefits. Some leave programs are prorated depending on the number of hours worked by the employee.

The following paid leave programs are available to eligible employees, subject to terms and conditions of each program:

Paid Time Off
Extended Illness Bank
Holidays

Bereavement Leave
Jury Duty
Time Off to Vote

Paid Time Off

The Phillips Collection offers accrued paid time off (PTO) to eligible employees. Eligible employees accrue PTO from the first full pay period of work following the date of hire or from the date their position is designated as benefits eligible.

The amount of PTO received depends upon length of service and the number of days worked per week. Generally, employees must earn PTO before utilizing it.

The Phillips Collection strongly encourages each employee to take his or her allotted PTO each year. No payments will be made in lieu of PTO except in the case where an employee terminates employment with The Phillips Collection and has earned unused PTO leave.

PTO may be taken in weekly periods or as individual days or hours, providing the periods chosen meet the approval of the employee's supervisor. Where possible, requests for PTO should be submitted to the supervisor at least two weeks before the requested leave.

An employee does not accrue PTO benefits during an extended leave of absence (e.g. maternity leave, FMLA, or leave of absence).

PTO leave is accrued each pay period as follows:

During the First Year of Employment

Number Days Worked per Week	Accrual Rate	Annualized Days Earned
4 Days	5.54 hrs. per pay period	18 Days
5 Days	6.15 hrs. per pay period	20 Days

During the Second through Ninth Years of Employment

Number Days Worked per Week	Accrual Rate	Annualized Days Earned
4 Days	8.30 hrs. per pay period	27 Days
5 Days	9.23 hrs. per pay period	30 Days

After Nine Years of Employment

Number Days Worked per Week	Accrual Rate	Annualized Days Earned
4 Days	9.23 hrs. per pay period	30 Days
5 Days	10.77 hrs. per pay period	35 Days

NOTE: At each employee's anniversary date, all unused PTO over 40 hours will be transferred permanently to his/her Extended Illness Bank (EIB).

Exceptions to this policy must be approved by the Director, Chief Administrative and Financial Officer, and Director of Human Resources.

Accrued Sick and Safe Leave

The District of Columbia's Accrued Sick and Safe Leave Act mandates that employers provide paid sick leave to eligible employees working in the District. The leave may be used by employees for illness and for absences associated with domestic violence or sexual abuse. Accrued sick and safe leave is available to staff who are not eligible for PTO leave.

Eligibility

Employees must have been employed with The Phillips Collection for at least 12 months without a break in service and have worked 1000 hours during the preceding 12 months.

Eligible employees may receive up to one (1) hour of paid leave for every thirty-seven (37) hours worked, up to a maximum of (7) days per calendar year. Accrued sick and safe leave may be carried over to the following calendar year. Employees will be allowed to use up to a maximum of (7) days of paid leave per calendar year.

Please contact Human Resources for details regarding eligibility and terms available for sick and safe leave.

Requests for Leave

All employees must request leave and receive approval of leave in advance of the desired leave date. The only exceptions are personal emergency or illness. Leave may be requested through The Phillips Collection's official time and labor management system or on leave forms.

Extended Illness Bank (EIB)

Extended Illness Bank hours provide employees with paid leave in excess of their available PTO hours for Family and Medical Leave situations requiring extended leave.

All except 40 hours of accrued PTO leave not used prior to an employee's anniversary date will be transferred automatically and permanently into the employee's Extended Illness Bank (EIB). EIB leave hours are frozen and cannot be used except for Family and Medical Leave situations.

The Extended Illness Bank can be used only after an employee's PTO leave has been exhausted. While on extended leave, PTO will not accrue. Please see the section on Family and Medical Leave in the event of extended illness lasting longer than the employee's available Extended Illness Bank (EIB).

EIB hours used will count against all leave taken in conjunction with the DC and federal Family and Medical Leave Acts.

Extended Illness Bank Donation Program

Employees may voluntarily donate excess EIB hours to colleagues who have exhausted all PTO and EIB hours for Family and Medical Leave situations. Employees wishing to donate EIB hours will be required to maintain a minimum balance (the lower of 40 hours or 50 percent of available EIB hours) of EIB hours in the unlikely event of their own need for EIB leave.

The Extended Illness Bank Donation program allows eligible employees to receive donated EIB leave hours for Family and Medical Leave situations after they have exhausted all other available sources of paid leave (e.g. PTO and EIB leave). EIB recipients must return all unused donated hours to the leave bank.

Eligibility

Full-time employees who have been employed with The Phillips Collection for at least 12 months, and have worked 1000 hours during the preceding 12 months are eligible for donated EIB hours.

Holidays

All full-time exempt employees are eligible for holiday leave. Non-exempt employees may be paid for the holiday if the holiday falls on a day on which they are normally scheduled to work. Non-exempt employees who work on a holiday will be paid holiday pay in addition to their normal pay.

Holidays observed by The Phillips Collection as paid holidays are:

New Year's Day (January 1)	Labor Day
Dr. Martin Luther King Jr. Day	Columbus Day
Presidents' Day	Thanksgiving Day
Memorial Day	*Friday after Thanksgiving
Independence Day	Christmas Day

*Additional holiday leave that may be granted for full-time exempt and non-essential staff include: the Friday after Thanksgiving, and early dismissal on Christmas Eve and New Year's Eve. When any of these holidays fall on a Saturday or Sunday, the holiday will generally be observed on the same date the federal government observes it. If a recognized holiday falls during an employee's PTO leave, the employee will receive holiday pay for that day, not PTO leave pay. Holiday pay is subject to change at the discretion of The Phillips Collection.

Bereavement Leave

In the event of the death of an immediate family member (employee's child, spouse/domestic partner, parent, parents of spouse or partner, grandparents, grandchildren, siblings), regular full-time employees will receive up to three days of paid bereavement leave. Employees may use PTO leave for all additional time off.

Jury Duty

A regular full-time employee who is summoned to jury duty is eligible for continuation of his or her salary and benefits during the active period of jury duty for up to a maximum of twenty (20) work days in a 12-month period. Employees may retain the allowance they receive from the court for their service. A regular part-time employee who works at least twenty (20) hours a week may be given time off with pay for those days which they are regularly scheduled work, up to a maximum of three workweeks. Exceptions may be granted for grand jury duty for eligible employees.

Employees are expected to report to work on days they are not required at the court or are excused early. All eligible employees may take PTO or unpaid time off if summoned to appear as a witness in court. In order to qualify for jury duty leave, you must submit to your supervisor and Human Resources a copy of the summons to serve, as soon as it is received. The Phillips Collection will make no effort to have your service on a jury postponed, except where business conditions necessitate such action.

Any exceptions to this policy must be approved by the Director or Chief Administrative and Financial Officer and Director of Human Resources.

Time Off to Vote

The Phillips Collection encourages employees to fulfill their civic responsibilities by participating in elections. In most cases, election polls open to allow the working public time to vote either before or after normal business hours.

Should an employee need time off to vote, he or she must request PTO (if applicable) or unpaid leave, at least two working days prior to the election day.

X. LEAVES OF ABSENCE

Family and Medical Leave

Eligibility

Any employee who has worked for The Phillips Collection for at least twelve months and has worked at least 1,250 hours in the 12-month period immediately preceding the commencement of the leave is eligible for family and medical leave in the circumstances described below.¹

1. An eligible employee may take a maximum of 12 weeks of unpaid family and medical leave during any consecutive 12-month period for one or more of the following reasons:²

- Because of the birth or placement for adoption or foster care of a new son or daughter and in order to care for that child;
- To care for an employee's parent, spouse, son or daughter with a serious health condition;
- Where a serious health condition makes the employee unable to perform the essential functions of his or her position; and
- Because of any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call or order to active duty in support of a contingency operation.

2. An eligible employee may take up to 26 weeks of total family and medical leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who is a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of active duty (a "covered servicemember"). During this single 12-month period, any family and medical leave taken by the employee for the reasons set forth in paragraph one of this section will count toward the employee's 26 weeks of servicemember family leave. The 26-week servicemember family leave entitlement shall only be available during a single 12-month period.

¹ Please note that employees in the District of Columbia may be eligible for certain types of family and medical leave under the District of Columbia's Family and Medical Leave Act (the "DCFMLA") if they have been employed by The Phillips Collection for at least one year without a break in service and worked for at least 1,000 hours during the 12-month period immediately preceding the leave.

² D.C. employees who are eligible for leave under the DCFMLA may take up to 16 weeks of family leave and 16 weeks of medical leave during a 24-month period pursuant to the terms and conditions of the DCFMLA. No more than 32 weeks of leave may be granted under the DCFMLA in a 24-month period. All references to 16-week leave periods in this policy apply to D.C. employees only. Please contact the Human Resources Department for more details regarding the DCFMLA, as the DCFMLA provides different types of coverage than the Federal Family and Medical Leave Act described herein in certain circumstances.

Notice To The Phillips Collection

Employees are expected to submit a written request for leave as far in advance as possible to the Human Resources Department. In cases of foreseeable leave due to a qualifying exigency arising out of the active duty or call to active duty of a covered family member, employees must provide notice to The Phillips Collection as soon as practicable. In other instances where leave is foreseeable, employees must provide at least 30 days advance notice of the leave request. In cases of planned medical treatment, the employee must consult with his or her immediate supervisor in an attempt to schedule the treatment so as to not unduly disrupt Phillips Collection operations, subject to the approval of the health care provider. Where leave is not foreseeable, such as during a medical emergency, notice must be given as soon as is practicable, and ordinarily within one or two business days of when the employee learns of the need for the leave.

In the case of a foreseeable intermittent leave for planned medical treatment for the employee, a family member, or a covered servicemember, including during recovery from a serious health condition or a serious injury or illness for a covered servicemember, The Phillips Collection may require an employee to transfer temporarily to an available alternative position, at the equivalent pay and benefits, for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

When a leave is foreseeable, an employee must, upon giving notice of an intention to take leave, inform The Phillips Collection of the anticipated timing and duration of the leave. An employee who fails to return to work at the end of his or her leave will be considered to have voluntarily resigned from his or her employment unless the employee and The Phillips Collection previously agreed to extend the employee's leave.

Use Of Accrued Paid Time Off In Conjunction With Family And Medical Leave

The Phillips Collection requires that an employee use any accrued but unused paid time off and extended illness hours before commencing the unpaid portion of his or her FMLA leave.³ Any paid time off and extended illness bank hours used by an employee in conjunction with FMLA leave will be counted against the 12, 16 or 26-week maximum leave periods described above. For any FMLA leave where accrued paid time and extended illness bank hours are substituted, the employee must meet the procedural requirements of the paid time off and extended illness hours policy in order to receive pay.

³ An employee eligible for leave under the DCFMLA is not required to use accrued unused paid time off, but rather may use such paid time off if he or she so chooses.

Conditions On Use Of Leave

1. **Birth Or Placement For Adoption Or Foster Care Of A New Son Or Daughter**

All leave taken for purposes of birth and caring for a new son or daughter, or placement of a new son or daughter for adoption or foster care, during a period of no more than 16 weeks. An employee must conclude any such leave within one year of the birth or placement for adoption or foster care of a new son or daughter. In the event that an employee's spouse works for The Phillips Collection, the employee and the spouse are limited to a combined total of 16 weeks of leave in the event that leave is taken for the birth, or placement for adoption or foster care of a new son or daughter.

2. **Serious Health Condition Of The Employee Or A Family Member**

In accordance with the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

A. **Inpatient Care**

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity⁴ or subsequent treatment in connection with such inpatient care.

B. **Continuing Treatment by a Health Care Provider**

Continuing treatment by a health care provider includes any one or more of the following:

1. **Incapacity and Treatment**

A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

- (i) ***Treatment⁵ two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances⁶ exist by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under order of, or on referral by, a health care provider; or***
- (ii) ***Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment⁷ under the supervision of the health care provider.***

⁴ The term "incapacity" means the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment there for, or recovery therefrom.

⁵ The term "treatment" includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

⁶ The term "extenuating circumstances" means circumstances beyond the employee's control that prevent the follow-up visit from occurring as planned by the health care provider, such as the unavailability of appointments during the 30-day time period.

⁷ A "regimen of continuing treatment" includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition and does not include the taking of over-the-counter medications such as aspirin, antihistamines or salves; or bed-rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider.

The requirements in (i) and (ii) above for treatment by a health care provider require an in-person visit to a health care provider. The first or only in-person visit must take place within seven days of the first day of incapacity. Whether additional treatment visits or a regimen of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.

2. Pregnancy

Any period of incapacity due to pregnancy or for prenatal care.

3. Chronic Conditions

Any period of treatment or incapacity for a chronic serious health condition which is one that:

- (i) *Requires periodic (at least twice a year) visits for treatment by a health care provider, or by a nurse under direct supervision of a health care provider;*
- (ii) *Continues over an extended period of time (including recurring episodes of a single underlying condition); and*
- (iii) *May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).*

4. Permanent or Long-Term Conditions Requiring Supervision

A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

5. Conditions Requiring Multiple Treatments

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) or kidney disease (dialysis).

The Phillips Collection retains the right to make an independent assessment of whether an injury, illness or impairment involving certain medical treatment constitutes a serious health condition for purposes of this policy. If an employee has questions as to whether an injury, illness, or impairment involving certain medical treatment constitutes a serious health condition, inquiries should be directed to the Human Resources Department.

Intermittent Leave or Leave on a Reduced Leave Schedule

Intermittent leave or leave on a reduced leave schedule, as a result of an employee's serious health condition, the serious health condition of a covered family member or the serious injury or illness of a covered servicemember, may be taken where medically necessary. If an employee desires to take intermittent or reduced leave, the employee

must provide The Phillips Collection with a medical certification stating that it is medically necessary for the employee to be off work on an intermittent or reduced basis, the reasons why the intermittent or reduced leave schedule is necessary and the expected duration and schedule of the intermittent or reduced leave. Employees needing intermittent or reduced leave must attempt to schedule their leave so as not to disrupt The Phillips Collection's operations, subject to the approval of the health care provider. In addition, employees may take intermittent or reduced leave because of any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in support of a contingency operation.

Covered Servicemember

As described above, an eligible employee is entitled to up to 26 weeks of leave to care for a covered servicemember with a serious illness or injury during a single 12-month period. In accordance with the FMLA, the term "serious injury or illness" means an injury or illness incurred by the covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank or rating. For purposes of covered servicemember leave, the "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date, regardless of the method used by The Phillips Collection to determine the employee's leave entitlement for other FMLA-qualifying reasons. The term "next of kin" of a covered servicemember means the nearest blood relative other than the covered servicemember's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by Court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously.

Qualifying Exigency

In accordance with the FMLA, a qualifying exigency includes one or more of the following exigencies: (1) short notice deployment⁸, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation⁹, (7) post-deployment activities and (8) additional activities to address other events that arise out of the covered military member's active

⁸ Leave taken for this purpose can be used for a period of seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation.

⁹ "Rest and recuperation" means to spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five days of leave for each instance of rest and recuperation.

duty or call to active duty status; provided that The Phillips Collection and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

Medical Certification

The Phillips Collection requires certification by a health care provider of any serious health condition for which an employee takes leave under this policy, including certification of a serious health condition of a spouse, child or parent of the employee. The Phillips Collection also requires that an employee's leave because of a qualifying exigency or to care for a covered servicemember with a serious injury or illness be supported by certification. An employee must provide the requested certification within 15 calendar days after The Phillips Collection's request for certification, unless it is not practicable under the particular circumstances to do so despite the employee's diligent good faith efforts. Failure to provide the medical certification within the above-described period may result in the denial of FMLA leave and/or disciplinary action, up to and including termination of employment. The Phillips Collection also may require that an employee provide periodic updates on the employee's status and intent to return to work. At its discretion, The Phillips Collection also may require recertification under certain circumstances, such as if circumstances described by the previous certification have changed significantly or The Phillips Collection receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

When leave is taken on the basis of a serious health condition of the employee or the employee's spouse, child, or parent, The Phillips Collection also may require a second opinion from a health care provider of its choosing and if necessary, a third opinion from a health care provider jointly chosen by The Phillips Collection and the employee regarding the serious health condition for which leave is to be or has been taken under this policy. If The Phillips Collection requires that an employee obtain a second or third opinion, The Phillips Collection will pay the costs associated with obtaining that opinion. The Phillips Collection requires an employee who takes leave as a result of his or her own serious illness to provide a fitness for duty certification stating that the employee may resume work and signed by a health care provider before returning to work. An employee may not resume work until he or she provides such a certification.

Medical Insurance/Other Benefits

If The Phillips Collection pays for any portion of an employee's health insurance, The Phillips Collection will continue to pay its normal share of insurance costs while the employee is out on FMLA leave. Employees will be advised by a Human Resources Representative about the timing and the method of payment on the employee's portion of the health insurance premium. In the event that the employee does not return to work after his/her leave, the employee must reimburse The Phillips Collection for any health insurance payments The Phillips Collection made for the employee's benefit while the employee was on unpaid leave, except if the reason is due to the continuation,

recurrence, or onset of either a serious health condition of the employee or the employee's family member or a serious illness or injury of a covered servicemember or other circumstances beyond the employee's control. If the employee elects to continue certain non-health benefits while on leave, such as life or vision insurance, he or she will be required to pay his or her normal costs associated with the maintenance of such benefits. The Phillips Collection may recover any costs incurred for paying the employee's share of any premiums, whether or not the employee returns from leave. The Phillips Collection also may recover the benefit payments above through any allowable deduction from any sums owed to the employee or through legal action.

Reinstatement/Transfer To Alternate Position

Any employee who takes leave under this policy will be restored to the same position the employee held when leave commenced or an equivalent position with equivalent pay, benefits and other terms and conditions of employment upon his or her return from leave, provided that the employee's job still exists and the employee would have continued to be employed in that job had he or she not taken leave. Nothing in this policy grants an employee a right to return to the employee's former position following a return from leave. In the event that an employee takes intermittent leave or works a reduced work schedule based on planned medical treatment for the employee, a family member or a covered servicemember, including during a period of recovery from the employee's own serious health condition, a serious health condition of a family member, or a serious illness or injury of a covered servicemember, The Phillips Collection may, at its discretion, transfer the employee to another position at The Phillips Collection for which the employee is qualified and that better accommodates recurring periods of leave for the duration of the intermittent leave or reduced work schedule. In the event The Phillips Collection chooses to make such a reassignment, the employee will continue to receive the same rate of pay and benefits as the employee received in his or her previous job.

The Phillips Collection may deny reinstatement to an employee if The Phillips Collection determines that the individual is a key employee whose reinstatement would cause substantial and grievous economic injury to The Phillips Collection's operations. The Phillips Collection will inform all employees who fall within this category of their status as key employees before commencement of FMLA leave.

Paid Portions of Leave

Family and medical leave is generally unpaid unless the employee receives pay through paid time off and extended illness hours or qualifies to receive pay in accordance with The Phillips Collection's long-term disability policies. Any paid leave time will run concurrently with FMLA time where applicable. Please refer to these policies for additional information.

Coordination With Other Statutes

The FMLA does not supersede any provision of any state or local law that provides greater family or medical leave rights than the rights established under the federal law. Leave entitlements under state law and the FMLA run concurrently where legally allowed and where both laws cover the same type of leave.

Miscellaneous

An employee does not accrue additional benefits such as paid time off while on FMLA leave. Requests for extension of unpaid leave beyond the 12 or 16 weeks set by this policy (or 26 weeks for covered servicemember family leave) will be considered on a case-by-case basis, only after the employee makes a written request for extension to the Human Resources Department. A decision to extend leave is solely within the discretion of the management of The Phillips Collection. Employees who are granted leaves beyond their FMLA leave may not be guaranteed job restoration.

When an employee notifies The Phillips Collection of a need for FMLA leave, The Phillips Collection will provide the employee with notice regarding the employee's eligibility, rights and responsibilities, and designation of time as FMLA.

If you have any questions regarding the contents of this policy, contact Human Resources.

Maternity/Paternity Leave

The Phillips Collection offers maternity/paternity leave payments in conjunction with the requirements outlined in the Family and Medical Leave Acts described above due to the birth or adoption of a child. Full-time employees who have worked at least 12 months for The Phillips Collection and have worked at least 1000 hours during the preceding 12 months are eligible for four weeks of maternity/paternity leave payments at the employee's average weekly rate of pay.

See above section on FMLA additional maternity/paternity leave requirements. You may also contact Human Resources.

Military Leave

The Phillips Collection will grant a leave of absence to employees who are required to be absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). The employee is required to give his/her supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Full-time employees who have worked at least 12 months for The Phillips Collection and have worked at least 1000 hours during the preceding 12 months will receive full pay if the employee is required to take leave for a two-week training assignment or shorter absence.

Regular part-time employees who work at least twenty (20) hours a week, have worked at least 12 months for The Phillips Collection, and have worked at least 1000 hours during the preceding 12 months will receive full pay for those days which they are regularly scheduled work day for a two-week training assignment or shorter absence.

The portion of any military leave of absence in excess of two weeks for all eligible employees will be unpaid. However, eligible employees may use any available accrued paid time off or donated emergency leave hours for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which employees are otherwise eligible. Benefit accruals, such as PTO and/or holiday benefits, will be suspended during a military leave and will resume when employees return to active employment.

See above section on FMLA additional military leave requirements. You may also contact Human Resources.

Parental Leave

The D.C. Parental Leave Act of 1994, as amended, provides that all employees who are parents are entitled to 24 hours unpaid leave during any 12-month period to attend or participate in school related events for their children. The parent's child must be involved directly in the event either as a participant or subject, but not as a spectator. Additionally, the Act provides that employees may take unpaid leave on the District of Columbia Emancipation Day. The employee must notify the employer of the desire for leave to attend a school-related event or observe Emancipation Day at least ten calendar days in advance, unless, in the case of parental leave, the need to attend is unforeseeable.

Leave of Absence

At the discretion of the Director, a leave of absence may be granted in extraordinary circumstances.

During a leave of absence, the following provisions are made for benefits:

- Health insurance coverage can continue under the applicable COBRA regulations.
- No contributions will be made to the retirement plan during the absence.

- PTO leave will not accrue during the absence.
- No other benefits will be available during the absence.

Emergency Leave

All employees may request emergency leave in the event of a major disaster or emergency such as fire, floods, earthquakes, tornadoes, or terrorist incidents that result in a severe adverse effect for an employee. Emergency leave will be unpaid unless the employee elects to use PTO.

Under The Phillips Collection's Emergency Leave Donation program, an eligible employee may donate PTO leave hours to a fellow colleague who has been adversely affected by a disaster. An emergency leave recipient is required to exhaust all available paid leave prior to receiving and/or using donated PTO leave under the emergency leave transfer program. Restrictions apply – see Emergency Leave Donation policy below or contact Human Resources for additional information.

Emergency Leave Donation Program

The Phillips Collection Emergency Leave Donation program allows eligible employees to donate and/or receive PTO hours from other eligible employees in the event of a major disaster, or emergency such as fire, floods, earthquakes, tornadoes, terrorist incidents, or military leave that result in a severe adverse effect for a substantial employee. Employees wishing to donate PTO hours will be required to maintain a minimum balance (the lower of 40 hours or 50 percent of PTO hours) of PTO hours in the unlikely event of their own need for PTO leave.

Emergency Leave can only be received after the employee has exhausted all other available sources of paid leave (e.g. PTO and EIB leave). Emergency leave recipients must return all unused donated hours to the leave bank.

Eligibility:

Full-time employees who have worked at least 12 months for The Phillips Collection and have worked at least 1000 hours during the preceding 12 months are eligible to receive donated emergency leave.

XI. WORK CONDITIONS

Non-Violent Workplace Environment

The Phillips Collection expressly prohibits any (actual and perceived) acts or threats of violence by any employee, former employee, or contractor against any other employee, contractor or visitor. In keeping with the spirit and intent of this policy, management of the Phillips Collection will take prompt action including, but not limited to, immediate termination and/or law enforcement notification against any employee who engages in any threatening behavior or acts of violence, or who uses any obscene, abusive, or threatening language or gestures. Further, The Phillips Collection will take appropriate action when dealing with former employees, contractors, Board members, vendors, or visitors to the museum facilities who engage in such behavior.

Safety

Providing a safe and healthy work environment for employees, patrons, and visitors is a priority for The Phillips Collection. Its success depends on the alertness and personal commitment of all.

The Phillips Collection provides information to employees about workplace safety and health issues through internal communication channels. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Smoking

The Phillips Collection offers a smoke-free work environment for personal health, safety, and conservation reasons and in compliance with local ordinances. Employees who wish to smoke may do so outside the museum as long as it does not interfere with the timely performance of their job duties. All smokers are expected to dispose of related materials responsibly.

Work Day

The regular work day schedule is 9:00 a.m. to 5:00 p.m., although your schedule may be different because of operating requirements of the museum or because you have arranged a flexible schedule with your supervisor (see Flexible Work Schedules below). The payroll week runs from Sunday through Saturday. The 8-hour workday includes an hour for meals, and applicable break periods.

Meal and Break Periods

Federal law does not require meal or coffee breaks. However, The Phillips Collection offers short breaks (usually lasting from 5 to 20 minutes) and recognizes these breaks as paid time worked. Unauthorized extensions of work breaks will not be counted as hours worked. Repeated unauthorized extensions of breaks are subject to disciplinary action, up to and including termination of employment.

Callback Pay or Report-in Pay

Essential employees may be called back to work after leaving The Phillips Collection at the end of a scheduled workday. The District of Columbia requires that employers who call employees in to work must pay the employee for at least four hours, even if he/she is unable to work or provides fewer than four hours of work. An exempt employee may be provided comp time at the discretion of his or her supervisor.

Federal law does not require employers to pay employees who report to work at regular starting times but are unable to work due to some conditions beyond the employer's control. However, at the discretion of the Director, and depending on the circumstances that caused the museum's closing, The Phillips Collection may compensate employees.

Flexible Work Schedules

Flexible work schedules allow eligible employees to alter their work schedules to accommodate personal and museum needs, and to help balance work and family responsibilities.

Flexible work schedules may not be appropriate for employees in certain positions.

Most flexible work schedules consist of workdays composed of core hours and flexible hours. Core hours are the designated period of the day when employees must be at work. Flexible hours are the part of the workday when employees may (within limits) choose their time of arrival and departure. The department director and/or supervisor will determine which flexible work schedules are appropriate for the department.

Under this program, it is expected that:

- The employee's amended work schedule will not interfere with normal interactions with his/her supervisor, co-workers, or external contacts
- The employee's schedule does not adversely affect the ability of other museum employees to perform their jobs
- The employee is accessible to co-workers

- The employee's paid leave will be earned and used in compliance with all other applicable museum leave policies
- The employee will maintain the agreed-upon work schedule unless a change is approved by the supervisor.

Compensatory Time

Although there is no legal requirement to do so, The Phillips Collection offers compensatory time to salaried (exempt) employees under some circumstances. Any such compensatory time granted within limits set by each department director and/or supervisor must be arranged and approved in advance by the employee's supervisor.

A salaried (exempt) employee may seek approved time off as compensation for additional hours worked, when the following conditions are met:

- Following 40 hours of work (not including lunch hours) per week
- After the compensatory time has been accrued and approved the employee must record the time in The Phillips Collection's electronic timekeeping system
- Employees may be granted a flexible work schedule in lieu of compensatory time
- Compensatory time accumulated without permission of an employee's supervisor will not be granted

Exceptions to the above policy must be approved by the Director, Chief Administrative and Financial Officer and/or Director of Human Resources.

Telecommuting

In special circumstances and with supervisory approval, it is possible for employees to telecommute on a limited basis. All employees are expected to work in the office unless there are temporary extenuating circumstances. Employees who are telecommuting or are otherwise working out of the office for a temporary, limited period are expected to advise the receptionist and other co-workers.

Travel for Non-exempt Employees

Non-exempt employees are compensated for time spent in transit when traveling on business related and authorized travel outside of normal work hours. The employee's schedule for the week when the travel occurs may be adjusted within the same pay period to compensate for the travel time incurred (at the supervisor's discretion).

Travel for Exempt Employees

For exempt employees, time spent in on travel is considered part of the regular workweek. The employee's schedule for the week when the travel occurs may be adjusted to compensate for the travel time incurred at the discretion of the supervisor.

Reimbursement

The Phillips Collection will reimburse employees for reasonable and necessary travel and meal expenses incurred on business and when travel has been approved in advance. Once travel plans have been approved, employees should follow the guidelines in The Phillips Collection's travel policy to complete travel arrangements. This policy is available on the museum's shared drive or from the Finance office.

Falsification of expenses or abuse of travel guidelines may be grounds for disciplinary action, including termination.

Inclement Weather/Emergency Closure

The Phillips Collection feels an obligation to remain open to visitors during all scheduled hours and expects all employees to make reasonable efforts to report for work as scheduled. However, when unusually severe or hazardous weather prevails in this area, the museum may decide to emulate the federal government as follows:

- **During the week**, when hazardous travel conditions occur **before** opening, the museum will follow the determination of the Federal government regarding closure and late openings for non-essential employees, both salaried and hourly. (e.g. **For the purpose of potential transportation delays during inclement weather, if the Federal government opens one hour late, non-essential employees may report for work up to one hour late. If the Federal government opens two hours late, non-essential employees may report for work up to two hours late.**) This policy does not include any other "closings" announced by the Federal Government. The museum itself will open at 10 a.m. unless the Federal government delayed opening extends beyond two hours. Security staff will be expected to report at their regular scheduled times.
- "Essential" employees are designated Facilities and Security personnel. The Director of Facilities will determine which staff are essential to support museum operations.
- Employees should learn of the museum's closing by listening to media announcements as to Federal government action or by calling the museum after 7:30 a.m. If the museum is closed, following Federal guidelines, salaried and hourly staff (scheduled to work) will be paid for the day.
- If the museum is open for business, but you feel you cannot safely get to the office, you should notify your supervisor of your plans to take paid-time-off if this is applicable. Employees with no paid-time-off will not be paid.
- If the weather becomes severe and poses hazardous travel conditions **during the workday**, The Phillips Collection will make an independent decision about whether or not to close the museum. The Director/Chief Administrative and

Financial Officer (or their designee) will then convey any such decision to department heads and department heads will, in turn, inform members of their departments.

- **On weekends**, when hazardous travel conditions occur before opening, the Director/Chief Administrative and Financial Officer (or their designee) will decide whether to close or open late. The Director of Facilities and Security will convey that decision to the supervisor in charge and, together, will inform the staff scheduled to work.
- **On weekends**, when hazardous travel conditions occur during operating hours, the supervisor in charge will consult with the Director/Chief Administrative and Financial Officer (or their designee) on whether or not to close early. On concert Sundays, the Director of Music will also be consulted.
- On a day when the opening of the museum is delayed or operating hours are shortened due to inclement weather, employees who are present for work that day will receive pay for the day based on the number of hours for which they are regularly scheduled to work, rather than on the basis of actual hours worked.
- Employees scheduled to work a night or special event during inclement weather should check in with the supervisor in charge, who will be in touch with the sponsor and the Development Office about possible time changes or cancellations.
- When the museum is closed to the public but opened to staff due to mechanical shutdowns and other factors, employees affected by the closings will be given the option to work in other departments. Those who decide not to work may use their Paid-Time-Off leave, if available to them.

All adjustments to museum hours should be reported to the Director of Communications and Marketing (whether on-or off-site) so that the media may be advised.

Use of Phone and Mail Systems

Unauthorized personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse The Phillips Collection for any charges resulting from their personal use of the telephone.

The use of The Phillips Collection paid postage for personal correspondence is not permitted.

The improper, careless, negligent, destructive, or unsafe use or phone or mail systems may result in disciplinary action, up to and including termination of employment.

Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace.

When utilizing museum property, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Cell Phone and Handheld Device Usage

The Phillips Collection provides cellular telephones and handheld devices to some employees for business purposes. They are provided to assist employees in communicating with management, employees, and others with whom they may conduct Phillips Collection business. Brief and occasional personal use is permitted within a reasonable limit. Cell phone and handheld device invoices may be regularly monitored.

The improper, careless, negligent, destructive, or unsafe use of cell phones and/or handheld devices may result in disciplinary action, up to and including termination of employment.

Lost and Found

Lost and found articles should be taken to the OVR desk. If a visitor has lost something, he or she should be directed to the OVR desk to make a report of the loss and to see whether the article has been found. Items not been claimed within 90 days will be donated or discarded.

XII. EMPLOYEE CONDUCT AND DISCIPLINE

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, The Phillips Collection expects employees to follow rules of conduct that will protect the interests and safety of all employees and the museum.

A major component of The Phillips Collection's employee conduct policy warrants that all employees keep proprietary museum information confidential. Confidential information includes, but is not limited to, the value of the collection, location of collection storage, security systems and procedures, security information or documentation, and data concerning the museum's personnel, plans, and financial affairs.

It is not possible to list all the forms of behavior or rules that are considered unacceptable in the workplace. However, the list below provides examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Violation of the museum's policies on equal opportunity, sexual harassment, and other unlawful harassment
- Violation of the museum's policy regarding the Drug-Free Workplace Act of 1988, including but not limited to working under the influence of alcohol or illegal drugs, possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty or while operating employer-owned vehicles or equipment
- Unsatisfactory work performance or misconduct
- Possession of dangerous or unauthorized materials, such as explosives, chemicals, or firearms, in the workplace
- Falsification and fraudulent statements, including but not limited to:
 - Timekeeping records
 - Unauthorized time clock activity
 - Museum documents
 - Employment applications
 - Health or welfare benefits
- Unauthorized disclosure of confidential information
- Violation of the museum's policy regarding electronic communication usage
- Insubordination or other disrespectful conduct
- Fighting or threatening (including coercion or intimidation) violence in the workplace
- Boisterous or disruptive activity in the workplace
- Theft or inappropriate removal or possession of employee, visitor, or museum property

- Willful or negligent misuse or improper conduct leading to damage of employee, employer, or visitor property
- Safety violations
- Failure to cooperate with reasonable requests regarding work schedule changes and overtime when the supervisor determines its necessity for museum business reasons
- Failure to follow the posted schedule, including taking more than specified time for meal or break periods
- Working overtime without supervisor approval
- Failure to conform to the attire standards of the job
- Rude or discourteous conduct towards visitors or fellow workers
- Making or publishing false, vicious, or malicious statements concerning an employee, supervisor, or the museum
- Excessive absenteeism, tardiness, or any absence without notice
- Unauthorized absence from assigned work area prior to the end of the scheduled work period
- Presence in a restricted area of the museum without authorization
- Unauthorized use of employer-owned equipment
- Dishonesty
- Plagiarism
- Loitering or sleeping on the job
- Violation of safety or health rules or practices
- Smoking in prohibited areas
- Parking motor vehicles on museum property without prior authorization
- Dining or snacking in public areas unless authorized

Violating a security regulation, including, but not limited to:

- Unauthorized moving of art objects in the collection
- Damaging art objects in the collection;

Any other reason The Phillips Collection, at its discretion, deems appropriate and reasonable.

Employment is at the mutual consent of The Phillips Collection and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Attendance

Reliable attendance is important to The Phillips Collection, your fellow employees, and the smooth flow of our work. It is also a significant factor when evaluating your performance. Absences and tardiness are to be reported as early as possible to your supervisor. Unexcused absenteeism or chronic tardiness may lead to termination.

Drug and Alcohol Policy

It is The Phillips Collection's policy to maintain a drug and alcohol free workplace. Accordingly, the unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal narcotics, drugs, or controlled substances by Phillips Collection employees while on Phillips Collection business or on Phillips Collection premises is prohibited. Phillips Collection premises include all land, property, buildings, structures, installations, parking lots, means of transportation owned by or leased to The Phillips Collection or otherwise being utilized for Phillips Collection business, and private vehicles parked on Phillips Collection premises. Employees are also prohibited from reporting to work while under the influence of alcohol, illegal narcotics, drugs or other controlled substances, except if the controlled substances are taken pursuant to the instructions of a licensed health care provider.

Violation of this rule will result in disciplinary action, up to and including termination. In addition, any such substances found during the course of enforcing this policy may be turned over to the appropriate law enforcement authorities and may result in prosecution.

Employees suspected of possessing or using alcohol, illegal narcotics, drugs, or other controlled substances (other than controlled substances that are taken pursuant to the instructions of a licensed health care provider) at the workplace are subject to inspection and search, with or without notice. Employees' personal belongings, including any bags, purses, briefcases, and clothing, and all Phillips Collection property, also are subject to inspection and search, with or without notice.

On occasion, employees may entertain during the work hours or after work hours as representatives of The Phillips Collection. These occasions may include lunches, dinners, and business conferences. On these occasions, if appropriate, only the moderate and limited use of alcoholic beverages is acceptable. Alcohol may also be served occasionally at social events sponsored by The Phillips Collection. Alcohol may be served at these events only with the approval of the Director or designated staff as determined by the Director. At such events, only the moderate and limited use of alcohol is acceptable. Employees are expected to remain responsible, professional, and sober at all times.

Solicitations and Distribution of Literature

We recognize that employees are often active and have interests in events and organizations outside work. However, in an effort to minimize disruptions and maintain a harmonious environment, The Phillips Collection reserves the right to monitor, restrict, and remove literature we deem inappropriate in the workplace at any time for any purpose.

Posting notices and solicitation on bulletin boards, e-mail, or staff memos is also limited to certain types of information. The Phillips Collection uses these communication

mechanisms to announce information we think is important to employees. If you have a message of interest to staff in the workplace that you wish to post and are not sure if the posting is appropriate, contact Human Resources for guidance.

Tips, Gifts and Premiums From Outside Sources

Occasionally a contact from outside the Phillips will offer a premium or gift to a museum employee. The employee may personally accept any such gift valued at \$25.00 or less unless acceptance of the gift could result in a conflict of interest. Gifts of greater value become the property of The Phillips Collection.

Business Casual Attire

Because The Phillips Collection regularly welcomes patrons and distinguished visitors, it is essential for employees to project a professional image. Although employees are not required to wear traditional business attire, the Phillips has a business casual attire policy. The Phillips Collection is confident that each employee will use his or her best judgment in following this policy. If an employee is unsure whether an article of clothing is acceptable, most likely it is not. Management reserves the right to determine appropriateness.

Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is defined as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. A dating relationship is defined as an ongoing relationship that may be reasonably expected to lead to the formation of a consensual romantic or sexual relationship.

You may not be involved in a dating relationship with an employee who either works directly for you or supervises you.

If two people who are in a reporting situation described above subsequently develop a relative relationship or dating relationship, the person in the relationship who is the supervisor is responsible and obligated to disclose the existence of the relationship to management. Management will then ask the individuals involved to decide which of them is to be transferred to another available position or, if no suitable position is available, terminated. If that decision is not made within 30 calendar days, The Phillips Collection will decide who is to be transferred or, if necessary, terminated from employment.

If there is a situation where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment if no suitable reassignment is available.

Workplace Etiquette

The Phillips Collection strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The Phillips Collection encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact Human Resources if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.

Problem Resolution

The following procedures apply in cases where an employee has a complaint or grievance concerning his/her job, a fellow employee, or The Phillips Collection policies and procedures. However, The Phillips Collection recognizes generally that every situation is different and reserves the right to depart from these procedures when necessary.

- Within three business days of the occurrence, an informal discussion of the problem should take place between the employee and his/her supervisor. If the problem is with a supervisor, the employee may discuss the problem with Human Resources. The employee may elect to have a fellow employee or Human Resources appear with him/her when meeting with the supervisor.

- The supervisor will make every effort to resolve the grievance at this initial step. If the informal meeting regarding the grievance goes unresolved, the employee should present the problem to the head of the department or to Human Resources.
- An unresolved grievance should be documented in writing by the employee to the Director of Human Resources. The supervisor should also document his/her review of the grievance and action taken (if any) for Human Resources.
- Grievances concerning the individuals responsible for Human Resources should be taken to the Chief Administrative and Financial Officer.
- The employee has the opportunity to speak privately with Human Resources. If the employee still feels that the grievance is unresolved, or in the absence of Human Resources, the employee may speak with the Chief Administrative and Financial Officer. The Director, or designated staff as determined by the Director, has final decision-making authority on all employee grievances.

Notwithstanding the above, grievances involving allegations of harassment must follow the procedures set forth in this handbook.

The supervisor or Director of Human Resources will confer with all others involved to determine the facts pertinent to the problem. The supervisor or Director of Human Resources will respond as soon as possible after the initial meeting.

If the Chief Administrative and Financial Officer is the designee, he/she will respond as soon as possible after the meeting. The decision of the Chief Administrative and Financial Officer will be final.

Discipline

In the event of a violation of Phillips Collection rules or policies that requires disciplinary action, The Phillips Collection may, in its sole discretion, address the violation by implementing one or more of the following steps, depending on the frequency, seriousness, and circumstances of the offense:

- Verbal warning with written documentation
- Written warning
- Second written warning with possible unpaid suspension for three days
- Termination of employment

NOTE: The Phillips Collection is not required to implement any particular level of discipline in any situation. This policy in no way limits the at-will status of Phillips Collection employees.

See above section on Employee Conduct and Work Rules for examples that could result in disciplinary action.

The above list of Employee Conduct and Work Rules is not exhaustive, but includes examples of serious offenses that would be grounds for immediate termination.

Corrective Action

It is important that all employees perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy, or commit an act that is inappropriate. As previously described, employment with The Phillips Collection may be terminated at any time, for any reason, with or without notice and without following any formal system of discipline and warnings. Nevertheless, The Phillips Collection may choose to exercise its discretion to use forms of discipline that are less severe than termination in certain cases depending on the nature and severity of the misconduct. Examples of less severe forms of discipline include verbal warnings, written warnings, demotion, and suspension. Discipline may involve one or more of these less severe actions.

Although one or more of these steps may be taken in connection with a particular employee, no formal order or system of discipline is required. The Phillips Collection may terminate the employment relationship, at any time, without following any particular series of steps whenever it determines, in its sole and exclusive discretion, that such action is warranted.

General Policy Against Discrimination and Harassment

It is the policy of The Phillips Collection that all employees should be able to enjoy a work environment free of discrimination and harassment. This requires that each employee treat with courtesy and respect every employee and individual with whom the employee has contact in the course of the employee's employment. The Phillips Collection strictly forbids discrimination or harassment of any kind, including discrimination based on race, color, religion, creed, sex, sexual orientation, pregnancy, childbirth or related medical conditions, national origin, age, physical or mental disability, genetic disposition or carrier status, marital status, veteran status, personal appearance, gender identity or expression, family responsibilities, matriculation, political affiliation, or any other category protected under applicable federal, state or local law. This policy extends to each and every level of the museum's operations. Accordingly, any form of harassment, whether by a fellow employee, manager, supervisor, or by a third party doing business with The Phillips Collection, will not be tolerated.

If an employee believes that he or she has been the subject of discrimination or harassment or that he or she has witnessed it in the workplace, the employee should immediately bring concerns to the attention of Human Resources, his or her supervisor, or any member of management with whom the employee is comfortable.

Policy Against Sexual Harassment

The Phillips Collection's policy is to provide its employees with a work environment free from harassment, which includes, but is not limited to, harassment on the basis of sex. Sexual harassment is a form of sex discrimination that The Phillips Collection will not tolerate. Sexual harassment may include the following conduct where it is unwelcome to the recipient-employee:

- verbal comments or propositions of a sexual nature
- the display or circulation of sexually suggestive or explicit visual or printed material
- physical conduct of a sexual nature

Every employee is expected to be aware of this policy and of the types of conduct that may constitute unlawful harassment, as well as the avenues of assistance provided by The Phillips Collection for addressing complaints of sexual harassment.

This policy extends to each and every level of The Phillips Collection's operations. Accordingly, sexual harassment, whether by a fellow employee, manager, or a third-party doing business with The Phillips Collection (whether of the same sex or the opposite sex), will not be tolerated.

Acts that are considered to constitute sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- submission to such conduct is either an express or implied term or condition of employment
- submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person
- the purpose of such conduct is to substantially interfere with the affected individual's work performance or to create an intimidating, hostile or offensive work environment
- the effect of such conduct is to substantially interfere with the affected individual's work performance or create an intimidating, hostile or offensive work environment

Examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness, include:

- Direct or implied requests by a manager for sexual favors in exchange for actual or promised job benefits (favorable reviews, promotions, salary increases)
- Touching any part of another employee's body
- Derogatory or provoking remarks about or relating to an employee's gender, sexual orientation or sexual activity

- Displaying or transmitting sexually suggestive materials or using sexually explicit language or gestures
- Continuing to ask an employee to socialize on or off duty when that person has indicated an unwillingness to do so
- Coerced sexual acts
- Off-duty conduct that falls within the above definition and affects the work environment.

Please note that while this policy sets forth The Phillips Collection's goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit The Phillips Collection's authority to discipline or take remedial action for unacceptable workplace conduct, regardless of whether that conduct satisfies the definition of sexual harassment.

Sexual Harassment Complaint Procedure

Sexual harassment of any kind serves no legitimate purpose and has a disruptive effect on the employee's ability to perform the employee's job properly. The Phillips Collection takes allegations of harassment very seriously and will actively investigate all complaints. If it is determined that harassment has occurred, management will take appropriate action against the offending persons, up to and including termination of employment.

If an employee believes that he or she has been harassed or has witnessed the harassment of others, he or she needs to bring the concerns to the attention of management immediately in any of the following ways:

- Report the conduct to the employee's immediate manager
- Report the conduct to the employee's manager's manager
- Report the conduct to the Director of Human Resources
- Report the conduct to any member of management with whom the employee feels comfortable

IMPORTANT NOTE: If the particular circumstances make a discussion with or a complaint to the employee's own manager inappropriate (for example the complaint involves the employee's manager), the employee should not hesitate to immediately bring the matter to the attention of the Director of Human Resources or any other member of senior management.

It is The Phillips Collection's policy that all such matters will be handled with appropriate care and discretion and receive a thorough investigation. When an employee brings a complaint to the attention of any member of management, the Director of Human Resources will be notified and an investigation of the allegations will be undertaken promptly. Such investigation shall generally include, at a minimum, interviews with all persons identified as having direct and personal knowledge of the incident(s) in question.

If the investigation reveals that inappropriate workplace conduct has occurred, management will take prompt and effective remedial action. Such measures are designed to put an immediate stop to the inappropriate conduct as well as prevent its recurrence. Therefore, management retains the right to take whatever action it believes appropriate under the circumstances, up to and including terminating the employment of the offending person.

Retaliation Prohibited

In addition, retaliation against employees for reporting or complaining of sexual harassment or for cooperating in the investigation of a report or complaint, is unlawful and will not be tolerated. Any retaliation will warrant disciplinary action, up to and including terminating the employment of the offending person.

Sexual harassment and the other forms of harassment described above are unlawful under both federal and state law. The Phillips Collection is committed to responding quickly and effectively to any internal report of harassment and hopes that employees will feel comfortable coming forward and allowing The Phillips Collection to pursue an internal investigation and resolution of the matter.

Museum Code of Ethics

All employees are expected to comply with The Phillips Collection's policy on ethics and employees are expected to conduct themselves in such a manner as to avoid any conflicts or appearances of conflicts, with the activities, policies, operations, and interests of The Phillips Collection.

Personal Collecting

The Phillips Collection recognizes that its employees may and do collect works of art for their personal enjoyment, and indeed, it encourages them to do so. The Phillips Collection's employees, however, must exercise care to assure that no conflict of interest arises between themselves and The Phillips Collection. No employee may knowingly compete with The Phillips Collection for the purchase of works of art of interest to The Phillips Collection. An employee who learns of an art object available for purchase that is reasonably likely to be of interest to The Phillips Collection for its collection is expected to place the interests of The Phillips Collection ahead of his or her own in acquiring the object. Accordingly, in all such cases, the employee shall bring the availability of the object to the attention of the Director; or if the employee is the Director, to the attention of the Chairman of the Board or of the Arts Committee, in order to give The Phillips Collection the first opportunity to acquire the object. If this is impossible, as for example when the employee learns of an object under circumstances in which it must be purchased immediately or not at all, the employee is expected, if successful in acquiring the object, to give The Phillips Collection the opportunity to

acquire the object from the employee at cost within a reasonable time (not to exceed two months). No employee may sell works of art to The Phillips Collection except (a) under the circumstances described in the immediately preceding sentence; (b) upon terms approved prior to sale by the Board of Trustees, based on the Board's determination that the price is no greater than fair market value, taking into account the results of at least one qualified independent appraisal; or (c) in the case of a work of art created by the employee, which may be purchased by The Phillips Collection according to its normal acquisition procedures. No employee may purchase deaccessioned works of art directly from The Phillips Collection or at auction, if consigned by The Phillips Collection.

Dealing in Art

An employee may not act as a dealer in purchasing or selling works of art, nor may an employee use his or her influence at The Phillips Collection for personal gain in the art market. An employee may not accept any commission or stipend from any collector, dealer, artist, or institution, except in cases where prior permission in writing to accept such commission or stipend has been given by the Director. The Director may accept any such commission or stipend for himself or herself only with prior approval of the Board of Trustees.

Appraisals

An employee may not give, for a payment of any kind, any certificate or statement as to the authenticity or authorship of a work of art, or any statement of the monetary value of a work of art, without prior approval of the Board of Trustees.

Lending to The Phillips Collection

While loans of works of art by an employee to The Phillips Collection can be of great benefit to The Phillips Collection, it should be recognized that their exhibition at The Phillips Collection may enhance their value. Except in the case of a loan by an employee of a work of art created by him or her, an employee should not lend any work of art to The Phillips Collection or maintain it on loan, if he or she is actively planning to sell it.

Illegally Obtained Objects

No employee shall acquire knowingly for his or her personal collection, or knowingly allow to be recommended for acquisition by The Phillips Collection, any object that has been stolen, removed in contravention of treaties and international conventions to which the United States is a signatory, or illegally imported into the United States.

Conflicts of Interest

Employees must conduct their activities so that conflicts of interest (actual, potential, or perceived) are avoided. Nothing you do in your work should provide an unusual gain or benefit to you, a relative or friend, or a business associate with whom you have a special relationship. Such a gain or benefit could be perceived to directly or indirectly benefit you at the museum's expense. If you have any concerns about a potential conflict of interest, you should discuss the matter with your supervisor who will determine if others in the museum should be consulted.

Outside Employment

Employees may hold outside jobs as long as they continue to meet the performance standards required of them at The Phillips Collection. All employees will be evaluated by the same performance standards and will be subject to The Phillips Collection's scheduling demands, regardless of any existing outside work requirements.

If The Phillips Collection determines that an employee's outside work interferes with performance or the ability to meet the needs of The Phillips Collection as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with The Phillips Collection.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside The Phillips Collection for materials produced or services rendered while performing their duties as Phillips Collection employees.

Non-disclosure

The protection of confidential business information is vital to the interests and the success of The Phillips Collection. Employees who improperly use or disclose propriety or confidential information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

Additional Responsibilities and Acknowledgments

All employees shall accept the following additional responsibilities in their roles:

- Refuse gifts, favors, or other benefits of more than minimal value offered in connection with their relationship to the Phillips Collection
- Conduct themselves so that their activities on behalf of community or public service organizations do not reflect adversely on the reputation or integrity of The Phillips Collection

- Be clear when speaking on a public issue that the views expressed are personal and not reflective of the views of The Phillips Collection as a whole; absent approval from the Chairman or Director
- Abstain from any lobbying activities conducted in their role as a member of the museum, absent approval from the Chairman of the Board and/or the museum Director
- Demonstrate appropriate levels of respect for each other

Staff members of The Phillips Collection shall also acknowledge that:

- their actions and conduct in compliance with this code of ethics are consistent with requirements documented in the employee handbook;
- they are responsible for maintaining in retrievable form the location and condition of the objects in the collection and for ensuring its security and control
- any materials or items developed, written, designed, drawn, painted, constructed or installed while carrying out their Phillips Collection responsibilities are the property of the museum and remain so even after the departure of the staff member from the museum's employ. any fees, royalties, or honoraria earned in conjunction with these activities belong to the museum
- they must not discredit the value of museum works or the integrity of the museum when developing related objects for sale to the public
- any outside employment obtained should not interfere in any way with their employment at the museum, consistent with the employee handbook.

Whistleblower Protection Policy

The Sarbanes-Oxley Act passed by Congress in 2002 requires employers to establish protections for their staff members who observe and report fraudulent or dishonest conduct in the workplace. This policy is intended to meet that requirement.

Each Phillips Collection staff member is responsible for ensuring that his/her professional conduct is free of possible fraud or dishonesty and is also responsible for reporting such possible conduct in others to protect the assets and reputation of the museum. A staff member who witnesses behavior or actions which he/she believes to be in violation of this policy should report the matter to one of the following: the Director, Chief Administrative and Financial Officer, or Director of Human Resources. Where the staff member observes possible actions or behaviors involving financial improprieties by senior management, he/she should report the matter to the museum Audit Committee. Staff members reporting such matters are protected from retaliation by other staff members, by management, or by the board.

Fraudulent or Dishonest Conduct

The Phillips Collection will investigate possible fraudulent or dishonest use or misuse of museum resources or property or violations of federal, state, or local laws by management or staff. Anyone found to have engaged in fraudulent or dishonest

conduct is subject to disciplinary action up to and including termination and other legal action.

Fraudulent or dishonest conduct involves a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of The Phillips Collection's Code of Ethics
- Misappropriation or misuse of The Phillips Collection's resources, such as funds, supplies, or other assets
- Intentionally or knowingly authorizing or receiving compensation for hours not worked
- Violation of federal, state, or local criminal laws concerning employment actions that may constitute illegal acts under applicable employment laws.

Whistleblower Rights and Responsibilities

A staff member who informs the Director, Chief Administrative and Financial Officer, Director of Human Resources, or Audit Committee about an activity that the person believes to be fraudulent or dishonest, or provides to a law enforcement officer or appropriate federal or state authority any truthful information relating to the commission (or possible commission) of any federal, state, or local offense or violation of law, is considered a Whistleblower. This policy protects Whistleblowers from employment retaliation for their actions in this regard.

The identity of such an individual will be treated as confidential, unless (1) the person agrees to be identified; (2) identification is necessary to allow The Phillips Collection or law enforcement officials to investigate or respond; (3) identification is required by law; or (4) the accused person is legally entitled to the information.

Except as required by law, such an individual will be protected against retaliation. Any person who believes that he/she has been retaliated against by other staff members, by management or by the Board for actions protected by this policy may file a written complaint with the Director or Director of Human Resources, as appropriate, under any applicable federal, state or local law. A proven complaint shall result in a proper remedy for the person harmed and the initiation of disciplinary action against the retaliating person up to and including termination.

Individuals reporting fraudulent and/or dishonest conduct must be cautious to avoid baseless allegations and to protect the privacy rights and reputation of any person against whom the individual has made a claim of a fraudulent, dishonest, or illegal act

by following the procedures outlined in this policy. Allegations made without any basis in fact or with reckless disregard for the truth are considered baseless allegations. Any staff member making such allegations is subject to disciplinary action and/or legal claims by The Phillips Collection and/or the accused and is not protected as a Whistleblower.

The protection afforded Whistleblowers in this policy shall also apply to any staff member who, in good faith, provides truthful information or causes information to be provided in connection with the investigation of a Whistleblower complaint.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved in the investigation
- Violations of a person's rights under law

Reporting and Investigating a Complaint

This policy is obviously intended to address serious and sensitive issues.

The action taken will depend on the nature of the allegation. Initial inquiries will be made to determine whether an investigation is appropriate and the form that it should take. Some concerns may be resolved by agreed action among the parties without the need for investigation.

The amount of contact between the reporting individual and the body investigating the concern depend on the nature of the issue and the clarity of information provided. Further information may be sought as needed from the reporting individual and/or other appropriate sources.

Reporting and Investigating Financial Improprieties by Senior Management

Suspected financial improprieties by senior management should be reported directly to The Phillips Collection Audit Committee. In addition to the acts identified in the section "Fraudulent or Dishonest Conduct" above, other questionable activities might include improprieties regarding financial reporting or audit-related matters. A staff member can report such concerns on a confidential basis by providing a written statement submitted in a sealed envelope addressed to the Chair of the Audit Committee and delivered either directly to the Chair or to The Phillips Collection's Director of Human Resources, who will deliver it unopened to the Chair.

Statements should be as detailed as possible and provide all pertinent information of which the staff member has knowledge with regard to the allegation.

Responsibilities of the Audit Committee

An appropriate investigation will be undertaken in response to reported improprieties. The Audit Committee may investigate these queries or complaints directly, may engage outside resources to assist in any investigation, or may direct staff to investigate the issue(s). Corrective action will be taken when deemed appropriate in the judgment of the museum Audit Committee.

The Phillips Collection's Audit Committee will maintain a log of all complaints regarding financial improprieties by management, tracking the receipt, investigation, and resolution, which will be retained for a period of no less than seven years.

Responsibilities of Management

A manager faced with an observation or a report of suspected misconduct should refrain from discussing the matter with any party other than the Director, the Chief Administrative and Financial Officer, the Director of Human Resources or the Chair of the museum Audit Committee.

Managers are responsible for maintaining a system of controls that detect and deter such conduct. Failure to establish management controls or report within the scope of this policy may result in adverse personnel action up to and including termination.

Management of The Phillips Collection will maintain a log of all complaints in the office of the Director of Human Resources, tracking the receipt, investigation and resolution, which will be retained for a period of no less than seven years.

Confidentiality

Documents pertaining to a Whistleblower complaint shall be maintained in secured files to which only the Chief Administrative and Financial Officer (for financial complaints) and the human resources staff (for non-financial complaints) and the Director (for all complaints) shall have full access unless legal obligations require disclosure to other individuals.

Document Retention

Documents which are not necessary for legal/business/curatorial purposes should be destroyed to reduce the high cost of storing, indexing, and handling the vast number of electronic and hard copy documents which would otherwise accumulate. It is important that the documents required to be retained based upon the attached retention schedule be stored in an appropriately accessible manner and that they be destroyed at the end of the required retention period.

Suspension of Policy in Connection with Litigation and Discovery

Documents and records that are beyond the policy retention period or that are without a normal archive requirement must, nonetheless, be retained under certain circumstances, including, but not limited to: (1) where the information has been subpoenaed in a civil or criminal case, or is the subject of an information request letter from a government agency; (2) where the information relates to civil or criminal litigation against The Phillips Collection that is either pending, imminent or contemplated; or (3) where destruction of the information would impede, obstruct, or influence the administration of any matter within the jurisdiction of the federal government, where such matter is pending, imminent, or contemplated.

It is The Phillips Collection's policy to suspend all regularly scheduled document destruction when litigation against the museum is pending, imminent or contemplated. When document destruction is suspended for any reason, the Chief Administrative and Financial Officer will notify the appropriate staff members about the relevant categories of documents to be retained until further notice. Once the relevant documents have been identified and segregated from destruction/deletion, the operation of the policy regarding remaining documents, including regularly scheduled destruction, shall recommence.

Electronic Documents

This document retention and destruction policy applies equally to both paper and electronic documents. In order to ensure compliance, staff members should establish appropriate "folder" protocols which will enable them to locate the documents requiring retention under this policy. Documents which have exceeded the required retention period should be destroyed.

Curatorial Research and Exhibition Documents

The Chief Curator and his/her designees shall periodically determine an appropriate retention policy for documents associated with research and exhibitions where such documents are not otherwise covered by the guidance in this policy. Copies of the document retention policy may be obtained from the Finance Department and/or Human Resources Department.

Termination of Employment

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

- **Resignation** – voluntary employment termination initiated by an employee
- **Reduction-in-Force/Layoff** – involuntary employment termination initiated by the organization for nondisciplinary reasons

- **Restructuring/Reorganization** – involuntary employment termination initiated by the organization due to economic changes; competition that has brought on new challenges; technology advances; solvency issues
- **Discharge** – involuntary employment termination initiated by the organization
- **Retirement** – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization

Generally, Human Resources will schedule exit interviews for full-time staff members at the time of employment termination. The exit interview will afford the departing employee an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to The Phillips Collection, and the return of Phillips collection-owned property.

Some departing staff members will be eligible to receive accrued benefits, such as unused PTO. Other benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Since employment with The Phillips Collection is based on mutual consent, both the employee and The Phillips Collection have the right to terminate employment at will, with or without cause, at any time.

Resignation

Any employee who no longer wishes to be employed by The Phillips Collection may resign according to its at-will policy.

The Phillips Collection requests at least two weeks' written notice from all employees who intend to resign. If an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire.

Severance

Termination of employment at The Phillips Collection can occur for the reasons noted above or as a result of the organization's at-will employment policy. At its discretion, The Phillips Collection may grant severance pay to employees who are terminated involuntarily. Severance pay is neither automatic nor a vested employment right.

If The Phillips Collection provides severance pay to a departing employee, the severance provided may be tied to years of service, at its discretion, as described below.

Separation Schedule

Years of Service	Weeks of Pay
0 through 1 year	2 business weeks
1 through 2 years	4 business weeks
3 through 4 years	5 business weeks
5 and more years	7 business weeks

Part-time employees (e.g. part-time shop associates, part-time security staff, part-time admissions staff, docents) as designated by The Phillips Collection are not eligible for pay under this separation schedule.

The Phillips Collection's severance policy may be terminated or changed at any time. The determination as to whether separation pay is applicable to any particular separation circumstance resides with the Director or designee. Advance notice of termination may be substituted for severance pay at the discretion of The Phillips Collection.

Termination Pay

An employee whose employment has ended voluntarily will receive all pay due for time actually worked plus accrued PTO leave (if applicable) on the next scheduled pay date. An employee whose employment has ended involuntarily will receive all pay due for time worked plus accrued PTO leave (if applicable) on the date of termination.

Extended illness leave hour balances are not payable to employees.

Exit Procedures and Interview

The Phillips Collection will generally schedule exit interviews for full-time staff members prior to departure.

The exit interview will also afford the employer and departing employee an opportunity to discuss issues such as employee benefits, conversion privileges and repayment of outstanding debts to The Phillips Collection.

The departing employee must return all museum property at the time of separation, including but not limited to cell phones, handheld devices, keys, computers, laptops, credit cards, and access and identification cards.

XIII. EMPLOYEE ACKNOWLEDGEMENT FORM

I have received a copy of the Employee Handbook and understand that the information contained in this handbook consists of guidelines only and may be changed at any time at the sole discretion of The Phillips Collection, with or without prior notice to me. I further understand that The Phillips Collection reserves the right to unilaterally modify, amend or terminate policies, procedures and/or benefits at any time, with or without notice. I understand that I may consult Human Resources staff for clarification of Phillips Collection policies, if desired.

I understand that the Employee Handbook is not a contract, express or implied, between The Phillips Collection and me and should not be viewed as such. I acknowledge and understand that nothing in this Employee Handbook or any other Phillips Collection rule, practice, or procedure grants me employment by The Phillips Collection for a specific period of time. I understand and agree that my employment is at-will, which means that either I or The Phillips Collection may terminate my employment for any reason, at any time, with or without cause. I understand that this statement regarding the term of my employment may only be modified by written agreement signed by The Phillips Collection's Director of Human Resources or designee.

My signature below indicates that I acknowledge receipt of this Employee Handbook and understand that I am responsible for the awareness of its contents.

Employee Signature: _____

Printed Name: _____

Date: _____