

RSL-AZ
EMPLOYEE/ CONTRACTOR HANDBOOK



Welcome! Real Salt Lake-AZ (“RSL-AZ” or the “Company”) is happy to have you on board as a valued employee.

This Employee/ Contractor Handbook (“Handbook”) is intended solely as a guide. This Handbook does not create, nor is intended to create, a promise or representation of continued employment. This Handbook is neither a contract of employment nor a legal document.

MISSION STATEMENT

The mission of RSL-AZ is to be one of the leaders in youth development in the country as well as be the “Gold Standard” within Arizona. We will utilize the resources and infrastructure of Real Salt Lake, RSL-AZ and our AZ/regional alliances to provide a complete professional pathway beginning in Zone 1, through Zone 2 and ending in Zone 3 with the Real Salt Lake/Utah Royals 1st Team. The individual will be the emphasis within our club so that each player has a specifically designed plan to ensure they are able to reach their maximum potential.

Equally important to our mission of developing talent, is our mission to develop compassionate and educated men and women. We will provide the necessary social experiences for them to succeed off the field. We will instill in our young men and women a “Giver” mentality which puts service, whether to your team, club, family or community, ahead of one’s self.

CORE VALUES

RSL-AZ’S Core Values apply to everyone involved with our club, especially the employees/ Contractor. All employees/ Contractor are expected to follow RSL-AZ’s Core Values:

- Commitment
- Honesty
- Respect
- Resilience
- Giver

AT-WILL EMPLOYMENT

As an employee/ Contractor of the Company, you have the right to terminate your employment at any time. The Company retains this same right, regardless of any other Company documents or oral or written statements issued by any Company representative. No manager, supervisor, or employee/ Contractor of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.

You must review, sign and return The Receipt & Acknowledgment of the Company Employee/ Contractor Handbook contained at the end of this Handbook as a condition of your employment.

EQUAL OPPORTUNITY EMPLOYMENT COMMITMENT

The Company is an equal opportunity employer and conducts all hiring and employment practices strictly in accordance with applicable employment discrimination laws and regulations. Discrimination in employment on the basis of any classification protected under federal, state, or local law is a violation of our policy and is illegal. The Company attempts to employ the best-qualified individuals. It is the Company's policy to make certain all employees/ Contractors and job applicants are considered based upon individual capabilities and qualifications. The Company does not discriminate in hiring or employment on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information, or veteran status.

Any employee/ contractor who is subjected to, witnesses, or has questions or concerns regarding any type of discrimination in the workplace must bring these issues to the attention of senior management. You may raise concerns and make reports without fear of retaliation. Any employee/ contractor found to be engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

WORKPLACE HARASSMENT

If you experience any job-related discriminatory harassment, including sexual harassment, based on your race, color, creed, religion, sex, national origin, ancestry, citizenship status, age, mental or physical disability (including HIV and AIDS), genetic information, pregnancy, protected veteran status, marital status, sexual orientation, gender identity, gender expression, genetic information, or other categories defined by federal, state, or local law; or you believe you have been treated in an unlawful, discriminatory manner, you must promptly report the incident to management. An individual who reports an incident that he/she, in good faith, believes to be a violation of this policy, or who is involved in the investigation of harassment, will not be subject to reprisal or retaliation.

Harassment may violate this policy even if it does not rise to the level necessary to constitute harassment of the type made illegal under various laws.

ACCOMMODATION POLICY

The Company is committed to complying with the Americans with Disabilities Act, as amended, ("ADA"). These, and other applicable state and local laws, provide for non-discrimination in employment by providing reasonable accommodation(s) to qualified individuals with covered disabilities and disabled protected veterans. Non-discrimination includes providing reasonable accommodations for such individuals in accordance with these laws.

DRUG & ALCOHOL POLICY

It is the policy of the Company to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988.

Anyone who reports to work under the influence of illegal drugs or alcohol, or who is reasonably suspected of being impaired while on the job, will be asked to submit to an alcohol/drug test. The employee/ contractor taking the test will be suspended, without pay, until the test results are obtained. In either event, the employee/ contractor will be asked to make travel arrangements away from the premises, as the Company will not allow him or her to operate a vehicle. If the alcohol/drug test is positive, indicating that the condition was caused by the use of alcohol or illegal drugs, or the use of prescription drugs in a manner other than prescribed, the employee/ contractor will be terminated. Any employee/ contractor who refuses to take an alcohol/drug test, or who fails to cooperate or participate in these procedures, will be terminated.

CONFIDENTIAL INFORMATION

As an employee/ contractor of the Company, you may be exposed to confidential information such as: player and employee/ contractor personal information, HIPAA protected health records, information that may relate to personnel matters, or business information.

Each employee/ contractor is responsible for keeping confidential information confidential. All employees/ contractors need to be aware that exposure to confidential information is a privilege and requires the use of sound judgment and discretion. Failure to do so may result in disciplinary action, up to and including termination.

ARIZONA SICK LEAVE POLICY

The sick time policy for Arizona employees is in compliance with Arizona Revised Statute § 23-373.

All employees are entitled to earn paid sick time by accruing one (1) hour of earned paid sick time for every thirty (30) hours worked with an accrual and use limitation of forty (40) hours of earned paid sick time per calendar year.

Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members, as defined by Arizona Revised Statute § 23-373.

Accrual of paid sick time begins when the employee commences employment. Before new employees may begin using paid sick time, employees must be employed for 90 calendar days. Earned paid sick time will carry over to the following year subject to the 40-hour limitation. Regardless of the amount of paid sick time that an employee rolls over, employees cannot use more than 40 hours of paid sick time in any given calendar year. Paid sick time will not be paid at termination.

Retaliation against employees who request or use paid sick time is prohibited. Employees have the right to file a complaint if properly requested paid sick time is denied or the employee is subjected to retaliation for requesting or taking paid sick time. Questions about paid sick time rights and responsibilities may be answered by contacting the Industrial Commission of Arizona, 800 W Washington St, Phoenix AZ 85007; (602) 542-4411.

SOCIAL NETWORKING POLICY

Social Networking for purposes of this policy includes all types of postings on the Internet, including, but not limited to, social networking sites (such as Facebook© or LinkedIn©); blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter©; Instagram © and the posting of video on YouTube© and similar media. Social networking also includes permitting or not removing postings by others where an employee/contractor can control the content of postings, such as on a personal profile or blog.

The Company conducts social networking to help promote RSL-AZ club events, teams, players and coaches. All RSL-AZ employees/ contractors must receive Company permission before posting anything that relates to RSL-AZ, including personal roles with the club or reference to players, parents, and other employees/ contractors.

The Company recognizes that employees/ contractors may engage in social networking while off duty and/or unrelated to their employment. Employees/ contractors who engage in social networking should be mindful that their postings, even if done while off-duty, could have an adverse effect on the Company's legitimate business interests. For example, the information posted could contain the Company's confidential business information. In addition, some readers may view the employee/ contractor as a spokesperson for the Company, even if he or she is not. To reduce the likelihood that personal social networking will have an adverse effect on the Company, it is requested that employees/ contractors observe the following guidelines:

- Do not engage in personal social networking using any RSL-AZ electronic resources.
- Do not disparage, defame or otherwise discredit the Company, its employees/ contractors, partners, affiliates, customers, vendors, sponsors or competitors.
- Do not use the Company's logo, trademark, or proprietary graphics.
- Do not link to the Company's official website or reference the Company's social media handles.

Social networking is subject to the policies in this Handbook.

BUSINESS RELATED ETHICAL CONDUCT

- (1) Respect co-workers.
- (2) Follow the rules.
- (3) Be positive ambassadors of RSL-AZ.
- (4) Keep Company information safe.
- (5) Be fair and responsible with the customers (i.e., parents and players).

RULES OF CONDUCT

The Rules of Conduct are in line with common sense, requiring conduct acceptable to a safe environment. While it is impossible to provide employees/ contractors with a complete list of unacceptable behaviors, the following are some examples of types of conduct that are considered unallowable and will result in corrective action, including immediate discharge:

- Repeated unsatisfactory job performance.
- Harassment or discrimination against another employee/ contractor, parent or player.
- Reporting to work under the influence of alcohol or illegal drugs, possession or consumption of alcohol, or possession, sale or use of illegal drugs.
- Repeated absence or tardiness without proper coverage or permission.
- Gross insubordination – a willful and deliberate refusal to follow valid and reasonable orders by supervision – or other displays of conduct which may interrupt the successful operation of the facility.
- Failure to comply with safety rules.
- Possession of firearms or weapons.
- Theft or unauthorized removal of property belonging to the Company, other employees/ contractors and customers.
- Negligence.
- Dress code policy violations.
- Driving players without parental permission.
- Improper or inappropriate treatment of co-workers or customers.
- Intentional and/or negligent misuse/damage/abuse/destruction of the Company property, customer's property, or the property of another / contractor (e.g., equipment, goals).
- Verbal or physical threats toward persons or threats to damage property.
- The use of vulgar or profane language toward others, disparaging or derogatory comments or slurs, verbal intimidation, exaggerated criticism, and name-calling.
- Any physical assault or threat of violence or intimidation such as hitting, pushing, kicking, holding, impeding, or blocking the movement of another person.

- Engaging in horseplay.
- Sleeping on the job.
- Smoking or use of other tobacco products in the presence of customers.
- Willful, deliberate violation of laws or regulations, or failure to report knowledge of such violation to the Company management.
- Engaging in lewd, illegal or indecent behavior.
- Indictment or conviction of a crime or other behavior that reflects negatively on the reputation of the Company.

DRESS CODE

Employees/ contractors are required to wear RSL-AZ professional attire while on-duty in order to demonstrate consistent and professional impression.

Employees'/ contractors personal appearance and hygiene are important. Employees/ contractors are expected to maintain a neat and clean personal appearance.

**RECEIPT & ACKNOWLEDGMENT
OF / CONTRACTOR HANDBOOK**

I have received and read a copy of the Employee/ contractor Handbook, and the policies contained within, and have had the opportunity to ask questions in order to clarify anything that I do not understand, and know who to contact should I have any additional questions in the future. I understand that the policies, rules and benefits described are subject to change at the sole discretion of the Company at any time. Employees/ contractors are subject to the terms and conditions of the Handbook, as it may be amended from time to time. I understand that this Handbook replaces (supersedes) all other previous Handbooks.

I understand this Handbook is intended solely as a guide. The language used in the Handbook should not be construed as creating a contract, express or implied, or a guarantee of employment for any specific duration.

I understand as an employee/ contractor of the Company, I have the right to terminate my employment at any time. The Company retains this same right, regardless of any other Company documents or oral or written statements issued by any Company representative.

I understand that the content of the Handbook is subject to revision at any time without advance notice, subject to applicable law, and should the content be changed in any way, the Company may require an additional signature from me to indicate that I am aware of and understand any new policies.

Employee's / contractors Printed Name	Position

Employee's/ contractors Signature	Date