



J-1 WORK AND TRAVEL PROGRAM

**JOB OFFER AGREEMENT FORM**

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Steele Hill Resort

Site of Activity Address: 516 STEELE HILL RD, SANBORNTON, NH, 03269, United States

**JOB INFORMATION**

**Job Title** Hotel/Resort Worker

**Start date - Earliest** 01 December 2020 **Latest** 20 December 2020

**End date - Earliest** 15 March 2021 **Latest** 31 March 2021

**Guaranteed salary/wage per hour before deductions** 10.00 \$ per hour

**Estimated tips** No or not guaranteed

**Average hours per week** 40

**Required Interviews** Sponsor Interview

**HOUSING INFORMATION**

**Housing Model** Host company provided

**EXCHANGE VISITOR SECTION**

Exchange Visitor Printed Name	Date of birth
Program Start Date	Program End Date
Signature	Date

Sponsor or agency representative name

I confirm that I have read, understood, and agreed to the conditions outlined in this job offer. I agree to adhere to all Geovisions and Department of State program rules regarding employment and program participation, including the Terms and Conditions which were part of my program application. If I change jobs without receiving prior permission from Geovisions, or if I violate other Geovisions rules or J-1 program regulations, Geovisions may end my program early, and I will be required to return home. I understand that if my program ends due to regulation violations it may have a negative impact on future U.S. visa applications.

## Section 1

### HOST ENTITY INFORMATION

Entity name	Steele Hill Resort
Entity HQ address	516 STEELE HILL RD, SANBORNTON, NH, 03269, United States
Description	<p>Steele Hill Resorts, perched on top of Steele Hill in the heart of New Hampshire's Lakes Region, offers stunning views of Lake Winnepesaukee and Lake Winnisquam framed by the White Mountains.</p> <p>Set amongst 500 acres of unspoiled fields and hardwood forests, guests enjoy a 9-hole executive golf course, snowmobile trails, snowshoeing, and hiking trails, and fishing in our private pond. Magnificent year-round swimming pools and hot tubs in a plant-filled conservatory are the centerpiece of The Amenities Center. Other guest privileges include additional indoor and outdoor pools, tennis and racquetball courts, exercise rooms, roman spa, whirlpools, sauna and an enclosed observation tower.</p> <p>There is also the Resorts' full service restaurant, the Hilltop, and the adjacent fully-licensed lounge where the scenic vista can be enjoyed. The nearby lakes and mountains of New Hampshire offer ample opportunity for year round recreation and scenic drives.</p>
Web site	<a href="http://www.steelehillresorts.com">http://www.steelehillresorts.com</a>
Primary contact name	Mike DeBoisbriand
Title	HR/Payroll Manager
Phone 1	603-581-2332
Email	<a href="mailto:mdeboisbriand@steelehillresorts.com">mdeboisbriand@steelehillresorts.com</a>

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	516 STEELE HILL RD, SANBORNTON, NH, 03269, United States
Job Title	Hotel/Resort Worker
Position details and description	Positions and tasks assigned upon arrival and as needed: Front Desk Attendant, Pool Attendant, and Grounds/ Snow Shoveling/ Maintenance/ Security Worker. Housekeeping positions including Housekeeper, Houseman, and Laundry Attendant. Restaurant/ F&B positions including Dishwasher, Cook, Kitchen Prep, Server, Host/Hostess, Busser, Delivery, Banquet Set-Up, and Banquet Captain.
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>To be determined upon arrival and is based upon work performance, ability, and resort need.</i>
Average hours per week	40
Guaranteed salary/wage per hour before deductions Employers of 'tipped employees' will need to pay a cash wage of at least \$2.13/hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13/hour do not equal the minimum hourly wage, the employer must make up the difference.	<i>\$10.00</i>
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 x Hourly Rate , but it is NOT guaranteed and only over 40 hours per work week.
Required skills	Positive attitude and good work ethic
English level	Excellent
Supervisor	Mike DeBoisbriand

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Cleanly Groomed
Dress code	Uniforms provided for Housekeepers. Casual for dishwasher, white button down shirt and black pants for host/hostess and busser.
Uniform provided?	Yes
Cost to Exchange Visitor	N/A
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	If Requested
Description of drug screening policy	Possession or consumption of alcohol, illegal drugs and unlawfully used prescription medication while on duty or being under the influence of the same. The Company reserves the right to randomly drug test.
Will Exchange Visitors incur a cost for screening	No
Cost to Exchange Visitors (if applicable)	0
When is screening fee due	0
Payment	
Payment schedule	bi_weekly
Allowances, bonuses, and/or incentives	None
Estimated tips	No or not guaranteed
Description	None
Training / Orientation	
Host Entity provides training/orientation	Yes – On site
Description	Training with other employees as needed
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3-4 days or as needed
Will Exchange Visitors incur a cost for training/orientation	No
Cost to participant	None
When is training fee due	None



## Section 4

### HOUSING INFORMATION

If company provided housing or temporary housing is not offered, Exchange Visitors will need to secure housing after they have accepted the job offer.

Does Host Entity provide temporary housing?	Yes
Duration of temporary housing<	Entire Program
Cost of temporary housing	0

### *Housing Lead 1*

Housing model	Host company provided
Gender requirement	Any
Housing type	Hotel
Housing name	Steele Hill Resort
Contact name	Mike DeBoisbriand
Address	516 Steele Hill Rd, Sanbornton, NH, 03269
E-mail	mdeboisbriand@steelehillresorts.com
Phone	603-581-2332
Web Address	<a href="http://www.steelehillresorts.com">http://www.steelehillresorts.com</a>
Cost per participant	0.0
Is weekly cost/rent payroll deducted?	No
Housing deposit	0.0
Is housing deposit payroll deducted?	No
Is deposit refundable	No
Deposit refund policy	0
Can housing be co-ed	Yes
Is renters insurance required	0
Housing amenities	Furniture, cooking facilities, internet, use of resort amenities
Distance between work site and housing	On-site

Description	<p>Located on property of work site in one of main buildings.</p> <p>Furniture, cooking facilities, internet, use of resort amenities</p> <p>5 minutes distance super market.</p>
Exchange Visitors per property	12
Exchange Visitors per room	2
Bathrooms per property	2
Bedding and towels	Yes
Kitchen facilities	Furniture and cooking facilities
Additional items must bring	additional linens if wanted.
Additional comments	Participants will have cleaning schedule to help you work with roommates and make sure dorm stays clean. To be explained upon arrival.
Included in cost	Utilities
Housing deposit refundable	No
Lease required	No

## Section 5

### ARRIVAL INSTRUCTIONS

Geovisions provides Orientation to all Exchange Visitors either in the Exchange Visitors home country or in the United States. If Exchange Visitors attend Orientation in their home country, they will travel directly to the Host Entity upon arrival. If Exchange Visitors attend Orientation in the U.S., they will travel to the Host Entity after Orientation is completed.

Closest port of entry airport	Boston Logan International Airport (BOS)
Nearest airport to site of activity	Boston Logan International Airport (BOS)
Airport/bus/train pickup provided	No
General arrival instructions	<p>Send GeoVisions and your employer your arrival information a minimum of 2 weeks before you arrive in the U.S.</p> <p>Reserve a bus from Boston, MA (Airport) to Tilton, NH where we will have an employee pick you. You can reserve a bus ticket on one of the following websites: <a href="https://concordcoachlines.com/">https://concordcoachlines.com/</a> or <a href="https://www.wanderu.com/en/home">https://www.wanderu.com/en/home</a></p> <p>Transportation Arrival Instructions: You need to send your flight information and bus ticket information to the employer so they know when to pick you up at the bus station in Tilton, NH.</p> <p>GeoVisions Arrival Check-In: After arriving in the USA, you have up to 3 days to complete your arrival check-in (<a href="https://geovisions.hanovercrm.com">https://geovisions.hanovercrm.com</a>) Arrival I-94 Form: After arriving and going through U.S. Customs you need to go online to complete your I-94 Form. (<a href="https://i94.cbp.dhs.gov/i94/">https://i94.cbp.dhs.gov/i94/</a>) Social Security Number: Please wait 10 days after you complete you Arrival Check-in. (go <a href="#">HERE</a> to find the closest social security office)</p> <p>GeoVisions Emergency Information: Office Hours: 8:30 AM EST – 4:30 PM EST Office Phone Number: 603-363-8248 24-HOUR EMERGENCY SUPPORT LINE: 1-888-830-9455 <a href="mailto:support@geovisions.com">support@geovisions.com</a> <a href="http://www.geovisions.com">www.geovisions.com</a></p>
Arrival pick-up cost	0.0
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Mike DeBoisbriand
Phone number	Mike DeBoisbriand, 603-581-2332, <a href="mailto:mdeboisbriand@steelehillresorts.com">mdeboisbriand@steelehillresorts.com</a>
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 AM – 8:00 PM



## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	70 Commercial St. Ste. 100, Concord, New Hampshire 03301
Distance of SSO from SOA	29.3 miles / 37 minutes
Will Host Entity provide transportation to the nearest Social Security office	Yes
Will Host Entity help Exchange Visitors make copies of the necessary documents	Yes
Other Social Security assistance provided	Employer will wait for majority of participants to arrive or will take participants in groups to Social Security Office.

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Movie Theater
Local games and recreational activities
Outdoor activities/ sports
Local events and holidays

# EMPLOYEE HANDBOOK

FOR

SAFCO MANAGEMENT, INC.

Hereby Referenced as “The Company”

To All Employees:

On behalf of your colleagues, I welcome you to the Company and wish you every success here. We believe that each employee contributes directly to the Company’s growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with the Company.

I hope that your experience here will be challenging, enjoyable and rewarding.

Sincerely,

*William F. Cutillo*

William F. Cutillo, President

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# **EMPLOYEE POLICIES AND PROCEDURES**

## **I. AT-WILL EMPLOYMENT**

All employment shall be on an AT-WILL EMPLOYMENT basis, meaning that employees are not hired for any definite period of time; the employment may be terminated by the employee or by the employer at any time without cause or prior notice. This Employee Handbook SHALL NOT AND DOES NOT AND IS NOT INTENDED TO create an express or implied employment contract. Nothing contained herein shall be interpreted or construed to alter the nature of the AT-WILL EMPLOYMENT status and this Employee Handbook confers no contractual rights.

## **II. EQUAL EMPLOYMENT OPPORTUNITY**

To provide equal employment and advancement opportunities to all individuals, employment decisions at the Company are based on merit, qualification and abilities. The Company does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, marital status, physical or medical disability or any other characteristic protected by law.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the immediate attention of his/her Supervisor or the President.

Employees can raise concerns and make reports without fear of reprisals. Anyone found engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **III. IMMIGRATION LAW COMPLIANCE**

The Company is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the corporate office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

#### **IV. DISABILITY ACCOMMODATION**

The Company is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

If an employee believes that they need reasonable accommodation in order to perform his or her essential job function, this issue should be brought to the attention of his/her Supervisor. If you feel that you have been discriminated against because of a disability or want more information, please contact your Supervisor.

#### **V. EMPLOYMENT APPLICATIONS**

The Company relies upon the accuracy of the information contained in the employment application and also on the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Company's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

#### **VI. PROBATIONARY PERIOD**

An employee's first one hundred eighty (180) days of employment are on a trial basis and are considered a continuation of the employment selection process. The one hundred eighty (180) day probationary period provides the Company an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essentials of his or her job; and to observe and evaluate the employee's work habits and conduct, including attendance and the employee's relationship with coworkers and superiors.

During the probationary period, the Company may terminate employment immediately, with or without cause and with or without notice. Likewise, the employee may also terminate his or her employment with the Company at any time, with or without notice and with or without cause.

The 180-day probationary period is not a term of employment and is not intended, nor does it, impact the at will nature of the relationship between the Company and the employee.

#### **VII. PAYROLL POLICY & INFORMATION**

1. All employees must clock in and out each scheduled working day in order to be paid. Each employee is responsible for clocking in and out. Errors on the time clock or failure to clock in or out are to be reported immediately to the employee's Supervisor and the Supervisor will approve any corrections in the payroll system. Only Supervisor-approved corrections to an employee's record will be recognized by the Payroll Department.
2. Employees should not clock in earlier than five (5) minutes before the start of a shift or clock out later than five minutes after the shift. Failure to comply with this provision without the approval of an employee's Supervisor may result in disciplinary action, up to and including dismissal.
3. Employees who work more than five (5) hours per day are required to take a one-half (1/2)

hour meal break. If you do not clock in or out for this break, then one-half (1/2) hour will be deducted from employee's time unless approval from employee's Supervisor is recorded in the payroll system.

4. There are 2 paid breaks per eight (8) hour shift. The break is no longer than ten (10) minutes.
5. Employees who receive tips (waiters and waitresses) must report all tips to the payroll department according to IRS regulations. Employees should enter tips into the timeclock when clocking out for the shift. If tips are not reported the employee's paycheck may be delayed until after tips are reported.
6. The Company payroll period runs biweekly from Monday through the second Sunday and is paid on the Friday, five days after the end of the pay period. The paycheck stub will reflect gross pay, total number of hours worked, hourly wage rate, Social Security deduction, State and Federal deductions and employee authorized deductions. Paychecks are delivered by the supervisor or mailed the following day to the address in the payroll system. Other arrangements must be made in writing by the employee.
7. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, personal leave, vacation leave or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations. ***ALL OVERTIME WORK MUST RECEIVE HIS/HER SUPERVISOR'S PRIOR AUTHORIZATION.*** Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.
8. If an employee's paycheck or time record is not correct, it is the responsibility of the employee to immediately bring it to the attention of the employee's Supervisor. If there are any questions regarding the time records or paychecks, the employee should see his/her Supervisor who will contact the payroll department, if necessary. ***DO NOT CALL THE PAYROLL DEPARTMENT DIRECTLY.***
9. Each employee's weekly schedule will be posted in the area designated by his or her Supervisor. It is the employee's responsibility to check the schedule each time after it is posted and to know their scheduled hours of work. If an emergency arises, each employee must then advise his/her Supervisor who can then make the appropriate arrangements.
10. Upon separation of the Company, items belonging to the Company must be returned before a final paycheck is issued. This applies to any uniforms provided by the Company through an outside service.
11. The Company understands the potential for its employees to receive new opportunities outside of the company. Of the various departments within the Company that offer an employee a commission/bonus in addition to regular pay, each department has different

criteria for how an employee may become eligible to receive a commission/bonus. If the department within which an employee works offers a commission/bonus then that department will provide the employee a document explaining that department's criteria for the employee to become eligible for a commission/bonus. Irrespective of the various department's commission/bonus criteria, commission/bonus are only available to an active employee. An active employee is an employee who complies with the Company's vacation pay policy. Only an active employee is eligible to receive a commission/bonus. Upon an employee's separation from the Company that employee shall no longer be an active employee. An inactive employee is not eligible to receive a commission/bonus the source of which occurred when the inactive employee was an active employee.

12. Employees are not eligible to earn commissions on any product or service they purchase for themselves or with their own personal funds. This includes, but is not limited to, RCI points, new timeshares, upgraded timeshares, and conversion timeshares. Managers of any employee, department or process are not eligible to earn commissions on any transaction initiated by an employee of any of the organizations under common ownership.
13. Employees who personally own points are eligible to upgrade standard points to Premium once every five years. Employees must pay at the average price of similar conversions processed on the Sales line over the past 12 months.

## **VIII. GENERAL INFORMATION AND STANDARDS OF BEHAVIOR**

1. Employees shall park in designated areas. Employees shall not park in handicapped spaces or in fire lanes. Any disabled employee needing assistance should see his/her supervisor to make arrangements for appropriate parking.
2. Employees are to remain in their own work area while on duty. Employees are not to enter other areas of the property without the permission of his/her direct supervisor or the management.
3. **NO PERSONAL PHONE CALLS ARE ALLOWED DURING WORK HOURS OR WHILE ON DUTY**, except in cases of emergency and with permission of a supervisor.
4. Off duty employees, friends or relatives may not come to the property for social visits with on-duty employees. If someone arrives to give a ride to an employee, they should wait in the lobby area or the parking lot. If an employee is waiting for a ride, they should wait in the lobby or foyer area.
5. All employees are expected to behave in a responsible and mature manner even when off duty because the behavior of each employee reflects back on the company.
6. Lost and Found articles must be turned in IMMEDIATELY to a Supervisor. Any delay or withholding of Lost and Found articles, especially regarding articles left by guests or customers, may lead to corrective actions or discipline up to and including termination.



7. No solicitation or distribution of literature of any kind is permitted by employees while on duty without the express permission of a Supervisor.
8. Employees are restricted from giving any type of information to the media. In the event that any newspaper, television or other media representatives request information, they are to be directed to the corporate office or administrative offices.
9. Your access to Company information is solely the result of your employment at the Company and it is to be used only in a manner consistent with your job duties. No employee may disseminate or divulge any information contained in any Company file or record except as necessary to perform their job duties for the Company, without written consent from the company President or Corporate Counsel or as required by law. Unauthorized use of confidential information by an employee can result in disciplinary action up to and including termination of employment or such other legal action as may be permitted by law.

## **IX. PERSONAL STANDARDS**

ALL EMPLOYEES ARE A MAJOR CONTRIBUTING FACTOR TO OUR IMAGE AND A  
NEAT, CLEAN APPEARANCE IS REQUIRED.

AS A RESULT, THE FOLLOWING GUIDELINES MUST BE ADHERED TO:

1. Freshly combed or styled hair; morning shower and use of a light deodorant are recommended for a “groomed” appearance. Only very mild perfume or cologne should be used.
2. For women, only light makeup should be worn. In clothing, women and men should refrain from “faddish”, revealing or “evening style” clothing.
3. Men should shave at least once daily. Hair must be trimmed neatly. Shirts must be worn at all times.
4. Only plain jewelry, watches and small earrings should be worn.
5. Certain departments require uniforms or have specific dress codes, which must be observed.
6. Chewing gum is not allowed in any food preparation area or any other area where the employee interacts with the general public.
7. Eating or smoking is not allowed during working hours except during breaks or meal hours and then only in designated areas.
8. Solicitation of any kind or the distribution of literature is not permitted by employees while on duty.

## **X. UNIFORM POLICY**

Departments may have an assigned uniform. The department manager will have a uniform description and photo representation available upon request. Uniforms will be gender specific. All aspects of the uniform will be listed in the uniform description for that department.

Employees will be responsible for acquiring the proper accessories such as belts, footwear, etc.

Each full-time employee will be issued five sets of uniforms for the department they will be working in. Part time employees will be issued the required amount of uniforms as per the manager's discretion. One set of uniforms for each employee will remain at Steele Hill Resort in the dept. manager's possession. All employees will receive two name tags.

The employee will be responsible for the laundering and care of the uniform. The employee will be responsible for loss and any damage caused by gross misuse or neglect. The employee's wages will be garnished for the replacement cost of the uniforms if loss and any damage is caused by gross misuse or neglect is determined. The employer will replace uniforms for wear and age as per a manager's discretion. Uniforms must be returned upon termination of employment. Failure to do so will result in the withholding of the uniform's purchase cost from any final wages until said uniform is returned and determined complete, clean and readily usable.

The proper uniform must be worn for each shift the employee is scheduled. All aspects of the uniform must conform to the standards set for that department. This includes but is not limited to proper accessories such as belts, footwear, etc. If an employee's uniform does not conform to the standard while working, they will be required to immediately punch out and make the proper changes to conform to the uniform description. They will also receive a verbal warning for the first offense. For the second offense the employee will receive a written warning and the third offense will be grounds for termination.

Banquet service personnel will be required to supply their own uniform which must conform to the standard set by management.

## **XI. CALLING IN SICK POLICY**

There is no paid sick leave available. If an employee is ill, they must call in prior to the start of their shift and speak directly to his/her immediate Supervisor. ***DO NOT LEAVE A MESSAGE AND OR TEXT.*** If the Supervisor is unavailable, speak to the General Manager. Any employee who is out sick from work for three (3) or more consecutive days may be required to return to work with a Doctor's certificate stating the nature of the sickness and that the employee is able to return to work.

## **XII. WORK AREA POLICY**

1. **Front Desk:** Absolutely no personnel other than Front Desk & West Desk Attendants, Management or Employees doing maintenance or housekeeping are permitted behind the desk at any time.
  - All Personnel working with the front desk are required to go around to the front opposite the desk staff.

- If the Front Desk Staff appears to be busy, please make sure that you do not hover, guest services are our first priority!
2. **West Desk**: Absolutely no personnel other than Front Desk & West Desk Attendants, Management or Employees doing maintenance or housekeeping are permitted behind the desk at any time.
  3. **Bar & Kitchen Areas**: Including but not limited to the Kitchen, behind any bar indoor or outdoor are off limits to any and all personnel with the exceptions of the bartender on duty as well as Management and or Maintenance or housekeeping personnel who are doing work.

### **XIII. SAFETY POLICY**

To assist in providing a safe and healthful work environment for employees, customers and visitors, the Company has established a workplace safety program. This program is a top priority for the Company. The Administrative Office has responsibility for implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all. The Company provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos or other written communications. A labor-management safety committee, also known as a Joint Loss Management Committee, composed of representatives from throughout the organization, has been established to help monitor the Company's safety program and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors will receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or bring them to the attention of the Joint Loss Management Committee. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, where appropriate, or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify his/her supervisor and/or the Corporate Office. Such reports are necessary to comply with laws and initiate insurance and workers compensation benefits procedures.

#### **XIV. COMPANY VEHICLE AND EQUIPMENT USE POLICY**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

#### **XV. CELL PHONE USE POLICY**

Our cell phone company policy is designed to express the company's attitude towards the use of cell phones in the workplace. We recognize that cell phones (and smartphones in particular) have become an integral part of everybody's life. We are also certain that they may be a great asset in the workplace if used correctly (for productivity applications, calendars, business calls etc.).

However, we have observed that cell phones may also cause problems when used imprudently or excessively. It has, therefore, become apparent that a policy that clarifies the allowances and restrictions of cell phone use is necessary. This policy applies to all company's employees.

Despite their benefits, cellphones may be cause for significant problems in the workplace. The reasons for this include:

- The distraction of employees by regularly checking their phones.
- The time subtracted from actual working hours by the mundane use of cell phones.
- The interference on colleagues' productivity by speaking on the phone.
- The security issues from unfair use of company-issued equipment or misuse of the Company's internet connection.
- The accidents that may occur when employees use their phones inside company vehicles or near forbidden areas.

Our company will generally expect its employees to use their cellphones prudently during working hours. We want to remind them that excessive use of their cellphone for non-business purposes will mean a decline in their efficiency that will show up in their performance reviews. It is therefore, to the benefit of all to consciously restrict their personal use of cellphones.

The following rules apply at all times for both company-issued and personal phones:

- Company-issued phones are to be used for business purposes only and be preserved in perfect condition.

- The use of a personal or business phone for any action while driving a company vehicle is prohibited.
- **Personal cell phones should be kept in the employee's pocket or handbag during working hours, not on their desk.**
- The use of personal cell phones within earshot of someone else's working space during working hours is not allowed.
- The download or upload of inappropriate, illegal or obscene material through a corporate internet connection is prohibited.
- The use of a cell phone's camera or microphone to record confidential information is strictly prohibited.
- Employees must turn off their personal or business phones or keep them on vibrate whenever asked.
- Surfing the internet, texting and talking on a personal phone should be restricted to break or lunch periods.
- Playing games on a business or personal cell phone during working hours is prohibited.

The company is not requiring employees to turn off their phones while at the office. Employees are allowed to use their phones:

- During breaks or at lunch hour.
- To briefly check important messages relating to emergencies.
- To make brief personal calls away from the working space of colleagues during breaks.
- To make business calls.
- To use productivity apps or other job useful tools.

The company retains the right to monitor employees for excessive or inappropriate use of their cell phones. If it is discovered that an employee's phone usage causes a decline in productivity or interferes with the smooth workflow in the workplace, the company will ban that employee from using their cell phones or face disciplinary actions up to and including termination.

For an action that constitutes a breach of security, violation of the confidentiality policy or cause of an accident the employee may face severe disciplinary repercussions up to and including termination.

## **XVI. SOCIAL MEDIA POLICY**

Participation on the internet by way of Social Media has reached an all-time high. The Company recognizes the importance of communicating in this way and the positive impact it may have on our business. Many associates have positively promoted our Company by mentioning our brands, products, promotions and sweepstakes on Social Media websites. This is a great way to support the Company.

However, in order to ensure that the Company and its associates adhere to their ethical and legal obligations, associates are required to comply with the Company's Social Media Policy. The

intent of this Policy is not to restrict the flow of useful and appropriate information, but to minimize risk to the Company and its associates.

This Policy is intended to define Social Media and its use. However, please note that because the field of Social Media is a rapidly changing one, and new tools and technologies may come into use, the same standards still apply, regardless of whether these new tools and technologies have been specifically named in this Policy.

#### **A. Definitions**

For the purposes of this Policy, Social Media is defined to include, but is not limited to, the following:

- Blogs
- Message Boards
- Chat rooms
- Online forums
- Social networks
- Video sites
- 

#### **B. Associates' Use of Social Media**

While employed at the Company, associates might create, publish, and share content using Social Media websites. This content could be published in the form of blog posts, comments on blog posts, participation in discussions on online forums, biographical information in an online user profile, a “user generated” video or still image, or other content created by associates and published online.

Employees are not expected to promote the Company unless specifically directed by management to do so. However, should an employee choose to promote the business, its services or its products on the employee's own time, he or she must adhere to the company's social media policy. Any employee directed by management to utilize social media shall do so with a legitimate business purpose and shall at all times adhere to the within social media policy.

This Policy covers both the use of Company sponsored Social Media, such as the Company's blog and customer forums, as well as the use of any general, public Social Media not sponsored by the Company, in which an associate's name and/or affiliation with the Company may be in any way identifiable.

Associates promoting the Company through Social Media are required to comply with these rules.

1. You are personally responsible for the content you post to a Social Media website.
2. Be candid and clear about your role at the Company. For example, if you are a front desk staffer and post comments on your blog about a new package in order to promote the sale of that package at our Company, you should disclose the fact that you are a front desk staffer for the company.
3. Respect the rights of others, including copyrights, trademarks and rights of privacy.

4. If you are promoting the Company Holdings' and/or an affiliate's contest or sweepstakes online you must include the language "Void where prohibited. No purchase necessary. Click here for Official Rules." You must link this language to the official sweepstakes rules.

### **C. Prohibited Subjects**

In order to maintain the Company's reputation and legal standing, the following subjects may not be discussed by associates in any form of social media:

- Company confidential or proprietary information
- Confidential or proprietary information of clients, partners, vendors, and suppliers
- Embargoed information such as launch dates, release dates, and pending reorganizations
- Company intellectual property such as drawings, designs, software, ideas and innovation
- Disparagement of company's or competitors' products, services, executive leadership, employees, strategy, and business prospects
- Explicit sexual references
- Reference to illegal drugs
- Obscenity or profanity
- Disparagement of any race, religion, gender, sexual orientation, disability or national origin

### **D. Additional Guidelines to follow**

Associates should also remember that posts made to Social Media websites become viral and will be publicly available for a long time, even if they are deleted from the website to which they were originally posted. In addition, Associates should protect their personal privacy. Associates should be cautious before they post their home address, phone number, or Social Security number to a Social Media website.

### **E. Supplements Existing Employee Agreements**

Associates understand that this Social Media Policy supplements but does not supersede the Company's Code of Conduct, any other Company policies or agreements the associate may have entered into with the Company.

Associate hereby agrees to comply with the terms of this Policy and understands that failure to do so may result in disciplinary action up to and including termination.

## **XVII. DATA SECURITY POLICY**

This policy outlines behaviors expected of employees of the Company, when dealing with data and provides a classification of the types of data with which they should be concerned.

### **1.0 Purpose**

The Company must protect restricted, confidential or sensitive data from loss to avoid reputation damage and to avoid adversely impacting our customers. The protection of data in scope is a critical business requirement, yet flexibility to access data and work effectively is also critical.

It is not anticipated that this technology control can effectively deal with the malicious theft scenario, or that it will reliably detect all data. Its primary objective is user awareness and to avoid accidental loss scenarios. This policy outlines the requirements for data leakage prevention, a focus for the policy and a rationale.

## **2.0 Scope**

1. Any employee, contractor or individual with access to the Company's systems or data.
2. Definition of data to be protected:
  - Financial
  - Restricted/Sensitive
  - Confidential
  - IP
  - Any Data derived from lead generation efforts

## **3.0 Policy – Employee requirements**

1. If you identify an unknown, un-escorted or otherwise unauthorized individual on the property you must immediately notify a corporate level manager.
2. Visitors to the Company's offices or work areas must be escorted by an authorized employee at all times. If you are responsible for escorting visitors you must restrict them to appropriate areas.
3. You are required not to reference the subject or content of sensitive or confidential data publically, or via systems or communication channels not controlled by the Company. For example, the use of external e-mail systems not hosted by the Company to distribute data is not allowed.
4. Please keep a clean desk. To maintain information security you need to ensure that in scope data is not left on your desk unattended.
5. You need to use a secure password on all systems owned and operated by the Company as per the password policy. These credentials must be unique and must not be used on other external systems or services.
6. Terminated employees will be required to return all records, in any format, containing personal information.
7. You must immediately notify a corporate level manager in the event that a device containing in scope data is lost (e.g. mobiles, laptops etc).
8. In the event that you find a system or process which you suspect is not compliant with this policy or the objective of information security, you have a duty to inform a corporate level manager so that they can take appropriate action.
9. If you have been assigned the ability to work remotely you must take extra precaution to ensure that data is appropriately handled. Seek guidance from a manager if you are unsure as to your responsibilities.



10. Please ensure that assets holding data in scope are not left unduly exposed, for example visible in the back seat of your car.
11. Data that must be moved within the Company is to be transferred only via business provided secure transfer mechanisms (e.g. encrypted USB keys, file shares, email etc). The Company will provide you with systems or devices that fit this purpose. You must not use other mechanisms to handle in scope data. If you have a query regarding use of a transfer mechanism, or it does not meet your business purpose you must raise this with a manager.
12. Any information being transferred on a portable device (e.g. USB stick, laptop) must be encrypted in line with industry best practices and applicable law and regulations. If there is doubt regarding the requirements, seek guidance from a manager.
13. Any information collected from hand written data must be entered into company provided systems. Entering data into systems not provided by the company including email and outside computer systems is not allowed. All remaining paper copies of information must be passed off to a corporate level manager and stored according to procedure or shredded as directed by a corporate level manager.

**The above list (1 through 13) is not intended to be exhaustive and other kinds of misconduct may also result in disciplinary action up to and including termination. The purpose of the list is to put employees on notice of actions considered by The Company to be patently unacceptable behavior.**

#### **XVIII. SMOKING POLICY**

Smoking is NOT PERMITTED within any building. Smoking is not allowed in any public area on Company property except in designated employee smoking areas located outdoors.

#### **XIX. BAR AND LOUNGE POLICY**

Employees and Management are requested not to frequent or remain on the property when not on duty. Employees and Management are not allowed to purchase or to be served any alcoholic beverages in the bar or lounge areas when not on duty. No employee shall serve any other off duty employee any alcoholic beverages in the bar and lounge areas of the Company. If an employee is a guest or an attendee of a family dinner, conference, business meeting, wedding or banquet held on Company property, then this policy may be waived by the General Manager with the understanding that the employee will at all times conduct themselves in a mature, responsible and adult manner, during such event, knowing that their conduct reflects upon the image of the Company.

#### **XX. AMENITIES USAGE POLICY**

The employee must have permission from his/her department head before the manager on duty grants permission. An 'amenities usage' form must be submitted to the manager on duty via email giving 24 hours' notice before the employee would like to use the amenities. The

employee must have completed their 180-day probationary period. The employee must not bring more than 4 people total including the employee. If the employee would like to have more people the manager on duty must approve. The employee is responsible for the behavior of their party and can be asked to leave at any time. Names of all guests must be submitted on the 'amenities usage' form. Employees from both properties can use either property's amenities. No usage will be allowed on weekends, holiday periods including but not limited to Holiday vacation periods, February school vacations, and April school vacations. Gym usage can be set up on a continual scheduled basis but must be approved by the VP of Operations. The employee must be off the clock in order to use the facilities. The employee must be present whenever guests use amenities unless otherwise approved by the manager on duty.

## **XXI. FRATERNIZATION POLICY**

To avoid the dangers of management fraternization with a subordinate employee, and to help prevent even the appearance of improper conduct, favoritism, improper use of authority or sexual harassment, it is the policy of the Company that managers, supervisors or any other employee who has the authority to directly or indirectly affect the terms and conditions of another's employment shall not fraternize with that employee.

While the Company does not encourage co-employee dating or entering into consensual social relationships with other employees, the Company cautions employees not to let such fraternization affect their job performance. Both parties must mutually and voluntarily consent to the social relationship; the relationship must not breach corporate values; and the relationship must not affect judgment or performance of duties of involved employees or negatively impact the common good of the Company. The Company reserves the right to make decisions in the best interest of the organization including reassignment, transfer or separating employees where appropriate.

## **XXII. NEPOTISM POLICY**

It is the policy of the company to seek the most qualified persons to all positions. However, effective from the date of this policy, members of the same family may not be hired as supervisor and manager positions in the same department. In addition, no family member may have direct or indirect supervision over the progress, performance, pay, or welfare of another, and together they may not be involved with matters of financial controls and physical inventories of company properties.

For the purpose of this policy, members of the same family include spouses, domestic partners, children, stepchildren, wards, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews, and cousins. When two employees in the same department or in a supervisory relationship get married or become domestic partners, the one with the shorter length of service will be required to transfer, resign, or be terminated within 30 days unless the other does so voluntarily.

The human resources department may grant exceptions to this policy only for temporary employees up to one year to meet a significant employer need.

The pension-plan definition of domestic partner applies to this section. “Domestic partners are adult individuals who are not related by blood, have resided together continuously for at least six months and intend to reside together on a permanent basis, are mutually responsible for their common welfare, and maintain no other domestic partnership or marriage.”

### **XXIII. POLICY VIOLATIONS**

FOR THE PROTECTION OF BOTH EMPLOYEES AND THE COMPANY, THE FOLLOWING BEHAVIOR IS UNACCEPTABLE AND MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION:

- a. Stopping work before the specified time.
- b. Not checking in or out with your Supervisor where required.
- c. Leaving your Department without permission, except to use the restroom.
- d. Unexcused absenteeism.
- e. Tardiness.
- f. Careless, inefficient or uncooperative performance of duties, including failure to maintain standards of performance satisfactory to the Company.
- g. Violation of safety rules or Company safety procedures.
- h. Neglect or mishandling of equipment.
- i. Obscene or abusive language and/or malicious gossip.
- j. Horseplay or throwing articles or items.
- k. Threatening fellow employees or other persons on the premises at any time.
- l. Coercing fellow employees on the premises at any time for improper purposes.
- m. Insubordination including failure or refusal to perform work assigned.
- n. Deliberate restriction of output, including delaying other employees.
- o. Failure to be honest in your communications with the Company; including, falsifying an application for employment, documents presented with the application or any other Company records or documents.
- p. Making or receiving personal phone calls while on duty, except in cases of emergency and with a Supervisor’s permission. Including but not limited to the use of cell phones.
- q. Punching another employee’s time card in or out.
- r. Possession or consumption of alcohol, illegal drugs and unlawfully used prescription medication while on duty or being under the influence of the same. **The Company reserves the right to randomly drug test.**
- s. Carrying or bringing any firearm or other type of weapon.
- t. Physical or verbal fighting or the use of obscene or profane language.
- u. Gambling.
- v. Theft, including but not limited to, the following:
  - Removal of any Company property from the premises without the Company’s express permission.
  - Unauthorized use of a room.

- Not charging for food or beverages in order to “take care of friends” or inflate tips.
  - Nonpayment of unauthorized long distance telephone calls
  - Removal of cash, items, food or beverage from an area of the property to another area of the property where the cash, items, food or beverage do not belong.
- w. Abuse of guests including, but not limited to, physical or verbal abuse through the use of insulting, profane, threatening or derogatory language of any kind.
- x. Accepting gifts or favors (other than normal gratuities) from any vendor, supplier or guest.

#### **XXIV. DISCIPLINE**

In all cases involving discipline, an employee may be terminated or suspended immediately without pay. At its sole discretion, the Company may provide an employee the opportunity to remedy a performance, discipline or other work related problem. If the employee is unable or unwilling to remedy the problem(s), the Company may provide the employee with another opportunity to remedy the problem, or it may, at its sole discretion, discipline, discharge or take other appropriate action.

#### **XXV. EMPLOYMENT TAXES & VOLUNTARY DEDUCTIONS POLICY**

As an employee of the Company, you are responsible for paying federal, state and local taxes. This includes Income, Social Security and Medicare taxes. These taxes will be automatically withdrawn from each of your paychecks at a rate that is determined by the number of deductions you claim.

You may also be eligible to receive benefit coverage. Should you choose to enroll in the offered benefits program, you will be required to pay a portion or all of the premium cost. Your total annual contribution cost for the coverage you select will be divided by the number of pay periods in the Plan Year to determine the amount that will be deducted (on a pre-tax basis) from each of your paychecks.

You have the option of waiving all pre-tax benefits. Should you choose to waive these benefits, you will not have another opportunity to elect them until the next Open Enrollment Period. The only exception to this is in the case of a Change in Election Event for an applicable benefit. Some common Change in Election Events include changes in employment status, divorce and marriage. In these circumstances, the election change must be on account of and consistent with the Change in Election Event, as described in the Plan.

The employment taxes and voluntary deductions described above will continue to be deducted from your paycheck until changes are made to the number of deductions you claim, or until you change your benefit elections. There is a possibility, however, that your contributions for Insurance Benefits will be automatically increased or decreased due to changes in premiums or company contributions.

## **XXVI. EMPLOYEE BENEFITS**

<b>BENEFIT</b>	<b>ELIGIBLE EMPLOYEES</b>	<b>ELIGIBILITY REQUIREMENT</b>	<b>FEE RESPONSIBILITY</b>	<b>EFFECTIVE DATES</b>
<b>Health Insurance</b>	Full-Time employees and employees averaging 30 hours per week or more over a 12 month period	First of the Month following 60 days of employment	Employer and Employee	September - August
<b>Medical Deductible Reimbursement</b>	Full-Time employees and employees averaging 30 hours per week or more over a 12 month period	Once employee and dependents are enrolled in Group Health Plan	Employer and Employee	NA
<b>Dental Insurance</b>	Commissioned Sales employees and Full-Time Permanent employees	First of the Month following 60 days of employment	Employee	September - August
<b>Life Insurance/ Accidental Death &amp; Dismemberment/ Employee Assistance Program</b>	Commissioned Sales employees and Full-Time Permanent employees	First of the Month following 60 days of employment	Employer	April – March
<b>Short Term Disability Insurance</b>	Employees working at least 20 hours per week.	April following 60 days of employment	Employee	April – March
<b>Accident Insurance</b>	Employees working at least 20 hours per week.	April following 60 days of employment	Employee	April – March
<b>401k</b>	All Employees	21 years of age, 1 year and 1,000 hours	Employer and Employee	NA
<b>Tuition Reimbursement</b>	Commissioned Sales Staff and Full-Time Permanent employees	First of the Month following 60 days of employment	Employer and Employee	NA
<b>Amenities Usage</b>	All Employees	Prior approval from manager or manager on duty	NA	NA

### **1. Health Insurance**

The Company provides a group health plan to all commissioned sales staff and to full-time management level employees working 30 hours per week or more. Coverage is offered for individual, couple or family plans, in which the Company may pay a portion of the premium. The employee's portion of the premium is funded through payroll deductions. Life insurance is offered to all full time permanent employees, subject to the waiting period, at employer expense. Additional policies, aside from health coverage, are offered to all full-time employees, subject to the waiting period, at employee expense. Contact Human Resources for further details.

Insurance coverage for eligible employees begins on the first day of the month following 60 days of employment and completion of the necessary enrollment forms. Employees who wish to enroll at a later date may do so at the open enrollment period in September.

As a result of termination, reduction in work hours, or in the event that an employee is on a military or other leave of absence, an employee may be eligible to continue the Company's group coverage by paying the monthly premium through the COBRA program. More information will be provided when an employee becomes eligible for continuation coverage.

**Employees are urged to consult the insurance summary plan description for details of the plan benefits. The plan document controls payment of any benefits.**

Group insurance is an employee benefit in which an employee is not required to enroll. There will be no increase in wages if an employee waives coverage. For inquiries, contact the Human Resources department.

## **2. Paid Holidays (Effective 1/1/2006)**

There are six (6) paid company holidays for full time employees and year-round part time employees (as hereafter defined). They are:

1. Memorial Day
2. Independence Day
3. Labor Day
4. Thanksgiving Day
5. Christmas Day
6. New Years Day

Substitution days will be given full time employees where work is required due to work responsibilities. Substitution hours will be given continuous part time employees where work is required due to work responsibilities. Substitution days or hours, as the case may be, must be taken with the approval of the employee's Supervisor within 60 days after the Holiday and may not be accumulated.

For purposes of Holiday Pay, year-round part time employees are defined as year-round continuous employees working between 20 to 34 hours per week. Benefits under this Paid Holidays paragraph shall be based on a prorated basis for the average hours worked each day for the last four weeks.

Holiday pay will be paid ONLY to those full time and continuous part time employees who work all of their scheduled hours the day before and the day after the Holiday. Under this section Full Time employees are scheduled and work between 35-40 hours per week. In cases where a substitute day is taken, the substitute day will only be given if all the scheduled hours on the holiday and scheduled days before and after the holiday have been worked as well. Holiday Pay will be paid up to 8 hours or at the number of hours normally scheduled per day.

Seasonal employees will receive Holiday Pay if they work a minimum of 20 hours per week over the previous 4-week period.

Paid Holidays are granted after ninety days of service and subject to the above guidelines.

Commissioned employees of the Sales department are not eligible for Holiday pay and are excluded from the policy.

### **3. Paid Vacation Policy**

The Company) provides a vacation pay program as a benefit and courtesy to its employees. As of 02/18/2019, the Company modifies its vacation pay as follows:

When an employee chooses to end his or her employment with SAFCO, the employee must provide the Company with at least a two-week written notice of the employee's decision to terminate his or her employment. The two-week period must include ten business days. The employee must provide this written notice to his/her direct manager. An employee who provides the two-week written notice must work ten business days after delivery of his or her written notice.

The two-week written notice is necessary to provide the Company the ability to facilitate the employee's departure and to facilitate the transition caused by the employee's departure.

Departing employees who comply with this policy shall receive 100% of the accrued vacation time earned since the effective date of this vacation pay policy.

An employee's failure to provide this two-week written notice and fulfill the obligation of completing ten business days of employment after notice is given shall forfeit any vacation accrued since the effective date of this vacation pay policy.

An employee involuntarily terminated for cause shall forfeit any accrued vacation balances. Please see the list below for examples of cause, understanding other kinds of misconduct may also result in the forfeiture of accrued vacation balances. The purpose of the list is to put employees on notice of actions the Company considers patently unacceptable behavior.

- a. Stopping work before the specified time.
- b. Not checking in or out with your Supervisor where required.
- c. Leaving your Department without permission, except to use the restroom.
- d. Unexcused absenteeism.
- e. Tardiness.
- f. Careless, inefficient or uncooperative performance of duties, including failure to maintain standards of performance satisfactory to the Company.
- g. Violation of safety rules or Company safety procedures.
- h. Neglect or mishandling of equipment.
- i. Obscene or abusive language and/or malicious gossip.
- j. Horseplay or throwing articles or items.
- k. Threatening fellow employees or other persons on the premises at any time.
- l. Coercing fellow employees on the premises at any time for improper purposes.
- m. Insubordination including failure or refusal to perform work assigned.
- n. Deliberate restriction of output, including delaying other employees.
- o. Failure to be honest in your communications with the Company; including, falsifying an application for employment, documents presented with the application or any other Company records or documents.

- p. Making or receiving personal phone calls while on duty, except in cases of emergency and with a Supervisor's permission. Including but not limited to the use of cell phones.
- q. Punching another employee's time card in or out.
- r. Possession or consumption of alcohol, illegal drugs and unlawfully used prescription medication while on duty or being under the influence of the same. **The Company reserves the right to randomly drug test.**
- s. Carrying or bringing any firearm or other type of weapon.
- t. Physical or verbal fighting or the use of obscene or profane language.
- u. Gambling.
- v. Theft, including but not limited to, the following:
  - Removal of any Company property from the premises without the Company's express permission.
  - Unauthorized use of a room.
  - Not charging for food or beverages in order to "take care of friends" or inflate tips.
  - Nonpayment of unauthorized long distance telephone calls
  - Removal of cash, items, food or beverage from an area of the property to another area of the property where the cash, items, food or beverage do not belong.
- w. Abuse of guests including, but not limited to, physical or verbal abuse through the use of insulting, profane, threatening or derogatory language of any kind.
- x. Accepting gifts or favors (other than normal gratuities) from any vendor, supplier or guest.

This modified vacation pay policy does not modify accrued vacation time earned prior to the date this modification.

#### **A. Full Time Employee Paid Vacations (Effective 1/1/2016)**

Under this section Full Time employees are scheduled and work between 35-40 hours per week. All vacation weeks run on a yearly basis or prorated yearly basis starting from the anniversary date of employment. Vacation weeks are earned by years completed. After 3 months of full time continuous service (probationary period), active Full-Time employees will be entitled to 1 week of paid vacation to be taken between the 4<sup>th</sup> and 12<sup>th</sup> month of employment, as the time is accrued at a rate of .42 days per month. All vacation requests require approval from the employee's Supervisor.

In years 2 and 3 of full time continuous service, active Full-Time employees will be entitled to 2 weeks of paid vacation, as accrued, at a rate of .84 days per month

In years 4 and 5 of full time continuous service, active Full-Time employees will be entitled 3 weeks of paid vacation, as accrued, at a rate of 1.25 days per month

In year 6 of full time continuous service, active Full-Time employees will be entitled 3 weeks and 1 day of paid vacation, as accrued, at a rate of 1.33 days per month

In year 7 of full time continuous service, active Full-Time employees will be entitled 3 weeks and 2 days of paid vacation, as accrued, at a rate of 1.42 days per month

In year 8 of full time continuous service, active Full-Time employees will be entitled 3 weeks and 3 days of paid vacation, as accrued, at a rate of 1.50 days per month



In year 9 of full time continuous service, active Full-Time employees will be entitled 3 weeks and 4 days of paid vacation, as accrued, at a rate of 1.58 days per month

In year 10 of full time continuous service, active Full-Time employees will be entitled 4 weeks of paid vacation, as accrued, at a rate of 1.67 days per month

Under this policy you are allowed to carry over up to one week of vacation time to your next anniversary year, however, your accrued time will be capped so that it can never exceed the total amount of time you are granted annually based on your tenure. For example, if you are in year 4 of your tenure and have 3 weeks of vacation time under our new policy, your accrued time can never exceed 3 weeks.

### **B. Part Time Employee Paid Vacations**

For purposes of Vacation Pay, year-round part time employees are defined as year-round continuous employees working between 20 to 34 hours per week. Benefits under this Paid Vacation policy shall be based on a prorated basis for the average hours worked each day for the last 12 months. These employees must average a minimum of 15 hours per week during the last 52 weeks to qualify for prorated vacation pay. Vacation time is not accrued within the first year of employment. At the end of 1 year of part time continuous service, active employees will be entitled to 1 week of paid vacation, as accrued, based on a prorated average hours worked weekly for the last 12 months of continuous part time service.

In years 3 through 9 of part time continuous service, active Part Time employees will be entitled to 2 weeks of prorated paid vacation, as accrued.

In years 10 through 14 of part time continuous service, active Part Time employees will be entitled 3 weeks of prorated paid vacation, as accrued.

In years 15+ of part time continuous service, active Part Time employees will be entitled 4 weeks of prorated paid vacation, as accrued.

Please note: Available time must be used by the last day of the pay period in which the anniversary or seniority date falls. If a vacation week or prorated week is not taken during the year that the employee is entitled to take the week, then it is lost.

### **C. Paid Vacations Rules for All Employees**

Selection of weeks taken must be approved by the employee's Supervisor at least ninety (90) days prior to the vacation date approved.

If an employee terminates his employment with the company or the company terminates the employee, then any unused vacation time due to the employee will be calculated on a monthly-prorated basis from the employee's last anniversary date. If the final paychecks are not sufficient to pay for any unvested tuition assistance payments, accrued vacation time will be used to pay the remaining balance.

To Request time-off use the Paylocity Self Service Portal in the Pay section and select Submit Time Off Request. Procedures to submit a time off request are also in that section.

**Please note any Restaurant employee that has an hourly rate as a server, below the minimum wage will be paid the minimum wage rate of \$7.25 for vacation time used.**

## **XXVII. FAMILY AND MEDICAL LEAVE**

In accordance with the Family and Medical Leave Act of 1993 (FMLA), the Company provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

### **Eligibility**

To qualify for FMLA leave, you must:

1. Have worked for the Company for at least 12 months, although it need not be consecutive;
2. Worked at least 1,250 hours in the last 12 months; and
3. Be employed at a worksite that has 50 or more employees within 75 miles.

### **Leave Entitlement**

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period for any of the following reasons:

- The birth of a child and in order to care for that child (leave must be completed within one year of the child's birth);
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition, which makes you unable to perform any of the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

The 12-month period is 12-month period that runs from January 1 through December 31.

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service.

As used in the policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse,

parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.

- **Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions that may qualify, contact Human Resources.
- **Health care provider** means a medical doctor or doctor of osteopathy, physician assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- **Qualifying exigencies** for military exigency leave include:
  - Short-notice call-ups/deployments of seven days or less (Note: Leave for this exigency is available for up to seven days beginning the date of call-up notice);
  - Attending official ceremonies, programs, or military events;
  - Special child care needs created by a military call-up including making alternative child care arrangements, handling urgent and nonroutine child care situations, arranging for school transfers, or attending school or daycare meetings;
  - Making financial and legal arrangements;
  - Attending counseling sessions for yourself, the military service member, or the military service members' son or daughter who is under 18 years of age or is 18 or older but incapable of self-care because of a mental or physical disability;
  - Rest and recuperation (Note: Fifteen days of leave is available for this exigency per event);
  - Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (Note: Leave for these events are available for 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
  - Parental care when the military family member is needed to care for a parent who is incapable of self-care (such as arranging for alternative care or transfer to a care facility); and
  - Other exigencies that arise that are agreed to by both the Company and you.
- **A serious injury/illness** incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

### Notice and Leave Request Process

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as

soon as practicable (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must consult with the Company first regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Company.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

Leave requests form can be requested by contacting Human Resources.

### **Certification of Need for Leave**

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from Human Resources. When you request leave, the Company will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the Company may require an examination by a second health care provider designated by us. If the second health care provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

The Company also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

### **Call-In Procedures**

In all instances of absence, the call-in procedures and standards established for giving notice of absence from work must be followed.

### **Leave Increments**

#### **Intermittent Leave**

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may

also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Company may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

### **Parental Leave**

Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

### **Family Care, Personal Medical, Military Exigency, and Military Care Leave**

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

### **Paid Leave Utilization During FMLA Leave**

FMLA leave is unpaid. If you are taking parental, family care, military exigency, and/or military care leave, you must utilize available vacation/PTO during this leave. If you are taking personal medical leave, you must utilize available vacation/PTO days during this leave. If you are receiving workers' compensation benefits during a personal medical leave, you will not be required to utilize these benefits. However, you may elect to utilize accrued benefits to supplement these benefits.

### **Fitness for Duty Requirements**

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until it is provided.

### **Health Insurance**

Your health insurance coverage will be maintained by the Company during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days due date may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made.

Alternatively, at our option, the Company may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Company

may require reimbursement for the health insurance premiums paid during the leave.

### **Reinstatement**

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

### **Spouse Aggregation**

If you and your spouse are both employed by the Company, the total number of weeks to which you are both entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, spouses employed by the Company will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

### **Failure to Return**

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Company is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

### **Alternative Employment**

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

### **Interaction with State and Local Laws**

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

### **Abuse of Leave**

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

### **Designation of Leave**

If the Company becomes aware of any qualifying reason for FMLA leave, the Company will designate it as such. An employee may not refuse FMLA designation under this policy.

### **Retaliation**

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **XXVIII. MATERNITY LEAVE**

Employees are entitled to a leave of absence for the period of temporary disability resulting from pregnancy, childbirth or related medical conditions, which may occur both before and after the birth of the child. An employee taking such leave must provide a medical certification from a health care provider in the same manner as she would for FMLA leave.

When an employee's disability also qualifies as a serious health condition under FMLA, the two types of leave will run at the same time. When this happens, the leave will be counted against the employee's FMLA leave entitlement.

While on maternity leave, an employee will be eligible to receive the same disability benefits as an employee on a medical leave of absence. In all cases, any earned paid vacation time will be substituted for and run concurrently with maternity leave. In the event that no vacation days are available, leave will be unpaid.

When an employee is physically able to return to work, assuming he/she is not taking further leave to which he/she is entitled, his/her original job or a comparable position will be made available to the employee unless business necessity makes this impossible or unreasonable.

## **XXIX. BEREAVEMENT TIME**

The purpose of Bereavement Time (or Funeral Leave as it is sometimes called) is to attend and assist in the arrangements necessitated by the death of a member of the immediate family. That family member must be the employee's spouse, parent, child, sibling; the employee's spouse's parent, child or sibling; the employee's child's spouse. Provided the employee is a full time employee, as defined in Article XXVI above, and with the employee's Supervisor's approval, the employee will receive up to three (3) days off with pay, provided all such days are scheduled working days. Time in excess of three (3) days may be granted at the discretion of the General Manager and must be taken without pay. This is intended as an immediate funeral benefit and may not be taken as days off at another time.

Employees will receive their normal straight time pay based on a prorated portion of their normal wage and hours worked which will not exceed 8 hours of each day of authorized leave. Tipped employees will receive Federal Minimum Hourly Wage; provided they are full time employees, as defined above.

## **XXX. DISCRIMINATORY HARASSMENT POLICY**

The Company is opposed to and will not tolerate harassment in the workplace, based on sex, race, color, disability, religion, creed, national origin, age or marital status.

Discriminatory harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her sex, race, color, disability, religion, creed, national origin, age or marital status, or that of his/her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating hostile, or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance;
- or
3. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, that relate to sex, race, color, disability, religion, creed, national origin, age or marital status; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of sex, race, color, disability, religion, creed, national origin, age, or marital status and that is placed on walls, bulletin boards, or elsewhere on the employer's premises, or circulated in the workplace.

The Company is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Harassment undermines the employment relationship by creating an intimidating, hostile work environment, and will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser and behavior that creates an intimidating, hostile or offensive work environment.

Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, marital status, disability or any other legally protected characteristic will not be tolerated.

Individuals who believe they have been subjected to harassment should make it clear to the offender that such behavior is offensive to them and should immediately bring the matter to the attention of their supervisor.

It is important for employees who feel that they have been harassed to report incidents to management so that an investigation may be immediately undertaken and appropriate action taken. An employee will not be retaliated against for pursuing a claim of harassment.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

Employees involved in a harassment investigation will be expected to maintain confidentiality and not engage in discussions of the incident either in or out of the workplace. Upon the conclusion of the investigation, the employee will be notified of the outcome of the investigation and advised of any corrective, preventative, or disciplinary action taken.

The Company considers harassment and retaliation against any employee reporting harassment to be unacceptable. Any employee found to have engaged in harassment or retaliation will be subject to disciplinary action, up to and including immediate termination of employment.



## **HARASSMENT REPORTING PROCEDURES**

Employees should immediately report any harassment to their supervisor.

William Cutillo, President, Ext. 355, [bill@steelehillresorts.com](mailto:bill@steelehillresorts.com), or  
Douglas Cutillo, Vice President, Ext. 356, [dcutillo@steelehillresorts.com](mailto:dcutillo@steelehillresorts.com), or  
Justin Cutillo, Director of E-Marketing, Ext. 354, [jcutillo@steelehillresorts.com](mailto:jcutillo@steelehillresorts.com), or  
Robert Robillard, Director of Operations, Ext. 330, [rrobillard@steelehillresorts.com](mailto:rrobillard@steelehillresorts.com), or  
Mike DeBoisbriand, HR Manager, Ext. 332, [mdeboisbriand@steelehillresorts.com](mailto:mdeboisbriand@steelehillresorts.com), or  
Melody Daddio, Front Desk Manager, Ext. 325, [mdaddio@steelehillresorts.com](mailto:mdaddio@steelehillresorts.com), or  
Susan Violette, General Manager, Ext. 112, [sue@summitresortnh.com](mailto:sue@summitresortnh.com), or  
Denis Longchamps, Hotel Manager, Ext 367, [dlongchamps@centerharborinn.com](mailto:dlongchamps@centerharborinn.com).

Employees with knowledge of a potential harassment situation will have the complainant complete a Complaint Form in detail and immediately notify William Cutillo, Doug Cutillo, Justin Cutillo, Robert Robillard, Mike DeBoisbriand, Melody Daddio, Susan Violette, or Denis Longchamps.

William Cutillo, Doug Cutillo, Justin Cutillo, Robert Robillard, Mike DeBoisbriand, Melody Daddio, Susan Violette, or Denis Longchamps will start the investigation by meeting with the complainant to review the complaint.

William Cutillo, Doug Cutillo, Justin Cutillo, Robert Robillard, Mike DeBoisbriand, Melody Daddio, Susan Violette, or Denis Longchamps will meet with the alleged harasser(s) as part of the investigation.

When necessary, the investigator will compile a witness list and meet with all parties that were, or could be, potentially involved in the complaint.

After the investigation is complete William Cutillo, Doug Cutillo, Justin Cutillo, Robert Robillard, Mike DeBoisbriand, Melody Daddio, Susan Violette, or Denis Longchamps will meet with the involved parties to discuss the resolution of the complaint.

To the fullest extent possible The Company will complete the investigation in a timely and confidential manner that causes the least disruption to the employees and the workplace.

### **INVESTIGATION OF COMPLAINTS AND ENFORCEMENT OF POLICY**

Upon receipt of a claim alleging discriminatory harassment, The Company will use its best efforts to investigate promptly and thoroughly the charges made by the complaining employee. Except as required by the demands of the investigation and enforcement of the Policy, the employee's complaint will be treated confidentially by the Company.

Any employee found, after a complete and thorough investigation, to have violated the Company's policy against discriminatory harassment may be subject to discipline up to and including dismissal. If the perpetrator of the harassment is not an employee of the Company, the Company will use its best efforts to achieve a reasonable resolution that protects the complaining employee from further harassment.

The good faith filing of a claim of discriminatory harassment or the good faith participation in an investigation will not jeopardize the employee's job or its terms and conditions.

### **XXXI. REVISIONS TO EMPLOYEE HANDBOOK**

At its discretion, Management may revise the Employee Handbook at any time.

All revisions will be approved by the President.

An electronic copy will be posted on the company's share drive. An e-mail will be distributed to the Senior Staff and Supervisors within 10 days of the approved change(s). In addition, a copy of the e-mail will be posted at the time clocks.

The Handbook's revision date will be updated to reflect the date of the change.

**HARASSMENT COMPLAINT FORM**

Employee Name: \_\_\_\_\_

Division: \_\_\_\_\_ Department: \_\_\_\_\_

What happened: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Who was involved, including witnesses? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did it take place? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why do you feel this was harassment?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date Received

\_\_\_\_\_

Employer Representative Signature

RECEIPT OF EMPLOYEE HANDBOOK  
FROM  
SAFCO MANAGEMENT, INC.

I, \_\_\_\_\_, the undersigned employee, hereby acknowledge having received this date the EMPLOYEE HANDBOOK OF SAFCO MANAGEMENT, INC. (the “Company”). In addition to having received the Handbook, I further ACKNOWLEDGE the following:

1. That I am responsible for reading and keeping the Employee Handbook.
  
2. That I understand that the Company may change the Employee Handbook without prior notice.
  
3. That the Employee Handbook does not constitute an express or implied contract and that it does not confer or give me any contractual rights. The Employee Handbook is intended only to describe the benefits and policies of the Company, as they currently exist, in a non-legal and non-technical manner.
  
4. That I understand that my employment is at will, meaning that my employment may be terminated by me or by the Company at any time, without cause or prior notice from either the Company or me.

(date) \_\_\_\_\_ (Signature of Employee) \_\_\_\_\_

(Print Name of Employee) \_\_\_\_\_

## Rental Agreement

Welcome to Steele Hill Resorts! We are glad to have you as part of our hospitality staff. There are certain guidelines that we ask all live in employees to abide by. The resorts attic serves as housing quarters for staff members from many different departments and each individual is expected to heed these guidelines to ensure a neat and pleasurable living situation for all staff members.

### Attic Rules

- You **MUST** maintain a clean and safe living environment in the attic.
- Room assignments must be followed. Management must approve any room switches.
- All residents must be respectful of each other. No profanity will be allowed.
- All bedding will be stripped out and replaced on Tuesdays.
- Chore rotation is posted in the kitchen. Daily duties must be followed. If cleaning is not up to management standards a \$50.00 fee will be charged to each and all attic residents.
- Each resident is responsible for cleaning their own dishes and cook ware.
- Management inspections of common areas will take place on Thursdays.
- Individual room inspections will be completed on Saturday. Your room is expected to be cleaned and tidied. If it is found in unacceptable conditions a \$50.00 fee will be charged to your current rent.
- All doors must remain locked at all times including the attic entrance.
- No visitors allowed in the attic at any time unless approved by management.
- Management reserves the right to enter your room at any time for any reason.
- **No smoking is allowed in attic.** Smoking is allowed within the dumpster area near the kitchen only.
- Any damage to the facility will be charged directly to the resident and will result in immediate termination.
- Quiet time is 10pm-9am. Any complaints against the attic may result in termination.

## **Cleaning Expectations:**

### **Bedrooms)**

- Bedroom floors clear from clothing, trash, etc. then vacuumed
- Fire exits clear and unblocked

### **Bathrooms)**

- Bathroom floors swept & mopped.
- Towels Hung up, put away, or in a dirty basket/hamper
- Toilets clean
- Sinks and mirrors clean
- TRASH EMPTIED
- Clean showers and debris free drain

### **Living room)**

- Coffee tables/end table clear of clutter and wiped down
- Couch clear of clothing and other items
- TV stand clear of dishes and trash
- Carpet vacuumed
- All personal items belong in people's rooms not in common living spaces
- Video games in cases when done using them, and remotes put away when not in use

### **Kitchen)**

- Food put away
- Dishes washed
- Counters and table wiped down and clutter free
- Refrigerators kept in clean working order. (alert maintenance of any issues with appliances)
- Stove and oven wiped down and free of old or unused food
- TRASH EMPTIED
- Floor swept and mopped

### **Halls/stairs)**

- Clutter free
- Vacuumed/swept

## **DO NOT BLOCK FIRE EXITS!**

**All doors and windows should be accessible at all times. Stairs must be free and clear at all times.**

- From **10pm to 9am is quiet time**. No loud music, TV's need to be on low volume, and low/quiet voices. Guests are below you and you need to be courteous.
- Be light on your feet when walking during quiet time, no stomping, dancing or pounding on the floors ceiling or walls for any reason.

### **(Chore rotation)**

- It's everyone who lives in the attics responsibility to pitch in cleaning common living areas. Each individual should wash their own dishes and wipe up their mess after cooking/eating. If people are not cleaning up after themselves a chore chart will be made and predetermined chores will be assigned.
- Towels and personal items should be taken to your room when done showering. Wipe down water and flush toilets when you use the bathroom.

### **Bedrooms)**

- Bedrooms are your personal space. They are however expected to be kept clean and tidy. No trash or dirty dishes should be accumulated in bedrooms. Clothing needs to be hung up or put away in an orderly fashion. Floors should be clear and clean.

### **Moving Out/switching rooms)**

- Room moves must be pre-approved
- When moving out of a room, you must take everything out except the furniture. Bed is to be stripped & remade with clean linens, and entire room cleaned, wiped down and vacuumed. All draws and closets emptied. Garbage free.
- You must take all your personal items from the bathroom and put all towels in the laundry.
- You must clean out all items in the kitchen that belong to you, clean up any mess in any common area you may have contributed to, and return keys and borrowed items.

We hope that your employment here is pleasurable and prosperous. Our managers here are here to ensure that your living environment is restful and well maintained. Do not hesitate to voice any concerns to the management team.