



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1 of 3
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"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Professional Activities

Purpose

To provide employees with the opportunity to continue their professional development, to network with other business professional, and enhance DoD community awareness of GSI.

Policy

It is the policy of GSI to encourage all regular full-time employees to maintain current, their professional expertise, and to gain GSI recognition through participation in scientific and/or professional organizations.

Procedure

It is the policy of GSI to extend to selected employees, the privilege of participating in scientific and professional organizations, meetings and activities which may assist them in maintaining their standing and keeping abreast of new developments in their respective fields. Participation expenses are borne by GSI.

Attendance at technical luncheon or dinner meetings may be supportable as a professional meeting activity, at GSI's expense, where the attendance would benefit GSI's business. GSI will not pay costs for attendance at such meetings where the subject matter does not relate to GSI's business, unless an exceptional case is made and approval is obtained from the CEO.

Participation should normally result in:

- Obtaining information of value to the general advancement of GSI's current and future business.
- Increasing GSI's prestige to assist in recruiting candidates for employment by GSI.
- Identifying promising individuals as potential candidates for employment by GSI.
- Stimulating work by others in new fields that could contribute to GSI's current and future business.
- Increased DoD community awareness of GSI

Employees may request GSI sponsorship for up to two scientific or professional organizations. The current list of organizations for which GSI may sponsor an employee includes, but is not limited to, the following:

Corporate Membership

- Air Force Association (AFA)
- National Defense Industrial Association (NDIA)
- Armed Forces Communications Electronics Association (AFCEA)
- Association of the US Army (AUSA)
- Association of Old Crows (AOC)
- Intelligence and National Security Alliance (INSA)

- Professional Services Council (PSC)

Individual Membership

- National Contract Management Association
- Miami Valley HR Association (MVHRA)
- Society for HR Management (SHRM)
- Society of Cost Estimating and Analysis (SCEA)
- National Association of Photoshop Professionals (NAPP)

(A request for GSI sponsorship of an organization that is not listed above will be handled on a case-by-case basis.)

Employees desiring to join a professional organization or attend professional meetings with Company sponsorship should:

- Complete a Purchase Requisition Form and submit along with supporting paperwork to the immediate supervisor and any additional approvals required per the Delegation of Authority.
- Approved Purchase Requisition Form along with supporting paperwork will be submitted to the Purchasing Buyer for enrollment in the requested organization or meeting.
- Purchasing will enroll employee in the organization or meeting either by telephone or in writing and will forward Purchase Order Form to Accounting for direct payment of participation expenses.

RESPONSIBILITIES

Employee will request participation by completing a Purchase Requisition Form and submitting to the supervisor/manager for approval.

Senior Vice President must carefully control employee attendance at scientific and professional meetings to avoid interference with high priority work and to limit costs. Individuals will be selected in the following descending order or priority:

- a. Staff members on the program - those having official duties connected with the meeting (e.g., officers of the association), serving as a member of a symposium or panel, etc.
- b. Senior staff members whose attendance, for visibility or recruiting reasons, will clearly be beneficial to GSI.
- c. Others desiring to attend, in which case, the following factors shall be considered:
 - Membership in the association holding the meeting.
 - Previous meeting participation at GSI expense including frequency of attendance, location and date of last meeting.
 - Length and nature of service with GSI.
 - Distance to and duration of meeting and whether a GSI business trip would coincide with meeting.

Senior Vice President is responsible for timely submission of the Purchase Requisition Form to the Purchasing Buyer for enrollment and approval in accordance with the Delegation of Authority.

Purchasing Buyer is responsible for carrying out request for enrollment either in writing or verbally.

Corporate HR Department should note, as matter of record, individual's activity in professional organizations, and whether the employee held office or participated in special programs.