



Space Coast United Soccer Club Employment Policies

Equal Employment Opportunity Policy

Space Coast United Soccer Club provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Space Coast United Soccer Club complies with applicable state and local laws governing nondiscrimination in employment in every location in which we have facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Space Coast United Soccer Club expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Space Coast United Soccer Club's employees to perform their job duties may result in discipline up to and including discharge.

Conflict of Interest

Employees and Contractors are expected to act at all times in Space Coast United's best interests and to exercise sound judgment unclouded by personal interests or divided loyalties. Both in performing duties at Space Coast United and in outside activities, SCUSC staff shall avoid the appearance as well as the reality of a conflict of interest. A conflict of interest exists if circumstances would lead a reasonable person to question whether the employee's motivations are aligned with the Club's best interests. If, for example, the employee is involved in an outside activity or has a financial or other personal interest that might interfere with the objectivity necessary to perform company duties and responsibilities, a conflict of interest could be perceived to exist. Individuals receiving compensation in excess of \$2,500 per year for services rendered to the Club may not be the spouse, parent, sibling, or child of a member of the Board of Directors.

Staff Relationship and Required Employment Documentation

Space Coast United Soccer Club utilizes the services of, and compensates, W-2 employees and 1099 contractors.

As a 501(c)(3), Space Coast United Soccer Club employees are subject to federal income tax withholding (FITW) and Social Security and Medicare taxes (FICA). They are not eligible for unemployment benefits as an organization that is exempt from income tax under section 501(c)(3) of the Internal Revenue Code is also exempt from federal unemployment tax (FUTA). Employees must complete the USCIS Form I-9 (Employment Eligibility Verification) and the IRS Form W-4 (Employee's Withholding Allowance Certificate) on their first day of employment with the Club. It is the employee's responsibility to complete and submit a new W-4 if they would like to change their allowances for withholding.

1099 Contractors must complete the IRS Form W-9 (Request for Taxpayer Identification Number and Certification) and are not subject to withholding. 1099 Contractors must submit a new W-9 on an annual basis.