



EMPLOYEE HANDBOOK

September 2015

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Prepared by Human Resources, Stevens Pass

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Stevens Pass Phone Number:
206-812-4510

EMPLOYEE HANDBOOK ACKNOWLEDGMENT 2015-2016 SEASON

I have read and e-signed my Employee Policy and Procedures Form acknowledging that I have been provided with the Stevens Pass' Employee Handbook and that I have been asked to familiarize myself with its contents and will be held responsible for understanding and abiding by the policies herein. I also understand that I should ask my supervisor if I have any questions about any of the policies or procedures described in the handbook.

I also acknowledge that the policies, benefits, terms and conditions of employment described in this handbook are not intended to form or imply an employment contract between the Company and any or all of its employees. I understand that my employment may be terminated by me or by the Company at any time for any reason. Only the General Manager of the Company, in writing, has the right to revise this employment at will policy.

The Company reserves the right, subject to limitations and provisions of applicable laws and regulations, to change, interpret, withdraw or add to any of its published policies, benefits or terms and conditions of employment at its sole discretion and without prior notice or consideration to any employee. The Company policies, benefits or terms and conditions of employment do not require approval by an employee or employee group.

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Welcome!

Thank you for joining the Stevens Pass team. Serving others and inspiring them with passion for outdoor recreation is a great pursuit. Being in the business of “Fun” is what attracts so many of us to the resort.

This will be Stevens Pass’s 78th consecutive year of operation. The tradition of providing mountain recreation is as true today as when Stevens Pass was founded in 1937. We have the opportunity and honor to live up to that great tradition. Last season was challenging with the resort receiving less the one half of average snowfall. Through that adversity, the creativity, flexibility, and spirit of all employees came to the forefront and allowed us to provide some of the best conditions in the PNW. The proven resilience of our workforce gives us confidence that we can stay positive and respond to whatever weather conditions come our way. To quote the naturalist Charles Darwin, *“It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change.”*

In the past four years, under new ownership, over \$12 million dollars in improvements have been made at the resort, with the new Jupiter Express high speed chairlift, Bike Park trails and drinking water system upgrade being the largest projects. These improvements will help keep us competitive in the market. Our continuing financial success will allow for additional capital improvements going into the future.

This handbook will provide you with information regarding our policies and procedures, as well as privileges and responsibilities that you have while working here. Together we can achieve all our goals by being proficient in our duties, pitching in wherever you can, and never losing focus on the guests whom we serve. Maintaining a proactive, respectful and safe work environment is the foundation of our success.

Please read this book carefully and hold onto it for reference. This version of the handbook supersedes previous versions and the policies within are subject to change. When changes occur we will do our best to communicate those to you. If you have any questions about the information, please ask Human Resources.

I thank you for your contribution to our company. Our future growth will be a direct result of the dedication that each of us puts forth in serving our guests and fellow employees. Let’s all work hard, be safe, and, of course - have fun!

Best Regards,

Bill Bourton

General Manager

Stevens Pass Mountain Resort, LLC

Section 1 - Introduction

About Stevens Pass

Back in the winter of 1937-38, Stevens Pass was started by two young men from Seattle, Don Adams and Bruce Kehr, both passionate skiers. With a permit from the U.S. Forest Service in hand, they cleared some big trees on Big Chief Mountain and built the area's first rope tow. An old Ford V-8 engine, assorted wheels and shafts and some sturdy rope they purchased for \$600 were used to construct this fancy contraption that pulled skiers up the hill.

Their start was slow since the area, at that time, was not fully accessible in the wintertime. The road was closed at Scenic on the West side. Perseverant skiers either hiked six miles to the area or bought an eighteen cent, one-way rail ticket for passage through Cascade Tunnel on the Great Northern Passenger Train. From there, they were transported to the area on an old school bus. That first season, each ride on the tow was five cents and the partners gross ticket sales were just \$88.

The original lodge, built in 1937 by the Civilian Conservation Corps (CCC), a depression era work force, was destroyed by fire in 1939. In 1940 skiers, desperately wanting a new lodge, pitched in to help Kehr and Adams build a new lodge that became known as the T-Bar Lodge. A new beginner tow was added for the 1941-42 season. Upon their return from active duty in 1945, two new beginner tows were added on Big Chief Mountain; an intermediate tow was installed on Cowboy Mountain.

In 1947 the partners, along with new partner John Caley, embarked on their biggest and most costly project to date – the mile long T-Bar lift that was installed on Cowboy Mountain at a cost of \$100,000. In 1952, the T-Bar was replaced by the first rubber tired, double chair in the Northwest. The Blue Jay chair was built in 1956 followed by Seventh Heaven chairlift in 1960. Seventh Heaven changed the character of the area by opening up some of the most advanced skiing terrain on the mountain. That year saw a change in ownership as well. Don Adams, an original partner, sold his interest to Kehr and Caley.

In 1964, Big Chief, the fourth chair, was added. When several skiers complained about the \$4 chair lift price, the No. 1 rope was re-installed; however, it operated for only two more seasons. Technology had made its mark; skiers were willing to pay more for the convenience of the chairlift. More chairs were added. Brooks chair in 1968 and Daisy, the beginner chair, was added in 1973. In 1976, Tye Mill, was purchased from the defunct Yodelin Ski Area and a three million dollar sewer

system went on line paving the way for a new day lodge. After nearly 40 years at the helm, Kehr and Caley sold the popular ski area to Seattle based Harbor Properties.

Harbor Properties constructed a second day lodge in 1978. The following year, the Hogsback triple chair was added. To access the pristine, more advanced terrain of the Mill Valley area, the Double Diamond and Southern Cross chairlifts were added in 1987. A third day lodge was constructed in 1988 to enhance ski area amenities and provide needed office space. In 1989, twenty small huts housing the many area ski schools were replaced with the construction of a new Ski School Center.

Night skiing became a more important part of the operation in 1990 when lights were added to the Hogsback triple chairlift. The 1992-93 Stevens opened the Nordic Center, located just 5 miles east of the main area. In 1993, the Jupiter chair was built in Mill Valley to expand that area's skiable terrain. The Tye-Mill lift was lighted in 1994, adding four more major runs to the night skiing lineup. The SkyLine Express, the first high-speed quad chair at Stevens was added in 1996. It was the first lighted high-speed quad in Washington. In 1998 the Hogsback Express was installed, the second high-speed lift, quickly becoming Stevens' most popular chairlift.

In 1999 Stevens embarked on its busiest summer ever with projects on the mountain and in the base area. An 8.2 million dollar re-development of the base area included the new Granite Peaks Lodge and extensive remodeling of the Tye Creek and Pacific Crest Lodges. In addition the Tye-Mill lift was re-built using the old triple Hogsback, giving guests a more modern, triple chair.

In November 2011 Stevens Pass changed ownership from Harbor Properties to CNL Lifestyle Properties, Inc and a long term operating contract with Karl Kapuscinski and the newly formed Stevens Pass Mountain Resort, LLC. After a long dry spell in capital improvements Stevens Pass began forward momentum implementing the first phase of the approved Master Development Plan and the Stevens Bike Park was born opening up summer operations for the first time. In 2012, additional bike trails were offered along with summer Scenic chairlift rides. In 2013, summer Disc Golf was added, offering a completely different experience and attraction for a larger, more varied guest base. The first large scale project since the Granite Peaks Lodge was embarked on in the summer of 2013, with the upgrade of the Jupiter quad chairlift to a high-speed express quad chairlift, located on the Mill Valley side. This was a much requested upgrade from our winter guests.

The original owners and visionaries of Stevens Pass are long gone, but their legacy continues. Today, just as pioneering Kehr, Adams and Caley sought to enhance the enjoyment of the sport, Stevens Pass continues that commitment. Phase 2 of the Master Development Plan, in process, will bring more changes, additions, and expansion to Stevens Pass providing our guests both winter and summer with the best possible outdoor recreational experience.

Stevens Pass Mission Statement

**ENRICHING THE MOUNTAIN EXPERIENCE
FOR GENERATIONS**

Stevens Pass Service Philosophy

FAST – Anticipate and make it happen

FRIENDLY – Smile and greet

FLEXIBLE – Adapt to the situation

FUN – Make it memorable

Stevens Values

Respect, for people and the environment

Integrity without compromise

Consistent, high ***Performance***

Profitability supporting continued reinvestment in the resort

Nurturing and developing our people

Vision

Stevens Pass will be the best day use, winter resort in North America, in guest, employee and owner satisfaction. We will create a resort where people will have a memorable experience enjoying winter sports on a mountain with unique terrain complemented by a base village with ambiance genuine to the Cascades. The experience will compel people to return to Stevens Pass thus providing a sustainable and strong future.

Stevens Pass Facts

Top Elevation:	Cowboy Mtn. - 5,845 feet
Base Elevation:	4,061 feet
Vertical Rise:	1,800 feet on 2 Mountains
Lifts:	3 quads, 4 triples, & 3 doubles

Special Areas:	Terrain Parks Nordic Center
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Seasons:	Late November to mid-April Early July to early October
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Easiest Trails:	11%
More Difficult Trails:	54%
Most Difficult/Expert Trails:	35%

On Mountain Facilities:

Tye Creek Deli, The Foggy Goggle, Taco Stop, Iron Goat Pizzeria, Outer Limits Grill, Cascadian Kitchen, Bull's Tooth Pub & Eatery, T-Bar Market, Rental Tech Center, Equipment Care & Repair shop, Fall Line Sports shop, The Edge, Nordic Center, Stevens Pass Ski & Snowboard School, Equipment Check, Guest Relations, First Aid.

Section 2 - Benefits & Privileges

Employee Privileges

To recognize you for making Stevens Pass the most successful winter resort in North America, we have made the following available to you:

a. Skiing and Riding Privileges

1. Employee: Any employee who commits to a work schedule that is equivalent to a minimum of one day per week is eligible to receive a season pass. You will also receive an Employee I.D. which serves as your discount card, and bus pass. You are eligible for all employee privileges. Please check with your home department.

If you work intermittently you will receive ticket vouchers in exchange for your time worked. You will receive an Employee I.D., which will serve as your discount card, and bus pass, but cannot be used to obtain tickets. You are not eligible to receive Dependent Pass privileges. You are eligible for all other employee privileges. Please ask your manager for updates if you work intermittently.

2. Dependent Pass: Lift privileges at the downhill area and Trail Passes at the Nordic Center are available to your spouse, domestic partner, and dependents for a reduced rate. An “Authorization for Dependent Privileges” form must be completed and turned in to Human Resources. You may be required to submit proof of eligibility. *All pass/I.D. holders are subject to the terms and conditions of a season pass, and must sign a Season’s Pass Agreement.*

Eligibility Requirements:

Dependent/Spouse: Dependent/Spouse: Any person under the age of 24 and claimed on the employee/volunteer’s tax return as a dependent is eligible for a Dependent Pass. Any dependent over the age of 24 who receives special care directly from the employee/volunteer due to a disability will be considered for this privilege. These cases must be approved by Human Resources.

Domestic Partner Eligibility – The domestic partner of an employee/volunteer is eligible if the domestic partnership meets all of the following criteria:

1. Both partners are 18 years of age or older.
2. The partners share a close personal relationship and are responsible for each other’s common welfare.
3. Neither partner can be legally married to anyone else or have had another qualifying domestic partner within the last 12 months.
4. The partners share joint financial responsibility for basic living expenses including food, shelter, and medical expenses.

5. The partners not be related by blood closer than would bar marriage in the state they reside in.

6. Must get prior approval from Human Resources.

Upon termination, each employee/volunteer dependent season pass may be deactivated, unless otherwise notified.

b. Mountain Exchange Program

Mountain Exchange is only available when Stevens Pass is open for operations. Please do not request letters during the preseason or postseason. Employees can get free or discounted lift access to other resorts through this program. The Human Resources office maintains a list of participating areas and their limitations.

To participate in the program you must present a letter to the other area. You may pick up a form outside the Human Resources office to request a letter. You must have a separate form for each day at each area. Once you have filled out the form and had it signed by your supervisor or department manager, bring it to the Human Resources office for processing. All requests ***MUST*** be made at least 2 full days in advance and will be processed only during Human Resources office hours. Do not ask another area for privileges without the original, signed letter and your employee I.D.

c. Employee Transportation

Employee transit is subsidized by the company. You must present a ticket to the driver upon boarding the vehicle and be prepared to show your Employee I.D. Tickets are available at Human Resources and the Company Store.

d. Tenants 4 Turns

Affordable, local accommodations are available (see Human Resources for listings).

All privileges are subject to availability due to business levels and the discretion of that department's management; priority may be given to guests. These discounts include the Nordic Center. Privileges are for employees only - family and friends are not eligible except in the case of special sale periods or where otherwise noted. You must have your Employee I.D. (and in some cases your RFID media) as proof of qualification for privileges. In the case of sale items, employees will receive either the sale discount or their privilege whichever is greater.

e. Ski & Snowboard School

Employees may participate in group lessons free of charge provided there is a paying customer in the class and the class is not full. Employees should obtain a lesson voucher from the Ski and Snowboard School desk in the rental shop or the Ski and Snowboard School Building prior to the lesson.

Dependents receive 50% off Youth, Teen or Adult Group Lessons (lesson only, equipment and ticket not included) and may also purchase a 3-18 years Unlimited Lesson Passport for \$299 (RRP \$829+) which offers unlimited access to all group and seasonal lesson programs. Dependents may only use their discounted lessons when there is space in a class with a paying customer. Lesson purchases can be made directly through the Ski and Snowboard School or by calling (206)812-7387.

f. Retail

25% off most items; 15% off hard goods and selected electronics.

g. Rental Tech Center

50% off equipment.

h. Repair Shop

25% off services.

i. Food & Beverage

50% off food and beverages. Other limitations apply: tips and alcohol are not included; only espresso and pastries are discounted in the T-Bar Market; in the Iron Goat it takes two employees to purchase a whole pizza; you may purchase for another employee – they must be present or you must present their I.D. card as proof of eligibility.

Employee food discounts are not allowed in any Granite Peak Lodge eating establishment on Saturdays and Sundays and holidays between 11:30 a.m. and 1:30 p.m. If an employee would like to eat in the GPL during those times, they will be charged the full price. During those 4 “black out” hours a week, employee dining options include any dining establishment open in the PCL and TCL, as well as the employee store and vending machines. We do not wish to exclude our employees but this policy helps ensure guest satisfaction during our busiest times.

401(k) Retirement Investment Plan

The 401(k) savings plan provides a pay deferral plan that enables contributions from the employee’s pay to accumulate in a fund for use after retirement. Contributions can be pre-tax or after-tax (through a Roth contribution). The Company reserves the right to modify or terminate the Plan.

Social Security Benefits

Social Security (FICA) and Medicare benefits are provided by the federal government when you reach retirement age and may provide disability income for various categories of employed and dependent persons.

This program is funded by deductions made from your paycheck and a matching amount that is paid by the Company on your behalf. If you have questions regarding Social Security, contact the Social Security Administration.

Workers' Compensation Insurance

You are covered while **on the job** by Workers' Compensation Insurance. The specific rate that is paid is determined by job code, which is based on your job description. You will pay a portion of this insurance as a payroll deduction and the Company will pay a portion. This insurance may provide coverage for you if you suffer an occupational illness or injury at work. Generally, to be covered, an injury or illness must arise out of and in the course and scope of employment. Eligibility and payments for medical expenses and lost time are determined by state law. If you are injured while at work, report the situation **immediately** to your supervisor. If you have questions about your coverage under the Worker's Compensation Insurance program, contact the State Department of Labor and Industries.

Employee Assistance Program

This independent, third party resource provides free, confidential counseling and referrals. It is available to any employee seeking help with: financial planning, substance abuse, childcare and/or eldercare referrals, personal relationship information, health information and online tools, legal consultations with licensed attorneys, stress management, and career development.

Contact information

Toll-free, 24-hour access

- 1-800-854-1446: English
- 1-877-858-2147: Spanish
- 1-800-999-3004: TTY/TDD

Online access is www.lifebalance.net; *user ID and Password*: lifebalance
Additional information is available at Human Resources.

Section 3 – Hire and Pay Practices

Hiring & OnBoarding

Prior to employment the following must be completed:

- Application
- W-4: Employee's Withholding Allowance Certificate.
- I-9: Employment Eligibility Verification.
- Direct Deposit
- Your manager will complete hiring information such as wage, shift, etc.

Enrollment on the time clocks will occur when these documents are complete and you are entered into payroll.

To be fully hired and eligible to receive your Employee Pass and privileges you must also have the following completed:

- Orientation Attendance
- Handbook Acknowledgement
- Season Pass Agreement
- Any other required OnBoarding tasks assigned to you

Additional Requirements:

Minors: Parent/School Authorization, Parent Release for drug testing, Original Social Security Card, and proof of age.

Background checks: Any employee required to have a background check is not allowed to work before the background check has been submitted. Continued employment will be conditional upon satisfactory results. A job offer may be withdrawn if the background check is not submitted in a timely fashion.

For #1-3 below, anyone having more than a one year break in service will be required to complete a new background check. Background checks for the following employee groups are required:

1. All Senior Team Members and Managers upon initial hire.
2. Supervisors within cash/credit card handling departments upon initial hire.
3. All employees of the Auditing and Accounting Departments upon initial hire.
4. All Instructors of the Ski and Snowboard School upon initial and re-hire. Any non-instructional Ski & Snowboard School position that may have unsupervised access to minors will be required to have a background check.
5. Any other employee who, not listed here but by virtue of their position, would fit the criteria for having a background check. These cases will be decided by Human Resources.

Payroll

The pay week at Stevens Pass starts on Monday and ends on Sunday. Paydays are every other Friday. Direct Deposit of your paycheck is required. You have two options to receive your pay. You may provide bank account information for direct deposit, or sign up for a Pay Card. Employees with all documentation will be issued a pay card if no direct deposits is submitted.

Paystubs are available online and shows gross pay, deductions, and net pay. PTO available and sick leave accrual are available in Asure, time clocks, and Geo Punch. Various payroll deductions are required by law, which include, but are not limited to taxes, Social Security, and State disability. Stevens Pass pays or matches some of the taxes that go toward benefits for employees, the State and Federal government also require individual withholding. If the Company is served a garnishment against you, there will be a deduction noted on your check. Be sure to contact your supervisor if you have any questions about your paycheck. Wage increases take effect on the first day of the next pay period after they have been approved.

Overtime

For payroll purposes, the workweek is Monday through Sunday. Due to the nature of our business, you may be required to work overtime. If your position is nonexempt (eligible for overtime compensation), you will receive one and one-half (1½) times your regular rate of pay for every hour in excess of 56 hours in the workweek, in accordance with federal law [29 U.S.C. Sec. 213 (29)]. Holidays, sick leave, and vacation leave are not considered time worked when calculating hours worked for overtime purposes.

Time and Attendance Records

It is your responsibility to make sure that your attendance and hours-worked are recorded accurately. Failure to do so may affect the amounts on your paycheck. If you notice missing punches or hours see your supervisor immediately and must be corrected within the next pay period. You are strongly encouraged to review your punches at the end of each pay period. Altering or falsifying your timecard, or completing another employee's time and attendance record, is prohibited and is grounds for disciplinary action, up to and including termination.

Employee Status

Your supervisor will inform you of your status when you are hired. Status can be changed any time at management's discretion.

Neither status nor title indicates a guarantee of work. All positions are subject to adjustment due to business levels, operational demand or management's discretion.

Benefits Group

Employee Group designations are to ensure compliance with the ACA, FLSA, and other applicable regulations. They are assigned upon hire and can be changed based on qualifications.

Section 11 in this handbook deals with benefits.

1. **Full Time:** designated year round employees
2. **Seasonal Manager:** eligible for company medical benefits without being subject to a measurement period.
3. **Seasonal, Benefit Eligible:** Employees who have met the required number of hours worked in a measurement period to become eligible for company medical benefits.
4. **Seasonal, subject to measurement period:** employees classified as “Variable Hour” per IRS guidelines and may become eligible for company medical benefits after a 12 month measurement period and applicable waiting period.
5. **Seasonal, no benefits:** employees who meet the IRS definition of a “Seasonal” employee; working less than six months therefore are not subject to a measurement period.
6. **Visa:** seasonal employees on a sponsored work visa; not eligible for company medical benefits.

Leave Groups (PTO and Sick)

See Section 11 for information regarding accrual and use of leave.

- A. PTO / Sick (rate for Year round and manager)
- B. PTO / Sick (rate for Seasonal Supervisors)
- C. Sick Leave Only
- D. Sick Hold (for an employee who has accrued sick leave in a Group A, B, or C position and is not in one currently but still has Sick Leave to use)
- E. None

Definitions:

Year round: Designated by the General Manager as being needed on a year round basis. Year round positions may be altered to a reduced schedule.

Seasonal: In a capacity that is generally limited to a season (could refer to either winter or summer) and not typically needed on a year round basis. Works on a varying seasonal timeframe based on position and need. A seasonal position is subject to be extended based on company need with approval of the General Manager. Seasonal status as an internal-use term refers to both ACA designations of “Seasonal” and “Variable Hour” employees.

Benefited: The Company pays medical benefits premiums for the employee during their employment. These positions are eligible for continuing coverage upon termination, at the employee's expense.

Nonexempt Employees (overtime eligible): The Fair Labor Standards Act (FLSA) is a federal law governing overtime. This Act requires that all employees who are not exempt from this law (all hourly employees and certain salaried employees) and who work more than 56 hours in a workweek receive overtime pay.

Exempt Employees: Some salaried employees are classified as exempt by FLSA, or applicable state laws, and are not eligible for paid overtime. These positions are typically managerial, executive, professional, or administrative in nature.

Reference Checks and Verification of Employment

By submitting an application, you authorized the release of information from Stevens Pass to any prospective future employer. If we are asked to provide a reference, we will share positions(s) held, dates of employment, reason for termination, re-hire status, and any performance related information contained in your file.

Section 4 – Employment

Equal Employment Opportunity

Stevens Pass is an equal opportunity employer. We believe that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination. It is our policy that all decisions involving any aspect of the employment relationship will be made without regard to race, color, sex, creed, religion, age, marital status, national origin, citizenship, the presence of any sensory, mental, or physical disability, veteran status, sexual orientation, or any other status or characteristic protected by local, state, or federal law. Discrimination and/or harassment based on any of those factors is completely inconsistent with our philosophy of doing business and will not be tolerated.

The above listed groups are legally protected, and at Stevens Pass all personnel decisions and practices, including hiring, firing, promotions and work assignments, shall be based on job-related considerations and none other.

Disability and Accommodation

We care about the well being of our employees and, in accordance with state and federal law, the Company will make reasonable accommodations if you have a disability that affects your ability to work. Although all employees must be able to properly perform their job duties, the Company may be able to adjust work schedules, transfer you to a vacant position for which you are qualified, or make other modifications or accommodations to permit you to perform the essential functions of your job and to continue working.

If you have a disability that affects your ability to work and you need an accommodation, you are strongly encouraged to discuss your circumstances with your supervisor. Your supervisor will treat such information as confidential, except to the extent that other employees need to know to evaluate your request for an accommodation or to accommodate your disability.

The Company may request medical opinions to verify your disability, identify potential reasonable accommodations, or to determine whether your continued work would pose a safety or health risk.

Harassment

Employees have the right to be free from such harassment on the job, either from co-workers, supervisors, or management, guests and vendors. Harassment is prohibited by state and federal anti-discrimination laws where:

- a. submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or
- c. such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are prohibited from engaging in the harassment of any other employee while on the premises, engaging in work-related activities, at company functions, and at non-company activities when conduct at these activities would affect the work environment. All employees are responsible to report any harassment they observe.

If you believe you are being harassed by fellow employees or others, notify your supervisor. If this is inappropriate, or if the situation is not satisfactorily resolved, notify Human Resources. No employee will be retaliated against, in any way, for a good faith complaint of harassment. Every effort will be made to ensure that complaints of harassment are resolved promptly and effectively. If you report an incident of harassment you are entitled to confidentiality within certain limits.

Those who violate this harassment policy will be subject to disciplinary action, up to and including termination.

Employee Orientation

The OnBoarding process includes a company orientation which is not intended to cover all aspects of this handbook, job expectations and the work environment. Employees are expected to read this handbook and relevant departmental procedure / practice manuals; please see your supervisor or Human Resources if you have questions, concerns, suggestions.

Eligibility for Employment

In accordance with the Immigration and Naturalization Service's requirements, we ask you to verify your employment eligibility. This means that you will be required to provide us with documents that establish your identity and eligibility for U.S. employment. **All** employees will be required to fill out an I-9 form and produce the appropriate documents at time of hire.

Medical Examinations

To assure your safety and ability to perform your job, an examination by a licensed physician may be required:

- a. after returning from a leave of absence;
- b. after becoming ill on the job;
- c. after suffering a work-related injury; or
- d. after being exposed to toxic materials.

You may be required to have a signed doctor's release when returning from a serious injury or illness.

Hours of Work

Your actual scheduled hours of work will be assigned by your supervisor. You may be required to work additional or fewer hours as business conditions dictate. If an hourly employee is scheduled but circumstances do not require scheduled hours, the employee may be asked to clock out.

You may be required to work holidays, weekends, and overtime.

Rest Breaks and Meal Breaks

Hourly employees will receive a 30-minute, unpaid meal break if they work at least a five-hour shift. Meal breaks are **not** considered time worked for overtime purposes. Meal breaks will be assigned by your supervisor.

Hourly employees will also receive one 10-minute rest break for every four hours worked. Rest breaks will be scheduled unless due to the nature of the job, they can be taken on an informal basis throughout the day. The rest breaks will be considered time worked for pay purposes. Rest breaks may not be taken immediately preceding or following the meal break or the beginning or end of the workday.

Termination of Employment

The length of employment is not for any fixed term and may be terminated by you or the Company at any time for any reason (with or without cause). If you decide to leave the Company, we request a two-week notice. The Company has the option of either allowing you to work during this notice period or to provide you with pay in lieu of notice.

Upon separation, all Company property, including uniforms, nametags and keys, must be returned or you will be responsible for payment of the replacement value. You must turn in your employee ID and all associated Dependent passes upon termination unless other arrangements have been authorized. Anyone who is discharged or is ineligible for re-hire will not be allowed to retain lift access and employee privileges.

Final pay will be issued on the next regularly scheduled payday.

Rehires

An employee who has a break in service and returns will be required to go through any necessary application and OnBoarding processes. Being rehired is at the discretion of Human Resources and hiring managers.

Your rehire status will be determined at the time of separation. This will be based on performance factors and reason for termination (laid off, quit with notice, quit without notice, discharged)

Personnel Files

We maintain a personnel file for each employee. At your request, we will give you a reasonable opportunity to inspect your file. If you disagree with anything in your file, you may add a statement of disagreement to the file. If you wish to review your file, contact Human Resources to schedule an appointment. Personnel files are Company property.

Employment of Relatives or Domestic Partners

Unless pre-approved by the Manager of Human Resources, family members or domestic partners will not be allowed to have supervisory responsibility for another family member or domestic partners, or be employed in positions that would create a conflict of interest.

E-Verify

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. It is the best way employers can ensure a legal workforce.

Form I-9, Employment Eligibility Verification, is the key element of E-Verify's Internet-based employment eligibility verification. E-Verify compares information the employer enters from Form I-9 to records available to the U.S. Department of Homeland Security. This electronic verification confirms an employee's identity and eligibility to work in the United States.

Section 5 – Absence From Work

Attendance and Punctuality

It is important that you report to work on time, as scheduled. If for some reason you will be delayed more than a few minutes, or are unable to report to work due to illness, call your supervisor promptly to explain the circumstances. Unless your supervisor has agreed to some other schedule, you must call in each day you are absent from work. Excessive tardiness and poor attendance may lead to termination of employment. Your supervisor will explain the procedure for calling in.

If you miss your scheduled start time due to an accident or inclement weather, your starting time is your arrival time. If you miss your scheduled start time due to the mechanical failure of employee transit while riding it, your start time will be adjusted to your scheduled time.

A no show/no call situation will result in disciplinary action and/or termination. Absence from work for two (2) or more consecutive days without proper notification will be considered a “quit without notice.”

Jury Duty and Subpoena as a Witness

If you are called to serve on jury duty, you will be given a leave for the time you are required to be away from work serving on a jury. The Company will pay you for a maximum of two weeks. Jury duty beyond that time will be unpaid. If you are summoned for jury duty, present a copy of the summons or subpoena to your supervisor as soon as possible after receipt.

If you are subpoenaed to appear in court as a witness, you will be given unpaid time off to appear, unless you are called on behalf of the Company as a witness. If you are called by the Company, the time spent testifying will be paid.

If you are an exempt employee, no deduction will be made from your salary if you are required to miss a portion of a work week due to required attendance as a witness or while on jury duty.

You should report to work during your regular hours if you are dismissed from jury duty or if, for any reason, you are not required to remain at court.

Other Leaves of Absence

a. Maternity Disability Leave

If you are disabled because of pregnancy or childbirth, you will be given an unpaid maternity leave of absence for the period of time during which you are actually disabled. The Company will require that

a licensed health care provider certify the actual period of disability.

If you are eligible for leave under the family and medical leave policy described below, you will receive that leave in addition to the pregnancy disability leave of absence described above. For example, if you are actually disabled due to pregnancy or childbirth for six weeks, you will receive that amount of time off as pregnancy disability leave. In addition, you may receive a maximum of 12 weeks of family leave after your disability leave ends.

b. Family and Medical Leave (FMLA)

If you work at a location where 50 or more Company employees work within a 75 mile radius, have been employed by the Company for at least one year, and have worked at least 1250 hours during the 12 months prior to the commencement of your leave, you may take up to 12 workweeks of unpaid leave during a 12-month period (as defined later in this policy) for one or more of the following reasons:

- 1) Because of the birth of your son or daughter, and to care for the newborn child;
- 2) Because of the placement with you of a son or daughter for adoption or foster care;
- 3) In order to care for your spouse, son, daughter, or parent if that spouse, son, daughter, or parent has a serious health condition; or,
- 4) Because of your own serious health condition that makes you unable to perform the functions of your job.
- 5) Because of any qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty status) in the Armed Forces in support of a contingency operation.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member may take up to 26 workweeks of unpaid leave during a 12-month period to care for the service member. This leave is only available during a single 12-month period.

Definitions

For the purposes of this FMLA policy, the following definitions apply:

A “son” or “daughter” means a biological, adopted, or foster child, a stepchild, a legal ward, or any other child for whom you have day-to-day responsibilities to care for and financially support and who is under the age of 18, or children 18 or older if the older child is incapable of self-care because of a mental or physical disability.

A “parent” means your biological parent, or someone who stood in the place of a parent to you when you were a child (as defined by the FMLA). “Parent” does not, however, include parents-in-law.

A “serious health condition” is any illness, injury, impairment, or physical or mental condition that involves inpatient care at a medical facility or any period of incapacity of more than three days that also involves continuing treatment by a health care provider.

A “next of kin” means the nearest blood relative.

A “covered service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise in the temporary disability retired list, for a serious injury or illness. “Serious injury or illness” in this context means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

Parameters

If the Company employs both you and your spouse, you are together entitled to a total of 12 workweeks in 12 months for any leave taken for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition. In the same context, you are together entitled to a total of 26 workweeks during the single 12-month period mentioned above for any leave taken to care for a covered service member.

FMLA Leave for birth, adoption, or foster care placement must be completed within 12 months of the date of the birth or placement and will be in addition to any leave for pregnancy or childbirth-related disability.

Generally, you are required to use any available PTO or sick leave as part of the leave. However, you are not required, but may choose, to use paid sick leave to care for a child because of birth or adoption (#1 and #2 above).

The 12-month period, for purposes of this policy, varies from individual to individual, begins on the date that you first take an FMLA-eligible leave, and continues for 12 months from that date.

If the leave is foreseeable, you must advise your manager, in writing, at least 30 days in advance of the anticipated starting date of the leave and make a reasonable effort to schedule the leave or required treatments so as not to unduly disrupt operations.

If you are requesting leave for medical reasons, you must provide certification of a serious health condition from a physician or licensed health care provider. The Company may require that you obtain a second opinion, at its own expense.

Whenever possible, when you return from FMLA Leave you will be reinstated to the same position held when the leave commenced or to a position with equivalent benefits, pay, and other terms and conditions of employment.

Benefitted positions

Although benefits will not accrue during a FMLA Leave, you will not lose any benefits that accrued before the start of your leave. During the leave, the Company will maintain coverage under the group health plan at the same level and under the same conditions as if you had continued in employment. You are responsible for continuing to pay the employee share of the premium. If you do not return to work after the conclusion of the leave, you may be responsible for reimbursing the Company for any premiums paid during the leave period.

To keep your benefit coverage current, you must make any required premium payments no later than the first of the month for coverage for that month. If the Company does not receive payment within 30 days, your coverage may be canceled. If the Company decides to pay the premium on your behalf, your share of the premium paid by the Company may be deducted from your paycheck(s) when you return from leave.

Intermittent leave

FMLA leave to (a) care for your spouse, child, parent or a covered service member or (b) for your own health condition may be intermittent if medically necessary. If your need for intermittent leave is foreseeable based on a planned medical treatment, the Company may require you to transfer temporarily to an alternative position that better accommodates recurring periods of leave.

c. Workers' Compensation Leave

If you are injured while on the job, or suffer a work place illness and are unable to work, you could be placed on an unpaid leave of absence. In most cases, you will receive "time loss" payments from the state Department of Labor and Industries (L&I) to make up for the wages or salary you would have received. The Company may be able to bring you back to work in a light duty position, within your restrictions, prior to the time you are released to full duty. Human Resources will be in touch with you and your doctor regarding the possibility of light duty work. This type of leave is considered an FMLA leave and will count toward

your annual FMLA leave entitlement. If you are eligible for FMLA, the provisions of FMLA will apply (see above). Any medical costs associated with your work-related illness or injury are generally covered by L&I.

Although you will not lose benefits accrued prior to the start of your leave, you will not accrue additional benefits while you are on a leave. Your return to work is governed by the provisions of the FMLA and other state and federal laws regarding disabilities and reasonable accommodations.

d. Military Leave

Military leaves are available to employees who enter the Armed Forces of the United States, including the National Guard and the Commissioned Corps of the Public Health Service, or the state military forces, or the reserve components of the same.

If you are required to attend annual military reserve training or other short-term active military duty, you may take this time as an unpaid leave of absence. You are entitled to return to your job after your military leave, as provided under federal and state law. (If you are an exempt employee, your salary will be reduced because of military leave only if such leave lasts for an entire workweek or more.) Military leave is also available for an examination to determine one's fitness for duty in any of the federal military forces.

e. Personal Leave

The Company may grant a personal, unpaid leave of absence when an extended period of time away from the job will be in the best interest of you and the Company. The granting or denial of personal leave is at the sole discretion of the Company.

f. Application for and Special Conditions Relating To Leaves of Absence

Requests for a leave of absence or an extension of a leave, except in very unusual or emergency situations, must be submitted in writing to your supervisor at least one month prior to commencement of the leave period or extension. Your supervisor will notify you as soon as possible whether your request has been approved. You should not assume that you are on leave of absence until you have been officially notified of that fact.

All leaves of absence are subject to the following conditions:

1. If you apply for or engage in any work for compensation while on a leave of absence, you will be subject to immediate termination unless

the General Manager has consented to the arrangement in advance and in writing.

2. If you improperly apply for unemployment benefits while on a leave of absence, you will be subject to immediate termination.
3. If you engage in any conduct or activity which violates restrictions imposed by a physician or which might otherwise delay your full return to regular employment, you will be subject to disciplinary action, up to and including termination of employment.
4. When requesting a leave, you should try to estimate the amount of time required for the leave. If the reason for the leave ceases to exist prior to the estimated expiration date, you must immediately inform your supervisor.
5. The Company reserves the right to initiate a leave of absence if it concludes that your attendance, quality or quantity of work, safety, or efficiency have been adversely affected by personal circumstances or that a leave of absence would be in the best interests of you and the Company.
6. Unless stated otherwise in this policy, if you return to work at the conclusion of a leave of absence, you will be restored to your original job, or a similar position as required by law, provided that the requirements for obtaining and returning from the leave are satisfied. If your physician places temporary or permanent restrictions on you, the Company will attempt to accommodate them to the extent that positions are available for which you are qualified, or as otherwise required by law. In these instances, your job responsibilities, compensation, and benefits may vary.
7. If you fail to return to work at the conclusion of your leave of absence, the leave will be canceled and your employment terminated. The effective date of your termination will be the last day worked. Termination will be treated as a voluntary quit.
8. The Company will not make deductions from an exempt employee's salary for absences of less than a full week when the employee is absent due to performance of civic responsibilities, such as jury duty, attendance as a witness, and temporary military leave.
9. The Company will comply with all applicable state and federal laws in making any determination relating to a leave of absence. All leaves of absence are subject to applicable state and federal laws. If you have questions about leaves of absence, talk to your supervisor.

Section 6 – Personal Conduct

Skiing/Riding on Duty

You are not allowed to ski/ride while clocked in unless it is part of your assigned duties and you are performing those duties. You are not allowed to wear your uniform or radio while riding/skiing if you are not on shift. Terrain Park use is limited to the Terrain Park Staff, Patrol, and Instructors teaching related workshops. Other departments (i.e. Lift Maintenance, Electricians) may ski/ride in order to access work areas. Other on-duty mountain personnel must stay on the runs in their assigned areas. You are expected to follow “Your Responsibility Code” while skiing/riding on duty. If your department has ‘ride on the clock’ guidelines you are expected to follow those.

Ref: WAC 296-59-027 and Standard of conduct while skiing — RCW 79A.45.030

Uniforms and Nametags

Your attire must always be clean, well kempt and appropriate for the job. Some departments require specific clothing, part or all of which is supplied by the Company. You are responsible for wearing your uniform as required by your department. Uniforms, nametags and keys supplied by the Company must be returned at termination.

Nametags are considered a part of your uniform, and you are responsible for them. They may not be defaced or altered in any manner, including stickers. Consistently losing your nametag may result in your having to pay \$5 for a new one. If your nametag breaks, return it to your supervisor.

Company uniforms, including outerwear, may not be worn off the mountain, unless specifically required by your position.

If you do not arrive at work in appropriate attire, you will not be allowed to work or be paid for your scheduled shift. Management reserves the right to determine what is appropriate and allowed to be worn.

Laborers: Mountain Trail Crew, Maintenance, Mechanics, Etc.

The clothing of employees who do not regularly meet the public and are not required to wear uniforms is to be governed by the requirement of safety and comfort, but should remain as neat as working conditions permit and/or as determined by department management. All other personal appearance standards apply.

Office Employees

Employees who are not required to wear uniforms are expected to dress in a manner that is normally acceptable in a similar business environment.

The wearing of suggestive attire, shorts, tank tops, and similar casual items is not permitted, as they do not present a business-like appearance

Personal Appearance

Company's commitment to quality and excellence is translated through its employees. An employee's dress and personal appearance is extremely important to the image presented to the guests. Neatness, moderation and good taste in dress contributes much to the impression of the resort. Cleanliness and caring for personal hygiene is a requirement.

Male Employees

Hairstyles must be clean and not interfere with job duties. Beards are acceptable if trimmed and neat. If hair is not cut above the collar line of a standard dress shirt it must be pulled back into a pony tail. An example of inappropriate hairstyle is unnatural colors. Fingernails should be neatly trimmed and moderate in length.

Female Employees

Hairstyles must be clean and not interfere with job duties. An example of inappropriate hairstyle is unnatural colors. Employees who handle food or are near food must wear hair pulled back and up. Cosmetics should be consistent with a natural appearance. Remember that some jewelry can be a safety hazard in some jobs. Fingernails should be neatly trimmed and moderate in length. Polished nails must be kept up with no chipping.

Focus

You are expected to give guests and others you serve your full attention. Mobile music players, personal cell phones and other distracting devices are not to be used when serving guests. In non-interactive areas, use of these items will be at your Manager's discretion.

Personal Telephone Calls and Mail

Because of the large amount of calls that come through the phone system, employee phone calls, either in-coming or out-going, will be allowed only in emergency. Personal calls will not be forwarded to your work station.

The Company's address should not be used to receive personal mail unless you are living in Company housing. It is your responsibility to check at the Human Resources Office for your mail. Any employee may receive deliveries via carriers; however it is your responsibility to make arrangements to pick up items at shipping and receiving in a timely manner. Stevens Pass is not responsible for the storage, delivery or security of your personal items. COD's will not be allowed under any circumstances.

Employee Relationships

Stevens Pass believes that it is in the best interest of the Company and its employees to keep relationships between employees, particularly between supervisors and subordinates, professional and business like. Employees involved in a relationship that could result in allegations of sexual harassment, conflicts of interest or favoritism are expected to immediately disclose the relationship to Human Resources and cooperate with them to mitigate potential negative implications. Action steps may include, but not be limited to, schedule adjustments or reductions, reassignment, or loss of job. Not disclosing a relationship in a timely manner may result in disciplinary action, up to and including termination.

Electronic Information System Use

If you are given access to a company-issued communication device you must use it in a manner that is congruent with Company policies, values, expectations, and interests. Misuse of the Company electronic systems or Internet access can lead to disciplinary action up to and including termination.

As an employee, you may be assigned use of a computer. The Company does not guarantee or imply that any data, files, correspondence, memos, etc. are secure. Do not store personal information on Company computers. Any and all information, including e-mail, is the property of the Company and is accessible by management and technical service personnel at any time and without prior notice. Personal use of the computer system is discouraged.

Employees do not have a personal privacy right with respect to messages sent or received or data stored using any Company electronic communication device or system. The Company is not obligated to the user to protect the confidentiality, privacy or integrity of user messages or data, sent or stored on voice mail, data, e-mail or other electronic systems or media. This includes but is not limited to any personal messages or data. Personal use of messaging, e-mail and data storage systems is discouraged.

Access to the data system is password controlled. Employees should honor the passwords and other security provisions. As an employee, you may be given one or more passwords, which should not be disclosed. If you need to change your passwords, or if you suspect that your password may be compromised, you should notify the Information Systems department immediately. Using codes or passwords to gain unauthorized access to other employees' files or to the Company's files without authority is prohibited. Employees are responsible for all transactions and access gained using their passwords.

To protect your work when you are away from the office or away from your desk for an extended period of time, please log off the network or lock your workstation.

While you may print information found on the Internet, do not download any information from the Internet without prior approval from your manager and/or the Information Systems department. Internet access is for business use.

No data transfer media are to be brought from outside the facilities, unless directed by your manager. Any and all media brought into the facilities are to be virus scanned by the Information Systems department .

Employees should not install personal software, computer games or screen savers on Company computers. Graphics files should not be stored on network servers unless multiple users require access.

Only the Information Systems department may work on, move, or repair hardware. Employees may not change the configuration installed on Company computers. Should you have computer questions or need help with your computer, contact the Information Systems department.

Any questions regarding this policy should be directed to the Information Systems department, or Manager of Human Resources.

Social Media Policy

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn and Twitter; video-sharing sites such as YouTube; and e-mail) are a common means of communication and self-expression. Because online postings can conflict with the interests of Stevens Pass Mountain Resort (SPMR) and its customers, SPMR has adopted the following policy.

Breach of this policy may result in counseling and disciplinary action, including termination of employment.

Confidentiality and Privacy

“Do not disclose SPMR’s confidential or proprietary information, or personal identifying information of anyone at the SPMR, in online postings or publications. Sharing these types of information, even unintentionally, could result in harm to SPMR and legal action against you or SPMR.

Your Identity Online

- You are personally liable for all communications and information you publish online. SPMR may be liable for online activity that uses company assets, a company e-mail address or any e-mail address that can be traced back to SPMR’s domain, which generally is any internet

address affiliated SPMR. Using your name and a SPMR e-mail address may imply that you are acting on SPMR's behalf. Because social media and networking activities are public, your SPMR e-mail address and SPMR assets should be used only to perform job-related activities, which may include professional networking but do not include personal social networking.

- Outside the workplace, you have a right to participate in social media and networks using your personal e-mail address. However, information and communications that you publish on personal online sites should never be attributed to SPMR or appear to be endorsed by, or to have originated from, SPMR.
- If you choose to disclose your affiliation with SPMR in an online communication, then you must treat all communications associated with the disclosure as professional communications governed by this and other SPMR policies.

Limitations on Online Publications

- Never identify a customer or co-worker in an online posting without his or her prior written permission.
- Obey the law and ethics rules. Do not post any information or engage in any online activity that violates applicable local, state or federal laws, or professional rules of conduct.
- Identify all copyrighted or borrowed material with citations and links. When publishing direct or paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- Direct all requests for references for current or former SPMR employees to the Human Resources Department. Comments you post about current and former employees can have legal consequences, even if you make the comments personally and not on SPMR's behalf.

Creating and Managing Content

- The Marketing Department must approve any website, blog, chat room, video-sharing site, bulletin board or other social media that promotes SPMR. No employee may incorporate the SPMR's logo or other intellectual property in a website, blog, chat room, video-sharing site, bulletin board or other social media without the SPMR's written permission.
- If you maintain a website, blog, chat room, video-sharing site, bulletin board or other social media that promotes the SPMR, you are responsible for reviewing responses to online posts and resolving any concerns about the propriety of the responses before they are posted.

- If a blogger or any other online participant posts an inaccurate, accusatory or negative comment about SPMR or any of its employees, do not respond to the post without the approval of the Marketing Department.
- Refrain from publishing comments about controversial or potentially inflammatory subjects, including politics, sex, religion or any other non-business related subjects in any posts or other online communications involving SPMR.
- Avoid hostile or harassing communications in any posts or other online communications involving SPMR. Harassment is any offensive conduct based on a person's race, sex, gender, gender identity, national origin, color, disability, age, sexual orientation, veteran status, marital status, religion or any other status protected by law.

Personal Property

The Company will not assume any responsibility for loss, theft, or damage to personal property, including vehicles, which you bring to work; or personal items shipped to the company address.

The Company retains the right to inspect all packages, etc. brought on to or taken off the premises.

Lockers

Your locker will be assigned by your department supervisor, and is for employee use only. In some cases, employees will be required to share a locker with another employee. **No other persons are allowed use of these lockers, nor shall any non-employees be allowed in the locker areas or other employee areas.** You must clean out your locker and personal equipment upon termination.

Company Property

We regard your desk, office, equipment, workstation, employee housing, uniform and nametag, locker and other tools of the trade as Company property, and reserve the right to inspect, with or without advance notice, all such Company property.

Employees are responsible for their conduct and/or damage to any and all company property. Consequences may include disciplinary action up to and including termination.

Drone Policy

Due to safety and privacy concerns, Stevens Pass Mountain Resort prohibits the operation or use on or above Resort property of unmanned aerial systems, or drones, by the general public—including model aircraft by recreational users and hobbyists—without the prior written authorization from Stevens Pass Mountain Resort, LLC. This prohibition includes drones used for filming or videotaping, as well as any drone use by media or journalists operating above or within the area boundaries. This prohibition extends to any devices launched or operated from Resort property, as well as any launched from private property outside of the Resort boundaries. Please contact the Stevens Pass Marketing Department at 206.812.4510 if you have any questions or if you seek prior authorization to operate any such devices. Any authorized operation of drones on or above Resort property will be governed by Federal Aviation Administration (FAA) rules and regulations, local law enforcement, and the *U.S. Forest Service*, as well as those policies separately established by this Resort, which may include certification, training, insurance coverage, indemnification requirements, and waivers or releases of liability. Any violation of this policy may involve suspension of your access privileges to the Resort, or the revocation of your season pass, as well as confiscation of any prohibited equipment, and may subject violators to any liability for damages, including, but not limited to, damages for trespass, violations of privacy, and physical injuries to persons and/or property, as well as legal fees.

Conflict of Interest/Inventions and Creative Output

You are expected to avoid any activity, investment, interest or association that appears to interfere with the independent exercise of your judgment, energy or time in the Company's best interest.

Any property right, such as an invention or process (e.g., a patent on snow-grooming machinery) developed by an employee of the Company, which relates to the Company business activities or which is created or developed on Company premises or using Company resources, shall be the Company's property.

Solicitation

It is our desire to conduct our operations in an orderly and efficient manner. We believe our employees and customers should have the opportunity to work without interference from persons who are pursuing a purpose not related to our normal business.

The Company will not allow non-employees to come upon its premises to solicit employees or customers or to distribute literature or other materials except Company partners, vendors, and those offering goods and services to our employees as part of an official promotion. Furthermore,

employees are prohibited from distributing any form of literature or other materials in their work areas which are not related to the Company's business purpose and authorized by management. Employees are also prohibited from soliciting other employees or the public for any cause during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged in their assigned work.

Confidential Company Information

In the course of performing your job, you may be exposed to confidential Company information. Confidential information includes, but is not limited to files, pay and pricing information, customer lists and other customer-related information, Company procedures, and similar information. Personal information about other employees is also confidential. Such information should not be discussed or disclosed to anyone outside the Company. If you work in sensitive areas, additional restrictions may be imposed.

Those who violate this policy will be subject to disciplinary action, up to and including termination.

Outside Employment

Outside employment, second jobs, or "moonlighting" which may create a conflict of interest, must be approved, in advance, by your supervisor. If you are working full-time, outside employment should be viewed as secondary to your primary job with Stevens Pass. Activities related to any outside employment (i.e., mail, telephone calls, etc.) must be conducted off site and not during scheduled work hours.

Smoking

Smoking and the use of tobacco products is not permitted in the workplace. If you are on a break, and wish to smoke, you must be in a designated smoking area. ***Do not wear your uniform while smoking as the odor lingers and customers can smell it. You may be charged a cleaning fee if your jacket smells of smoke.*** Bring your own jacket for use during smoke breaks. For more information on the location of designated smoking areas, contact your supervisor or Human Resources.

Environmental Sustainability

Stevens Pass's environmental mission is to enrich the mountain environment by living and working in a sustained, healthy manner. Stevens has a national award-winning environmental program that reduces, recycles, and composts +28% of its waste on an annual basis. That is 68 tons of waste not going the landfill each year.

All this could not be accomplished without the involvement of every employee. Nearly all waste here is compostable or recyclable. All disposable items for the Cascadian Kitchen and Deli are compostable! That means all food, soda cups, coffee cups, to-go containers, napkins, paper towels, utensils, and even those checkered papers under your burger! Please compost when possible. All restaurants and employee areas have recycling and compost containers. It all gets transferred to the loading dock where it gets put into big containers. All aluminum and tin cans, bottles, clean paper, plastic cups and bottles, and glass goes into the large single stream container. We have additional recycling programs to include recycling all clean plastic in the white barrels in the loading docks of each building; recycling Styrofoam, packing peanuts, and bubble wrap at the back of the TCL loading dock; and a TerraCycle recycling program for all snack wrappers located in all of the restaurants and employee room. We bail and recycle all corrugated cardboard in the loading docks. We also recycle or repurpose all items that don't fall into these categories. If you have ski or snowboard gear or office supplies that are still usable, please bring them down to the "Free Bench" in the TCL employee room. Please contact the Environmental Sustainability Department at extension 4198 if you have any questions. Thanks for doing your part to help the planet!

Section 7 – Workplace Expectations

Employee Behavior

You are expected to follow the Company's values, using your best judgment at all times responsible, dependable, honest, flexible, polite, friendly, careful and a team player. If you are uncertain about any guideline or procedure, it is your responsibility to clarify expectations.

The following behaviors will not be tolerated:

1. Discourtesy to guests;
2. Insubordination - the refusal by an employee to follow management's instructions concerning a job-related matter;
3. Unexcused or excessive absence or tardiness;
4. Negligence, reckless conduct, abusive behavior or obscene language;
5. Failure to perform job duties;
6. Unauthorized use of Company property (i.e. equipment, housing, images, materials, media);
7. Damage to any company property, including company housing;
8. Unauthorized use of another's personal property;
9. Failure to follow any of the guidelines set forth in this handbook or by management;
10. Violation of drug and alcohol policy;
11. Sexual harassment or any form of unlawful discrimination in violation of our EEO policy;
12. Any violent conduct, threat of violence or carrying a weapon;
13. Theft, fraud or any dishonesty;
14. Disparagement of the Company, its affiliates, and partners; this is not to be interpreted to interfere with an employee's Section 7 (NLRA) rights;
15. Misrepresenting your personal opinions as being endorsed or shared by Stevens Pass

This list is not exhaustive. We ask that you use your best discretion in all situations and make decisions concerning your employment with Stevens Pass that aid in providing the best quality and service for guests, outside contacts and all other employees. In seeking resolution to any incident, we will try to involve the appropriate persons, such as the affected parties, the employee's manager, etc. We strive to remain consistent while retaining the ability by management to use good judgment given the specific circumstances of each incident.

Disciplinary Action

If your performance or behavior is not meeting expectations we will aim to bring it to your attention for correction. If the problem persists then some type of escalation will likely occur. Managers may use their discretion and judgment in dealing with situations. Various consequences can be used and in no particular order. Possible consequences of non-performance are: coaching session, verbal warning, written warning, suspension (of employment pass privileges, other privileges), discharge. Disciplinary procedures are handled on a case-by case basis. The severity and recurrence of the issue, as well as your performance history may be taken into consideration in determining a course of action. The level of discipline that is used, including termination, is at the sole discretion of the Company.

Note: Unpaid suspensions for exempt employees may only be in full week increments.

Violence in the Workplace

We are committed to providing employees with a safe environment in which to work. Threatened or actual violence by employees is strictly prohibited. This includes any work site, employee housing, company vehicles, transit stops, and parking lots. Employees should be aware that incidents occurring off-duty or off premises could still be construed as within the scope of this policy, given the effect it may have on the workplace.

Violence in the workplace may be described as verbal or physical threats, intimidation, and/or aggressive physical contact. Prohibited conduct includes, but is not limited to the following:

- Inflicting or threatening injury or damage to another person's life, health, well-being, family or property;
- Possessing a firearm, explosive or other dangerous weapon on Company premises (unless authorized by the General Manager), or using an object as a weapon;

- Abusing or damaging Company, guest or employee property;
- Using obscene or abusive language or gestures in a threatening manner;

Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited.

You are encouraged to be proactive in maintaining a safe working environment by reporting violent or harassing behavior. If you observe or experience these types of behavior, please report them immediately to your supervisor, manager, Security, or by calling emergency 911, when appropriate.

Any employee who exhibits violence in the workplace may be disciplined up to and including termination. The Company may also choose to bring formal charges against anyone who endangers its employees.

Complaint Procedures

We know the importance of an open and fair method of resolving complaints and answering questions.

Our complaint resolution procedure makes three steps available to you if you have a question or concern. We encourage you to bring any complaints you may have about work-related situations to the attention of management.

Step 1: We encourage you to bring up any questions or concerns you have about the terms or conditions of employment. Usually, the place to start in answering a question or resolving a concern is with your supervisor. He or she is expected to listen to your question or concern and get back to you with an answer or response.

Step 2: We recognize that in some cases a question or concern you have may involve your supervisor, and you may be reluctant to discuss the situation with that person. If this is the case, or if you are not satisfied with your supervisor's response to Step 1, you may contact your department Manager/V.P. whose responsibility it will be to investigate your question or concern, discuss it with you, and get back to you.

Step 3: If you have taken Step 2 and are still not satisfied with the response you have received, you may contact Human Resources who will investigate, review, and discuss your concerns with you as soon as possible and will give you a response.

Step 4: If you have taken Step 3 and are still not satisfied with the response you have received, you may address a written complaint to the General Manager. The General Manager, or his or her designee, will investigate, review, and discuss your concerns with you as soon as possible and will give you a response. This response will be the final decision and resolution of the concern or matter you raise.

We recognize that not everyone is comfortable presenting a grievance to his or her employer, but we encourage our employees to take advantage of our complaint resolution procedure. We are committed to preventing any retaliation against persons who do so. Taking the time to ask and answer questions, and state and resolve work place concerns, makes an important contribution to the performance of our organization.

Reporting Improper Action (“Whistle Blowing”)

Our practice is to conduct business with the highest integrity and ethics. Our reputation as a company is very important and it is our expectation that all employees will approach their daily business activities with the same level of integrity and ethics.

Stevens Pass encourages employees to report improper action taken by Stevens Pass executives, employees and tenants. In addition, Stevens Pass is committed to protecting Company employees who make good- faith reports of improper actions.

Please note, an employee’s reporting of his or her own improper action does not grant the employee immunity from discipline or termination, should the improper action warrant discipline or termination. This policy is also not intended to be a communication channel for personnel actions involving employee grievances and complaints.

Section 8 – Substance Abuse Policy

Substance Abuse Policy

It is the goal of Stevens Pass to establish and maintain a work environment that is free from the effects of alcohol and drugs. Employees who work under the influence of drugs or alcohol present a safety hazard to themselves, their co-workers and our guests. The presence of drugs and alcohol in the work place limits our ability to perform at the highest levels and to provide our guests with quality service.

a. Policy Statements

1. The use, sale, possession, distribution, manufacture and/or transfer or being under the influence of illegal or unauthorized drugs while on the job, in Stevens Pass vehicles or on Stevens Pass property including employee housing, constitutes grounds for disciplinary action up to and including termination. Any illegal substance found will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
2. The use of prescription drugs by any person other than the person for whom the drug is currently prescribed by a licensed medical practitioner is prohibited.
3. Employees shall inform their immediate supervisor when they are taking prescribed drugs or over-the-counter drugs that may impair their work performance. Failure to do so will result in disciplinary action.
4. All employees are prohibited from being under the influence of alcohol during working hours.
5. Consumption of alcoholic beverages, in moderation, is permitted in publicly licensed areas when the employee is not on duty and is of legal age.

b. Definitions

1. DRUGS - Any substance recognized as a drug. This includes without limitations: narcotics, hallucinogens, depressants, stimulants, so-called “designer drugs” or other controlled substances capable of altering the mood, perception, pain level, or judgement of the individual consuming it.
2. EMPLOYEE - Any person in the service of the Company for compensation and is on the Company’s regular payroll.
3. SAMPLE - Saliva and/or urine.

c. Testing

Stevens Pass intends to test employees for the presence of drugs or alcohol in accordance with the provisions of this policy. The policy, as well as the testing, extends to management personnel.

The collection and testing of samples may be required by the Company under the following conditions:

1. Reasonable Cause Testing - Employees may be required to drug or alcohol test if they exhibit behavior including but not limited to impaired work performance or inconsistent behavior, particularly where it threatens the safety of other employees or our guests. Exhibited behavior will include speech, appearance, and odors consistent with substance abuse. The decision to require a test will be made by three people: the Department Manager/V.P. or Supervisor, a member of the Human Resources staff, General Manager.
2. If a sample fails the integrity test at the lab, a retest will be required, and a new sample must be submitted. All samples are tested for validity and integrity at the testing lab.
3. Special Cases: In certain cases such as possession or admission of use in the workplace, the Company may require a drug or alcohol test as a condition for continuing employment. These situations will be determined at the discretion of the Manager of Human Resources.

d. Testing Reliability

To test reliably for the presence of drugs or alcohol, the Company will require samples from employees.

All sample collection and testing shall be performed in accordance with the following conditions:

1. Employees will be required to present reliable identification to the person collecting the samples.
2. The collection of samples will be performed under reasonable and sanitary conditions.
3. Samples will be collected and tested with due regard to the privacy of the individual being tested and in a manner reasonably calculated to prevent substitutions or any means of interference with the collection or testing of reliable samples.
4. Sample collection will be documented and the documentation procedures will include labeling of samples so as to reasonably preclude the probability of erroneous test results.

5. Sample collection, storage, and transportation to the place of testing shall be performed so that as to reasonably preclude the probability of sample contamination or adulteration (chain of custody).
6. The assays look for illegal or unauthorized drugs and their metabolites.
7. Sample testing will conform to scientifically accepted analytical methods and procedures. All urine samples are tested for validity and integrity at the testing lab. If a sample fails the integrity test, the sample showing positive will be confirmed and verified by gas chromatography - mass spectrometry (GS/MS), or other comparably reliable analytical method.
8. Any employee who tests positive for drugs or alcohol must be given an opportunity to discuss and explain the positive test result with a medical review office or other qualified person.

e. Company Action

Upon receipt of a verified or confirmed positive drug test result which indicates a violation of this policy, or upon the refusal of an employee to provide a valid sample, one of the following actions will be taken:

1. Immediate termination of employee. The employee will not be eligible for rehire.
2. Second chance program. The employee will be suspended until such time as he/she can produce a negative drug screen. Upon receipt of a negative drug screen the employee will be reinstated to work, and must complete the 12 week second chance program at his/her own expense as follows:
 - a) For the first six-weeks after the employee has returned to work, they must provide a negative drug screen once a week at his/ her own expense.
 - b) For the second six weeks after the employee has returned to work, they must provide a negative drug screen once every two weeks at his/her own expense.
 - c) The employee must have completed the twelve-week program or as many weeks that remain through the end of the season to be fully reinstated and eligible for the following season.

Failure to complete the second chance program, refusal of an employee to provide a valid sample, or providing an adulterated sample will result in immediate termination of employment. Contact Human Resources for screening locations and the estimated cost associated with the second chance program.

f. Confidentiality

All information, interviews, reports, statements, memoranda, or test results received by the company through this drug and alcohol testing program are confidential. This data will be used only in proceedings relating to disciplinary action taken by the Company or in defense of any action brought against the Company. Information will be made known within the Company strictly on a “need to know” basis.

All information regarding this program will be property of Stevens Pass.

Any employee who is the subject of a drug or alcohol test will upon written request have access to copies of any records relating to his or her test.

The Company is entitled to use a drug or alcohol test result as a basis for taking action with any employee.

g. Policy Change

Stevens Pass reserves the right to modify or alter this policy at its sole discretion.

Section 9 – Safety

Our Safety Policy

The purpose of this section of the handbook is to serve as a guideline of general safety practices and policies that you can apply to your employment at Stevens Pass. Refer to your department training and the Workplace Safety Manual for more details.

You will be given additional instruction on safe work practices and the proper operation of tools and machinery in your work area. During your training you will have an opportunity to ask questions about any aspect of your work that you do not understand, and you are encouraged to do so. In addition to the initial training, your department will hold safety meetings to address ongoing safety issues. We encourage your participation and questions.

Stevens Pass' Commitment to You

This safety program is designed to reduce injuries, accidents and property damage. Your safety and that of our guests is our primary concern, we strive to maintain the highest standards and the safest work environment possible.

Our safety program requires employees to know their job, the procedures for correcting unsafe conditions, and to help maintain an accident free environment. The urgency of any task cannot be at the sacrifice of your safety and welfare.

We are committed to providing the resources and tools necessary to do the job safely. At any time you feel an unsafe situation or condition exists, consider it your duty to report it to your supervisor. You must take an active role for your own safety as well as that of your co-workers and guests.

Personal Protective Equipment

Some jobs may require an employee to utilize Personal Protective Equipment (PPE). We will provide the necessary PPE and expect each employee to use it properly, every time it is needed. Personal Protective Equipment includes but is not limited to ear plugs, dust masks, gloves, goggles/glasses, hard hats, and respirators. Take the time to get appropriate, well fitting PPE prior to undertaking a task. Personal Protective Equipment is each employee's shield against health and safety hazards.

Safety Training for Specific Jobs

In addition to the general guidelines for all employees, it is your responsibility to follow the specific rules, policies and training guidelines for your department. Each department supervisor provides specific training necessary to successfully perform your job duties.

Accidents and Close Calls

If you are injured on the job you must report it immediately to your supervisor or Human Resources. If First Aid is required, seek out Patrol and they can notify your supervisor or Human Resources.

If you witness an accident involving employees or guests, report it IMMEDIATELY to your supervisor so that a full investigation can be conducted. You play a vital role in helping management sort out the facts of who, what, where, why, how, and when the incident occurred. Thorough investigative reports are crucial for determining cause and eliminating future injuries and losses. Post accident investigations can include reports, employee statements, witness statements, photos, and preservation of evidence. We expect full cooperation in these investigations and appreciate your help in completing them.

Employees shall refrain from making any comments about the cause, result or losses of an accident to the injured person(s), general public, press or media.

Every close call should be reported to your manager or supervisor as well. There is a direct correlation between close calls and bad accidents. If we can identify the source of close calls before they become serious accidents, we all benefit from a safer work environment.

Worker Responsibilities

In addition to reporting requirements, if you receive treatment for an on the job injury you must follow all instructions from Human Resources regarding paperwork, subsequent treatment visits and following your restrictions. You must communicate with Human Resources regarding your work/release status, return, restrictions, etc.

Reporting Hazards and Unsafe Conditions

You are expected to report any unsafe condition, hazard or work practice that may exist in any area. There is no penalty or repercussion for reporting these types of situations. You may report a hazard to any supervisor. We welcome innovative thinking and encourage our staff to keep open communication lines in the area of safety and health. You may also report hazards, directly or anonymously, to any supervisor, manager or Human Resources, a Vice President or the General Manager.

Traveling in avalanche terrain as part of job duties

Traveling outside our permit area and in avalanche terrain while on the clock is allowed when an employee must access these areas to fulfill their job duties, namely: avalanche control, search and rescue operations, or other Mountain Operations related duties. In some instances, other legitimate business needs may warrant access. The following outlines what is required in various scenarios.

I. Conducting Patrol-related duties

These duties are guided by Patrol procedures for traveling in avalanche terrain which exist to minimize risk to our employees while they are performing hazardous work in the cause of guest safety. In order for an employee to go outside the *permit* boundary while on the clock for this purpose they must:

- A) Be current in all training and qualifications required at Stevens Pass to conduct Avalanche Control (A/C) and/or Search & Rescue (SAR)
- B) Be performing these duties directly or be in training related to those duties.
- C) Be directed by Patrol Management.

In cases where a SAR is being conducted, Patrol procedures will be followed, and any employees participating in the SAR must be under the supervision of the Incident Commander.

II. Conducting Mountain Operations related to work within the permit boundary in unmitigated avalanche terrain

For non-Patrol related duties that must be conducted for operational necessity an employee must:

- A) Meet the criteria stated above in (I.A.) **OR**
- B) Be under the direction of Patrol and follow check in/out procedures with their own supervisor.

III. Conducting non-Mountain Operations related to outside operational boundary

There may be a legitimate business need for an employee to enter avalanche terrain for reasons other than to perform mountain operations related functions. In these cases an employee must adhere to the following:

- A) Meet the criteria stated above in (I.A.) **OR** be under the direction of Patrol.
- B) Complete a backcountry check-out form outlining the need and their itinerary; also acknowledge their qualifications or name(s) whose direction they will be under.

- C) Gain the signed approval of one of the following: Mountain Manager, Operations Manager, Patrol Manager, or the General Manager. The employee leaves the check-out form in Patrol.
- D) Upon returning, notify Patrol. Patrol logs their time in and turns form into Human Resources.

If you access the backcountry without the above conditions being met it is understood that you are not working.

Evacuation

In case of fire, bomb threat, or other emergency initiate the 911 emergency system. If unable to reach 911, call Patrol Aid Room (4339), Security (4248) or any member of the Senior Team.

In case of evacuation, do not use elevators. Once outside, the supervisor should report to a Vice President. Keep all radio traffic to a minimum.

Employee working and meeting designation in case of a fire, etc., are as follows:

- Pacific Crest Lodge: Equipment check building
- Granite Peaks Lodge: Top of Service Rope
- Tye Creek Lodge: Top of Service Rope
- Parking Operations: West End of Lot C
- Vehicle Shop: West End of Lot 4

Earthquake

In case of a strong earthquake, take immediate cover under a desk, table or in a doorway. Avoid glass windows, and be prepared for aftershocks.

First Aid

During the operating season the Patrol Aid Room is open during operating hours. First Aid kits are available at each chair lift operator station and all individual department workstations.

In the summer months, the employee room in the Tye Creek Lodge has a complete trauma pack available. Individual vehicles on the mountain have First Aid kits as well.

Crisis Action Plan Books

These books detail other responses and roles in a crisis. Books are located in the following areas: Patrol, Mountain Operations, Security, Human Resources, Lift Maintenance, Ski School, Guest Relations, Fall Line Sports, Administration, Marketing, Parking, Vehicle Maintenance and Nordic Center.

Section 10 – Miscellaneous

Charge Accounts

Charge accounts are handled the same for employees and guests. All merchandise must be paid for before it may be removed from the premises.

Company Vehicles

Employees who drive company vehicles or their personal vehicle for business purposes must be an approved driver before being allowed to drive. To be an eligible driver, the employee must:

- Have supervisor's approval
- Be at least 18 years old except that,
 - ◆ Employees under 21 may not operate on road vehicles
- Possess a valid driver's license
- Have a minimum of four years driving experience
- Have proof of an acceptable driving record (MVR) on file with the Vice President of Operations. For criteria used in determining what an acceptable MVR is see the full policy from Human Resources or the Manager of Operations.
- Be familiar with the vehicles to be used or given instruction prior to driving insured vehicles.
- Provide proof of insurance verifying limits of at least \$300,000 per accident (for business use of personal vehicle)

If an approved driver has an at-fault accident while driving a company vehicle or personal vehicle for business purposes, their approval as a driver will be re-evaluated.

Media Requests

All media looking for statements, interviews or other news coverage need to be directed to the Marketing Manager. It is not expected or desired that employees freely comment to the media until cleared through the Marketing department. In Crisis response, media contacts will be handled by the Vice President of Marketing and Sales or their designee. This policy applies to the premises, phones and extends to use of electronic communication including social media.

Pets

You are not permitted to bring animals onto Company property including parking lots, with the exception of service dogs and Patrol avalanche dogs. With prior approval from Human Resources, pets are allowed in private residences. This includes summit cabins and Patrol Château. Pet deposit and monthly pet fee is required. Pets are not allowed in group living areas, such as Yodelin, the Lift Operations bunk, and the Ski School housing rooms.

Parking

As part of our commitment to exceptional guest service, we make the closest parking lots to the base area available to our guests. Employees are required to park in lot “D” which is on the East side of the highway, on east side of the Parking and Transit building. If this location is full, park in the nearest available spot or follow the instructions of the parking attendants. You may be required to park in other specific locations as outlined in the current season’s parking plan, please see your supervisor for the plan details. If your vehicle is inoperative, make proper arrangements immediately. DO NOT abandon your vehicle. Stevens Pass reserves the right to tow any vehicle on Stevens Pass premises and is not responsible for any damage to vehicles parked on its premises.

RV Parking

Stevens Pass offers a unique experience to our guests in the form of an RV parking lot with power. It is our goal to keep these RV parking spaces and services available to our visiting guests. **Employees will not be eligible for the RV season passes or the stay by night option.**

Camping

There is no camping allowed anywhere within the area boundary.

In accordance with the Mt. Baker/Snoqualmie and Wenatchee National Forests by-laws (36 CFR261.86e) winter camping is prohibited. Sections 13, 14, 15, 21, 22, 23, 24, 27, 28, T.26.N., R. 13E., W.M.

Music

No music shall be played by employees in guest areas (except where supplied or authorized by the Company).

Lift Lines

“Cutting” will not be tolerated by employees or the public. The only persons permitted to go to the head of the line are uniformed Patrol and Stevens Pass instructors with lessons. Under no circumstance is an employee on a break to “cut” in the lift line. However, if an employee is on a work assignment requiring use of the lift, he or she is to make arrangements with the operator.

Off-Limits Areas

Employees are prohibited from all work areas (i.e. kitchens, lift stations, behind sales counters, etc.) when not on duty. Employees are also prohibited from any work area other than the area in which they are working. Only employees are allowed in non-public areas.

Any closed areas are off limits to employees, as well as the public, when the area is designated as closed, unless it is in the authorized course of their work duties. This is to include motor rooms, lift stations, buildings, lodges, shops, and on-mountain terrain. It also includes construction, blasting and other project areas. If you choose to go on the hill, notify a crew leader as to your intentions before going.

Employees are not allowed in cocktail lounges while on duty unless it is in the authorized course of their work. No employee under the age of 21 will be allowed in any of the cocktail lounges, except when their job responsibilities necessitate entrance (as allowed by law).

No employee shall stay overnight in any of the buildings owned or operated by the Company, including employee housing, without authorization.

Search and Rescue Outside the Area Boundaries

This is required at times near the area and is usually conducted by the Patrol and other organizations. Individual participation is appreciated, but it must be voluntary. Employees participating in search and rescue within the area boundaries receive compensation.

Model Release

The Company may have photographic portraits, videos, film or pictures taken of you at any time you are on Company property. When you sign the handbook acknowledgment form you will release, discharge, and hold harmless the Company, its directors, officers, agents, assigns, legal representatives and employees from any liability by virtue of any blurring, distortion, alteration, optical illusion, artistic changing, video alterations, or use in composite form whether intentional or otherwise, which may occur or be produced in the taking of, use of or publication of said photographs, videos, film or pictures.

You will also waive any right that you may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith or the use to which it may be applied.

If you have any problems or concerns regarding this policy, you should speak to the V.P. of Marketing & Sales or the General Manager.

Employee Suggestion Program Network (ESPN)

Ask any of our returning employees and they will probably tell you of the many changes and improvements that have come about from employee suggestions. We believe that the person doing the job is in the best position to think of ways to do it better, more efficiently, and more effectively. If you think of a better way of doing your job, or another job, or something that would better the guest experience we encourage you to submit it to ESPN@stevenspass.com.

Our goals and expectations are high. We are glad you have joined our Team, and we welcome your contributions.

Welcome Aboard!

We hope this handbook has answered your questions and provided you with some background about Stevens Pass.

We are a dynamic and exciting Company, and there are many aspects of our organization that cannot be explained in a handbook. We hope that you discover many of these aspects while working with us!

Section 11 – Benefited Positions

This chapter applies to only those employees who meet the criteria for benefited positions. Definitions for these are outlined in Section 3, and must be approved by the General Manager.

Paid Time Off (PTO)

a. Accrual and Steps: Accrual of PTO begins with the first full pay period after hire and is based on hours worked. PTO is not earned on unpaid time; PTO is earned for work time, PTO time, and sick time. Accrual rate is based on your anniversary date of starting a PTO-eligible position.

b. Anniversary Date: Your accrual rate increases each year on your anniversary date provided you have worked in a PTO-eligible position at the previous step. You do not have to be employed on your exact anniversary date; if you work for any time between two consecutive anniversary dates that counts as time served toward advancement to the next step.

PTO Accruals by Leave Group

	Group A	Group B
Year		
1	0.0577	0.0192
2	0.0620	0.0244
3	0.0662	0.0295
4	0.0705	0.0346
5	0.0748	0.0397
6	0.0791	0.0449
7	0.0833	0.0500
8	0.0876	0.0551
9	0.0919	0.0603
10	0.0962	0.0654

Rates are per hour worked

The rates are per hour worked for Exempt and Non-Exempt. The accruals refresh new amounts on the 1st day of the pay period.

c. Use: You must receive your supervisor's approval as far in advance as possible. No negative balances are allowed. If you do not have enough PTO then your request for time off might be denied or it would have to be unpaid.

Earned hours are “use it or lose it” on a 24 month rolling model. The maximum balance you are allowed to carry is equal to the number of hours you would have earned in the previous 24 month period based on 40 hour work weeks.

d. Payout: An employee’s PTO balance is paid out when terminated from a PTO-eligible position. A seasonal PTO employee who continues to work on a year round basis is subject to the rolling model described above. Employees who have not reached their first anniversary date and do not complete the season will not receive payment for any unused PTO.

e. Changing Positions: An employee changing from one position to another (both PTO eligible) will be subject to the new position’s accrual rate and retain their step. If there is a break in service of more than 2 weeks it will be handled as a termination and rehire, meaning the PTO balance will be paid out. If the break in service is less than 2 weeks then the employee has the option to be terminated and rehired (paid out) or have their PTO balance transferred into the new position. Accrual rates will not be changed due to short term work schedule modification, such as during late opening protocol or suspended operations.

f. Break in Service: An employee in a position who leaves the company and then returns within five years to a PTO-eligible position will retain their old step and original anniversary date.

g. Holidays

For holidays, a department that has reason to work must submit an operating plan to their Senior Team supervisor who will approve, reject or modify the plan based on the following criteria:

- 1) The plan must provide for the safety of anyone working.
- 2) There must be legitimate work available and accountability for productivity.

An employee may propose to modify their schedule in order to not work on the holiday and not take PTO; that must be included in the operating plan and is subject to Senior Team supervisor approval.

Sick Leave

a. Use

Sick leave is only to be used for the following reasons:

1. Your own illness or injury;
2. Illness or injury to your children*;
3. Your own scheduled doctor or dentist appointments,
4. Death in your family
5. Birth of a child to you or your spouse
6. Family emergencies (which should be infrequent and non-recurring events requiring unforeseen attention) also qualify as sick leave. This applies to immediate family members. However, consideration will be given to parents or siblings to whom you provide care in an emergency.

*Note: applies to children under eighteen (18) years of age who are related by blood, marriage, or are under the employee's legal guardianship or custody, including foster care.

Non-exempt employees are allowed to take sick leave in hourly increments to supplement missed time for the above reasons. Exempt employees may only take sick leave in full day increments. No negative balances are allowed.

Three or more missed days will require a doctor's note.

There is no payment for accrued and unused sick leave. Sick leave is not paid out at termination.

b. Rates

Accrual of Sick Leave begins with the first full pay period after hire and is based on hours worked. The Sick Leave accrual rate is .01925 per hour worked. All positions which earn Sick Leave do so at this rate. This is equivalent to 1.54 hours of Leave for every 80 hours worked. The maximum balance that can be carried is 260 hours, subject to grandfathered amounts earned prior to November 2011.

Bereavement Leave

If you are a regular full-time employee, you are entitled to take up to three (3) days with pay to attend services and take care of personal matters related to the death of a member of your immediate family. For the purposes of this policy, immediate family is considered to be your spouse, parents, siblings, children, grandparents, aunts or uncles, and "in-law" and "step" relationships to the same degree.

Bereavement leave must be taken at the time of the services, and may not be postponed, or "retroactive."

***The benefits outlined below are available
only to group 1 & 2 employees***

Insurance Benefits

You are eligible to receive medical insurance through the Company, effective on the first of the month or coinciding with following your date of hire.

The Company pays the entire premium for your coverage at the base level. Any additional or buy-up employee coverage is optional and will be paid by you through payroll deduction. Any dependent or spouse coverage is optional and is paid by you through payroll deductions.

If you have specific questions about your health coverage, please refer to the material provided by the insurance carrier. The descriptions in the plan documents and contracts supersede other oral or written descriptions of benefits in the event of any conflict. Year round employees and Managers also receive dental coverage.

If you have any additions, deletions, address changes, etc. to your insurance coverage, notify the Human Resources office **immediately**. Adding dependents to the plan is restricted by the insurance carrier, and depending on the circumstances, may be limited to the annual open enrollment period.

Health Insurance Continuation (COBRA)

If you are enrolled in our health insurance plan and your employment terminates, or there is a change in your marital status, you and your enrolled spouse and/or dependents may be allowed to continue coverage through the COBRA continuation plan. All premiums under COBRA are the responsibility of you and/or your covered spouse and dependents. Contact the Human Resources office for more information.

Life Insurance / Accidental Death And Dismemberment Insurance

The Company provides life and accidental death and dismemberment insurance. The Company pays 100% of the premium for this coverage. The amount of the life insurance is based on your annual earnings. Additional coverage may be available through payroll deduction. For more information regarding these plans please refer to the Summary Plan Description.

Long Term Disability

The Company provides long-term disability insurance coverage in the event you become disabled and are unable to perform your regular job functions for more than 60 days. This insurance provides 60% of your regular rate of pay, up to \$6,000 per month, for the duration of your disability, coordinated with other sources of income. The premiums for this benefit are paid for entirely by the company.

Education and Course Reimbursement

If you want to enroll in an individual (non-matriculated) course that is directly related to your present position, you may be eligible for educational reimbursement. You must have been with the Company for at least one year and have obtained prior approval from management for possible reimbursement. Job related courses would be reimbursed at the following rates: 100% for a grade of “B” or better; 50% for a grade “C”; 0% for less than a “C”. Seminars or other un-graded courses may be approved for reimbursement, as well. Additional information can be obtained from your supervisor, who must pre-approve all courses and seminars.

Salary and Wage Reviews

Salary and wage increases are at the discretion of the Company and are based on a number of factors, including the Company’s business and profitability, market factors, your performance, your work group’s performance, etc.