

**PRO-99****Issue Date**

April 28, 2016

## Boeing Employees' Recreation Clubs

**Purpose**

This procedure describes the company standards for the administration of Boeing Employees' Recreation Clubs.

This procedure does not constitute a contract or contractual obligation, and the Company reserves the right, in its sole discretion, to amend, modify, or discontinue its use without prior notice, notwithstanding any person's acts, omissions or statements to the contrary.

**Superseded Date**

June 28, 2013

**Superseded Writing**

PRO-99, dated June 28, 2013

**Applies To**

Business Unit/Operating Group	Function	Program	Location
All Boeing	All Functions	All Boeing Programs	All Locations

**Authority Reference**Policy [POL-3](#), "People"**Approved By**

Heidi Capozzi  
Senior Vice President, Human Resources

## Summary of Changes

This update is considered a minor administrative change. The Issue Date, and Supersedes date have changed. In addition, this revision: 1) Revised the Maintained and Approved By section language; 2) Removed an Enterprise Recreation responsibility; 3) Removed cancelled PRO-6639 "Boeing IT Products & Services Management" from References and Related Materials section. 4) Added PRO-6921 "Information Technology Infrastructure" to the References and Related Materials section.

### 1. Definitions

- A. Dedicated Use – Any Company owned/leased property, space, equipment or resources provided or assigned to a Recreation Club for their exclusive use.
- B. Incidental Use – The occasional use of Company owned/leased property, space, equipment or resources by a Recreation Club which does not impact Company operations.

### 2. Introduction

The Enterprise Recreation Program consists of approved employee clubs, services, and recreation areas that are beneficial to the company and its employees, by helping to provide a work environment that fosters communication, productivity, creativity, teamwork, and employee satisfaction. This procedure will outline the requirements and responsibilities for operation and administration of all of recreation clubs.

### 3. Requirements

- A. Program Administration
  - 1. Enterprise Recreation administers the policies, procedures, and guidelines of the company recreation program, and has the sole authority to recognize and approve Enterprise Recreation clubs.
  - 2. Support to approved or proposed clubs, groups, or recreation areas may be restricted based on available facilities, staff, budget, and company policy.
- B. Eligibility for Club Recognition and Approval
  - 1. To be recognized and approved by Enterprise Recreation, a Club must:

- a. Obtain not-for-profit status as outlined in 3.D.2.a and 3.D.2.b.
  - b. Operate under an approved constitution and bylaws document with appointed and/or elected Executive Board Officers as per 3.D.4 and 3.D.5.
  - c. Be within the scope of at least one of the following classifications:
    - (1) An activity that promotes pursuing a special activity for relaxation and mental and/or physical health benefits.
    - (2) An activity that requires knowledge or skill that can be acquired through special practice.
    - (3) An activity that pertains to physical skill by individuals or groups.
    - (4) A group that meets to discuss, study or participate in a common interest which may increase or enhance one's personal life or professional knowledge.
2. The Company will determine at its sole discretion if a club will be recognized and approved. Clubs, groups, or activities that seek to represent, or act as an advocacy group for, employees with respect to terms and conditions of employment will not be recognized or approved. To ensure compliance with federal and state laws and regulations, employee-sponsored clubs, groups, or activities that involve politics, or political activities such as lobbying, partisan support, etc. will not be recognized or approved. Clubs that violate any company policies or procedures will not be recognized or approved.

**C. Participation**

Participation in Recreation Programs and Recreation Clubs is open to the following:

1. Boeing employees and Boeing retirees.
2. Spouses, domestic partners, and dependents of Boeing employees and Boeing retirees, as defined by Boeing benefit guidelines.
3. Government, customer, contract, and vendor personnel assigned full time to support the Boeing Company, including their spouses and dependents.

4. Other non-Boeing individuals proposed for participation and approved by Enterprise Recreation.
5. Persons participating in club activities that are instructor lead and conducted on company property must be 12 years of age or older.
6. Spectators for league sports, clubs, and special events that are at least 16 years or older are allowed on company property as long as they are escorted and monitored by an authorized recreation staff, security, or club member. Spectators under the age of 16 must be supervised by an adult not engaged in league games (i.e. player, referee, timekeeper, scorekeeper, etc.) at all times. Spectators and/or guests may not participate in gymnasium open play or league activities.
7. Badge requirement: All Recreation Program and Club participants are required to have a Boeing, Recreation or Fitness issued badge.

Note: Additional limitations may be imposed by Enterprise Recreation on participation for other than company employees based on available facilities, staff, budget, and/or company policy, Government regulations, or other considerations.

D. Program and Club Requirements

Clubs must:

1. Obtain an Employer Identification Number (EIN) from the IRS.
2. When applicable, acquire and maintain not-for-profit, active 501c (3, 4, or 7) status.
  - a. Follow IRS rules and guidelines for compliance with not-for-profit federal filing requirements (501c (3, 4, or 7) determinations)
  - b. File annually with the IRS using the IRS form for method that applies. (Form 990-N, Form 990-EZ, Form 990)  
  
\* Refer to IRS resources and Recreation Policies and Procedures for details regarding IRS filing requirements.
  - c. Follow local state rules and guidelines for compliance with not-for-profit state filing requirements.  
  
\* Each state is different. Contact your individual state Department of Revenue or state taxing authority for detail information.

- d. Consult with their own tax advisor to ensure that they are in compliance with Federal and State rules and filings for IRS exempt clubs.
3. Abide by all company policies and procedures.
4. Maintain and operate under an approved constitution and by-laws document, using the template provided by Enterprise Recreation. The constitution and by-laws must be approved by the appropriate club officers, club members, and Enterprise Recreation, and must be signed by an executive board officer and Enterprise Recreation.
5. Develop and maintain a standard operating procedure to support the constitution and by-laws.
6. Develop and maintain sound financial procedures and practices, including a financial accounting and reporting system, annual budget and forecast, consistent with its club policies. Club expenditure of funds for the acquisition of real property or other assets of a capital nature must be in accordance with approved documented club policy or practices. The club and its participants will bear all cost associated with the administration and operation of the club.
7. All club members and participants in club activities must complete the Enterprise Recreation Release from Liability and Indemnity Agreement prior to participation in any club activities. The club will retain the original signed agreements, including a membership or participation roster.
8. Request approval from Enterprise Recreation or its designee for all internal news releases, announcements, posters, websites, and other promotional material and in accordance with company policy. All external communication material must also be approved by Enterprise Recreation and Communications.
9. The Company does not authorize or provide Recreation Clubs with dedicated usage of space, cash subsidy, or resources (see definition 1.A). Recreation Clubs will be allowed incidental use (see definition 1.B) of company resources in accordance with procedure [PRO-10](#), "Proper Use of Company, Customer, and Supplier Resources," and Recreation policies, including:
  - a. Club leaders may be permitted limited use of company time to conduct essential business that cannot be conducted during non-work hours. Approval by appropriate company management is required.

- b. Elected executive board officers of each club may use the company email system for reasonable communication between elected officers on club issues. No other email usage by clubs and/or its members is permitted.
  - c. Incidental use of facilities for club membership meetings and approved events, and use of site recreation areas may be permitted with Enterprise Recreation approval. The Company will not provide monetary subsidies or assign dedicated or leased property, space, equipment or resources to Employee Recreation Clubs.
  - d. The Company is not responsible for any loss or damage to club owned materials, tools or equipment and storage of these items on company property is not authorized.
10. Transactions involving selling and/or buying of any type of products, materials, goods, etc. are prohibited on company property unless the vendor or parties involved are in accordance to [POL-1](#), "Delegation of Authority to Authorize Business Transactions and Agreements, and to Commit Company Resources."

#### **4. Responsibilities**

A. Enterprise Recreation will:

- 1. Maintain procedure PRO-99 and related Recreation policies and procedures.
- 2. Recognize and approve all Enterprise Recreation clubs and programs, including approval for program expansions.
- 3. Provide administration, advice, and guidance to employees clubs and informal groups on organizing, publicizing, administering, financing, volunteer training, and managing facilities for recreation clubs.
- 4. Coordinate the use of company insurance for recreation clubs; coordinate counsel, support, and guidance for clubs with other Boeing organizations, including but not limited to Security, EEO, and Ethics.
- 5. Manage all company capital facilities and recreation areas supported by the Recreation Program. Establish a governing policy for usage and operations of site facilities and recreation areas (such as site activities fields) within site guidelines.

6. Monitor and/or audit recreation clubs and all related activities to ensure compliance with the company procedures.
- B. Corporate Insurance
1. Determine if liability insurance will be provided in support of the recreation clubs, as deemed appropriate by Corporate Insurance.
  2. At the direction of Corporate Insurance, a recreation club may be required to purchase additional insurance coverage separate and apart from that procured by Corporate Insurance on behalf of the recreation clubs.
  3. Identify and advise recreation clubs as indicated.
  4. In circumstances where a recreation club claim triggers liability coverage under an insurance policy procured by Corporate Insurance on behalf of the recreation clubs, Corporate Insurance will provide advice, guidance, and representation where covered by the policy(ies) in effect, to recreation clubs operating in compliance with Enterprise Recreation and company policies.
- C. Clubs, including Club officers and participants, will:
1. Implement and adhere to all Enterprise Recreation policies, processes, procedures, and requirements.
  2. Ensure that all club documentation is made available for random audit by Enterprise Recreation department and/or other company departments upon request.
  3. Notify Enterprise Recreation regarding any adverse incidents or potential claims against a recreation club.
  4. Ensure that all club activities are conducted safely and in accordance to all Enterprise Recreation policies, processes, procedures, requirements, and all state, local and government regulations.
- D. Law Department
1. Provide legal support to the Enterprise Recreation organization as requested.
  2. The Law Department does not provide legal support to individual clubs and they must retain and pay for their own legal counsel.
- E. Tax Department

1. Provide tax support to the Enterprise Recreation organization as requested.
2. The Tax Department does not provide tax support to individual clubs nor will Boeing be liable for any amounts due for any tax filling or exempt issues related to the clubs.

## **5. References and Related Materials**

- A. [POL-1](#), "Delegation of Authority to Authorize Business Transactions and Agreements, and to Commit Company Resources"
- B. [POL-2](#), "Ethical Business Conduct"
- C. [POL-5](#), "Equal Employment Opportunity"
- D. [PRO-10](#), "Proper Use of Company, Customer, and Supplier Resources"
- E. [PRO-6102](#), "Functional Firearms, Mock-up/Non-Functional Weapons and Other Prohibited Weapons"
- F. [PRO-2227](#), "Information Protection"
- G. [PRO-6921](#), "Information Technology Infrastructure"
- H. [PRO-4332](#), "Workplace and Sexual Harassment"