



2019 RED LODGE MOUNTAIN GOLF COURSE
EMPLOYEE HANDBOOK

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WELCOME TO THE 2019 SEASON AT RED LODGE MOUNTAIN GOLF COURSE

LETTER FROM GENERAL MANAGER

Greetings from the Golf Course,

Welcome to the 2019 summer season. We had a successful golf season last year and hope to build on that. Mac Oakes is returning as the Pro Shop Manager and will report to Spencer Weimar. Bill Zander is overseeing greens and grounds and will report to Anne Kosorok. Tony Toupin and Annalee Krause will be handling events again and focusing on growing business for next season. The ski season was very successful with plenty of snow and the course appears to have come through the winter in good shape. Let's hope for a busy, fun summer.

Thanks,

Jeff Schmidt

General Manager



SUSTAINABILITY

Mission Statement:

Strive for sustainability through actions and education of our employees, guests, and community

Sustainability at Red Lodge Mountain goes beyond recycling and carpooling. In order to be a viably sound and sustainable business, we strive for efficiencies, relationships, and communication not only in the environmental realm, but also the social and economic realms of sustainability.

RLM recently received the Montana EcoStar Award for taking steps to reduce solid and hazardous waste, maximize efficiencies, conserve energy and water, improve air quality, and create a more sustainable business model.

Environmental Sustainability: Recent steps implemented include:

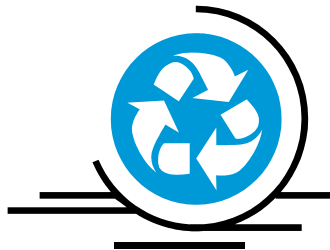
1. A free bus runs year round to provide affordable and reliable transportation to employees and helps the Company reduce carbon emissions
2. An in-house recycling program for cardboard, plastic, aluminium, office paper, newspaper, steel, magazines, and cooking oil

Social Sustainability is also an important aspect of the Company's mission statement and we agree to:

1. Provide a fair wage to employees of the Company
2. Provide an effective communication system to all employees that includes information regarding job descriptions, evaluations, and support
3. Support local non-profit organizations with similar values

Economic Sustainability is reached by various Company strategies that make it possible to use available resources RLM's best advantage. The idea is to promote the use of those resources in a way that is both efficient and responsible, and likely to provide long-term benefits.

1. Company and departmental goals
2. Affordable purchasing plan
3. Improvements to the physical plant
4. Data collection and analysis



GOLF COURSE HISTORY/INFO

In the spring of 1994, Red Lodge Mountain purchased the Red Lodge Golf Course to complement the winter business. This 18-hole championship golf course and real estate development has offered more and varied work opportunities for seasonal and year-round employees.

In 2007, JMA Ventures became the parent Company of Red Lodge Mountain. JMA is a full service Real Estate investment & development firm based in San Francisco, CA.

GOLF COURSE INFO

There are those who say Red Lodge is at its best in the summer. They're usually golfers. With a mid-high slope of 126 spread across a generous 160 acres, Red Lodge Mountain Golf Course has enough challenging terrain to keep you on your toes. Add to that several lakes, lots of creek crossings, the occasional July snowstorm, and a neighborhood moose or deer wandering across your fairway, and a day out on the Red Lodge links never feels like the same old thing.

Expect the unexpected on this beautiful and friendly course. Lots of creeks, lakes, hills, and our "signature" island green on the back 9 make the Red Lodge Mountain Golf Course an experience you'll long remember.

Trees and water hazards challenge you right from the start as you head out on Hole #1. Next you have two par 3 holes scattered in the front 9 with substantial lakes that separate the tee from the green. Holes #5 through #9 play alongside two streams, crossing them continually.

The back nine begins with a promising birdie opportunity on Hole #10, but Hole #11 has several water hazards and a well-bunkered green. Holes #12, #13 & #14 are three Scottish-style holes with tall grass in the rough and wide, long fairways. Holes #15 through #18 start by dropping 80 feet off the bench down into the Rock Creek valley. Hole #15 is everybody's favorite, a unique and fun-to-play "island green". A long par 5 plays deceptively uphill along the valley floor. Hole #17 is a par 3 uphill from the valley floor to a two tiered green half way up the slope, while Hole #18 finishes on top of the bench playing back toward the clubhouse crossing the double ditch.



PURPOSE OF EMPLOYEE HANDBOOK

Red Lodge Mountain (RLM) is pleased to welcome you to our organization. This handbook has been prepared to help you get acquainted with us. It should answer many of your initial questions. The policies, procedures, and programs outlined in this handbook are designed to serve as guidelines to acquaint employees with information regarding their employment.

This handbook is presented as a matter of information only and nothing contained in this handbook shall be construed as an agreement of contract of employment either expressed or implied between Red Lodge Mountain and any one or all of its employees. While this handbook describes the current policies and benefits of Red Lodge Mountain, these policies are not conditions of employment nor do they create any vested rights for Red Lodge Mountain employees.

No supervisor or other representative of RLM, except the General Manager, has the authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the above. Any such agreement with the General Manager must be an individual agreement in writing and signed by you and the General Manager.

Employees are expected to accept responsibility for familiarizing themselves with the information in this handbook and to seek verification or clarification of its terms or guidance when necessary. Employees should consult their supervisor first, and then the Human Resources Department if they have any questions that are not answered in this handbook. Red Lodge Mountain reserves the right at any time to make any changes to the contents of this handbook. You will be kept informed of any changes made to this handbook.

During your probationary period, you may be terminated at any time, with or without good cause and without prior notice by the Company, or you may resign for any reason.

Throughout this document Red Lodge Mountain may be referred to by that name or as RLM.

We are proud of the reputation and success of Red Lodge Mountain. It is our belief that these accomplishments are the result of dedication, hard work, and good communication. We hope that you will find your association with Red Lodge Mountain very rewarding.

WELCOME TO RED LODGE MOUNTAIN GOLF COURSE!



GENERAL EMPLOYEE INFORMATION

OPEN COMMUNICATION

RLM's goal is to foster an environment of open communication. We want it to be every employee's ambition to do their job well, have fun, help the Company be profitable, and be properly rewarded for their efforts. Constructive and honest communication allows us to understand our customers' and employees' needs and gives us the opportunity to react appropriately, which improves our likelihood to succeed.

We believe all employees can make valuable contributions to our success. We encourage you to listen and observe well and if you have any suggestions, concerns, or questions about the operations at RLM, please share your ideas with your immediate supervisor. If an employee is uncomfortable at any time speaking to their supervisor, they are free to contact Human Resources.

The General Manager has an "Open Door" policy. If your supervisor is unavailable or unable to help you with your suggestions or concerns, contact your Director or Human Resources Department, and then the General Manager. This invitation extends to all RLM employees.

The procedure for your suggestions to be heard should be as follows:

- Contact immediate supervisor
- Contact Human Resources Department or Director
- Contact General Manager

PROBATIONARY PERIOD

The Probationary Period is intended to give new and transferred employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets both the employee's and the employer's expectations. RLM uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Company may end the employment relationship at-will at any time during the probationary period, with or without cause or advance notice. Probationary employees do not have access to the internal grievance process.

All new and rehired employees work on a probationary basis during the first six (6) months of employment. Any significant absence shall automatically extend a Probationary Period by the length of the absence. If RLM determines that the designated Probationary Period does not allow sufficient time to thoroughly evaluate the employee's performance, the Probationary Period may be extended for a specified period, not to exceed an additional 90 days, to give the employee an opportunity to achieve satisfactory performance.

During the Probationary Period, new and rehired employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Employees may be eligible for other Company provided benefits, subject to the terms and conditions of each benefit program. Employees shall be informed of the details of specific benefit programs as they become eligible.

NONDISCRIMINATION/ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

We expect employees to develop and maintain business-like relationships free of bias, prejudice, and harassment. In keeping with this commitment, we will not tolerate unlawful harassment or discrimination of employees by anyone, including any supervisor, manager, co-worker, vendor, client, contractor, customer, or other regular RLM visitor. Employees have a responsibility to treat others with dignity and respect at all times. Any employee found to have willfully exhibited inappropriate conduct or behavior against others may be subject to disciplinary action up to and including discharge.

Equal Employment Opportunity is a fundamental principle at Red Lodge Mountain, where employment is based upon personal capabilities without discrimination on the basis of race, creed, religion, sex (including pregnancy, gender identity, and sexual orientation), color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, genetic information, or sex distinction.

This policy applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, layoff, discharge, training, and all other terms, conditions, and privileges of employment. Your questions or concerns should be referred to the Human Resources Department that has overall responsibility for this policy and maintains reporting and monitoring procedures.

ACCOMODATION

If you require specialized accommodations for a mental or physical disability or religious belief/practice, etc., either for your current job or for jobs for which you wish to apply, contact your supervisor or the Human Resources Department. It is important that you notify us of your need for an accommodation. Once that is done, we will work with you through an interactive process to evaluate and, if possible, arrange for a reasonable accommodation. Generally, a reasonable accommodation will be attempted unless it creates an undue hardship for the Company. A reasonable accommodation does not mean the elimination of an essential function of the job.

HARASSMENT/NONDISCRIMINATION

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status or any other characteristic protected by law. RLM will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status. This policy applies to conduct occurring in the workplace and/or in other settings where RLM employees may be in connection with their work, such as business trips and business related social events. Further these prohibitions apply not only to the spoken or written word but also to e-mail, text messages, and social media posts.

The prohibited conduct also includes, but is not limited to:

- epithets, slurs, negative stereotyping, threatening, use of hate words (such as the n-word), hostile, offensive or intimidating acts that are based on a person's protected status;
- epithets, slurs, rude or offensive comments not based on a protected status but intended to belittle, intimidate, humiliate or embarrass another;
- written or graphic material circulated within or posted within the workplace, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites, etc. that shows hostility toward a person or group because of their protected status.

Yes, the harassment policy applies to social media posts, tweets, etc., that are about or may be seen by other employees, customers, clients, competitors, etc.

Yes, an employee's Facebook account may be configured as private. But if co-workers are connected and see the posts, the posts are fair and eligible for corrective action if they cross these types of boundaries.

SEXUAL HARASSMENT

Sexual harassment deserves special attention. Sexual harassment may include subtle and not so subtle behaviors, may be directed towards individuals of the same or different gender, and may include explicit sexual propositions, sexual innuendo, commentary about an individual's body, sexual prowess or sexual deficiencies, sexually oriented "kidding" or "teasing", "practical jokes," jokes about obscene printed or visual material, staring, leering or whistling, insulting or obscene comments or gestures, and physical contact such as patting, pinching or brushing against another person's body. Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature when:

- Submission to the conduct is implicitly or explicitly made a term or condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited Sexual harassment also includes:

- Harassment directed toward a person because of gender
- Propositions or pressure to engage in sexual activity
- Sexual assault
- Display of magazines, books, or pictures with a sexual connotation
- Any harassing behavior, whether or not sexual in nature, directed toward a person because of the person's gender, including, but not limited to, hazing employees working in nontraditional work environments.

RETALIATION

Neither Red Lodge Mountain, nor any of its employees, will retaliate against any applicant, employee, or past employee for opposing unlawful discriminatory practices, reporting, or assisting in making a harassment or discrimination complaint or cooperating in a harassment or discrimination investigation. Retaliation in any form is grounds for disciplinary action, up to and including discharge.

COMPLAINT PROCEDURE

All employees are responsible to help ensure that RLM avoids all forms of harassment, discrimination, or retaliation in the workplace. Whenever possible, any person who is experiencing unwelcome conduct, of the type generally described above, should inform the person engaging in the conduct that it is unwelcome and request that it stop. Employees who believe they have been subjected to discrimination or harassment or have witnessed such behavior should immediately report this information to your supervisor or the Human Resources Department.

CORRECTIVE ACTION

Red Lodge Mountain will attempt to investigate all complaints of harassment, discrimination, and retaliation thoroughly, to the fullest extent practicable. RLM will keep complaints and the terms of their resolution confidential; however, it cannot guarantee

complete confidentiality to complete a thorough investigation. If an investigation confirms that a violation of this policy has occurred, RLM will take appropriate, corrective action, up to and including discharge from employment.

CONFLICT OF INTEREST, GIFTS, AND OUTSIDE EMPLOYMENT

ACCEPTANCE OF ENTERTAINMENT, GIFTS, FAVORS, AND GRATUITIES

No employee shall solicit or accept any gift, gratuity, favor, entertainment, reward, or any other item of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his/her job. Employees can accept gifts or entertainment only in cases where the gifts or entertainment are of nominal value, are customary in the industry, will not violate any laws, and will not influence or appear to influence the employee's judgment or conduct at his/her employer's business.

CONFLICT OF INTEREST

RLM expects its employees to conduct business according to the highest ethical standards of conduct and devote your best efforts to the interests of the Company. Employees may not use their position with the Company to obtain favors and or benefits for themselves or others. Business dealings that appear to create a conflict between the interests of RLM and an employee are unacceptable.

RLM recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that RLM may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of RLM's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy addresses actions that frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately contact the Human Resources Department to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate discipline, up to and including discharge.

FINANCIAL INTEREST IN OTHER BUSINESS

An employee and his/her immediate family may not own or hold any significant interest in a supplier, customer, or competitor of the Company, except where such ownership or interest consists of securities in a publicly owned company and which securities are regularly traded on the open market.

GIVING ENTERTAINMENT, GIFTS, FAVORS, AND GRATUITIES

No employee shall give any gift, gratuity, favor, entertainment, reward, or any other item of monetary value that might influence or appear to influence the judgment or conduct of the recipient in the performance of his/her job. Employees can give gifts or entertainment only in cases where the gifts or entertainment are of nominal value, are customary in the industry, will not violate any laws, and will not influence or appear to influence the recipient's judgment or conduct at his/her employer's business.

OUTSIDE EMPLOYMENT

Outside employment that constitutes a conflict of interest is prohibited. Employees of RLM cannot simultaneously work for a competitor nor can an employee on his or her own time, operate a business or perform work of a competing nature.

All employees holding outside employment must inform their supervisor of the nature of the work and the hours when they work. If an employee's supervisor determines that the outside employment interferes with the employee's performance or creates an actual or apparent conflict of interest, the employee may be asked to terminate the outside employment.

If RLM determines that an employee's outside work interferes with performance or the ability to meet the requirements of RLM as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with RLM. RLM does not consider outside employment to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime. If outside employment leads to these problems, RLM will discipline the employee, up to and including discharge.

REPORTING POTENTIAL CONFLICTS

An employee must promptly disclose actual or potential conflicts of interest, in writing, to his/her supervisor. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the Company's relationship.

CONFIDENTIAL NATURE OF WORK

All Red Lodge Mountain records and information relating to RLM or its customers are confidential and employees must, therefore, treat all matters accordingly. No company information, including without limitation, documents, notes, files, records, personal information including credit card information, oral information, computer files, or similar materials, except in the ordinary course of performing duties on behalf of the company, may be removed from RLM's premises without permission from RLM.

Additionally, the contents of RLM's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the Company. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including discharge, for revealing information of a confidential nature.

All employees must be aware that Red Lodge Mountain retains legal ownership of the product of their work. No work product created while employed by RLM can be claimed, construed, or presented as property of the individual, even after employment by RLM has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for RLM, regardless of whether the intellectual property is actually used by RLM.

Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest and/or a breach of confidentiality. In any event, it must always be made

clear that work product is the sole and exclusive property of Red Lodge Mountain. Freelancers and temporary employees must be particularly careful in the course of any work they discuss doing, or actually do, for a competitor of RLM.

EMPLOYER INFORMATION AND PROPERTY

The protection of Red Lodge Mountain's business information, property, and all other Company assets are vital to the interests and success of RLM. No RLM information or property, including without limitation, documents, files, records, computer files, equipment, office supplies, or similar materials (except in the ordinary course of performing duties on behalf of RLM) may be removed from the Company's premises. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

Meetings held on RLM premises must be for the purpose of conducting RLM business. Meetings for other purposes are strictly forbidden.

In addition, when an employee leaves RLM, the employee must return to the Company all RLM related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, uniforms, keys, and equipment or office supplies.

INSPECTIONS AND SEARCHES

Red Lodge Mountain is concerned with preventing theft of Company property, with controlling workplace substance abuse, and with promoting the safety of its employees and others on the premises. RLM may search employee's work area including desks, file cabinets, closets, computer files, company phone records, email, or any other company owned equipment or property.

Employees are encouraged not to bring any item of personal property into the workplace that they do not want revealed to the organization. Under some circumstances, RLM may also search employee belongings, such as briefcases, purses, backpacks, toolboxes, computer cases, lunch boxes, and like items brought onto the Company's premises. From time to time and without prior announcement, inspections or searches may be made of anyone entering, leaving, or on the premises or property of the Company

EXEMPT (SALARY) / NON-EXEMPT (HOURLY) STATUS

Each employee is designated as either Non-Exempt (hourly) or Exempt (salary) from federal and state wage and hour laws. An employee's Exempt or Non-Exempt classification may be changed only upon written notification by RLM management.

- Exempt employees are classified as such if their job duties are exempt from overtime pay and/or minimum wage requirements as determined by Federal and State Wage and Hour Law definitions.
- Non-Exempt employees are subject to minimum wage and overtime pay requirements for hours worked over 40 in a workweek, in accordance with Federal and State Wage and Hour Laws.

COMPENSATION

PAY PERIODS

RLM's pay structure is based on a biweekly pay period. The Pay Periods begin at 12:00 am Saturday and end at 11:59 pm Friday. Supervisors distribute paychecks by 5:00 pm every other Friday. Please cash your checks within 90 days of issuance. All uncashed checks will be turned in to the state.

DIRECT DEPOSIT

RLM is pleased to offer direct deposit to all employees. Direct deposit is an efficient, secure, and economical method for delivering payments to employees. Employee pay will be electronically deposited directly into one or several accounts designated by the employee every other Friday. With each paycheck or direct deposit you will receive a statement showing timecard detail, gross pay, itemized deductions, and net pay.

RECORDING TIME WORKED

Non-exempt employees are required to use time clocks to document their hours of work. Your supervisor will advise you of proper time keeping procedures for your department. Falsifying work records/timecards for yourself or other employees is a cause for termination. This includes employees using time badges/pass to clock others in and out. Please report any missed punches or errors on your timecard to your manager.

TIMEKEEPING

Federal and state law requires us to keep accurate records of time worked for all non-exempt employees. You are required to use the following procedures unless you have been notified that you are classified as exempt. All departments utilize an electronic timekeeping system called ADP. You will be issued a timecard that has an identifying bar code that is read by the ADP system to record time card transactions.

Non-exempt employees must record all time worked using the method explained to you by your manager. You must clock out and in for any periods of time when your supervisor has approved of you leaving the work area on personal business (lunches, personal phone calls, appointments, etc).

We ask that you clock in prior to doing any work for the Company. Please do not do any work for the benefit of the Company before clocking in or after clocking out. Please see your supervisor for the location of your approved time clocks.

You may not clock in or begin work more than five minutes prior to your scheduled starting time and clock out no more than five minutes after completing your assigned shift unless you have been requested to work additional time by your supervisor or a manager. If you arrive at RLM more than five minutes before you are scheduled to work, you may wait in one of the employee break areas. Please do not wait at your workstation or punch in early. Once you have clocked out, you should leave the work areas as soon as possible in order to avoid any unnecessary interference with on duty employees.

You must be properly attired, groomed, and ready to start work when you clock in. You must clock out prior to changing to street attire.

You may not clock in for another employee for any reason. Clocking in or out for someone else may result in termination of your employment. Your time card is also be your ski, golf, and/or meal pass. All employee's IDs and ski/golf passes must be returned upon termination from Red Lodge Mountain.

OVERTIME

All employees paid an hourly wage must receive their supervisor's approval prior to working any overtime. Employees receive overtime pay for all hours worked over forty (40) hours per workweek (Saturday – Friday). Hours worked do not include vacation, sick days, or holidays. The overtime rate is one and one-half (1½) times the base rate of pay. Employees working overtime without approval can be subject to disciplinary action, up to and including termination.

EXTRA WORK AVAILABLE

Occasionally, due to a shortage of staff or unforeseen circumstances, it may be necessary at time to use staff in other areas than they were originally hired for. You may ask other department managers if they need help only if you have prior approval from your primary department manager. It will be strictly up to the primary manager on who he/she allows for the extra work available. You are only authorized to work 40 hours in one work week, including your secondary position, unless otherwise authorized by all managers.

Your present position will be considered your primary job. If you are interested in working for another department, you must discuss all the details with your primary job manager.

Your second job must work around the primary job schedule. If you are discharged from one department, you may lose both jobs. If you are laid-off from one department, you may keep the other on an as-needed basis.

All hours worked over 40 in one week will be paid at time and a half (1½) of the weighted average of all positions and must be authorized by both managers.

HOLIDAY PAY

The designated holidays for the summer season are:

Memorial Day
Independence Day
Labor Day

When **seasonal hourly** employees are required to work designated holidays, they shall be paid at time and a half (1½) for all hours worked on the calendar holiday. **Full time year round (FTYR)** employees receive a paid day (8 hours) off for these holidays. If a **FTYR/Seasonal salaried** employee is required to work on the holiday or if the holiday falls on a normal day off, they may choose to take another day off at a later time (pending supervisors' approval). If a **FTYR hourly** employee is required to work on the holiday they will receive time and a half (1½) for hours worked or a paid day off (8 hours).

TIPS

Any employee who receives \$20 or more in tips per month is required by federal law to report his/her total tips. Employees who receive tips must record their tips daily and submit them to their supervisor or enter them into an approved time clock.

PAYROLL DEDUCTIONS

While you are employed by RLM certain deductions will be made from your paycheck. Some of these deductions are required by law, while others such as health insurance premiums or other deductions are made only at your request. Those required by law are as follows:

- Withholding Tax — State and Federal
- Social Security Contributions
- Medicare Contributions
- Orders to withhold (Garnishments)

PAYCHECK CORRECTIONS

After employees review their paychecks and deductions, they should immediately bring forward any mistakes and/or improper deductions to their supervisor. The Company will attempt to promptly review the complaint and, if valid, reimbursement will be issued within a reasonable time frame. Reissuing of lost paychecks will incur a \$40 processing fee.

ADVANCES

Advances on pay are not available.

CHARGING

No employee charges will be allowed unless otherwise approved through manager and accounting department.

FINAL PAYCHECK UPON TERMINATION

When you voluntarily terminate (resign) your employment or are involuntarily terminated prior to payday, all the unpaid wages will be issued on the next regular payday for the pay period during which the employee was separated from employment or 15 days from the date of separation from employment, whichever occurs first, either through the regular pay channels or by mail if requested by the employee. Each employee must return (if issued) any Company keys, uniforms, or other property including valid ski passes.

WORK HOURS AND ASSIGNMENTS

Your supervisor will advise you of your work schedule as well as department and Company practices concerning clocking in, work breaks, and lunch periods. Employees should avoid scheduling personal appointments during business hours.

There is no federal or state law requiring employers to furnish employees with breaks. Breaks, when available, are considered a benefit to the employee and availability is dependent upon work demands. All breaks require prior supervisor approval, are no longer than 15 minutes in length, and are compensated. Lunch periods are generally 30 minutes in length and are unpaid.

EMPLOYEE DEVELOPMENT

PERFORMANCE APPRAISALS

Supervisors may perform employee evaluations during the season to assess your specific accomplishments and areas in need of improvement.

JOB POSTING PROGRAM

Current job openings are posted on the RLM web site at www.redlodgemountain.com. When job openings occur within the Company, consideration will be given to current employees meeting qualifications. If you have any questions regarding jobs available within the Company, please contact your supervisor or the Human Resources Department.

TRANSFERS/PROMOTIONS

RLM encourages employees to assume higher-level positions or lateral transfers for which they qualify. Employees who wish to apply for a transfer should discuss it first with their supervisor/manager and the Human Resources Department so that it may be determined if their skills fit the requirements of the desired job. Employees should also feel free to discuss their career aspirations with their supervisor/manager or the Human Resources Department at any time.

TRAINING/EDUCATION

All departments have formal and informal training programs to assist you in gaining the information necessary to meet our business and safety objectives. There may also be opportunities offered for education outside the Company to help increase your skills for your current work or for an upgraded position. Please take these opportunities seriously and acquire the knowledge to do your work to the best of your abilities.

MEETINGS

On occasion, RLM may request that you attend a Company-sponsored meeting. If this is scheduled during your regular working hours, your attendance is required and you shall receive your regular pay while you are in the meeting. If the meeting is held during your non-working hours and you are required to attend, you shall be paid for the time you spend at the meeting.

ACCURATE EMPLOYEE INFORMATION

For accurate administration of your wages and benefits, and for compliance with Federal and State Regulations, it is necessary that current and accurate personnel records be maintained for each employee. This information is also necessary in the event you must be reached for emergency and work availability. If there are changes or if you observe or are aware of any errors in your personnel records, please notify Human Resources immediately. Falsification of any personal information is cause for termination.

VIEWING PERSONNEL FILES

Personnel files are maintained for each employee. Personnel files are the property of the Company and may not leave Company premises. Please make an appointment with the Human Resources Department in advance if you wish to view your personnel file.

VISITORS

For the safety of employees, all vendors and visitors are required to enter the premises through the reception area located in the Administration Building. Your friends and relatives are welcome guests, but they should realize that you are here to work and that you cannot visit while on duty.

EMPLOYEE RECOGNITION PROGRAMS

COURSE BUCKS

\$5 Course Bucks Vouchers are handed out for on the spot recognition of employees that are giving an extra effort.

DOUBLE EAGLE AWARD

The Double Eagle Award is presented annually to an individual or group in recognition of their actions that took special effort to provide personal service. It could be a single act or an action that went above and beyond the employee's normal duties. If you wish to nominate an employee, your supervisor has the forms. At the end of the season, a committee will review each nomination and choose award recipients.

GRASS IS ALWAYS GREENER AWARD

The Grass is Always Greener award is to recognize employees annually that have had a history of dependability, enthusiasm, teamwork, and a commitment to Company goals. We want to acknowledge their contributions as significant to the continued success of our business. These are the employees that day-in and day-out approach their jobs with a "whatever it takes attitude." At the end of the season, a committee will review each nomination and choose award recipients.

YEARS OF EMPLOYMENT

Employees are awarded for consecutive years of employment (employees will be granted a one-year grace period). "Year" is defined as a complete season. One year will be awarded for full-time/seasonal employees.

- 5 Years - Personalized certificate & 5-Year Pin
- 10 Years - Personalized certificate & 10-Year Pin
- 15 Years - Framed personalized certificate & 15-Year Pin
- 20 Years - Framed personalized certificate, Lifetime Pass, & 20-year pin

RLM POLICIES

DRUG AND ALCOHOL POLICY

RLM is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal drugs and alcoholic beverages. Abuse of drugs and alcohol impairs employee judgment resulting in increased safety risks, employee injuries, and faulty decision-making. Therefore:

- To ensure a safe and productive work environment for our employees, customers, and clients, the sale, possession, transfer, use, working under the influence, or purchase of alcohol or a controlled substance on Company property or while performing Company business is strictly prohibited. Controlled substance means a dangerous drug, as defined US Department of Transportation, in 49 CFR, part 40, except a drug used pursuant to a valid prescription or as authorized by law. Controlled substances for all purposes of this Policy include the drug commonly referred to as marijuana, regardless of whether the employee has obtained a registry identification card, or has been issued a written certification by a physician, pursuant to the Montana Medical Marijuana Act, or a similar act of any other state.
- An employee may be asked to take a drug/alcohol test at any time if there is reasonable suspicion of impairment.

If an employee is using a legally prescribed drug, such as pain relief medication, that may affect the employee's safety as well as the safety of others, he or she must notify the Human Resource Department to determine whether or not the employee can operate machinery, use certain tools, and or drive a vehicle to perform their job duties. RLM has a zero tolerance Drug and Alcohol Policy. Employees whose abilities are believed to be impaired because of the influence of drugs or alcohol will be relieved from work duties for that day and can be subject to disciplinary action, up to and including termination.

JURY DUTY LEAVE POLICY

Red Lodge Mountain recognizes that jury duty is a civic responsibility of our employees. You must provide a copy of the jury duty summons to Human Resources and your manager within one day of receiving the summons.

Occasionally, the summons to jury duty will occur at a time of the year when the employee or the employer might experience a significant impact on customers or staffing from the loss of the employee to jury duty. In these instances, the employer may write a letter to the court requesting the postponement of the employee's jury duty.

Jury duty leave will be unpaid, but you may use your accumulated vacation time if you wish to continue to be paid while on jury duty. You may also take the additional jury duty time as an unpaid leave of absence.

If you report for jury duty and are dismissed, you will be expected to report for work for the remainder of each day on which this occurs. If you are told that you do not need to report to the court on any day of your jury duty stint, you are required to come to work.

If you take an unpaid leave of absence for jury duty, your benefits such as health care, dental, vision, and disability will be continued and the normal payments that you make will be subtracted from your pay on your return from the unpaid leave.

Employees are expected to work with their manager to ensure that serving jury duty does not adversely impact your customers and your coworkers.

MATERNITY LEAVE

An employee requiring maternity leave shall provide Red Lodge Mountain with reasonable notice of the expected date of leave. RLM will not terminate a female employee because of pregnancy. RLM will grant a request by a female employee for a reasonable pregnancy-related leave of absence. RLM requires disability as a result of pregnancy be verified by medical certification that the employee is not able to perform employment duties.

RLM will treat maternity leave the same as leave for any other disability that qualifies for benefits under the Company's disability leave plan.

Upon signifying an intent to return at the end of a pregnancy-related leave of absence, the employee will be reinstated to the employee's original job or to an equivalent position with equivalent pay and accumulated seniority as of the date leave began, retirement, fringe benefits, and other service credits unless, the employer's circumstances have so changed as to make it impossible or unreasonable to do so. Contact the Human Resource Department for questions related to your leave.

Any employee on maternity leave continues to accrue vacation time or sick hours and is eligible for holiday pay. If you fail to return to work after your leave of absence, Your Company may require repayment of the employer's portion of the health insurance premium.

MILITARY LEAVE

Red Lodge Mountain will abide by all provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and will grant military leave to all eligible employees. Employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documents unless giving such notice is impossible, unreasonable, or precluded by military necessity.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) provides eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Red Lodge Mountain is a covered employer with at least 50 employees within a 75-mile radius and provides. Employees are eligible if they have:

- at least 12 months of service with the company, and
- have worked at least 1,250 hours within the preceding 12-month period.

If eligible, there are two types of leave available, including the basic 12 workweeks of unpaid leave (Basic Family Leave), and the military family leave (Military Family Leave) described in this policy.

BASIC FMLA LEAVE

Employees who meet the eligibility requirements described above are eligible to take up to 12 workweeks of unpaid leave during any 12-month period for one of the following reasons:

1. To care for the employee's son or daughter during the first 12 months following birth; or
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care; or
3. To care for a spouse, child, or parent who has a serious health condition; or
4. For incapacity due to the employee's pregnancy, prenatal medical or child birth; or
5. Because of the employee's own serious health condition that renders the employee unable to perform essential functions of his or her job; or for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

In cases where a married couple is employed by the same company, the two spouses together may take a combined total of 12 weeks' leave during any 12 month period for reasons 1 and 2, or to care for the same individual pursuant to reason 3.

MILITARY FAMILY LEAVE

Two types:

1. **Qualifying exigency leave.** Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the military member or member) is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).

For Regular Armed Forces members, "covered active duty or call to covered active duty status" means duty during the deployment of the member with the Armed Forces to a foreign country (outside of the United States, the District of Columbia, or any territory or possession of the United States, including international waters).

For a member of the Reserve components of the Armed Forces (members of the National Guard and Reserves), "covered active duty or call to covered active duty status" means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

Qualifying exigencies may include:

- Short-notice deployment (seven or less calendar days)
- Attending certain military events and related activities
- Childcare or school activities
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the military member (up to 15 calendar days of leave, dependent on orders)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered military member's covered active duty status, and to address issues arising from death of military member)
- Attending to parental care needs arising from covered active duty or call to duty (arrange for alternative care for a parent of a military member, provide urgent or immediate care, admit or transfer to a care facility, or attend non-routine caregiver meetings with care facility staff)
- Other activities arising out of the military member's covered active duty or call to active duty and agreed upon by the company and the employee.

2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 workweeks of leave during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military service member or veteran recovering from a serious injury or illness, as defined by FMLA's regulations.
 - For a current member of the Armed Forces, including a member of the National Guard or Reserves, the member must be undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.
 - For a covered veteran, he or she must be undergoing medical treatment, recuperation or therapy for a serious injury or illness. *Covered veteran* means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. An eligible employee must begin leave to care for a covered veteran within five years of the veteran's active duty service, but the single 12-month period may extend beyond the five-year period.

CALCULATION OF 12-MONTH PERIOD

The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

For the military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave taken for other FMLA circumstances during this 12-month period will be deducted from the total of 26 weeks available.

EMPLOYEE RESPONSIBILITIES

- Notify your supervisor and Human Resource Department
- Supply sufficient information for Red Lodge Mountain to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable;
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.
- Failure to comply may result in leave being delayed or denied.

EMPLOYER RESPONSIBILITIES

- When an employee requests leave, the company will inform the employee whether he or she is eligible under the FMLA. If the employee is eligible for FMLA leave, the employee will be given a written notice that includes details on any additional information he or she will be required to provide. If the employee is not eligible under the FMLA, the company will provide the employee with a written notice indicating the reason for ineligibility.
- If leave will be designated as FMLA-protected, the Company will inform the employee in writing and provide information on the amount of leave that will be counted against the employee's 12- or 26-workweek entitlement.

USE OF INTERMITTENT AND REDUCED-SCHEDULE LEAVE

- An employee does not need to use this leave entitlement in one block. Leave because of a serious health condition, or either type of family military leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced-schedule leave (reducing the usual number of hours worked per workweek or workday) if medically necessary.
- Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis. Leave may **not** be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.
- If leave is unpaid, the company will reduce the employee's salary (including FSLA exempt employees) based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced-schedule leave, the company may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and that has equivalent pay and benefits.

MEDICAL CERTIFICATION

- If the employee is requesting leave because of the employee's own or a covered relation's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification. Employees may obtain Medical Certification forms from the health care provider. When the employee requests leave, the company will notify the employee of the requirement for medical certification and when it is due (no more than 15 days after leave is requested). If the employee provides at least 30 days' notice of medical leave, he or she should also provide the medical certification before leave begins.
- Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The company, at its expense, may require an examination by a second healthcare provider designated by the company, if it reasonably doubts the medical certification initially provided. If the second healthcare provider's opinion conflicts with the original medical certification, the company, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.
- The Company may require subsequent medical recertification. Failure to provide requested certification within 15 days, except in extraordinary circumstances, may result in the delay of further leave until it is provided. Employees may also be required to provide a fitness-for-duty certification upon return to work, or during intermittent leave, as required.

FITNESS FOR DUTY CERTIFICATIONS

Because RLM wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by his/her health care provider.

- An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be discharged from employment.

- FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

MAINTENANCE OF MEDICAL AND OTHER BENEFITS

During an approved family medical leave, the Company will maintain the employee's health benefits as if the employee continued to be actively employed.

- If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee may be required to reimburse the company for the cost of the premiums paid by the Company for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.
- If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse **the company share** for the cost of premiums paid for maintaining coverage during the leave period, except as set forth in the FMLA regulations.
- Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Refer to individual benefit provisions for information about accrual of benefits while on FMLA.

CONCURRENT LEAVE

- Employees must use any accumulated sick leave, vacation time, or paid time off (PTO) to the extent provided by the benefit plan and available during FMLA leave unless such leave is covered under workers' compensation or other paid disability leave, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as FMLA leave without pay.
- The substitution of paid leave time for unpaid leave time does not extend the 12-workweek leave period. Furthermore, in no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100 percent of an employee's salary. Family medical leave runs concurrently with other types of paid leave benefits.

RETURN FROM LEAVE

Upon return from leave, the employee will be restored to his/her original or an equivalent position with equivalent pay, benefits and other employment terms in effect for all employees. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with Red Lodge Mountain. In the event that an employee is not able to return work at the end of the 12 workweeks of protected FMLA leave, the employer is no longer required to restore the employee to an equivalent position.

REPORTING WHILE ON LEAVE

If an employee takes leave because of the employee's own serious health condition or to care for a covered relation, the employee must contact the Company on the first and third Tuesday of each month regarding the status of the condition and his or her intention to return to work.

ATTENDANCE POLICY

Regular and prompt attendance is critical for RLM to operate safely and efficiently and is expected of all employees. When you are not able to be at work or are going to be late, please notify your supervisor as soon as possible so your work assignments can be covered. The Pro Shop phone number is 446-3344.

Reporting to work on time is required. “On time” is defined as being properly dressed and prepared to begin work at the start of a scheduled work period.

An unexcused absence is one in which the employee calls the day he/she are out and gives a reason the Company considers unacceptable.

- An unreported absence is one in which the employee does not contact the Company the day he/she is out.
- Any unreported absence may be considered grounds for termination. In the event of an unreported absence for a period of two (2) consecutive workdays, RLM shall consider the employee to have voluntarily terminated

Irregular attendance, unexcused absences, excessive tardiness, and unreported absences are disruptive to the business and will not be tolerated. There is no compensation for absence or tardiness for employees. Violation of this policy will result in disciplinary action, up to and including termination.

IT ACCEPTABLE USE POLICY

This Acceptable Use Policy covers the security and use of all Red Lodge Mountain information and IT equipment. It also includes the use of email, internet, voice, and mobile IT equipment. This policy applies to all Red Lodge Mountain employees, contractors, and agents (hereafter referred to as ‘individuals’).

This policy applies to all information, in whatever form, relating to Red Lodge Mountain business activities worldwide, and to all information handled by Red Lodge Mountain relating to other organizations with whom it deals. It also covers all IT and information communications facilities operated by Red Lodge Mountain or on its behalf.

COMPUTER ACCESS CONTROL — INDIVIDUAL’S RESPONSIBILITY

Access to the Red Lodge Mountain IT systems is controlled using User IDs and passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the Red Lodge Mountain IT systems.

Authorization and access to Red Lodge Mountain IT systems is restricted to the scope of the employee’s normal job responsibilities. If an employee believes they have been given access to information beyond the scope of their duties in error, it is the employee’s responsibility to inform their Department Manager immediately.

Unless authorized by management in writing, employees are expected to refrain from the following types of actions/behaviors. Note this list is not exhaustive and only provides examples of inappropriate and unacceptable actions:

- Allow anyone else to use their user ID and password on any Red Lodge Mountain IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else’s user ID and password to access Red Lodge Mountain IT systems.

- Leave their password unprotected (for example writing it down).
- Leave their swipe card unattended.
- Perform any unauthorized changes to Red Lodge Mountain IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Connect any non-Red Lodge Mountain authorized device to the Red Lodge Mountain private network or IT systems.
- Store Red Lodge Mountain data on any non-authorized Red Lodge Mountain equipment.
- Give or transfer Red Lodge Mountain data or software to any person or organization outside Red Lodge Mountain without the authority of Red Lodge Mountain.

Department Managers must ensure that individuals within their scope of authority are given clear direction on the extent and limits of their authority regarding IT systems and data.

INTERNET AND EMAIL CONDITIONS OF USE

Use of Red Lodge Mountain internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Red Lodge Mountain in any way, not in breach of any term and condition of employment, and does not place the individual or Red Lodge Mountain in breach of statutory or other legal obligations. All individuals are accountable for their actions on the internet and email systems.

Unless authorized by management in writing, employees are expected to refrain from the following types of actions/behaviors. Note this list is not exhaustive and only provides examples of inappropriate and unacceptable actions:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send, or receive any data (including images), which Red Lodge Mountain considers offensive in any way, including sexually explicit, discriminatory, defamatory, or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Red Lodge Mountain, alter any information about it, or speak on Red Lodge Mountain's behalf, unless authorized.
- Use the internet or email to publicly malign Red Lodge Mountain. Employee grievances will be addressed internally.
- Send unprotected sensitive or confidential information externally.
- Forward Red Lodge Mountain mail to inappropriate personal (non-Red Lodge Mountain) email accounts (for example a personal Gmail account).
- Make commitments through the internet or email on behalf of Red Lodge Mountain, unless authorized.
- Download or distribute copyrighted material such as music media (MP3) files, film, and video files (not an exhaustive list) unless authorized.

- In any way, infringe any copyright, database rights, trademarks, or other intellectual property.
- Download any software from the internet without prior authorization of the IT Department.
- Connect Red Lodge Mountain devices to the internet using non-standard connections.
- Use the internet or email for non-business high-bandwidth consuming activities when bandwidth bottlenecking may a problem, for example during high-traffic periods such as morning ticket sales or lunch rushes.

CLEAR DESK AND CLEAR SCREEN POLICY

To reduce the risk of unauthorized access or loss of information, Red Lodge Mountain enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided, for example using secure printers when printing confidential information.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers or in public scan folders.
- All sensitive business-related printed material must be disposed of using confidential waste bins or shredders.

EXPECTATIONS FOR WORKING OFF-SITE

It is accepted that laptops and mobile devices will be taken off-site.

Unless authorized by management in writing, employees are expected to refrain from the following types of actions/behaviors. Note this list is not exhaustive and only provides examples of inappropriate and unacceptable actions:

- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a vehicle.
- Potentially sensitive information should not be distributed when connected to unencrypted networks.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places).
- Care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones, and tablets. They must be protected at least by a password or a PIN and, where available, encryption.

MOBILE STORAGE DEVICE POLICY

When transferring confidential information, mobile devices such as memory sticks, CDs, and DVDs must only be used in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Red Lodge Mountain authorized mobile storage devices may be used when transferring sensitive or confidential data.

SOFTWARE POLICY

Employees must only use software authorized by Red Lodge Mountain on Red Lodge Mountain computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on Red Lodge Mountain computers must be approved and/or installed by the Red Lodge Mountain IT Department.

Unless authorized by management in writing, employees are expected to refrain from the following types of actions/behaviors. Note this list is not exhaustive and only provides examples of inappropriate and unacceptable actions:

- Store personal files such as music, video, photographs, or games on Red Lodge Mountain IT equipment.

ANTIVIRUS DISCLOSURE AND EXPECTATIONS

The IT Department has implemented centralized, automated virus detection, and virus software updates within the Red Lodge Mountain. All PCs have antivirus software installed to detect and remove any virus automatically.

Unless authorized by management in writing, employees are expected to refrain from the following types of actions/behaviors. Note this list is not exhaustive and only provides examples of inappropriate and unacceptable actions:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than using approved Red Lodge Mountain anti-virus software and procedures.

TELEPHONE EQUIPMENT CONDITIONS OF USE

Use of Red Lodge Mountain voice telephones is intended for business activity. Individuals must not use Red Lodge Mountain telephones for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications.

Unless authorized by management in writing, employees are expected to refrain from the following types of actions/behaviors. Note this list is not exhaustive and only provides examples of inappropriate and unacceptable actions:

- Use Red Lodge Mountain telephones for conducting personal business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or international operators, unless it is for Red Lodge Mountain business use.

ACTIONS UPON TERMINATION OF EMPLOYMENT

All Red Lodge Mountain equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices, and CDs/DVDs, must be returned to Red Lodge Mountain at termination of contract.

All Red Lodge Mountain data or intellectual property developed or gained during the period of employment remains the property of Red Lodge Mountain and must not be retained beyond termination or reused for any other purpose.

MONITORING AND FILTERING

All data that is created and stored on Red Lodge Mountain computers is the property of Red Lodge Mountain and there is no official provision for individual data privacy.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Red Lodge Mountain has the right to monitor activity on its systems, including internet and email use, to ensure systems security and effective operation, and to protect against misuse.

REPORTING AND FOLLOW-UP

It is your responsibility to report suspected breaches of Red Lodge Mountain's IT Acceptable Use Policy without delay to your department manager or the IT Department.

All breaches of this policy will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Red Lodge Mountain disciplinary procedures, up to and including termination.

COMPANY RADIOS

RLM frequently uses radio communication in its daily operations. Before employees can use a radio, they will be trained in its use and in the necessary protocol. Radio usage should be limited to essential communication and not for any other purpose. Please use phones or personal meetings to discuss any other issues.

COMPANY PROPERTY

An employee may be held financially responsible for any damage to Company property or equipment, if the same was caused willfully by such employee through negligence or with utter disregard for the policies and property of the Company.

RLM requires that all Company equipment is appropriately used for legitimate purposes. Fraudulent, harassing, threatening, discriminatory, sexually explicit, or obscene messages and /or materials are not to be transmitted, printed, requested, or stored.

PRESS INQUIRIES

Should a member of the press seeking information contact you, please refer them immediately to the Guest Service and Marketing Director or the General Manager.

To guarantee accurate and consistent information pertaining to any aspect of Company operations, accidents or incidents, refer all inquiries to the Marketing Department. Do not relay any information regarding an accident or injury to anyone but your supervisor. Violation of this policy will result in disciplinary action, up to and including termination.

VEHICLE USE

Any employee who operates a motor vehicle (either personally owned or RLM provided) while on RLM business is held strictly responsible for compliance with RLM policy and all traffic regulations of the city, county and state. RLM prohibits the use of cell phones while driving Company vehicles. If a personal vehicle is used for Company business, proof of insurance shall be required. An employee who operates a vehicle on behalf of RLM must maintain a valid operator's license and insurability. Personal use of Company vehicles is prohibited. Accidents and/or traffic violations while on RLM business must be reported immediately to management.

Employees are reimbursed for any approved business for travel expenses. Proper receipts and validation are necessary for reimbursement.

All employees who drive company vehicles and personal vehicles for company business shall use and ensure that all passengers use available safety belt equipment installed in the vehicle being operated. Accidents and/or traffic violations while on RLM business must be reported immediately to management or your supervisor.

LOGO AND NAME USAGE

To maintain a congruency in our image the Red Lodge Mountain logo and name cannot be used without the permission of the Red Lodge Mountain Marketing Department. The current logo is the only official logo of Red Lodge Mountain.

PROMOTIONAL EVENTS/CONTESTS

Employees and their immediate family members are prohibited from participating in contests and/or giveaways that are promoted to the public, unless specified as otherwise by the marketing department.

SMOKING/SMOKELESS TOBACCO POLICY

Smoking and smokeless tobacco use (including the use of an e-cigarette), is not permitted by any on duty employee or in Red Lodge Mountain vehicles or buildings. No smoking, use of e-cigarette, or use of smokeless tobacco in uniform.

PERSONAL CELL PHONES

Personal cell phones, texting, blogging, surfing, or emailing are not to be performed during employee work hours. RLM encourages employees to give our guests their undivided attention.

HEAD PHONES

In order to deliver good customer service, employees need to be able to hear customers and machinery. The use of headphones, iPods, and other personal sound systems is not allowed while on duty or while in uniform.

CONDUCT/UNFAVORABLE CONDUCT

It is important to understand that our business is a service that we provide to the public. The manner in which we treat our guests and each other is critical to our success. Customer service and our approach with our guests is what keep them coming back. We expect you to treat our customers and your co-workers professionally and with the utmost respect whether you are working or

not. People will recognize you as an RLM employee and we expect you to conduct yourself favorably either on or off duty. The goal is for our guests to really want to come back again and to create a fun and rewarding opportunity for our employees.

A few examples of unfavorable conduct are listed separately in this handbook. The following is a list of some more examples, which are not all inclusive:

- Insulting, offensive behavior toward a guest or co-worker
- The use of profanity in front of guests
- Failure or refusal to follow the instructions of a supervisor/insubordination
- Careless discussion of confidential information
- Working in a careless and unsafe manner
- Theft, fraud, or destruction of RLM property (including graffiti)
- Substandard or unsatisfactory performance
- Possession of an unauthorized weapon
- Golfing in an unsafe or inappropriate manner
- Harassment of any kind

In the event an employee fails to adhere to any of RLM policies and practices, the employee may be subject to disciplinary action up to and including termination.

DISCIPLINE

If an employee's performance is found to be unsatisfactory or an employee's conduct to be unacceptable, disciplinary action will be taken. Discipline can range from an informal discussion to immediate discharge. Discipline is at the discretion of the Company and shall be decided on a case-by-case basis. If you disagree with any disciplinary action, you are required to follow the internal grievance procedure.

INTERNAL GRIEVANCE PROCEDURE

The Internal Grievance Procedure is not available to employees who are still in a Probationary Period. If an employee has a problem or complaint that cannot be resolved with the supervisor, the employee may present a written statement of the problem or grievance to the Human Resources Department. The Human Resources Department will consider the written statement and take such action as deemed appropriate per Company policy.

If an individual employee wishes to appeal discharge, layoff, or a change in working conditions, they must present a written statement to the Human Resources Department within ten (10) days after being informed of the discharge or change in the working conditions. The written statement will contain the facts which the employee believes should be considered and shall state the resolution the employee believes is appropriate. The General Manager shall consider and advise the employee or former employee of his or her final decision regarding the employee's complaint or grievance within a timely manner after the employee initiates the process.

REPORTS OF WRONGDOING (WHISTLEBLOWING)

RLM is committed to high standards of ethical and legal business conduct. It expects and encourages all employees to report any suspected violation of the law or RLM's code of conduct. This policy aims to provide guidance for employees to raise concerns about serious misconduct and to provide assurance that they will be protected from retaliation for making such reports.

This policy is intended to cover reports of:

- Incorrect Financial Reporting
- Any unlawful activity
- Activities in violation of RLM's Code of Conduct
- Any other serious misconduct

PROCEDURE

Employees who have concerns about serious misconduct should contact Human Resources or any Director of the company. Employees may report suspected illegal conduct in person or by voice mail, e-mail, in person. Depending on the nature of the report, the Human Resources Manager, or RLM's audit committee will investigate all reports of serious misconduct and will promptly correct any problems. Individuals with expertise in the area(s) of concern will be used as needed.

RETALIATION PROHIBITED

The company prohibits any retaliation against employees who provide information regarding serious misconduct or assist in an investigation of any violations of applicable laws.

Any officer, employee, or agent, or any contractor or subcontractor of the company who retaliates against such employees is subject to discipline, up to and including termination.

CONFIDENTIALITY

Information provided by the reporting employee will be treated as confidential and will be provided only to those who have the need for the information or when it is required in the course of investigating or resolving the concern.

BAD FAITH OR FALSE ALLEGATIONS

Reports made in bad faith and false information provided in the course of an investigation may lead to discipline, including discharge.

RESIGNATION

A minimum of two weeks written or verbal notice to your supervisor is requested when an employee voluntarily terminates. More notice will give the Company a better opportunity to fill the position properly. An exit interview may also be requested.

EMPLOYEE DRESS AND APPEARANCE

RLM is proud of its public image and strives to maintain high standards. Our guests' first impression of our Company is through their contacts with you. Please share our pride in RLM by following the following dress code policy.

APPEARANCE

All employees are expected to be neatly dressed and well groomed. Clothing must be clean and unwrinkled at the beginning of the workday. The information below is not all inclusive and RLM reserves the right to address and request an employee change appearance to comply with RLM standards.

GOLF ATTIRE (on or off duty)

The following is a list of items considered inappropriate golfing apparel; this list is not all-inclusive:

- Cut off shorts or shorts with less than 6" inseam
- Cowboy hats/boots
- Flip-flops, that are a safety hazard
- Clothing with holes or patches
- Clothing with offensive language, tobacco, alcohol, or other golf area advertising

UNIFORMS

All employees will be issued uniforms that they will be required to wear during working hours. Employees are responsible for maintaining the cleanliness of their own uniform and are liable for excessive damage or loss. Employee uniforms must not be worn off premises or after working hours. Exceptions may be made to this policy for special events. Upon termination, all Company clothing and uniforms must be returned.

NAMETAGS

Employees will be issued a nametag and are expected to wear that tag while on duty. Nametags are not to be altered, added to in any way, and are not to be worn off Company premises.

HAIR

Extreme hair color, styles, and accessories are not permitted.

FACIAL HAIR

Male employees may opt to wear beards, sideburns, and mustaches. They must be established prior to the start of the current golf season and must be neatly maintained. All other male employees are expected to be clean-shaven every workday.

JEWELRY

Stud nose piercings are the only acceptable facial piercings. Hoop and long dangly earrings should be limited for safety reasons. Jewelry should be in good taste and must not be blatantly offensive, have negative political implications, or present a hazard to your work.

MAKEUP

Makeup should not be excessive. Perfumes and colognes should not be overbearing.

PERSONAL HYGIENE

All employees shall maintain personal cleanliness and grooming habits that reflect a professional image for both the employee and RLM.

The above list is not all inclusive and RLM reserves the right to address and request an employee change appearance to comply with RLM standards.

PARKING

All employees must park at the far end of the parking lot.

SOLICITATION, DISTRIBUTION AND POSTING OF INFORMATION

Except for RLM sponsored activities, the Company limits solicitation, distribution, and posting of information as follows:

- Solicitation or distribution of material on Company premises by persons who are not RLM employees is prohibited unless authorized by management.
- Employees may not solicit or distribute non-RLM material/information during work time or on Company premises unless authorized by management.
- Posters/information of any kind must first be approved by the Marketing Director prior to posting.
- Image and use of the logo need to remain consistent. All signs requests must be submitted by your manager to the marketing department for approval.

LOST AND FOUND

It is the duty of all RLM employees to turn in all articles lost or left behind by our guests. All lost articles belong to the persons who lost them, not to those who find them. Failure to turn in articles belonging to our guests will be considered theft and is grounds for termination. All articles found shall be turned in to any Guest Service employee or designated areas in each department.

SAFETY POLICIES AND GUIDELINES

RLM is committed to safety in all areas of the organization and providing a safe, accident-free, and healthy environment for our employees and guests. We believe that safety must function as an integral part of, and in no manner separated from, the operation of RLM. In recognition of this and in the interest of prudent management practices, our goals are to:

- Maintain a safe and healthy working environment.
- Consistently adhere to proper operating practices and procedures which are designed to prevent injury, illness and loss of assets.
- Comply with the requirements of federal, state and local safety and health codes to insure the well-being and safety of all employees and guests.

In order to achieve these goals, employees shall receive training on the use of equipment, proper and safe operating procedures, and site/task specific job functions. Periodic safety training sessions will be conducted to maintain employee awareness.

All employees are responsible for exercising maximum care and good judgment. They shall comply with established procedures in operating safely and preventing accidents. Unsafe conditions, equipment, or practices shall be reported to your supervisor or General Manager immediately. Each employee is expected to abide by all safety rules and procedures and shall wear any and all personal protective equipment required and provided by the employer.

Our safety rules have been written with all employees in mind. Please follow the rules and help RLM ensure a safe working environment.

REPORTING ACCIDENT OR INJURY

Maintaining a safe work environment requires the continuous cooperation of all employees. RLM strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees are covered by Workers' Compensation Insurance that provides coverage and protection in accordance with the workers' compensation law. Any work-related accident which occurs on the job, **no matter how minor**, must be reported immediately to your supervisor. The supervisor and employee will complete a First Report of Injury as soon as possible, and no later than 24 hours from the time of injury, even if there are no apparent injuries at the time. Employee Incident Report forms are available from the Human Resources office, front desk, and base patrol. Failure to report accidents is a serious matter as it may preclude an employee's coverage under Workers' Compensation Insurance.

Employees suffering a loss time injury on the job must have written authorization from his/her physician stating that he/she is able to perform the normal duties of the position, with or without reasonable accommodation, before returning to work. In some instances, RLM may have a temporary light duty position to assist an injured worker return to work sooner.

Time off for days not worked, or resulting in partial days or an intermittent work schedule will be covered under the terms of The Family Medical Leave Act. See FMLA policy on page 23 for more information on intermittent leave and concurrent leave for time off, job protected leave, and benefit continuation provisions.

WORKERS' COMPENSATION

Any RLM employee, who is injured or incurs an illness as a result of his or her job, will be eligible for workers' compensation benefits. Any injury or illness must be reported to your supervisor immediately. Workers' compensation claim forms may be obtained from the Human Resources Office. Prior to returning to work after an injury or illness, an employee must report to the Human Resources Department and present a doctor's release to return to work.

OFF DUTY ACTIVITIES

The Company or its insurance carrier shall not be liable for payment of workers' compensation benefits for an injury which arises out of an employee's voluntary participation in off-duty recreational, social or athletic activities. Workers' compensation does not cover accidents incurred while golfing off-duty.

POST ACCIDENT TESTING

An employee will only be tested following an accident if there is reasonable suspicion of impairment.

TESTING PROCEDURES

Any employee requiring testing will be told to report to designated testing location, depending on the time of day and other circumstances. Employees will be asked to provide a photo ID and sign a consent form regarding knowledge of the alcohol/drug test and the release of the results to the Company. Alteration, adulteration, or contamination of a drug test sample or its identification, or tampering with such a sample or its identification is prohibited and will result in disciplinary action up to and including termination.

DISCIPLINARY ACTION

Violation of any part of this policy will result in disciplinary action, up to and including termination, even for a first offense, and if appropriate, referral for prosecution by local, state, or federal law enforcement agencies.

THREATS AND VIOLENCE IN THE WORK ENVIRONMENT

Threats, threatening behavior, intimidation, and acts of violence are prohibited. Such behavior directed toward employees, guests, vendors, or other individuals will not be tolerated and should be reported immediately to your supervisor, Human Resources Department or the General Manager. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Red Lodge Mountain property shall be removed from the premises as quickly as safety permits, and shall remain off RLM premises pending the outcome of an investigation. RLM will initiate an appropriate response. This response may include, but is not limited to, suspension and/or discharge from any business relationship, reassignment of job duties, suspension or discharge from employment, and/or criminal prosecution of the person or persons involved.

EMERGENCY PROCEDURES

If you are involved in or witness an accident at the golf course which involves the area's equipment, property, or personnel, contact the pro shop front desk, then contact your supervisor or manager.

Any employee who witnesses any accident at the golf course (whether on duty or not) should contact their supervisor regardless of the severity of the accident. On occasion, employees will be asked to complete accident reports, statements, and supplemental reports by management. We ask for employee's cooperation in completing these requests.

Employees should not give anyone information or opinions regarding any accident, insurance payment of medical bills, damaged equipment, or clothing or other expenses. All questions or any other concerns about an accident should be directed to the General Manager.

FIREARMS/WEAPONS

Possession of firearms, handguns, or any related weapons or materials while on RLM business or while on Company premises or in a Company owned vehicle, is prohibited.

COMPLIANCE

Employees must comply with Company safety policies and procedures, wear personal protective equipment, and attend training sessions when scheduled. Failure to comply will result in disciplinary action up to and including termination.

EMPLOYEE BENEFITS BY GROUP

PART-TIME SEASONAL SUMMER EMPLOYEE An employee hired to work less than 32 hours per week on a regularly scheduled basis. Employee must commit to at least 2 days per week.

- Free golfing for yourself (must call for tee times)
- Free golf cart, if available (any non-employee must pay for ½ cart if riding with you)
- Free club rentals, range balls, and push cart, if available
- 4 Friendship Tickets (9 holes of golf with cart)*
- 20% discount on most items sold at Grizzly Peak Outdoors**
- 50% food and beverage discount, while working or off duty (does not include alcohol)**

FULL-TIME SEASONAL SUMMER EMPLOYEE An employee hired to work more than 32 hours per week full time during the season.

- Free golfing for you, your spouse and your dependents (18 and under, must call for tee times)
- Free golf cart, if available (any non-employee must pay for ½ cart if riding with you)
- Free club rentals, range balls, and push cart, if available
- 6 Friendship Tickets (9 holes of golf with cart)*
- 20% discount on most items sold at Grizzly Peak Outdoors**
- 50% food and beverage discount, while working or off duty (does not include alcohol)**

SEASONAL WINTER EMPLOYEE (must have worked a minimum of two consecutive seasons)

- Free golfing for yourself (must call for tee times)
- Free golf cart, if available (any non-employee must pay for ½ cart if riding with you)
- Free club rentals, range balls and push cart, if available

FULL-TIME YEAR ROUND EMPLOYEE An employee who normally works 32 hours or more per week and who is employed continuously in a position on a year round basis.

- Health, dental, vision, and life insurance
- Vacation and sick leave as defined below
- 401k plan provided they are 21 years of age or older, have worked 1000 hours, and completed one year of eligibility service
- Free golfing for you, your spouse and your dependents (23 and under, must call for tee times)
- Free golf cart, if available (any non-employee must pay for ½ cart if riding with you)
- Free club rentals, range balls and push cart, if available
- 8 Friendship Tickets (9 holes of golf with cart)*
- 20% discount on most items sold at Grizzly Peak Outdoors**
- 50% food and beverage discount (does not include alcohol)**

MANAGERS/DIRECTORS

In addition to the above benefits, managers and directors will receive:

- 35% off Retail**
- Significant other pass at no cost

*Friendship Tickets are for family & friends. They are administered by HR after an employee completes 30 days of work only if all paperwork and trainings have been completed. They are NOT TO BE SOLD!

**Employee discounts for use by EMPLOYEES ONLY. Employees must present their pass/employee ID to receive benefits/discounts.

SICK LEAVE

Sick Leave is intended to provide paid time off for FTYR employees who are ill or who need to take time off for health-related appointments. Employees may also use sick leave to care for immediate family members in the same way they do for themselves or attend a funeral of a family member. Unused sick leave is not paid upon termination. At the end of each pay period, full time year round employees accrue sick leave as follows:

Years of Service	Hours per Pay Period	Days per Year	Cap
All	1.54	5	120 hrs

VACATION

The Company grants annual paid vacation to its FTYR employees based upon length of continuous employment from FTYR hire date. At the end of each pay period, full time year round employees accrue vacation leave as follows:

Years of Service	Hours per Pay Period	Days per Year	Cap
0-2 years	3.08	10	100 hrs
3-5 years	4.62	15	170 hrs
6 + years	6.15	20	205 hrs

Employees may not accumulate above the maximum number of days designated for their years of employment. If you have not used all of your vacation time for the previous year, you will not be eligible to receive the maximum number of available days in the following year. For example, if you are eligible to receive ten days of vacation at the next eligibility period and still have three days left from the previous year, you will receive seven days of vacation time, for a total of ten days. At the time of separation, an employee will be paid for unused vacation.

A supervisor should approve an employee’s vacation schedule at least 30 days in advance. The number of employees permitted to take vacation at the same time will be determined by the Company in order to maintain efficient and safe operations. Vacations will be scheduled according to individual employee choice on a first-request, first serve basis and in accordance with staffing needs. In case of conflict, the employee with the longest Company service will usually be given preference.

401K PLAN

Employees are eligible to join the Company 401k plan provided they are 21 years of age or older, have worked 1000 hours, and completed one year of eligibility service. A summary plan description of the 401(k) plan and more information is available from the Human Resources Department. All other applicable participation information will be provided to employees once they have become eligible.

SUMMER 2019 ORGANIZATIONAL CHART

