

POLICY GUIDE

2027

CONTENTS



03
A VISION FOR TRIPS

04
OBJECTIVES

05
ELIGIBILITY

06
APPLICATION PROCESS

07-08
FINANCIAL PLAN

09
GUESTS

10-11
COMPANY POLICIES

12
CANCELLATION

13-14
HEALTH & SAFETY

WELCOME

Thank you for considering vision trips as part of your big adventure here at SMH/LDG! Your leadership team has thought, dreamed, and prayed about how to more seamlessly place the Kingdom in front of you. How we can all see God's work in us and in others in a firsthand way that may change how we think, how we feel, and how we perceive God's handiwork. From that prayer and dreaming we are offering the chance to be a firsthand witness to many of the ministries we have served and supported for years.



We hope and pray that God leads you to a closer relationship with Him, with His ministry, and with the team you share this experience with. May God bless your willingness and openness to see Him and His ministry from a firsthand perspective. God's Blessings.

JOE HARRIS

VISION

Our vision for these trips is to provide an opportunity to break away from our local comforts and preconceived notions about missions. We will have ample time to pray for our hosts and offer them encouragement. Ultimately, by visiting our ministry partners in their context; seeing the people they serve, *how* they serve, and serving alongside them, we get a broader, stronger, and healthier view of the Kingdom of God.

TRIP OBJECTIVES



PARTICIPATE IN CULTURE

Look, ask questions, and be open to learning about the cultural differences.



ENCOUNTER GOD

Be present, willing to see how God is moving around the world.



EXPERIENCE MINISTRY

Learn from our ministry partners and understand why they do what they do.



CREATE CONNECTION

Grow in relationship with those on the trip and connect with those you meet.

PARTICIPANT ELIGIBILITY

In order to apply for a Vision Trip, an employee must be working full-time for a total of one year. The first day of the trip must occur after the employee's one-year employment anniversary date.

Employee participants are only allotted one Vision Trip every other year.

Receiving additional paid time off and having all or part of the Vision Trip expenses paid for by the Company is a benefit of working for Schuber Mitchell Homes, PBC and its subsidiaries (hereafter referred to as the Company) and not a guarantee or a contract. Leadership reserves the right to withdraw this offer in its entirety or to decline to pay for or extend PTO for a participant on a Vision Trip.

If an employee chooses to add (supervisor approved) PTO days to the end of a trip, the Company will cover the cost of the return flight home. All added PTO expenses will be the employee's responsibility. Employees must finalize and submit extended PTO days prior to the purchase of trip flights (participants will recieve communication in advance).



APPLICATION PROCESS

ALL PARTICIPANTS MUST COMPLETE THE FOLLOWING:

1. Vision Trips website.
2. Submit application for Vision Trips.
    a. Each applicant can choose their trip preferences and the lottery will sort it out.

SELECTION PROCESS:

1. Eligibility will be confirmed for each applicant.
    a. If an employee participated in a trip last year, they are not eligible to apply this year.

2. All eligible applicants will be entered into a lottery.
    a. For each trip, the selection process will reflect the Company's male to female ratio. Example: For a 20 person trip with guests, we would take 4 women and 6 men.

3. Priority will be given to first time Vision Trip applicants.

POST-LOTTERY FINALIZATION:

1. Connection Team will notify employees of lottery results and employees have 1 week to accept or decline selection.

2. Selection is contingent upon Supervisor Approval. Connection Team will reach out to supervisors for approval.

3. Participant and guest must have a passport valid for at least six months *after* the trip's departure. If the passport expires within six months of the trip, the participant will need to apply for a new passport.

4. Participant is responsible for submitting Paid Time Off (Ministry Leave or PTO) for the dates of their trip in ADP.



1st Trip **100%**

2nd Trip & beyond **75%**

FINANCIAL PLAN

COMPANY INVESTMENT

- Travel expenses (group meals, lodging, flights, etc).
- Intercultural and trip training curriculum.
- International data for company issued phone.

PARTICIPANT INVESTMENT

- Obtain and purchase passport after selection.
    - The participant will be financially responsible for expediting a passport if the due date is missed to turn in passport paperwork and/or other needed documents to the Connection Team.
- Personal donations to our partners (optional).
- Spending money for personal snacks and souvenirs during travel (optional).
- Additional travel health insurance (optional).

GUEST INVESTMENT

- Same as participant.

GUESTS



Each participant is eligible to bring one guest on their selected Vision Trip. Guests must be 18 years or older. If an employee participant chooses another employee as their guest, the Company reserves the right to review and/or deny guest participation.

As employees and guests are only allotted one Vision Trip a year, if a guest is an employee, they cannot also be a participant in a Vision Trip that same year. If an employee guest goes on a Vision Trip, the next year they are eligible to be a participant the following year.

If a participant's guest is no longer able to attend the Vision Trip selected, guest transfers are permitted up to 3 months before departure.

COMPANY POLICIES

01 EXTENDED TRAVEL/ PERSONAL EXPENSES

Fees or costs associated with extending a Vision Trip for personal enjoyment will not be covered by the Company. This includes additional nights in a hotel, meals, transportation fees, etc. The Company will purchase a return flight. The participant will be asked to pay the difference if the plane ticket cost is more than the average cost of group fare.



02 NON-AUTHORIZED TRAVEL EXPENSES

The following items that may be associated with Vision Trip travel are not authorized expenses on the Corporate Credit Card and will not be reimbursed by the Company:

- Airline upgrades
- Personal entertainment expenses, including in-flight movies, health club facilities, hotel pay-per-view movies and related incidentals.
- Passports
- Souvenirs



03 INTERNATIONAL CELL PHONE AND DATA COVERAGE

If you are extending your trip, you will need to contact the IT Department at least two weeks prior to scheduled travel if you will continue using your work device. IT will assess any necessary migration and establish geofencing for accessing company email as well.

Employees will be charged for international cell phone service add-ons to their work device.

Company iPad devices are not allowed outside of US territory.



COMPANY POLICIES

04 CORPORATE CREDIT CARD

Participants, other than those assigned, are prohibited from using their Corporate Credit Card during a Vision Trip. Trip expenses are covered by the Company and should not require a Participant to use their card.

05 COORDINATION WITH OTHER LEAVE POLICIES

Employees may participate in a Vision Trip while on any kind of paid leave (i.e. sabbatical or parental); however, they are not eligible to be a Vision Trip leader.

06 BACKGROUND CHECKS

All participants (including guests) are required to complete a background check with the Company during the selection process of a Vision Trip. The Company reserves the right to deny participation based on report findings that suggest a potential risk to team safety, trip objectives, or ministry partner requirements.

07 TRIP TRAININGS

All employee participants must attend two pre-trip trainings and one post-trip debrief relative to their selected Vision Trip. If an employee participant does not attend one or both pre-trip trainings, they are no longer eligible to participate in the Vision Trip and will forfeit their spot(s).
*Some Ministry Partners may require additional training to participate in their trip.







CANCELLATION



FEES

After trips have been confirmed - if a participant cancels, there will be a $50 cancellation fee and/or repayment will be required for any non-refundable amounts already paid. As the Company incurs costs, the employee is responsible.

This includes, but is not limited to, visas, shots, airline deposits or tickets, airline change and/or cancellation fees, travel agency fees, and money paid directly to the non-profit organization(s). Participants will have six months from the date of cancellation to pay back the amount. After that time, the Company will begin deducting payments out of each paycheck until the balance is paid in full.

If an employee willfully chooses to terminate their employment, they will be required to reimburse funds lost to the Company upon leaving. If funds are not reimbursed at that time, the Company reserves the right to withhold any incurred fees or amount owed to the Company from the employee’s final paycheck.

HEALTH & SAFETY

Participants are provided with information regarding safety tips and health concerns when applicable. This information is not exhaustive and further research is the responsibility of the participants. Any risks that may result from international or domestic travel are the responsibility of the participant. Vision Trip participants must continue to exercise good judgment and discretion throughout the duration of the trip and adhere to all Company and Vision Trip policies. No drugs, tobacco, or alcohol are allowed on any Vision Trip.
Participants are expected to obey all laws within the countries they are traveling to and be mindful and respectful of cultural customs and practices.



Participants are encouraged to check all travel advisories put out by the United States government concerning the countries they are traveling to. If a major conflict or security-related event occurs near the place where participants will be traveling (between the time they signed up for the trip and when they depart) that causes them to fear for their safety, participants may request a cancellation due to safety concerns. The situation will be reviewed by Leadership to determine the need or amount to be paid back to the Company. However, if no major conflict or event has triggered that shift, participants will still be fully responsible for cancellation. Vision Trip participation is completely voluntary and regardless of financial responsibility, they are always free to cancel their trip if they're concerned for their safety.

Sign up for updates from the government **here**.

HEALTH & SAFETY

Participants covered by the Company medical plan can expect to have covered emergency medical services reimbursed by Blue Cross Blue Shield as an out-of-network service. Since coverage cannot be verified when traveling outside the country, personal payment should be made at the time of service and Human Resources will assist in filing a claim upon return to the states. It is the participant's responsibility to obtain relevant and necessary documentation as proof of the health service and payment. Participants should not use a Company credit card for personal medical services.

The Company's priority is to ensure every participant receives needed medical care while on a Vision Trip. If an employee is concerned about a potential health emergency the Company recommends the purchase of an additional travel health insurance policy.

- Recommended travel health insurance policy: GeoBlue by Blue Cross Blue Shield
- Estimated pricing: $25 - $60 per person (depending on age)
    - To purchase a policy, visit https://www.geobluetravelinsurance.com/

60 DAY TRAVEL ASSESSMENT

60 days before each trip, we will assess the travel viability of the upcoming trip. This will include all trip details, travel restrictions, and transportation. All participants will be informed if changes to travel are necessary or if a cancellation occurs, even leading up to the week of the trip.









