



PHILADELPHIA SHIP PRESERVATION GUILD

MEMBERSHIP POLICY

Members of the **Philadelphia Ship Preservation Guild** and their visitors shall conduct themselves, in their language, dress and actions in a manner that reflects positively on the Guild, while aboard GAZELA or JUPITER or ashore representing either ship. This representation extends from personal behavior on Guild property to wearing Guild crew uniforms off site. A higher standard of behavior is expected when ship programs are underway. Ships' programs included but are not limited to day and overnight sails with cadets or other invited guests, educational programs, open ship and receptions.

The **Philadelphia Ship Preservation Guild** will not tolerate prejudice on the basis of race, religion, gender, or sexual orientation. The Designated Adult (DA- person in charge of ship's work or program) or Master will act on infringements of policy. Serious or repeated offenses will be subject to review by a Policy Committee and can result in suspension or revocation of membership.

MEMBERSHIP

Dues and insurance must be paid in full before crew can work on site or sail aboard GAZELA or JUPITER. Exceptions may be made by the Board, implying that the Board assumes liability for the uninsured guest, for special events. Youth under the age of 16 years old must be accompanied by a parent or legal guardian.

ILLEGAL DRUGS

Zero tolerance for possession and/or use. This is cause for immediate dismissal from the Guild and vessels.

FIREARMS

No firearms are permitted on Guild vessels except with permission of the Board

ALCOHOL

Alcohol use onboard is at the discretion of the Master. There will be no consumption of alcohol by crew while the ship is underway or when acting as crew during ship programs. At dockside, no consumption of alcohol is allowed until the end of the workday. When vessels are in public view and consumption has been condoned at completion of workday, no alcohol bottles/containers should be visible. Drunkenness will not be tolerated; this will be determined by the DA. State laws regarding underage drinking are to be complied with on port visits.

SMOKING

No smoking at any time below decks. No smoking aboard ship during ship programs. Cigarettes should be disposed of in sand or water filled containers.

WASTE DISPOSAL

Minimum standards for disposal of waste will meet or exceed Annex 5 of the MARPOL treaty. Food only will be disposed of outside the 3 mile limit. All other waste will be held for proper disposal at dockside. Disposal of sewage will meet or exceed the 33 USCode 1322. (0 – 3 miles, disposal only through a Coast Guard approved marine sanitation device; 3 miles and beyond, no prohibition on disposal).

CLOTHING/ATTIRE

Shoes must be worn for all programs, and while working. Navy blue crew shirts (or equivalent jacket, sweater, sweatshirt in colder weather) with khaki colored pants or skirt must be worn for onboard events and/or other Guild events open to the public in which members participate as crew. Head gear, if worn, must be a GAZELA or JUPITER hat. Clothing for dockside work at Penn's Landing or similar public sites will be red crew shirts and jeans unless engaged in heavy maintenance or work such as tarring or painting. When the ship is docked at public sites, crew shall dress neatly while onboard whether working or off duty

LANGUAGE

inappropriate or offensive language will not be tolerated. Higher standards are expected especially during programs or when at public sites.

GENERAL BEHAVIOR

A high standard of honesty and integrity is expected at all times, especially during ship programs or public events. No shared bunks will be allowed during programs at dockside or underway. See also individual policies above.

Administration of Policy

REPORTING

Violations of policy should be brought to the attention of the Master or Designated Adult

policy enforcement

- 1) First time offense on any policy violation requires a verbal reprimand of the offender from the Master or Designated Adult

- 2) If the person does not modify his or her offensive behavior, or if the offense is serious, the DA or Master has the option to ask the person to leave for the remainder of the work period. Any suspension of this type should be written up in the Foreman's Logbook or Ship's Log.
- 3) A person who has received several suspensions (depending on infraction) and has not shown any moderation of behavior may be expelled from the Guild. Expulsion may be accompanied by a prorated refund of membership dues and insurance. A Policy Committee will review any policy questions or expulsions and present decisions to the Chairman of the Board. Policy Committee vote for expulsion must be unanimous.
- 4) The Policy Committee is made up of one member of the Board, one member of the foreman group, and one at large member, appointed on a rolling 3 year term. Each person sits for one year.

3/24/01



PHILADELPHIA SHIP PRESERVATION GUILD

ANTI-HARASSMENT POLICY

Policy Statement

The Philadelphia Ship Preservation Guild is committed to the principles of non-discrimination and equal opportunity for all employees, volunteers and crew members.

It is our policy that there will be no discrimination in the Philadelphia Ship Preservation Guild based upon race, color, religion, gender, sexual orientation, national origin, ancestry, age, disability or any other protected status with respect to recruitment, hiring, training, promotion, volunteer and crew participation with the Philadelphia Ship Preservation Guild. All employment, crew and volunteer participation decisions shall be consistent with the principles of non-discrimination and equal employment opportunity (also see Equal Employment Opportunity policy).

Any form of harassment on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, age, disability or any other protected status is prohibited. This includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where

- 1) there is an attempt to make submission of such conduct a term or condition of employment, volunteer or crew participation
- 2) submission to or rejection of such conduct is used as a basis for employment related or crew/volunteer participation decisions; or
- 3) such conduct that has the purpose or effect of substantially interfering with work or volunteer/crew performance or creating intimidating, hostile or offensive working environment for employees, volunteers or crew members.

A complaint and investigation process is in place to examine and resolve charges of harassment. Employees, volunteers and crew members who believe they have been the subject of unlawful harassment should bring the matter to the attention of the Chairman of the Philadelphia Ship Preservation Guild or the volunteer/crew liaison coordinator immediately.

General Provisions

Harassment by supervisors or employees, volunteers and crew members on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, age, disability or any other protected status will not be tolerated, and may be sufficient grounds for termination of employment and/or a prohibition on such individuals from any activities at the Philadelphia Ship Preservation Guild and a prohibition from any and all Philadelphia Ship Preservation Guild property. Likewise such harassment of an employee/volunteer by any other person who is not an employee/volunteer is prohibited and may be grounds for prohibiting such individuals from Philadelphia Ship Preservation Guild property. Interactions between employees, volunteer and crew members and supervisors which are intended to improve performance and productivity, and do not violated the conditions of this section, are not considered unlawful or prohibited workplace harassment.

Any incident of discrimination or harassment should be immediately reported, in confidence to the Chairman of the Philadelphia Ship Preservation Guild or the volunteer/crew liaison coordinators. The volunteer/crew liaison coordinators who have been informed of instances of workplace harassment should bring them to the immediate attention of the Chairman of the Philadelphia Ship Preservation Guild.

Allegations of discrimination or harassment will be promptly investigated as confidentially as possible. An employee or volunteer will not be subject to retaliation, intimidation or discipline as a result of making a good faith complaint of harassment or for participating in an investigation. Appropriate and effective corrective action, as warranted will be taken promptly at the conclusion of the investigation.

Any employee/volunteer who is found to have engaged in discrimination or harassment in violation of this policy will be subject to disciplinary action, including discharge or removal from the premises and prohibition from any and all Philadelphia Ship Preservation Guild property.

Procedure

Under Title VII of the Civil Rights Act and the Pennsylvania Human Relations Act, the Philadelphia Ship Preservation Guild is required to promptly investigate allegations of sexual harassment, and will examine claims of workplace harassment using the same procedure.

Complaints should be brought to the immediate attention of the Chairman of the Philadelphia Ship Preservation Guild or the volunteer/crew liaison coordinators immediately. The volunteer/crew liaison coordinators will be responsible for bringing the matter to the attention of the Chairman of the Philadelphia Ship Preservation Guild if that individual has not already been informed. The Philadelphia Ship Preservation Guild will be responsible for initiating an

investigation into the allegations through an investigative team which will include a standing member from the affected division by the appointing authority. It is best to present such complaints in writing, detailing the nature and context of the complaint, including the date (s) and time (s) of the incident, and indicating the availability of any evidence including witnesses (if any). Volunteer/crew liaison coordinators receiving complaints must follow the same procedure, as well as document the date and time the Chairman of the Philadelphia Ship Preservation Guild was notified, and any action that was taken. The investigative team will similarly document the details of their investigation.

Efforts will be made to resolve the complaint informally. If further action is warranted, the complainant may be required to present the complaint to other individuals involved in the investigation. If an employee/volunteer who files a complaint chooses to withdraw it, he/she may do so in writing at any time during the investigation. Notification of the complaint will be provided to the alleged harasser, who will have an opportunity to discuss the complaint with those conducting the investigation.

If insufficient evidence is presented, the investigative team will make a recommendation and basis thereof in writing to the Chairman of the Philadelphia Ship Preservation Guild, with a copy to the volunteer/crew liaison coordinator, providing the basis to end the investigation. The Chairman of the Philadelphia Ship Preservation Guild will make the decision to close an investigation, subject to consultation with appropriate parties. Upon approval of the Chairman of the Philadelphia Ship Preservation Guild, the investigating team will inform the complainant and the alleged harasser, of the final disposition.

If the evidence is sufficient to warrant further action, the investigating team will schedule a meeting, at which time the complainant and the alleged harasser will present their respective sides for the issues. Any investigation into an alleged incident of workplace harassment will be private, and witnesses will be interviewed separately to present information to the investigating team.

Within ten (10) days from the conclusion of the investigation, the investigating team will present a written recommendation and basis thereof to the Chairman of the Philadelphia Ship Preservation Guild, with a copy to the volunteer/crew liaison coordinator. If, in the opinion of the Chairman of the Philadelphia Ship Preservation Guild, after consultation with the appropriate parties, the evidence is insufficient to warrant disciplinary action, the case will be closed. Proper notification will be sent to all parties involved. If in the opinion of the Chairman of the Philadelphia Ship Preservation Guild, after consultation with the appropriate parties, the evidence is sufficient to warrant disciplinary action, appropriate remedial action will be taken, with consideration given to the recommendation of the investigating team. Appropriate remedial action may consist of, but is not limited to, oral or written reprimand, probation, suspension, dismissal, removal from the premises and prohibitions on the individual(s) from any activities at the Philadelphia Ship Preservation Guild and a prohibition from any and all Philadelphia Ship Preservation Guild property.

Documents and other materials related to the complaint will be maintained at the offices of the Chairman of the Philadelphia Ship Preservation Guild.

2/28/01