



Northeast Surfing LLC Policies and Procedures

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General Policies: A100

- Regulatory and state licensing policy: It is the policy of Northeast Surfing that all certifications and license with said organizations, the Town of Hull, and the State of Massachusetts shall be kept on hand at all times.
- (NSSIA) National Surf Schools & Instructors Association policy: It is the policy of Northeast Surfing to follow all policies of the NSSIA at all times and promote their organization.
- Insurance policy: It is a policy of Northeast Surfing to keep an active insurance policy between the months of May and October at all times with no exceptions.
- Crafts i.e. Surfboards / Paddleboards policy: It is a Northeast Surfing Policy that all equipment that is to be used during any of our academy programs is to be in good standards and working order.
- Age requirements for student's policy: Minimum age requirements is 7 years of age as long as the student meets the swimming requirements listed in our policies and procedures.
- First aid kit policy: The first aid kit must attend all the students to and from the beach on a daily basis. Where ever the majority of the students are located so should the first aid kit be present.
- Staff ratios: BY State Laws Minimum requirements are 1 Staff per 10 children over 6 years of age, 1 staff per 5 children under. Northeast Surfing policy is 6 children 7 years old and older to 1 staff member. Our goal is to have 1 staff member to every 5 children though this is not always possible.
- Interaction with any persons: While any children are attention our surfing academy it is the policy of Northeast Surfing that no communication will be allowed with any strangers outside our staff, parents and or management. This policy is to protect all students in our daily groups.
- Hours of operation policy: Northeast Surfing hours of operation is from 7:30am to 8:30pm only unless otherwise permitted by management in writing. It is the policy of Northeast Surfing not to permit sleeping or operating any programs beyond the said hours of operation.
- Northeast Surfing office site location policy: Northeast Surfing is a surfing and paddleboarding academy that is performed outdoors at a designated beach areas. While on the office house private property all students must stay to designated area. The designated areas is the house area, under the canopy in the backyard, the board room down stairs during storms only, and the route to the bathroom and back. All other areas of the Northeast Surfing office is off limits to any students, parents, and other person who are non-employees, volunteers or sub-contractors. See bathroom policies, and beach house policies for more information. (See beach house and office policies)
- Students with medical needs policy: Parents or legal guardians must provide Northeast Surfing management with any medical information that is necessary to the student's health during the week academy.
- Food policy: It is the policy of Northeast Surfing to NOT provide any food or snack to any child/student for any reason unless written permission from a parent or legal guardian is provided.

- Food allergies policy: All parents or legal guardians must notify Northeast Surfing of any food allergies or allergic reactions to any foods for the means to prevent such allergic reactions from occurring.
- Water or fluid policy: It is the policy of Northeast Surfing to provide water only to any student when needed. Northeast Surfing promotes the use of water to keep the body hydrated during the academy hours.
- Disaster plan policy: In the case of an emergency or natural disaster all students will be escorted to the Northeast Surfing office where in an orderly fashion all students will take cover and wait for instructions. The staff of Northeast Surfing will take steps to provide safety and security to all the children while notifying the parents or legal guardians.
- Lost student plan policy: It is the policy of Northeast Surfing to keep a count at all times of all students in each class (see count policy) In the case of a lost student Northeast Surfing policy is to have all other student's gather under the Northeast Surfing canopy with two staff members where a count is performed. Call 911, have the remaining staff search the ocean and beach area, notify other persons on the beach with a description of the lost child and notify local authorities. Notify the said parent or legal guardian of the incident. Write a report, fill an incident report, and notify Northeast Surfing management immediately.
- Drop off and pick up policy: It is the policy of Northeast Surfing to have the parents or legal guardians of any students or campers drop off and pick up the said students or campers at the designated location only. This location is behind 171 Manomet Ave, Hull, MA, 02045 next to the tree in the backyard by the canopy. This location is the only authorized place where students or campers can be picked up or dropped off for the Northeast Surfing Academy.
- Traffic control plan policy: It is the policy of Northeast Surfing to keep local beach and non-beach traffic down to a minimum by enforcing our pickup/drop off policies and parking policies. Promoting local parking laws and bands and informing our students, parents and customers of such laws.
- Lost swimmer/surfer policy: It is the policy of Northeast Surfing to keep a count at all times of all students in each class (see count policy) In the case of a lost swimmer Northeast Surfing policy is to have all other students gather under the Northeast Surfing canopy with two staff members where a count is performed. Call 911, have the remaining staff search the ocean and beach area, notify other persons on the beach with a description of the lost child and notify local authorities. Notify the said parent or legal guardian of the incident. Write a report, fill an incident report, and notify Northeast Surfing management immediately.
- Student doesn't show up for academy for the day policy: It is the policy of Northeast Surfing to call and notify the said parents or legal guardians of the student to confirm that they are aware of the student's location.
- Student not registered shows up for the day policy: It is the policy of Northeast Surfing to confirm that the said student is not on the roster for the day, notify the parents or legal guardian of so. Offer the parent or legal guardian a copy of their paperwork form with the correct dates and times on it. If room is available on the day in question offer the said parents the space for the company daily rate.

- Student doesn't show up at pickup point policy: It is the policy of Northeast Surfing to keep a count at all times of all students in each class (see count policy) In the case a student is not at the pickup location and the said student has NOT been signed out. It is Northeast Surfing policy is to have all other students gather under the Northeast Surfing canopy with two staff members where a count is performed behind the Northeast Surfing office. Have the remaining staff search the area, and the walk to and from the ocean. Notify other persons on the beach with a description of the lost child and notify local authorities. Notify the said parent or legal guardian of the incident. Write a report, fill an incident report, and notify Northeast Surfing management immediately.
- Student count policy: It is the policy of Northeast Surfing to maintain a current count at the said times on a daily basis of all students that are signed into the daily program on the said day. Before walking down to the beach, once at the beach,
- Sign in and out sheets and student released policy: Students must be only released to the said parents or parent, legal guardian, or designated persons in writing.
- Contingency plans, primitive, travel and trips policy: Northeast Surfing will not allow any student to travel outside the area of the designated beach area and office of Northeast Surfing for any reason. Unless provided in writing by the parents or legal guardian of the said student or in the case of a medical emergency if treatment is required under said laws. In this case parents should be notified with the source of the emergency care that is provided.
- Physical requirements policy: Surfing is a physically demanding sport and if you want to enjoy it, you need to keep up with its physical requirements. To surf with Northeast Surfing based on our training we require our students to be able to meet our swimming requirements, paddle with both arms and hands, and pop up to feet from the laying position. Be of good sense and continuous understanding.
- Disable person's policy: Northeast Surfing's policy is to best accommodate any persons with any disabilities within our training and ability to do so in the safest manner possible.
- Groups within the Academy: Northeast Surfing's policy is to split up all children attending a week's academy into small groups of 4 to 6 per one staff member. During free surfing the groups shall stay in said groups and maintain a surf lineup. One staff member can be responsible for two groups at one time during bathroom breaks or free surfing for short periods of time or emergencies. Groups can be broken up during a week period to accommodate children with either more or less needs.

Weather: A101

- Weather general: It is the policy of Northeast Surfing that if it rains we will still have the academy or lessons. Most of the time we will be in the ocean and the rain will not affect teaching people how to surf, in fact it can make it fun.
- Emergency radio policy: Northeast Surfing is equipped with NOAA two way radios policy that MUST be worn at all times. National Oceanic and Atmospheric Administration radio provides emergency notifications of weather and serve weather alerts. Smart phone application can substitute NOAA radios.
- Storms policy: During heavy rain, thunderstorms, we don't allow surfing: It is the policy of Northeast Surfing to not allow students to surf during heavy rains or any type of thunderstorms.



Ocean and Beach Safety Policies: A102

- You CAN'T surf/paddleboard near swimmers: It is the policy of Northeast Surfing to be aware of Swimmers. Swimmers have the right of way. Your wave may take you right onto an innocent swimmer and cause injuries.
- Students must NOT surf alone: It is a policy of Northeast Surfing that students shall never surf alone and shall always be under the supervision of the Northeast Surfing staff.
- You MUST know how to swim: It is our policy that If you can't swim ten feet easily, we will not allow you to surf. You must know how to tread water for at least a minute to take one of our surfing lessons, academy's, paddleboarding lessons, or tours. We DO NOT provide life jackets, you must know how to swim.
- We enforce surfer etiquette: It is the policy of Northeast Surfing to enforce surfer etiquette.
- There is NO hanging in the white water: It is the policy of Northeast Surfing to not allow students to hang out in the white water where other surfer/paddleboarders are finishing their waves, this area is called the inside, and it's a dangerous place to be.
- You MUST be alert: It is the policy of Northeast Surfing to make sure students are always alert and know where you are and where others are around them. If you are paddling out and there is white water coming towards you, don't let go of your board if there are people behind you. Even if the white water is very big and you will take a beating, better to take a beating than letting someone else get hit with a loose board!
- Surfboard and Paddleboard leashes: All surfers and paddleboards must have leashes strapped to their back foot and attached to the surfboard or paddleboard at all times while in the ocean.
- You MUST be in control: It is the policy of Northeast Surfing to make sure students are always in control of their surfboards. A loose board becomes a dangerous projectile that can cause major injury or death, yes death, get hit in the head in the wrong place and it could happen.
- Safety MUST come first: It is the policy of Northeast Surfing to make sure when students are paddling for a wave and there is someone directly in front of them and you or them have little chance to get out of the way, the student cannot paddle for that wave by our policy, it's better to miss a wave than to hit someone.
- You MUST not surf waves that are too big: It is the policy of Northeast Surfing to make sure when students are safe by not allowing them to surf waves that are too big for them to handle. If the waves are big and they are too big for you to handle, sit and watch.
- You MUST watch the surfers/paddleboarders: It is the policy of Northeast Surfing not to allow other students to take someone else's wave away from them. This shows disrespect to fellow surfers and that you have no respect for the waves, and can be dangerous.
- Illness while in the ocean or on the beach: If you become sick, are bleeding, or have other injuries, come out of the water. It is the policy of Northeast Surfing not to allow anyone to surf if they are ill or

injured. You can make things worse for yourself. When that happens is that you could risk even more serious injury and someone will have to rescue you from the water. You must notify a staff person immediately. The said staff person must notify management who will notify the said parent or legal guardian. An incident report must be filled out by staff members involved by the end of their shift on the same day.

- We MUST talk with lifeguards: It is the policy of Northeast Surfing to work together with the lifeguards. Ask questions about rules and safety on surfing the area. A lifeguard can give you the best area to surf and weather conditions. Lifeguards can also tell you about the areas to avoid when surfing.

- You MUST learn about the area you want to surf: It is the policy of Northeast Surfing to talk to local people about conditions. Paddle out into the water and study the wave patterns before surfing. This gives you a heads up to what it will be like when surfing. Try this for at least 20 minutes so you get a good feeling for the area to be surfed.

- You CAN'T surf if you have doubts: It is the policy of Northeast Surfing to make sure student(s) do not surf above their own abilities. It could get you injured. If excellent surfers are riding the waves that day. It's probably a good reason as to why that is happening. Trust your gut instinct and stay out of the water.

- You MUST Surf with a partner: It is the policy of Northeast Surfing to never allow a student to surf alone in the ocean. Something could happen to you and no one would be there to help. It is always best to take a long a friend. It ensures every ones safety in the ocean.

- You MUST follow the instructor's directions: It is the policy of Northeast Surfing that every student follows and listens to our surfing instructors or any Northeast Surfing Staff Member.

- You MUST not disrupt the class: It is the policy of Northeast Surfing that every student behaves in an orderly fashion, students who disrupt any class or clinic will be given one warning only.

- Children in Groups who Cannot SWIM: If for some reason a student who is attending one of our surfing academy's, or lesson, does not meet the swimming requirements, the student will be given a bracelet notifying staff that the student is NOT allowed in the ocean. Other activities will be provided for children who are not allowed in the ocean. It is our policy not to leave out said children though safety must come first.

- Weather while in ocean: During heavy rain, thunderstorms, we don't allow surfing: It is the policy of Northeast Surfing to not allow students to surf during heavy rains or any type of thunderstorms.

- Camp vs. Surfing Academy Policy: Recreational Camp for Children means any day, primitive or outpost, residential, sports, travel or trip camp conducted wholly or in part for recreation or recreational instruction which: (1) operates for profit or philanthropic or charitable purposes, whether or not a fee is charged; (2) serves five or more children who are not members of the family or personal guests of the operator; and (3) operates for any period of time between June 1 and September 30 of any year or not more than 14 consecutive days during any other time of the year. (4) Recreational Camp for Children shall also mean any program which promotes or advertises itself as a camp, even if it does not meet the criteria listed above. Provided that it is not promoted or advertised as a camp, none of the following

shall be deemed to be a recreational camp for children. Northeast Surfing is a Surf Academy who allows students to attend NOT campers, though by Massachusetts State Law we are a camp and follow all State Camp Laws.



Beach House and Office Policies: A103

- Office and beach house permitted areas: Northeast Surfing is a surfing and paddleboarding academy that is performed in outdoors areas on designated beach. While on the office house private property all students must stay to designated areas. The designated areas is the hose area, under the canopy in the backyard, the board room down stairs during storms only, and the route to the bathroom and back. All other areas of the Northeast Surfing office is off limits to any students, parents, and other person who are non-employees, volunteers or sub-contractors.
- Bathroom policy: It is the policy of Northeast Surfing to allow any and all students to use the bathroom if needed at any time during the academy. A staff member of the same gender will escort the said student to the bathroom when needed. While the said student is using the bathroom the staff member shall wait outside the stall door where they can maintain a view of the door at all times. If one staff leaves the beach or ocean area to escort a child of the same gender to the bathrooms a second staff member shall be notified to watch the first staff members group of children. At no time shall a lead surf instructor leave the ocean or beach area to escort any child to the bathrooms unless there is NOT another staff member of the same gender on duty.
- Water hose policy: It is the policy of Northeast Surfing to allow any student to use the beach house hose to wash off sands and other items when needed. Only the Northeast Surfing staff can operate the hose to do so. No students are allowed to use the hose at any time.
- Fire evacuation plan and drills policy: It is the policy of Northeast Surfing to inform all students of the fire evacuation plan for the beach house and exercise one fire drill each week.

Massachusetts Christian's Law: A104

Massachusetts General Law c. 111, §127A½, commonly referred to as Christian's Law, was enacted on July 12, 2012. The Massachusetts Department of Public Health (Department) is working to develop regulations for presentation to the Public Health Council to implement requirements in the law to have a system in place for having Coast Guard approved personal flotation devices (PFDs) available to non-swimmers and at-risk swimmers at municipal and recreational programs and camps. Some provisions of the law however, are in full effect and therefore mandatory this summer for all municipal and recreational programs and licensed camps. The Department is issuing this guidance document to supplement the "Frequently Asked Questions" (FAQ) document to assist in compliance with important aspects of Christian's Law.

Christian's Law, in part, requires that municipal and recreational programs and licensed camps make a determination of each participating minor's swimming ability at the first swimming session conducted at a Massachusetts fresh or saltwater beach, in order to identify and classify non-swimmers and at-risk swimmers. These participants must then be confined to swimming areas consistent with the limits of their swimming skills or to swimming areas requiring lesser skills than those for which they have been classified.

The Department recommends that swim testing, to classify each minor's swimming ability, at the first swimming session prior to participation, be conducted by trained staff who hold appropriate certifications from nationally recognized swim instructor programs. These include the American Red Cross (ARC) and the YMCA. The Department will continue to assess other potential equivalent certifications.

Specifically, the Department, in consultation with representatives for the ARC and the YMCA, recommends that staff conducting swim test determinations hold either current ARC Water Safety Instructor (WSI r.09) or YMCA AQ711B - Lifeguard 2011 training certifications.

Furthermore, as guidance, the Department suggests that a "non-swimmer" be defined as a program participant who at testing does not meet criteria for a Red Cross Level 3 swim rating or a YMCA Minnow, and that an "at-risk swimmer" be defined as a program participant who may have met the criteria for a Red Cross Level 3 swim rating or the YMCA Minnow, but has been determined to have a physical, psychological, medical or cognitive disability that could negatively impact on his/her swimming ability.

Christian's Law also requires that municipal and recreational programs and licensed camps accept from a parent or legal guardian a PFD for their child to use when these programs or licensed camps conduct swimming (excluding closely supervised swim lessons) at fresh or saltwater beaches. In addition, municipal and recreational programs or licensed camps should strongly consider providing all classified non-swimmers and at-risk swimmers with a PFD. In all cases PFDs shall be United States Coast Guard (USCG) certified according to type (I, II, III) for size and buoyancy. All PFDs must always be in a serviceable condition prior to use and properly fitted to each individual.

Information on the types of PFDs, size selection, and tips for determining & maintaining a PFD in serviceable condition is available directly from the USCG website at:

Finally, the Department recommends that in every case in which a PFD is used by a minor, either when one is provided by a program/camp or when one is dropped off by a parent or legal guardian, that staff at municipal and recreational programs and licensed camps conduct a fit test to determine that the PFD is the correct size, and check each minor's PFD prior to every water entry to ensure that the PFD is properly fitting and securely fastened.

Northeast Surfing has policies that are in compliance of Christian's Law. Northeast Surfing will provide a mandatory Company Liability Disclaimer Form to all parents or legal guardians to confirm that each student and or camper meets the basic swimming requirements of the NSSIA, State of Massachusetts and Northeast Surfing. Northeast Surfing will provide a Massachusetts certified Water Safety instructor who meet the State of Massachusetts Christian's Law requirements, and in which will confirm that each student or camper meets the swimming requirements listed above by law. For those students that do not meet the swimming requirements as of Northeast Surfing policy the said student(s) will NOT be allowed in the ocean at any time. Christian's Law does NOT state THAT any municipal and recreational programs and licensed camps by law have to allow students or campers to participate in water or ocean activities that do NOT meet the said requirements to do so.

- Certified Water Safety Instructor: A persons who through video and hands-on skill building, attended a course that's includes all the water safety and drowning prevention tools and information needed to plan and conduct courses in American Red Cross Swimming and Water Safety program, including Parent and Child Aquatics, Preschool Aquatics, Learn-To-Swim, Longfellow's WHALE Tales, Safety for Swim Coaches, six water safety presentations and two water safety courses.

Staff Qualifications and Staff Polices: A106

- Day Camp or Academy director policy: It is the policy of Northeast Surfing that any manager or director must have one of the following. At least 21 years, completed the course in camp administration, or at least 2 seasons experience.
- Day Camp or Academy director substitute policy and lead surf instructor: It is the policy of Northeast Surfing that any manager, lead surf instructor or director substitute must be one of the following. At least 21 years, completed the course in camp administration, or at least 2 seasons experience. All lead surf instructors, managers or directors shall report directly to the surf academy director and or owners of said company. While on location any lead surf instructor, manager or substitute director is responsible for all students and or children, staff and equipment. Such persons shall always maintain a safe atmosphere for all and shall never leave the location where the academy is taking place. In the event of an emergency all staff shall be notified and appropriate measures shall take place. During and or after any programs or academies such managers, lead surf instructors or director substitutes. Shall report directly to said owners or academy director, follow orders and accommodate changes in programs or scheduling. Act in a professional manner at all times and obey commands.
- Day Camp or Academy Consular and Jr. Consular policy: It is the policy of Northeast Surfing that any Day Camp or Academy Consular and Jr. Consular (Consular 18 + and Jr. Consular 16 +) must be at least 3 years older than the oldest student or camper.
- Staff travel with student's policy: It is the policy of Northeast Surfing that no camper or students shall travel with any staff within a vehicle at any times unless approved by ownership.
- CPR qualifications policy: All staff employees, volunteers or sub-contractors must have a current CPR certification from certified state regulated organizations.
- Background Checks policy: It is the policy of Northeast Surfing to preform background checks on all employees, volunteers and sub-contractors yearly. All employees, volunteers and sub-contractors MUST have a criminal background check, CORI and SORI check preformed every year.
- Hiring policy: It is the policy of Northeast Surfing that when hiring a new employee, volunteer or sub-contractor that Northeast Surfing conduct/request the following. Background check, CORI and SORI check, request three references, state and out of state criminal background checks, conduct new hire orientation class of not less than 2 days or 8 hours. Northeast Surfing LLC is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presents of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.
- Discipline policy: It is the policy of Northeast Surfing to enforce a discipline policy to maintain a safe productive and fair working environment for all.
- Late for shift policy: First offence is a verbal warning, second offence writing warning, third offence is suspension for not more than one week or 40 hours and not less than 4 hours, and forth offence is termination.

- **General behavior policy:** It is the policy of Northeast Surfing that all staff, employees, volunteers and sub-contractors behave in a professional manner at all times. The following is against company policy. Disorderly conduct, unprofessional behavior or behavior that disrupts the surrounding area, not following orders, engaging in bad attitude, not following written policy, state or federal laws, acting unbecoming, being dishonest, stealing from company.
- **Company personal affairs:** At no times will any Northeast Surfing private company affairs be discussed around any of the students, parents or legal guardians at any time during the operations of the academy and before or after hours. At no time will any company business or affairs shall be revealed to any persons whom are not employed in any fashion by Northeast Surfing. Nor shall any information in regards to employee, volunteer or sub-contractor compensation for services be discussed between any staff at any time.
- **Staff dress code:** It is the policy of Northeast Surfing that all staff, employees, volunteers and sub-contractors dress appropriate during any shift. All staff will wear beach attire that covers most areas of the said body and appears to be professional in nature. It is mandatory for any persons of any gender to keep the mid-section of the said body up to just below the neck covered at all times during the shift. It is a policy that all staff should wear either the provided Northeast Surfing t-shirts or rash guards while on duty during the shift. Rash guards should be worn outside of the wetsuit while in the ocean at all times.
- **Working past your schedule shift policy:** It is the policy of Northeast Surfing not allow any employee, volunteer or sub-contractor to work past the time their shift ends without permission from management. Any employees, volunteer or sub-contractor who works past their shift without permission will not be paid for that time. At no such time shall any persons work more than 16 hours in a 24 hour period. It is the policy of Northeast Surfing that no such staff shall show up for their schedule shift 15 minutes before or stay more than 15 minutes after.
- **Lunch break and 15 minute breaks:** It is the policy of Northeast Surfing not allow any employee, volunteer or sub-contractor to work more than 6 hours without receiving a one hour non-paid lunch period. It is the policy of Northeast Surfing that any employee, volunteer or sub-contractor shall receive a 15 minute break for every 3 hours of work.
- **Abuse and neglect prevention/reporting procedures:** Northeast Surfing has policies in place to protect our students. Each State has a system to receive and respond to reports of possible child abuse and neglect. Professionals and concerned citizens can call statewide hotlines, local child protective services, or law enforcement agencies to share their concerns. To report abuse or neglect, call the Child-at-Risk Hotline anytime of the day or night at 800-792-5200. Any reports shall be reported to Northeast Surfing management 24 hours a day at 617.297.7873.
- **(NSSIA) National Surf Schools & Instructors Association policy:** It is the policy of Northeast Surfing staff to follow all policies of the NSSIA at all times and promote their organization.

Sexual Harassment policy: A107

Northeast Surfing is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When the Department determines that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

What Is Sexual Harassment? Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
- 2) The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.

Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;

Verbal abuse of a sexual nature;

Touching or grabbing of a sexual nature;

Repeatedly standing too close to or brushing up against a person;

Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);

Giving gifts or leaving objects that are sexually suggestive;

Repeatedly making sexually suggestive gestures;

Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;

Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department. (See sexual harassment NSSIA policy for more details)

- Violation of policies: If any employee, volunteer or sub-contractor violates any of said policies or procedures of Northeast Surfing disciplinary action will be taken. Discipline action may include but not limited to verbal warning, suspensions or termination.

Emergency Fire Polices and Escape Routes: A108

- Evacuation from basement board recreation room: (see map below)
- Evacuation from level one bathrooms: (see map below)
- Evacuation from any other location in the house: (see map below)
- Emergency fire policy: It is the policy of Northeast Surfing that in the case in which fire, smoke, or a threat is detected the following steps must take place. First the staff is to lead all the children out of the house in an orderly fashion and proceed to one of the designated meeting places if it is safe to do so. Once at a safe distance a mandatory count of all the students must be taken. Emergency services must be notified of this said incident and or fire.



BOARD ROOM LEVEL FIRE ESCAPE ROUTE.

171 Manomet Ave, Hull, MA, 02045.

EXIT Exit out of building.

 Fire Extinguisher location.

 Exit Route.

