

A MESSAGE FROM THE GENERAL MANAGER



Welcome to The Summit at Snoqualmie

Welcome to The Summit at Snoqualmie! We are very pleased to have you join our team as we begin our 78th season! The Summit has a long tradition of offering skiing, snowboarding, and other winter recreational opportunities to our state and region, dating back to 1937. We are very proud of our long legacy of providing winter recreation to the Northwest.

We are equally excited to look ahead to the future! We are currently in the process of implementing our master development plan, approved in 2008, which includes adding new chairlifts, new lodges, and other services for our guests. The Silver Fir to Summit East zone of our mountain is really taking shape. Silver Fir Express was added in 2008, East Peak and Hidden Valley Chairlifts added at Summit East in 2011, the beautiful new Silver Fir Lodge completed in 2014 and our brand new Rampart Chairlift at Summit East added in 2015. We have many other exciting improvements planned for other areas of the mountain as well!

Regardless of whatever physical improvements that are made, it is really our people who make The Summit what it is. We are very proud of our team here at the Summit! We are committed to providing a unique brand of guest service that is known for sincere caring and genuine fun! Learn all you can and jump right in! Our guests want to see you having fun and living the spirit.

I very much look forward to working together with each of you this winter in bringing The Summit to life. I know it's going to be a great season!

Have fun, be safe, and enjoy the season.

Dan Brewster
General Manager

DISCLAIMER

Although we want and encourage you to have fun while you're working, there are times when we need to be serious. This is one of them. This handbook does not constitute a contract or guarantee of employment. The statements contained in this handbook are general policies of The Summit at Snoqualmie (referred to as "Summit at Snoqualmie" or the "Company" in this handbook) and do not amount to promises of specific treatment in specific situations. Summit at Snoqualmie reserves the right to deviate from these policies in its sole discretion and Summit at Snoqualmie's decision to abide by any general policy statement herein does not create any expectation that in future situations Summit at Snoqualmie will choose to abide by or follow any general policy statement.

Further, by signing the handbook acknowledgment form, you are agreeing and acknowledging that this handbook is not a contract and that you have not and will not rely on the policy statements contained within this handbook, as promises of specific treatment in specific situations. Rather, you acknowledge and agree that our relationship is "at-will". That means we can terminate your employment at any time, for any reason, with or without cause. The same holds true for you. You can voluntarily terminate your employment at any time, for any reason. Any changes to an "at-will" employment agreement must be made in writing and signed by both you and the General Manager or President of the Company. We understand and honor flexibility in guidelines and policies as a necessary part of doing business in an ever-changing world. While those policies and procedures outlined in this handbook are valid today, they may change at any time.

Finally, by signing and dating the Handbook Acknowledgment Form, you are acknowledging and agreeing that you have carefully read the provisions of this handbook and understand the language of this Disclaimer. You agree that you will not now, or at any time in the future, use the provisions of this handbook for any legal cause of action or demand against Summit at Snoqualmie. Because these are simply general policy statements and not specific promises of treatment in specific situations, you understand that you cannot rely on these policy statements for any cause of action under any circumstances. If you have any questions about this Disclaimer, or wish to discuss any of the acknowledgments or agreements further before executing any document, please raise your concerns with management prior to executing the Handbook Acknowledgment Form. Thank you.

GET THE MOST OUT OF YOUR JOB

Stay Informed:

This Employee Handbook is a tool to give you as much information as possible as you embark on an exciting adventure working in the dynamic ski industry! Policies, practices, and expectations are outlined here (more detailed policy information is available in Human Resources, hereinafter referred to as “HR”) along with perks, benefits and safety procedures and guidelines that you need to know.

A great way to keep informed is to attend your weekly department meetings. Be there so you are “in the know” for upcoming events and current information.

EMPLOYEE APPEARANCE & BEHAVIOR

Employee Appearance & Conduct:

The impression that you make on our guests is a very important and integral part of our ongoing success. Remember, you may be the first contact that a guest has with our ski area; therefore, we want to make sure it is a good and lasting impression. We do require that all employees maintain a clean, well groomed appearance and conduct themselves in a reasonable and considerate manner while on duty. Some departments require specific clothing or uniforms, part or all of which will be supplied by The Summit at Snoqualmie.

Attitude:

Your attitude is the first and last thing guests and coworkers see. Attitude is what makes or breaks a situation. Your attitude should project a positive, enthusiastic demeanor. Your body language should convey enthusiasm and helpfulness. The Summit at Snoqualmie is a Fun, Convenient, Outdoor Escape, and your everyday attitude is key to our success.

Uniforms:

Uniforms are required while working at The Summit at Snoqualmie.

Depending on your position, you may or may not receive a full outdoor uniform. The appropriate uniform for your position will be provided. In cases where employees are not supplied a full company uniform, they will still be expected to conform to grooming standards and dress appropriately for the job performed. We take pride and respect in wearing our Summit uniform. Anything that is visible to the guests must be neat and clean. Outdoor gear **must** be returned to HR at Summit West at the end of the season.

Uniforms are not to be worn when using any tobacco product, e-cigarettes or while consuming alcohol while off duty on or off The Summit at Snoqualmie property.

Nametags:

In order to continue meaningful interactions with our guests, wearing your nametag visibly at all times is required while on duty. Name tags can be

ordered through your supervisor or HR. Lost name tags should be reported immediately for replacement. If you lose your nametag, there may be a replacement fee.

Hair:

Hair must be neat and clean of a natural color (no purple, green, etc.). If men's hair exceeds collar length, it must be pulled back in a ponytail or tucked up under a company approved hat. Extreme styles (i.e. trendy shaves, Mohawks, spiked, matted styles, dreadlocks) must be pulled back or tucked up under a company-approved hat or otherwise, are not allowed. Men's faces must be freshly shaven before reporting to work: mustaches must be above upper lip level. Neatly trimmed beards are permitted.

Hats:

Only company-approved hats should be worn while on duty during operating season. A hat may or may not be issued as part of your uniform depending on your position. Hats with logos or written statements other than "The Summit at Snoqualmie" or "Alpental" may **not** be worn without manager approval.

Tattoos:

Tattoos must be covered at all times when in front of guests, including during breaks and when going between work area and parking area. Tattoos on the face or neck are not allowed. If the tattoo cannot be covered, only small and non-offensive tattoos may be visible. Examples of offensive tattoos include, but are not limited to, those of obscene or sexual connotation or that are frightful. A tattoo that cannot be covered while working must be within parameters of the corporate policy for tattoos and approved by a supervisor.

Jewelry and Piercings:

Excessive jewelry and any jewelry posing a safety risk are not allowed.

Small earrings are allowed on the lower lobes. No more than two earrings on lower lobe may be worn while working.

Facial piercings are not allowed. A small stud in one nostril is the only exception. All other facial piercings should be removed while in uniform/at work.

Examples: Ear gauges are not allowed. Tongue, lip and eyebrow piercings and nose rings are not allowed to be worn while in uniform/at work.

EMPLOYEE LIFE BENEFITS, SERVICES & DISCOUNTS

Employee ID (which doubles as your Season's Pass):

All employees are issued an employee ID which also functions as a complimentary Season's Pass. This unlimited pass is good any time at The Summit at Snoqualmie, as long as the employee is in good standing (as determined by HR).

Your employee ID will be issued by your supervisor when you start work. This picture ID is your passport to benefits and privileges at the resort. Keep in mind that you must have your employee ID with you to take advantage of any of the

benefits and privileges offered to employees. All employees must sign a liability release before using employee privileges.

Dependent Pass(es):

A Dependent is defined as an individual who is eligible to be claimed by the employee for tax purposes (i.e., spouse & children). Please note: dependent passes are contingent upon your fulfillment of the terms of your employment. Dependent passes will need to be returned and upgraded to public passes in the event of voluntary or company termination of the employee. Pricing of dependent passes are determined by your employment status and can be found on the Employee Identification and Pass Agreement form.

Employee Statuses:

FTYR = Full-time year-round (48-52 weeks over 30 hours)

FTS = Full-time seasonal (over 30 hrs/wk for winter season)

PT = Part-time (less than 30 hours a week)

Temp Employee = employee called in for special events or vacation weeks

Food & Beverage:

Every employee with a valid employee ID may purchase food & non-alcoholic beverages at a 50% discount (20% in Webb's). This discount may be used by employees only and may not be used to purchase food for friends or family. To better serve our guests and allow room for them, the employee discount may not be available during peak periods, and availability will be determined by the company, in its sole discretion.

Ski & Snowboard Rentals:

Equipment rentals are available for any employee skiing or riding on his or her personal time at a 50% discount. Employees may take advantage of this privilege on non-holiday weekdays if equipment is available. Due to supply issues, employee dependents and friends are not eligible for this privilege. Keeping rental equipment longer than the designated rental period may lead to loss of rental discount, and disciplinary action up to and including termination.

Ski & Snowboard Lessons:

Employees with a valid employee ID may join a group lesson on his or her personal time (not in uniform) for skiing, snowboarding or cross-country at no cost depending on availability of space in the class. Employee dependents with a valid pass or lift ticket receive selected Summit Learning Center products at a 50% discount. These products include any consecutive week lessons & walk-in lessons only when there are 4 registered (paying) guests on the same level signed up for the class. Private lessons and the Alpentel 3-year-old program are *not* available at the employee discounted price.

Retail:

Employees are eligible to receive a 20% discount on retail merchandise. Discounts will only be given on regularly priced merchandise unless otherwise stated. For sale situations, employees will receive a 20% discount **or** the posted

retail discount offered to guests, whichever is greater. Employees must be prepared to pay for retail purchases with cash or major credit card at the time of purchase. There will be no exceptions. Price discount will be taken at the register at the time of purchase. Employees must show current employee ID to receive discount.

Employee Referral Rewards Program:

Employees who refer others to work at The Summit at Snoqualmie are eligible to receive “referral rewards” for their recruiting efforts! Rewards are paid out after Presidents Day week if both employees are still working their agreed-upon schedules. For more information see HR.

Employee Skiing & Snowboarding:

As an employee of the resort, you may enjoy the privilege of skiing and snowboarding on breaks and on your days off. If you take advantage of this privilege, take care to respect the following rules:

1. Observe “Your Responsibility Code” as well as state and local skiing and snowboarding statutes outlined in The Summit at Snoqualmie’s trail map.
2. “Clock out” before taking a ski or snowboarding break.
3. All recreational skiing and snowboarding is considered an "off the clock" activity and resulting injuries are not covered by Workers’ Compensation. Further, The Summit at Snoqualmie shall not be responsible for any injuries suffered as a result of recreational skiing and/or snowboarding.
4. An employee that must ski or snowboard for his or her job, or report to the job site by skiing or snowboarding, shall take designated routes or the easiest route between areas, and abide by all rules and regulations of Summit at Snoqualmie in so doing.
5. Any employee who skis or snowboards while off-duty will not be in uniform.

Please read and understand "Your Responsibility Code" and follow it when enjoying the sport. As an employee you can help enforce the code by example and by talking with others on the mountain. In addition to the responsibility code and the other guidelines in this handbook, there are laws in Washington that address your conduct and actions while skiing or riding at The Summit. For example, it is unlawful to get on or off a lift other than at designated areas. You also may not leave the scene of an accident that you were involved in without identifying yourself and leaving contact information. Skiing or snowboarding in an area or on a trail that has been closed is punishable by a fine of up to \$1,000. Additional information about state laws is available through the Revised Codes of Washington. RCW 79A.45.020-070

All employees must sign a liability release before being issued their employee ID. **Observe the code listed below and share with other enthusiasts the responsibility for a great skiing experience.**

1. Always stay in control and be able to stop or avoid other people or objects.

2. People ahead of you have the right of way. It is your responsibility to avoid them.
3. You must not stop where you obstruct a trail or are not visible from above.
4. Whenever starting downhill or merging into a trail, look uphill and yield to others.
5. Always use devices to help prevent runaway equipment.
6. Observe all posted signs and warnings.
7. Keep off closed trails and out of closed areas.
8. Prior to using any lift you must have the knowledge and ability to load, ride and unload safely.

Any employee skiing or snowboarding on break or using their employee ID are responsible for knowing and following the rules and regulations of The Summit at Snoqualmie. Failure to abide by any rule or regulation could result in loss of employee's skiing and snowboarding privileges (determination shall be made in sole discretion of Summit at Snoqualmie).

Common sense and personal awareness can help reduce risk. Keep it fun and obey the rules!

Skiing, Snowboarding & Cross-Country Privileges:

Your employee ID allows you to ski, snowboard or cross-country ski free of charge. While enjoying your skiing, snowboarding, cross-country or other privileges, you are expected to represent the resort in a positive manner and observe "Your Responsibility Code" as listed above (as well as the restrictions contained in "Employee Skiing and Snowboarding," above). Letting someone else use your ID is considered an abuse of this privilege and may result in disciplinary action including suspension of privileges, restitution and/or termination. Employees unable to perform normal work duties due to illness, injury, personal business or other reasons will not be allowed to use skiing, snowboarding, cross-country, or other privileges until they return to work. Employees separated for reasons other than an end of season lay off must surrender their season pass as well as any dependent passes at that time. See page 5.

Employee PNSAA Ski Area Exchange Program:

Because our resort is a member of the Pacific Northwest Ski Area Association's Exchange Program (PNSAA), Summit at Snoqualmie employees are eligible for discounted and/or free skiing at other PNSAA participating ski areas. The program runs from December 1 through mid-April, conditions allowing, and the Summit at Snoqualmie must be in full operation to participate.

Ski exchange letters authorizing discounted and/or free skiing for employees are administered by HR. For additional information not included in this document, or for a Ski Exchange Authorization, please see HR at Summit West or call 425.434.7669 x 6300.

Employees must make their request to HR at least three days prior and not more than two weeks prior to the day they want to visit another ski area.

Submit your request via email skiexchange@summit90.com or phone or in person. A maximum of four letters for any one ski area will be issued for each day. An individual employee is limited to two letters per week. Weeks follow the pay cycle, beginning on Saturdays and ending on Fridays. Ski Exchange letters may take up to three (3) days to be processed and distributed to the respective manager\supervisor.

At Guest Services of the ski area you are visiting, employees must present current Summit at Snoqualmie employee ID and an original Ski Exchange Authorization letter on Summit at Snoqualmie letterhead, properly signed and dated by an HR representative and your Supervisor. Eligible employees will receive one complimentary or discounted daily lift ticket. All participants must observe the Skier Safety Code and use good guest behavior— or the privilege will be revoked.

Exchange privileges are subject to modification and restriction by each participating ski area. For current information on PNSAA Ski Exchange Program participating ski areas or if you have additional inquiries about the program, please contact HR by emailing skiexchange@summit90.com or 425.434.7669 x6300.

Boyne Resorts Access - Skiing/Riding at Sister Resorts:

Summit at Snoqualmie employees in good standing (as determined by HR) with an active Employee ID may ski at Crystal Mountain any **non-holiday weekday**. For **weekend** access to Crystal Mountain employees must use the Ski Exchange program as outlined above.

RESTRICTIONS APPLY. Employees should check with HR prior to traveling to Crystal Mountain for current procedures. Depending on time of season, you may need a letter or other proof of current employment in order to access lifts at Crystal Mountain. Contact HR to find out information about employee privileges at other Boyne Resorts USA and properties.

Lifetime Benefits for Long Time Employees:

Option 1:

Full-Time Year Round employee who has 25 years of consecutive service.

Benefit: Lifetime ski pass from The Summit at Snoqualmie for self and spouse or significant other as described by the Department of Revenue of the State of Washington.

Option 2:

Full-Time Seasonal employee who has 30 years of consecutive service.

Benefit: Lifetime ski pass from The Summit at Snoqualmie for self only.

Criteria:

- Lifetime means the rest of the employee's life – non transferable
- It cannot be exchanged for another product
- Individual must abide by all the rules. Privileges may be suspended or terminated for abuse

Eligibility Determination:

- HR records confirming qualifying employment history
- Approved in writing from HR Mgr, signed by GM and SVP of HR
- Once approved a congratulatory letter will be sent to the employee with guidelines outlining the benefit
- A copy of the documents will be kept on file in the resort HR office and the Corporate office

**Volunteers and part-time employees are not eligible.*

Employee Assistance Program: 1.800.538.3543

All employees & members of your household are eligible to participate in the Employee Assistance Program (EAP). Confidential counseling for any issues that cause you concern is offered at no cost to the employee in an effort to help you balance your work and personal life—while protecting what is most important...your family & your future. This program is offered through Cigna (www.cignabehavioral.com/cgi).

POLICIES, PRACTICES & PROCEDURES**Cell Phones/MP3 Players (etc):**

Devices such as these are not permitted to be in use by employees while on duty in order to provide safe and engaging service experience for our guests. Reserve the use of cell phones, pagers, personal computers and MP3 players for break time.

Drinking at The Summit at Snoqualmie:

No employee may perform their job duties while under the influence of alcohol. Employees who are of legal age and have legal identification with them may patronize any of our on-hill restaurants and bars that serve alcohol after their shift. However, NO EMPLOYEE shall consume alcohol on- or off-premises while wearing any Summit at Snoqualmie uniform. Even when off-duty, it is important for employees who make use of our on-hill bars, lounges & restaurants to maintain a professional demeanor. Failure to comply will not be tolerated and may result in suspension or termination.

Smoking/E-cigarette Policy:

Smoking is an employee privilege, not a right. As an employer, the right to prohibit smoking is real and the privilege to smoke will be revoked in the event that an employee's smoking behavior diminishes our guest opinion of their experience. Employees, while on the clock, are entitled to three breaks per 8-hour shift (morning, lunch, afternoon—or shift equivalents, see "Breaks" for further details) during which smoking is permitted out of uniform.

All Summit at Snoqualmie buildings and company vehicles are **SMOKE FREE**, so smoking and use of all other tobacco products is only permitted outdoors, more than 25 feet away from building entrances, exits, and intake vents.

While smoking, it is imperative that employees either remove resort-provided uniforms (along with Summit at Snoqualmie-specific logo wear) or conceal the same, to include hats, so that they appear as a public guest. Lack of compliance will jeopardize the smoking privilege, and may result in suspension or revocation of that privilege. No employee shall be seen in uniform smoking, on the mountain or in/around the base area.

With the privilege come responsibilities: Properly disposing of smoking paraphernalia (butts, matches and packs) is entirely the smoking employee's responsibility.

Personal Social Media Policy:

The Summit at Snoqualmie respects the right of employees to participate in social media mediums during their personal time. As an employee, if The Summit at Snoqualmie is the subject of content you are creating you must make it clear that you are an associate of The Summit at Snoqualmie and the information within your blog is yours and may not represent those of The Summit at Snoqualmie. It is recommended that as the author you include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of The Summit at Snoqualmie". Be aware that any content not in accordance with The Summit at Snoqualmie's Discrimination & Harassment Policy will not be tolerated and may subject you to disciplinary action up to and including termination. When posting online please always be honest and accurate with information. Additionally, always be fair and courteous regarding coworkers and guests. If you choose to post photos or videos be sure that they do not violate or encourage breaking the snow sports safety code or any laws according to RCW 79A.45.020-070.

Name and Likeness Release:

The Summit at Snoqualmie may have photographic portraits, videos, film or pictures taken of you at any time you are on the company property. When you sign the handbook acknowledgement form you will grant permission to the Company, its parents, subsidiary, affiliates and employees acting on behalf of the Company and their respective agents, clients and assigns, to sell copyright, exhibit, broadcast, distribute or otherwise use your name and photograph for the purpose of publicity, public relations, editorial, or other advertising purposes without restriction as to frequency, duration or medium. You assign exclusive rights to the photographs taken of you during working hours to the Company.

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 contact the Marketing Department.

Employment-At-Will:

As stated in the Disclaimer, this handbook does not constitute a contract or guarantee of employment. Our relationship is “at-will”. That means we can terminate your employment at any time, for any reason, with or without cause. The same holds true for you. You can voluntarily terminate your employment at any time, for any reason. Any changes to an “at-will” employment agreement must be made in writing and signed by both you and the General Manager of the Company.

Equal Employment Opportunity Policy:

The Summit at Snoqualmie provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Summit at Snoqualmie complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Summit at Snoqualmie expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of [Company Name]’s employees to perform their job duties may result in discipline up to and including discharge. Please immediately notify HR if you feel you have been discriminated against.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of The Summit at Snoqualmie to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the

accommodation creates an undue hardship to the Company. Contact the HR department with any questions or requests for accommodation.

Harassment Policy:

We absolutely prohibit any form of harassment. We want you to look forward to coming to work and will not allow any harassment based on race, color, religion, creed, national origin, sex, ancestry, age, sexual orientation, marital status, disability or any other protected characteristic. Specifically, we prohibit unwelcome sexual advances, requests for sexual favors, all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to, or rejection of, such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Any and all forms of verbal, visual or physical harassment are prohibited including: offensive comments, jokes, innuendoes, sexually-oriented statements, expressions, gestures, telling lies or spreading rumors about a person's sex life, suggestive photographs, pin-ups, cartoons in print or other media, threats, stalking, and any unwanted propositions, compliments, touching or physical contact.

Harassment Reporting Procedure:

If you believe harassment has occurred, you must report it, verbally or in writing, to HR as soon as possible. A prompt, thorough and objective investigation will be conducted. If it is determined that an employee(s) is guilty of harassing another employee, disciplinary action up to and including termination will be taken. Retaliation against employees for filing complaints or assisting with investigations will not be tolerated. Any employee filing false complaints or giving false information will also be subject to disciplinary action up to and including termination.

Open Door Grievance Policy & Complaint Procedure:

The best way of resolving issues is through open communication. We support an open door grievance policy. Start with your supervisor. If you don't feel it is appropriate to discuss your concern with your supervisor, speak to your department manager, additionally, the HR door is always open. If necessary, senior management may become involved. Every employee at the Summit at Snoqualmie should be treated with respect. Retaliation against employees for filing complaints or assisting with investigations will not be tolerated. Any employee filing false complaints or giving false information will also be subject to disciplinary action up to and including termination. The Summit at Snoqualmie is dedicated to supporting an amicable, enjoyable workplace. Anything less is a compromise of our principles.

Unacceptable Performance Behaviors:

The following is a list of offenses which can lead to disciplinary action or termination and while it includes many examples, it doesn't include them all and Summit at Snoqualmie maintains the ability to terminate any employee's employment "at-will";

- Insubordination.
- Inexcusable or excessive absence or tardiness.
- Failure to perform job duties.
- Failure to maintain personal cleanliness and hygiene.
- Violation of drug and alcohol policy.
- Sexual harassment or any form of unlawful discrimination.
- Any violent conduct, threat of violence, carrying a weapon or having unauthorized weapons on property.
- Sleeping during working hours.
- Using profane or abusive language; lewd or obscene conduct in any situation while on Company property; any verbal or physical conduct that creates an offensive working environment.
- Suggesting or hustling a tip for any service performed for a guest.
- Theft, fraud or dishonesty including but not limited to, removal of, or unauthorized use or possession of Company goods, products, records, property or funds, abuse of resort privileges or the misrepresentation of facts in reporting incidents or describing events.
- Walking off the job during an assigned work shift.
- Inability or unwillingness to work cooperatively and harmoniously with other employees.
- Unsatisfactory guest relations. Being rude or indifferent to a guest or fellow employee.
- Disregard of safety procedures as well as posted safety rules.
- Failing to disclose that your views do not represent those of the resort on a blog.
- Disclosure of confidential company information.
- Failure to follow any of the guidelines in this handbook, or violation or disregard for any other rule, procedure or policy which is known to the employee through other written or verbal communication.
- Failure to be in Uniform while on the clock.

Nepotism:

The Summit at Snoqualmie wants to ensure that company practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are discouraged from having positions with a reporting responsibility to each other. A family member, who must report directly or indirectly to a direct relative, must obtain approvals from the General Manager and the functional Director before hiring or quoting any starting rate of pay. If hired, any status change, pay change and all evaluations should have the same levels of approval as the hiring process.

For the purpose of this policy, a direct relative is any spouse, father, mother, daughter, son, sister, or brother who is related to a current team member by blood or as in-laws, AND includes any individual residing in a team member's household in a relationship comparable to that of a family relationship, or any individual involved in a close personal relationship with the team member.

Dating & Fraternization between Employees:

The Summit encourages employees to develop friendships and share a spirit of teamwork and camaraderie in the workplace. Dating among employees is not discouraged, as long as the relationship does not negatively impact work. Adverse workplace behavior or behavior that affects the workplace because of personal relationships will not be tolerated.

Any relationship that interferes with the company culture of teamwork, the harmonious work environment or the productivity of employees, will be addressed by applying the progressive discipline policy.

Dating & Fraternization between Managers & Direct Reports:

A Manager may not date, become romantically involved with, or have sexual relations with a reporting employee. A manager or supervisor who dates or becomes romantically involved with an employee can create a serious problem for the company. Dating an employee, even when the employee is not in a reporting relationship; and extramarital affairs, create serious consequences for the company. These types of relationships may expose the company to litigation involving claims of favoritism, misuse of authority, or potentially sexual harassment.

Affairs in the workplace may adversely affect the careers of both employees with regard to advancement opportunities, choices of jobs, and assignments. They may also adversely affect the company's flexibility and consequently, may have an impact on our service to customers.

If a manager decides to pursue a close relationship with an employee, he or she needs to inform their Manager and HR immediately. The company will then decide what, if any, actions are necessary to take in regard to assignments and jobs. Employees who disregard this policy will receive disciplinary actions up to and including termination.

The Summit at Snoqualmie recognizes that employees have different definitions and understanding about what constitutes a close relationship, a friendship, or romantic involvement. Consequently, if you have questions or need further clarification, talk with your HR Department. Their goal of implementing policies consistently and fairly will help inform your choices. In instituting this policy, it is not The Summit at Snoqualmie's goal to interfere with the development of coworker friendships and relationships. This policy identifies when these relationships are appropriate and when they are not in the workplace.

Pre-employment & Post-employment Requirements:

Specific positions may require reference checks, background checks, post-offer physicals, drug tests and Department of Motor Vehicles checks. Other prerequisites may include specific training or having your equipment inspected and adjusted before it is used while on duty. HR or your supervisor will inform you of your particular post-offer requirements and assist you in completing them.

Employment of Minors:

We employ people under the age of 18 with valid work permits and great attitudes. You can get a work permit at your local school district office. State and federal laws may restrict the number of hours you can work and the type of job you can hold at the Summit at Snoqualmie. Minors that work over the number of hours allowed by law may face disciplinary action up to and including termination. Check with the HR Department for details.

Personnel Records:

You can review your personnel file by making an appointment during regular business hours. Please allow 3 days for HR to be able to fulfill your request. Copies of documents can be provided with the approval of HR. All personnel files are confidential and except to satisfy legal requirements like subpoenas and requests from government agencies, we do not release any information outside the Summit at Snoqualmie without the employee's written approval.

Letters of Recommendation:

Letters of recommendation and references are handled exclusively by HR. Your written authorization is required to release any information other than your hire and termination dates and the title of the position you held at termination.

Attendance & Punctuality:

If you're sick or are going to be late, let your supervisor know at least one hour before your scheduled start time. Calling into a co-worker or leaving a voicemail is not sufficient or acceptable protocol. Excessive or inexcusable absences or tardiness create a reason for disciplinary action up to and including termination.

We understand employees get sick during the season. We ask that you use common sense and be mindful of your coworkers and guests and do stay home if you are ill. Please remember to contact your supervisor if you plan on staying home. Absences of three days due to sickness or injury may require a doctor's note. We consider absences of two consecutive working days without notification abandonment of employment and resignation. We work in geographic areas affected by challenging weather and slow traffic, so plan ahead to avoid being late.

Hours of Work:

The hours you work depend upon your job and the department in which you work. In the recreation industry, we operate seven days a week, including weekends and holidays. Weather and business level fluctuations preclude us from guaranteeing hours. It's your responsibility to check the schedule or ask your supervisors about working hours. All schedule changes must be cleared with your supervisor. It's important that you are at your workstation on time and "clock in" just before the start of your shift and "clock out" immediately after your shift, or when you are no longer on duty.

"Clock in and out" refers to punching in or out. Your supervisor will tell you and show you how to officially record the time that you work, and you must follow the procedure as described. If you are unable or forget to clock in or out, see your supervisor immediately. Your supervisor must approve early departure or overtime for any reason. Please clock in and out for yourself only. Any falsification of records or failure to comply with time-keeping will result in disciplinary action up to and including termination.

Breaks:

Employees receive a 10-minute break for every 4 hours of work and one 30-minute lunch break if the shift is longer than 5 hours. Due to the nature and location of ski area work, employees in specific departments (Lift Operations, Patrol, Parking, Ticket Scanning, Grooming, Terrain Park, Vehicle Maintenance, Building Maintenance, Road Maintenance, Lift Electrical, Lift Maintenance, and Property Maintenance) are not required to clock in and out on the time clock for meal periods. By signing the handbook acknowledgement form you understand that after 5 hours of a shift a thirty (30) minute unpaid meal period will be automatically deducted from your time, unless you notify your manager in writing that you did not take a meal break. By signing the handbook acknowledgment form, you are agreeing that the time deducted from your timesheet is not a deduction from your paycheck or compensation earned, because the time being deducted was not worked and is not properly reflected on your timesheet.

Paydays & Paychecks:

Direct deposit is a requirement at The Summit at Snoqualmie. Paystubs are distributed by your supervisor every other Thursday after 10:00 AM. The paystub will reflect wages earned the previous two work weeks. Payroll advances are not permitted and you cannot cash payroll checks at the resort.

Various payroll deductions are required by law, which may include, but are not limited to, federal and state taxes and Social Security. While the resort pays or matches some of the taxes that go toward benefits for employees, the state and federal government also require individual with-holding.

Report any payroll issues directly to your supervisor and they will work with Payroll to resolve the issue.

Overtime:

Non-exempt employees (those paid on an hourly basis) may be entitled to overtime pay at the rate of one-and-one-half times their regular pay for hours worked in excess of 56 hours per work week. Overtime must be approved by your manager **prior** to working the overtime hours. If you hold two or more positions at your resort, the combined hours are treated as one job for the purpose of overtime.

Holiday Pay

The Summit at Snoqualmie recognizes the following holidays: Thanksgiving Day and Christmas Day. Considering that the Summit at Snoqualmie is in the recreation and hospitality industry, our busiest times usually fall on holidays. Your department manager will determine if the resort needs your service on that specific day.

Hourly Team members receive time-and-a-half pay for hours worked on one of the above listed holidays. Holiday time does not count as time worked when calculating overtime pay for hourly employees. Any hours worked beyond 56 hours are calculated as overtime, based on your normal pay rate. Please contact Payroll for information on how overtime and holiday pay is calculated. Salaried personnel are not eligible for time-and-a-half pay for the holidays listed above. If taking the holiday off, please use PTO for that day should you want to receive full pay during that pay period.

Leaving the Company:

If you decide to leave your job with the Summit at Snoqualmie, please discuss it with your manager prior to your departure to schedule your final day and checkout. A two-week notice before leaving is always appreciated. When you separate from the resort for any reason, all Company property must be returned or you will be responsible for payment of the replacement value. Please turn in any Company property at the time you pick up your final check.

Rehire Eligibility

Your performance and attitude determine your eligibility to be rehired the following season. The decision to rehire a former employee is made on an individual, case-by case basis, at the sole discretion of Summit at Snoqualmie. There must be an opening for which you are qualified. You must complete an employment application, be interviewed, and be approved by HR for rehire.

Retirement - 401(k) Plan:

The Summit at Snoqualmie offers a 401(k) program that enables eligible employees to set aside money for the future. You are eligible to enroll upon specified enrollment dates in January and July if you are 21 years of age or older, have 12 months of service and 1,000 hours of work within those 12 months. Once enrolled, you may choose to invest in a variety of options. The Company may or may not match a portion of your contribution, depending on company performance, at the sole discretion of the Company. Further, any decision by the Company to match any portion of your contribution does not

create any ongoing obligation for the Company to match future contributions. Any contribution made by the Company shall be made on a case by case basis and you agree that any contribution that is made will not be relied upon as precedent for future contributions, if any. Complete details of the 401(k) plan, as well as educational materials on your investment options, are available from Human Resources.

Jury Duty:

You must provide a copy of the jury summons to your supervisor at least one week in advance of jury service. Employees in Benefit Group 1 are granted a maximum of 15 days of paid jury duty leave per year. All other employees will be compensated for lost pay in accordance with state law. If you are excused from jury duty early or are not required to be present in court, notify your supervisor and return to work.

Bereavement:

We recognize the importance of attending to family matters when someone in your immediate family passes away. Immediate family includes spouse, son, daughter, sister, brother, mother, father, mother-in-law, father-in-law, grandparents, grandchild or other relative living in your residence. We try to be flexible about the amount of time you take off and we may compensate you for lost pay up to a maximum of three scheduled working days. Any decision to compensate you for lost pay will be at the sole discretion of the Company, and made on a case-by-case basis. Time-off forms must be completed by the employee and signed by the manager prior to absences for bereavement.

Family & Medical Leave Act Policy (FMLA):

A family and/or medical leave of absence is an approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per year for: (1) the birth of the employee's child; (2) the placement of a child with the employee for adoption or foster care; (3) the employee's need to care for a child, spouse, or parent who has a serious health condition; (4) the employee's inability to perform the functions of his/her position because of a serious health condition; or (5) up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness. To be eligible for leave under this policy, you must have been employed for at least twelve months in total and must have worked at least 1250 hours during the twelve month period preceding the commencement of the leave. For further information on FMLA leave, please contact HR.

Short Term Disability:

If illness continues beyond seven days, you are responsible to provide a note from a doctor explaining the general nature of the illness and the approximate date of return to work. Any time spent on short-term disability counts as part of the employee's FMLA leave. Short-Term Disability benefits are granted at the employer's discretion.

FTYR team members may be eligible for short-term disability (STD) benefits. STD is for a period commencing on the eighth day of the accident/illness/birth. You will be paid according to the following schedule. You may supplement time off with PTO. STD runs concurrently with FMLA. Events concurrent with FMLA beyond 12 weeks require prior approval by your Senior Manager. **The FMLA Paperwork must be filled out by your physician and returned to HR to start your disability payments, which occur bi-weekly.** A letter or note from your doctor is also required authorizing return to work. Job availability is not guaranteed after 12 weeks of FMLA absence. Incentives and gratuities are not calculated into your total STD compensation.

Length of FTYR Service	$\frac{3}{4}$ pay	Then	$\frac{1}{2}$ pay
Less than 12 mos	0 weeks		0 weeks
12+ mos to 5 yrs	3 weeks		6 weeks
5+ to 10 yrs	6 weeks		6 weeks
10+ to 15 yrs	10 weeks		2 weeks
15+ yrs	12 weeks		0 weeks

Pregnancy Leaves of Absence:

An eligible employee who is medically certified to be disabled by pregnancy, childbirth or related medical conditions may be entitled to an unpaid leave of absence of up to a four (4) months maximum. Contact HR for more information regarding eligibility and other requirements for Pregnancy Leave.

Military Leaves of Absence:

If you are drafted or enlist in the Armed Forces of the United States, you will be granted a military leave without pay. In addition, if you enter the Reserves or the National Guard, you will be granted a military leave without pay for the duration of your initial active duty training. You should provide your manager with a copy of your military orders. If you wish to return to work at the Summit at Snoqualmie, you should state your intent to return to work as soon as you have satisfactorily completed your military service. Under federal law, you may have specific reinstatement rights. If you have any questions, consult with the HR Department.

Other Leaves of Absence:

Group 1 employees may request personal unpaid leaves of absence in writing with advanced notice of at least 30 days to your supervisor. Leaves of absences are granted at the discretion of the General Manager, on a case by case basis.

Solicitation & Distributions:

Employees are prohibited from soliciting and collecting money for membership, pledges, and subscriptions or for any unauthorized purpose during working time. You are free to do so during your breaks or lunch period. Be considerate of your fellow employees.

At no time are you allowed to distribute or circulate materials or petitions of any kind or nature in working areas except as required in the performance of your job. Employees who violate this policy will be subject to discipline up to and including termination. Unauthorized solicitation, distribution or circulation of any material on Company property by non-employees is prohibited at all times.

Media Inquiries & Logos:

All media inquiries must be referred to the Marketing Department or to the General Manager. Employees should not answer any questions from the media. Summit at Snoqualmie logos are the property of the resort and cannot be used without written permission. Please contact the Marketing Department for details.

Lost & Found:

Lost and Found is located at each base area's Guest Services desk. All found articles must be turned in to Guest Services on the day found.

Pets:

The Summit at Snoqualmie is a pet-free resort during the ski season. Employees are not permitted to bring animals on resort property with the exception of guide dogs for individuals with disabilities or approved search and rescue dogs. This rule includes parking lots.

During the off season pets are allowed in designated areas.

Personal Property:

The Summit at Snoqualmie cannot assume liability for an employee's personal property while at work. Employees should not leave personal property unattended or on site without realizing their liability. Some examples are personal skis, boots, clothing, computers, cell phones, etc. Lockers may be assigned to some employees for temporary storage of ski equipment and clothing. The Summit at Snoqualmie cannot reimburse employees for loss of property on the premises.

In the event of a theft, report the loss to your supervisor. We will investigate and may notify local law enforcement agencies of the loss. Employees convicted of theft will be subject to disciplinary action up to and including termination.

Weapons & Workplace Violence:

Violence, threats of violence and intimidation have no place in our resorts. The possession of weapons on the job or on Summit at Snoqualmie property is strictly prohibited, with the exception of authorized personnel such as law enforcement, avalanche control or other approved positions.

Employee Security & Search Policy:

Employees are expected to cooperate fully in any interviews or investigations of possible violations of our company rules and policies. We reserve the right to require employees, while on duty or on our property, including the parking lot, to agree to inspections of their person, vehicles, lockers, desks, file cabinets, handbags or their personal property whenever it is deemed necessary for safety, business or security reasons. Please note that signing the Handbook Acknowledgment Form includes consent for such a search, and includes your agreement that such searches are reasonable. An employee's refusal to consent to such an inspection, or to otherwise cooperate in an investigation conducted under this policy, is grounds for disciplinary action up to and including termination.

Being Flexible:

Our business is often subject to outside variables like weather, road conditions and fluctuations in guest and business volume; things that are outside of our control. There may be extra-long workdays or very short workdays, depending on demand.

Our Safety Policy:

We are committed to providing a safe and secure working environment for our guests and employees. The following section on safety serves as a guideline of general safety practices and policies that you can apply to your employment at the Summit at Snoqualmie. Individual conditions may vary due to a variety of circumstances, and in such cases some of these guidelines may not fully apply. Training for your specific job includes 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. In addition to the initial training, your department holds regularly scheduled safety meetings and inspections to address ongoing safety issues.

Our Commitment to You:

The Summit at Snoqualmie's safety program is designed to reduce injuries, accidents and property damage. We strive to maintain the highest standards and the safest work environment possible.

Our safety program requires that an employee knows his or her job, the procedures for correcting unsafe conditions, and how 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. If at any time you feel an unsafe situation or condition exists, report it to your supervisor. One of our supporting values is "Safety is every person's job." This means you must take an active role for your own safety as well as that of your co-workers and guests.

Drugs & Alcohol Policy:

Drugs and alcohol have no place in the workplace. The Summit at Snoqualmie is committed to providing a safe, healthy, drug and alcohol-free environment for employees. We believe in operating our resort responsibly, which includes reducing injuries, accidents and property damage. **Our Drug & Alcohol Policy applies to all employees and is strictly enforced.**

We prohibit the use, sale, possession, purchase or transfer of illegal drugs and marijuana during work time or on Summit at Snoqualmie property. The use of alcohol during working hours is prohibited. Employees are prohibited from being under the influence of illegal drugs, marijuana, alcohol or other illegal substances during work time. Alcohol is not permitted in the workplace, on or off-duty, except at resort-sponsored events or with management's express authorization and approval. Off-duty employees who choose to drink alcohol at resort bars must be 21 and carry legal proof of age. Employees are not allowed to wear uniforms while drinking or socializing in any establishment.

The use of prescription drugs is permitted on the job if it does not impair an employee's ability to perform the essential functions of the job in a safe and effective manner and when it does not endanger guests or other individuals in the workplace. Employees who operate heavy equipment, company vehicles, or are otherwise in a safety sensitive position and are taking prescription drugs, must report that information to their department supervisor.

Employees must be fit for work regardless of state law. All questions regarding this issue should be referred immediately to HR.

You will be asked to submit to a drug and alcohol screen if:

1. The Company has reasonable suspicion that you are under the influence of alcohol or drugs while on the job or that you are in violation of the Drug & Alcohol Policy.
2. The employee being tested will be placed on an unpaid leave until the results of the test are returned and a decision on employment status is made. Positive tests will be handled on a case-by-case basis and may include termination of employment.
3. Employees have the right to refuse drug and alcohol testing. However, any refusal to consent to a drug and alcohol screen upon request is grounds for termination.

Employment eligibility after admitted use or a positive screen for drugs or alcohol will be determined on a case-by-case basis.

There are resources available through the Summit at Snoqualmie's HR Department if you need help with a drug or alcohol problem. We encourage you to contact our Employee Assistance Program at 1-800-538-3543. If you have had performance problems and/or disciplinary action applied due to substance or alcohol use, you may be subject to further discipline including termination.

Code of Safe Work Practices:

All employees in all work areas should follow this list of general safety practices. 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 for successfully performing your job duties.

1. Think before acting.
2. Know your limits. Ask for help when needed.
3. Take the time to do the job right.
4. Report all accidents and unsafe work conditions to your supervisor immediately.
5. Attend all regularly scheduled safety meetings.
6. Avoid physical confrontation with guests or co-workers.
7. Avoid horseplay.
8. Recreational skiing or snowboarding shall be off the clock and out of uniform.
9. Always observe "Your Responsibility Code", Washington State Laws and all other policies relating to skiing/riding.
10. Use proper body posture when lifting or carrying loads.
11. Exercise caution when climbing, bending or working around machinery or equipment.
12. Use all step stools and ladders safely. Do not stand on the top steps of ladders.
13. Use seat belts whenever operating a vehicle.
14. Work in well lighted areas.
15. Promptly clean up all spills.
16. Unauthorized personnel should not be in work areas.
17. Always use guards where provided for all equipment, machinery and tools.
18. Do not distract the attention of any employee operating a machine or tool.
19. Use Safe Job Operating Procedures (SJOP) whenever using equipment, machinery or tools.
20. Do not operate equipment, machinery or tools unless you have been trained to do so.
21. Keep equipment, machinery and tools in top working shape.
22. Wear proper Personal Protective Equipment (PPE) as recommended for the job you're doing.
23. Wear proper clothing and footwear for each job.
24. Do not remove safety warning devices or tags from equipment or machinery.
25. Keep fire exits, stairs, walkways and aisles free of obstacles.
26. Keep all work areas clean and free of clutter.
27. Know how to safely use and clean up any hazardous material before you work with it.
28. Know where the Hazard Communication Standard (HCS) are located in your department. Read the HCS before using substances.
29. Keep flammables stored properly.

30. Know the location of and use of fire alarms and equipment.
31. Be aware of gas shut off locations.
32. Keep electrical cords in good working order and do not overload outlets.
33. De-energize and lock out/tag out all mechanized devices prior to service, inspection or maintenance.

Disciplinary Action for Safety Violations:

Employees who fail to follow prescribed safety rules may be subject to disciplinary action including termination. Most accidents can be prevented. Whatever your role with the Summit at Snoqualmie, you are important, and our goal is that you work safely each day and never experience an injury.

Personal Protective Equipment:

Some jobs at the Summit at Snoqualmie 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. PPE includes, but is not limited to: ear plugs, dust masks, work gloves, work goggles/glasses, hard hats, helmets, and respirators. Take the time to get appropriate, well-fitting PPE prior to undertaking a task.

Department Safety Meetings:

All departments will hold regularly scheduled meetings to discuss work hazards and unsafe practices that may lead to employee or guest injuries and property damage. Safety meetings will be conducted by a variety of people and will sometimes include training from outside specialists or by video. Your participation is encouraged and your ideas are welcome. Attendance will be taken to document participation.

Our Safety Committee:

The Summit at Snoqualmie designates a Health and Safety Committee made up of managers, supervisors and line staff. The committee brainstorms remedies to common concerns and discusses techniques and solutions to identifiable hazards. Your supervisor may ask you to represent your department on this committee. All employees are welcome to participate.

Accident Investigations:

When an accident occurs you are asked to refrain from making any comments about the cause, result or losses of an accident to an injured person(s), the general public, press or media. 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, when and how the incident occurred. Thorough investigative reports are critical for 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.

Workers' Compensation:

All employees of the resort are covered by Workers' Compensation for injuries or illnesses that arise out of and occur within the scope of employment according to state law.

Work related injuries must be reported to your supervisor immediately or within your shift in order to preserve your right to benefits. Your supervisor will send the completed report to HR within 24 hours. These benefits may include:

1. Appropriate medical care.
2. Assistance with wage loss during your temporary absence from work.
3. Compensation for permanent disability that may result from the injury.
4. A return to suitable, gainful employment as soon as your condition allows.

We are committed to getting you back to work. If you are unable to return to your assigned job because of a work related injury, every attempt will be made to provide modified duty until a physician provides a full release. If light duty or modified work has been offered and you refuse this work, you could lose your right to some Workers' Compensation benefits as well as your job.

Vehicle Policy:

If your job requires you to operate a Summit at Snoqualmie vehicle, resort equipment or your personal vehicle for business purposes, you must meet specific requirements. A current list of authorized drivers will be kept in the HR Department. Your department supervisor will provide the necessary training and safety guidelines that must be followed to maintain your authorization to drive. In order to ensure the continued eligibility of employees who operate vehicles on the job, we may periodically review the Motor Vehicle Reports (MVR) of all authorized drivers. If an employee's MVR exceeds the standards for driving outlined at the Summit at Snoqualmie, you may lose your driving privileges. If an employee, whose sole job is to drive a Summit at Snoqualmie vehicle, becomes ineligible to operate a vehicle for resort business, a transfer of position may be offered as an alternative to termination.

Any employee driving a company vehicle must provide a copy of their current valid driver's license to HR. If a personal vehicle is driven for work-travel and mileage is submitted for reimbursement a copy of current personal vehicle insurance card needs to be on file with HR.

Hazardous Materials Communication Plan:

The Summit at Snoqualmie has a Hazard Communication (HAZCOM) Plan that provides you with information on the various substances and materials that are used on site. Your department has a Hazard Communication Standard (HCS) book, which has information on substances used in your area. HCS forms list safe work practices, potential harmful effects of the chemical or substance, first aid measures and information needed for cleaning up spills.

The HCS book is your guide to the substances you use. If you have any questions about any chemical or substance you are using, inspect the form and obtain the recommended personal protective equipment prior to using the substance. Please ask your supervisor before using any material or substance. If you inhale, ingest or absorb any chemical or material that causes a problem with any of your senses or bodily functions, please notify your supervisor immediately. Report any spills or problems with chemicals immediately.

Disaster Planning & Emergency Procedures Plan:

The Summit at Snoqualmie has an Emergency Procedures Plan. The plan is designed to prepare and guide you to protect the health, safety and welfare of employees, guests and resort property. Part of the Emergency Procedures Plan includes training to explain your role in an emergency. The information set forth in the Emergency Procedures Plan is meant as a guideline only and contains responses for various types of disasters such as fire, avalanche, lift evacuation, search and rescue and other emergency operations.

In The Event of an Emergency:

1. Remain calm.
2. Notify SECURITY, PATROL OR ANY SUPERVISOR. If it's a life-threatening situation– CALL 911.If after hours and no supervisor is present call 911.
3. Relay the following information:
 - a. Your name.
 - b. The department in which the emergency occurred.
 - c. The location of the emergency.
 - d. Type of emergency.
 - e. Any injuries.
 - f. Answer any questions that they may have for you.
 - g. Let them hang up first to be sure there are no additional questions.
4. Until additional help arrives, remain at a safe distance from the scene. If you are asked to help further, follow the directions of the person in charge.
5. DO NOT RISK YOUR OWN SAFETY.
6. If evacuation is recommended, follow standard evacuation procedures:
 - a. REMAIN CALM.
 - b. Locate safe and accessible exits.
 - c. Lead guests and employees out of the area in an orderly manner.
 - d. Secure the area until it is safe for re-entry.
7. Report to your Supervisor so that all employees can be accounted for. DO NOT LEAVE THE AREA WITHOUT NOTIFYING THE SUPERVISOR IN CHARGE.

Carpool:

Carpooling is a great way to save money, think of the environment and build strong relationships with your coworkers.

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