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WELCOME TO MT. BACHELOR

Welcome aboard the Mt. Bachelor team!

Whether this is your first season, or you are beginning a new decade of service at the mountain, we are pleased to have you working with us. You are here because you share our passion for the mountain lifestyle. You were selected for employment based on your attitude and the attributes you displayed that match the qualities our managers look for in our successful employees.

I'm looking forward to the great stories to be shared in the coming months about the growth and development of our team members who exhibit high levels of care, concern, and service for our thousands of guests. We expect everyone's best effort each day as we strive "to create the best all-mountain experience in the Northwest for work and play." During this effort I hope you find your work here to be rewarding, challenging, and *F-U-N* all at the same time.

To help get everyone started on the right track, this handbook is provided as a resource to help you learn and understand the policies, practices and expectations of the company. We hope you will refer to this handbook frequently to get the information you need. If you can't find it here, please contact the Staff Resources and Development department (SRD) for assistance at any time.

We have incredible natural advantages here at Mt. Bachelor in comparison to many other mountain resorts and destinations. We typically have deeper, dryer snow, a huge expanse of varied terrain extending 360° around the mountain, and two inspiring base destinations in Bend and Sunriver. We also have a growing summer operation that will continue to drive new guests to the mountain.

Natural advantages aside, if we are to continue to grow, thrive and succeed as a business – and as individuals – we also need to work hard and smart as a team. How we accomplish this at Mt. Bachelor involves following a few simple operating principles. If we can focus everyday on executing effectively against these principles, with our full commitment and passion, I guarantee we will be successful:

- ✓ We are committed to safe work practices and workplaces
- ✓ We deliver exceptional service by "owning our zone"
- ✓ We create and provide unique products, experiences and values for our guests
- ✓ We appreciate and care for our natural environment
- ✓ We are a good partner in the community
- ✓ We are both friendly *and* helpful; we have fun working and playing at Mt. Bachelor

I look forward to hearing your stories from this season of success, growth and what you have learned while working and playing with us on Mt. Bachelor. Here's to a snowy and safe season all around!

Sincerely,

Dave Rathbun

President & General Manager



LEADERSHIP TEAM

DAVE RATHBUN

Mt. Bachelor President and General Manager

Dave joined Mt. Bachelor as President and General Manager in June 2008, after serving as the Director of Marketing, Sales, Reservations and Golf at Killington Resort and Pico Mountain in Vermont. Before joining Killington, Dave was the Director of Sales and Partnership Marketing for Intrawest Colorado's properties, including Copper Mountain, Winter Park Resort and Breeze Ski Rentals. He began his career at Stratton Mountain, Vermont in 1985.

Dave is the chairman of the Bend Chamber of Commerce and the board chair of the Pacific Northwest Ski Areas Association; he is also on the board of directors of the Mt. Bachelor Sports Education Foundation and the Central Oregon Visitors Association.



JORDAN ELLIOTT

Director of Staff Resources/Development

Joined Mt. Bachelor in 2008... 14 years working in the ski industry, initially in lift operations... loves the long tree runs off the Northwest Express lift.



TOM LOMAX

Director of Mountain Operations

Joined Mt. Bachelor in 1993... 35 years working in the ski industry... most interesting job task is to de-ice the weather tower at the top of the Summit lift.



JOHN MCLEOD

Director of Finance

Rejoined Mt. Bachelor in 2015... Previously worked for Mt. Bachelor from 2005 to 2011 as Director of Finance and Business Development.



IRISH MILANDIN

Information Technology Manager

Joined Mt. Bachelor in 2007... part of his job is to check on lift access gates across the mountain, which may include a "Code Red" (Red Chair ride break!)



JASON MONTOYA

Director of Gravity School

Joined Mt. Bachelor in 2001... 19 years working in the ski industry... Eugene native... when he gets a ride break, he looks for a little frontside stash.



CURTIS NORSEN

Mountain Patrol Director & Risk Manager

Joined Mt. Bachelor in 1995, originally as an intern... when it's dumping, you might find him happily accessing the backside catchline to reset bamboo.



CHARLES "CHAS" SAVAGE

Director of Hospitality

Joined Mt. Bachelor in 2006, originally as Nordic Manager... 32 years working in the ski industry... favorite trail is Rich's Range Route in the Mt. Bachelor Nordic Center.



CARY STANFILL

Director of Guest Services

Joined Mt. Bachelor in 1977 as a Lower Castle Keep waitress... loves to reminisce with guests about skiing Bachelor Butte in the 1970s and 1980s.



SPENCER WEIMAR

Director of Sales/Marketing/Reservations

Joined Mt. Bachelor in 2014... 8 years working in the ski industry, most recently at Whitefish Mountain Resort... favorite Mt. Bachelor run is Flying Dutchman.



GAY FLETCHER

Executive Assistant to Leadership Team

Joined Mt. Bachelor in 2010 as an employee... previously was a volunteer Mountain Ambassador... favorite run is the groomed & steep Snapshot Alley.



MT. BACHELOR VISION STATEMENT

To create the best all mountain experience in the Northwest for work and play.

MT. BACHELOR CORE VALUES

Safety ~ Knowing and doing everything we can to prevent injury to our community.

Mastery ~ Making perfect turns even when you are not on the mountain.

Efficiency ~ Managing our resources wisely for economic growth.

Community ~ Maintaining and building relationships amongst ourselves, guests and neighbors.

Stewardship ~ Ensuring everything we do leads to a lasting outdoor lifestyle.

CREATING THE MOUNTAIN EXPERIENCE

Mt. Bachelor's vision statement and core values place our guests and employees at the center of everything that we do. We strive to provide an experience that creates lasting memories of the unique mountain lifestyle in which we are fortunate to play in every day. Our experiences as Mt. Bachelor Staff help to shape who we are. In turn, those experiences help us to Create the Mountain Experience for our guests. In our staff selection, training, and development, Creating the Mountain Experience is Mt. Bachelor's brand of service. Our guiding guest service expectations for every employee are that we are friendly, professional and respectful to every person we come into contact with at Mt. Bachelor. The behaviors that demonstrate that we are friendly, professional and respectful are:

- * Engagement in the Greeting/Interaction*
- * Job Knowledge *
- * Resort Knowledge *
- * Own the Zone/Attention to Detail *
- * Demonstrating passion for the mountain lifestyle *

YOUR MOUNTAIN EXPERIENCE

We are very proud of the staff culture evolving at Mt. Bachelor; we have a strong team of employees, supervisors and managers who are increasingly working together, working hard, and working smart to make Mt. Bachelor a better place for work and play. The feedback we are receiving from guests also proves our commitment to providing a positive work environment is leading to a better guest experience and successful financial performance. We seek to measure and to understand the areas that influence the strength of our Employee Engagement.

EMPLOYEE ENGAGEMENT SURVEY - WE WANT TO HEAR FROM YOU! Each season we conduct an Employee Engagement Survey. This confidential survey is emailed to every active employee. The results are shared with our Directors, Managers and Supervisors who develop action plans based on the Resort and Departmental results.



RECOGNITION & APPRECIATION

In recognizing our employees, departments and teams, we have several tools to celebrate excellence at Mt. Bachelor.



BACHELOR BUCKS- Are a tool for on the spot recognition, Bachelor Bucks are a fun way to say thank you for your contributions. Bucks can be redeemed in *The Stash* for many different items such as gift cards and logo items. Each department manager is responsible for the distribution. There is a monthly drawing for larger items, such as; trips to Mt. Bailey, Sunrise trips with patrol, swag and gift cards!

BACHELOR PERKS- Throughout the season we have a variety of Bachelor Perks that are in addition to our standard benefits. The calendar of perks is available in the newsletter and employee posting areas. Perks are a fun way to get together and appreciate our staff. Perks have included early opening of lifts for employees, staff breakfasts, broomball tournaments, wine tastings, specials on food & beverages, equipment repair clinics and Nordic lessons. We hope to see you at our Perk events!

CAUGHT IN THE ACT- Is a tool for all Mt. Bachelor staff to recognize the actions of any other employee. We want to hear the stories that make our staff and guest experiences outstanding! Nomination forms are available from Staff Resources or from your supervisor. We select winners at the end of each month, which receive additional Product Testing Coupons and other items.

STAFF AWARDS- Each spring, three employees are recognized as top performers at Mt. Bachelor. You will have the opportunity to nominate another staff member to receive recognition in the following categories: **Pinnacle Performer**- the staff member that consistently made an outstanding positive impact on the guests and staff with whom they interact, **Rookie of the Year**- the first year staff member that quickly became an invaluable part of their department and the Mt. Bachelor team, **The Bachelor/Bachelorette Award**- the staff member who embodies Mt. Bachelor and shows unwavering passion for the mountain experience. Who will join the Hall of Fame this season???

STAFF AWARD HALL OF FAME		
PINNACLE PERFORMER	ROOKIE OF THE YEAR	BACHELOR/BACHELORETTE
2015 – Jeff Walls- Parking	2015 – Bobbie Larson- Marketing	2015 – Stirling Cobb- Marketing
2014 – JJ Briggs- Staff Resources	2014 – Jeff Walls- Parking	2014 – Andria Zippler- Lodge Services
2013 - Jeff Kinney- Sunrise Rentals	2013 - Stirling Cobb and Sam Balyeat- Mountain Communications Team	2013 - Dan Ventura- Snowsports
2012 - Denise Ellington- Childcare	2012 - Rebekah Holzouser- Rentals	2012 - Jimbo White- F&B



BACHELOR LEGACY- Our legacy recognition program highlights employees that have worked for Mt. Bachelor for 10 or more years without a break in service. Keep your eyes and ears open this season as we celebrate our legacy staff members. Based on your milestone you may be invited to the Summit Awards.

COMMUNITY

Mt. Bachelor is an iconic part of our community and the fourth largest employer in Central Oregon. Our core value of Community emphasizes the value of relationships within our community both internally and externally. Among our initiatives to continually support our communities are programs such as:

CHARITY WEEKS- Since its inception in 2009, Mt. Bachelor has raised over \$475,000 for Bend and Central Oregon area non-profit organizations through the Charity Ski Week Program. Visit our website for more information.

OREGON SPECIAL OLYMPICS- The Winter Games have been held at Mt. Bachelor for the last 25 years. We even have a staff team participate in the Polar Plunge, a fundraiser for the OR Special Olympics.

OSU-CASCADES "4 CENTRAL OREGON" INITIATIVE- Beginning in the 2012 Season, Mt. Bachelor will sell \$50,000-worth of discounted full-day lift tickets from 2012 through 2016 as a fund-raising effort to support the 4 year OSU campus in Bend.

SKI FOR SCHOOLS- Mt. Bachelor donates \$30 charity ticket vouchers to the annual Bend-LaPine and Redmond Education Foundation "Ski for Schools" week. To date, Mt. Bachelor has donated nearly \$175,000 to Bend-LaPine & Redmond schools.

CASCADES EAST TRANSIT (CET) - Mt. Bachelor partners with CET to provide sustainable winter bus service for the community.

NSAA SWAG- In 2010, we began an annual donation of uniform jackets and pants to "Share Warmth Around the Globe," and NSAA program to bring resort wear to cold weather countries of need.

DIRKSEN DERBY - Hosted by internationally renowned local snowboarder Josh Dirksen, the event at Mt. Bachelor has raised over \$35,000 for the Tyler Eklund Fund in the last 3 years with 100% of the proceeds going towards different beneficiaries.

STEWARDSHIP - A MESSAGE FROM OUR ENVIRONMENTAL TEAM

Outdoor recreation thrives on the beauty of pristine surroundings. Balancing recreation and environmental conservation is one of our most challenging tasks. It is also one of our most important. As a permit holder on the Deschutes National Forest we are devoted to preserving the quality of our environment.

RENEWABLE ENERGY- Mt. Bachelor's parent company, POWDR Corporation, purchased 80 million kilo-watt hours of wind power in 2013 which makes Powdr the second largest purchaser of renewable energy among the Environmental Protection Agency's (EPA) partners in the recreation category and ranks 21st among all corporations in the USA that purchase 100% renewable energy. Mt Bachelor offsets 100% of its electrical use with Renewable Energy Credits (RECs) from wind power.



- Summer of 2013 Mt. Bachelor installed a solar array on the Nordic Center. It is expected to generate 6,317 kWh of electricity annually. In comparison, the annual electricity use per household per capita in Oregon is 5023 kWh or about 14 kWh's per day.
- For the 2015-2016 fiscal year, Mt. Bachelor will purchase 100% wind power RECs, these RECs have offset the carbon footprint of the resort by 27,316 tons since 2005.
- Mt. Bachelor reduced its' carbon footprint by over 40% in 2014 Fiscal Year.



SUSTAINABLE SLOPES- As members of the National Ski Areas Association (NSAA) we support Sustainable Slopes, the Environmental Charter of ski areas. According to the NSAA Environmental Mission Statement, "Ski areas across North America provide a quality outdoor recreation experience in a manner that complements the natural and aesthetic qualities that draw all of us to the mountains. We cherish the outdoors and respect the alpine environment in which we live and work. We are committed to improving environmental performance in all aspects of our operations and managing our areas to allow for their continued enjoyment by future generations." Mt Bachelor it begins with participation in the annual Sustainable Slopes self-assessment as a member of the Climate Challenge. The Climate Challenge is a voluntary program dedicated to helping participating ski areas reduce greenhouse gas (GHG) emissions and reap other benefits in their operations, such as reducing costs for energy use.

KEEP WINTER COOL- For a business based on winter sports, it is imperative that we do our part to Keep Winter Cool. A major cause of Global Warming is greenhouse gas, or increased carbon dioxide and carbon monoxide, in the atmosphere. Through the quantitative data we submit for the Sustainable Slopes Annual Report we can measure our success in reducing greenhouse gases:

- Mt Bachelor Super Shuttle runs on biodiesel and reduces more than seven million pounds of greenhouse gases annually by providing reducing the number of cars going to and from the resort.
- Super Shuttles diverts an average of 1.8 million employee and guest vehicle miles annually from the road.
- We reduced our garbage output by 43 tons between the 2013-14 season and 2014-15.
- We recycled 5 tons more between the 2013-14 season and 2014-15.

What Mt Bachelor does to reduce the carbon footprint:

- Use of partially recycled paper products in all restrooms
- Recycling containers across the mountain
- Use of non-petroleum based cleaners for housekeeping
- Reuse of existing signs and sign materials
- Use of "Green" cleaning agents for vehicles
- Retrofit of lighting to low power devices as lights are replaced
- F&B requires supply company to share their environmental policies as part of bid
- Bulk cardboard recycling at retail from supplier packaging
- Distribution of job applications and hire paperwork via email instead of paper

NO IDLING PROGRAM- A professor at Dartmouth's Thayer College of Engineering found that for every hour spent idling, a vehicle discharges 9.7 pounds of carbon emissions (diesel engines emit 19 pounds). Multiply that by 15 or 20 cars, buses and SUV's in the drop-off area of most ski resorts and the carbon emissions add up! Mt Bachelor instilled a No Idling program in December 2007 to reduce pollution, decrease health risks, save engine wear, and conserve fuel and money. Further consideration for this program was inspired by children, as the drop-off area is frequented by kids who are at higher risk as they inhale more air per body weight.



GREEN TEAM- We must be vigilant and forward thinking about the issues of solid waste, transportation, resource conservation and environmental impressions. Mt. Bachelor has formed a volunteer Green Team, comprised of employees. The team analyzes the mountain’s current environmental efforts including waste and recycle management, petroleum product use, renewable energy credit applications, retrofit of energy efficient lighting and reuse of materials among other studies. If you are interested in volunteering to serve on the Green Team, please contact your department manager or Staff Resources and Development and we will get you the contact information of our current Green Team coordinator.

We ask every Mt. Bachelor employee to be a responsible steward of the environment. Everyday actions make a difference: Use a reusable mug for all beverages, turn off electronics when not in use, turn off the lights when leaving a room, utilize transportation and carpool options, minimize heat loss in buildings, be aware of resort surroundings-if a mechanical device is operating insufficiently, notify your manager.

HANDBOOK INTRODUCTION

This Employee Manual is intended to provide the employees of Mt. Bachelor with a general guide and description of policies, practices and procedures. These policies do not and are not intended to create a contract or confer contractual rights (express or implied) of any kind upon any employee, or to create contractual obligations of any kind for the company. Mt. Bachelor reserves the right to unilaterally deviate from, revise, delete or supplement any policy, benefit, practice or procedure at any time, at its sole discretion.



In the event there is a difference between the statements of policy, practice or procedure as set forth in this Employee Manual and statements made to any employee by a supervisor or representative of Mt. Bachelor, the provisions of this Manual control. If further interpretation is required, the President or Director of Staff Resources and Development will make a final decision. The terms of this Handbook can only be changed in writing signed by the President. No manager or supervisor has the authority to modify the terms of this Handbook or the at-will employment relationship.

Our policies, practices and benefits are continuously reviewed for updating and we expect to change them from time to time. Therefore, you should always check with your supervisor for the most current. Company benefit plans are defined in legal documents such as insurance contracts, official plan texts and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this Manual. Plan documents are available for your inspection in the Staff Resources and Development office.

This Handbook and any subsequent amendments supersede and replace any previous Handbook provisions and any unwritten policies and procedures.

ACKNOWLEDGMENT OF ARBITRATION

Powdr Resorts, to which this handbook applies, utilizes a system of alternative dispute resolution which involves binding arbitration to resolve all disputes which may arise out of employment. Any claim, dispute, and/or controversy that either party may have against one another (including, but not limited to, any claims of discrimination and harassment, whether



they be based on state or federal law) which would otherwise require your resort to any court or other governmental dispute resolution forum between the employee and Powdr (or its owners, directors, officers, managers, employees, subsidiaries, agents, and parties affiliated with its employee benefit and health plans) arising from, related to, or having any relationship or connection whatsoever with employment with, employment by, or other association with Powdr, whether based on tort, contract, statutory, or equitable law, or otherwise, (with the sole exception of claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board and claims for workers' compensation benefits) shall be submitted to and determined exclusively by binding arbitration. Nothing in this agreement shall be construed so as to preclude employees from filing any administrative charge with, or from participating in any investigation of a charge conducted by, any government agency such as Equal Employment Opportunity Commission; however, after such administrative process investigation if required by law, an employee understands and agrees that employee must pursue any such claims through this binding arbitration procedure. The arbitration and this Agreement shall be controlled by the Federal Arbitration Act, in conformity with the procedures of any applicable state arbitration act, if any.

This agreement contains an agreement to arbitrate. Powdr employees will not be able to bring a lawsuit concerning any dispute that may arise which is covered by the arbitration agreement. Instead, any such dispute will be submitted to an impartial arbitrator.

IN THIS BINDING ARBITRATION PROVISION, BOTH EMPLOYEE AND THE COMPANY GIVE UP OUR RIGHTS TO TRIAL BY JURY.

APPEARANCE STANDARDS

DRESS CODE

All employees are required to comply with the grooming standards to create a positive guest experience. This is a general policy. Each department has detailed guidelines relating to their guest service and safety standards. In no situation will an employee be allowed to wear anything that will be unsafe.

GENERAL APPEARANCE

1. Hair must be clean and groomed. Hair style cut and color must be traditional and appropriate to our business. No fad or exotic hairstyles.
2. Men must be clean shaven or have an established mustache, beard or sideburns prior to beginning of season. Please, no stubble while actively on duty. Men's hair that extends below the shirt collar must be pulled back in a neat, clean pony tail.
3. Jewelry may be worn unless it is an issue of safety or prohibited by regulation.
4. Ear Jewelry – for your safety, please no giant hoop earrings and if your lobes are gauged out, please wear solid plugs while on duty.
5. Face piercing is limited to one of the following: Eyebrow piercing no larger than 2 millimeters in circumference; Nose stud (no hoops) no larger than 1 millimeter in circumference; Tongue piercing may not interfere with employee's speech or guest service ability.
6. No mouth/lip jewelry or plugs allowed.
7. Pants must be of conventional color unless directed by dept. manager. Pants must fit neatly, not excessively baggy or tight. Pants must be worn at hips. Please, no see-through/fish net style apparel.
8. Shoes appropriate to the department.
9. Visible Tattoos must be appropriate in content and in keeping with a professional image.





10. The expected standard of personal hygiene is to be clean, and that effective measures are taken to be free of noticeable body odors.



UNIFORM ISSUE

If you work for a department that has a uniform, you will be issued the appropriate pieces from our Uniform Department. Employees are responsible for their uniforms once issued. If any uniform piece is lost, stolen, or damaged, the employee will be charged the value of the uniform piece. Examples of damaged uniforms include but are not limited to cuff/hem damage, burn holes, tears and unapproved modifications.

UNIFORM STANDARDS

1. Uniform pieces and accessories must be kept clean, free of rips/tears or frayed hems, and free of stains.
2. Ski Gloves, hats and helmets must be in good repair.
3. Jackets or parkas may be taken to the uniform department to be laundered or waterproofed as needed.
4. Hats will be provided by Mt. Bachelor. Helmets must be approved by the department manager and only have a Mt. Bachelor approved logo.
5. Each employee is responsible for his/her issued uniform and will be held financially responsible if any article is lost, stolen, damaged or destroyed.
6. Uniforms may only be worn during working hours or as directed by department Director.
7. Uniforms may not be worn while free skiing/riding, during days off, after work, or off resort property unless approved by department Director.
8. If an employee does not return the uniform issued to them at the end of the season, that employee may not be eligible for rehire in future seasons and is held responsible for the cost of the uniform item.

NAME TAGS

Nametags are provided for all employees and are required to be worn at all times while on the job. If you happen to lose a nametag please contact your manager.

GENERAL STATEMENTS

AT-WILL EMPLOYMENT

Your employment with Mt. Bachelor is at-will, meaning there is no contract regarding the duration of your employment. We have the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without cause or notice. Likewise, you are free to terminate your employment with Mt. Bachelor at any time, with or without cause. **This Handbook does not, and should not be construed as guaranteeing employment for any definite period of time.**

If you decide to leave, please consider your fellow employees and give a reasonable notice. No Mt. Bachelor employee can enter into an employment contract or make any agreement contrary to this policy without written approval from the President.



OPEN DOOR POLICY

We believe that open communication in an atmosphere of mutual trust is of prime importance at Mt. Bachelor. Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through their



immediate management, and as appropriate, consult with any member of management toward those ends. In most cases, talking with your immediate supervisor is the most effective way to resolve a problem or to make a suggestion. However, an employee may speak with a higher level manager instead of or in addition to their supervisor. SRD can assist you in setting up these lines of communication. A major function of the Mt. Bachelor management team is to provide a vehicle for all employees to make their opinions heard.

SUGGESTIONS

If you have any suggestions or ideas that you feel would benefit Mt. Bachelor, we would encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the company and its employees. You can use our electronic suggestion box staffsuggestions@mtbachelor.com, offer your suggestions in writing and drop them off in the SRD office, or get them to your Director/Manager.

EQUAL EMPLOYMENT OPPORTUNITY

Mt. Bachelor is an equal opportunity employer. It is our policy that employment practices shall not be influenced by an individual's race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law. The company also maintains a policy prohibiting unlawful harassment in any form. Any employee who believes that he or she is being harassed, or in any other fashion discriminated against, by a supervisor, co-worker, customer or supplier, should promptly report the incident to a supervisor, manager or other company management.

Our equal employment opportunity philosophy applies to all aspects of employment with Mt. Bachelor including recruiting, hiring, training, transfer, promotion, job benefits, pay, dismissal, and discipline.

I-9 EMPLOYMENT ELIGIBILITY

All offers of employment are contingent on verification of your right to work in the United States. As required by federal law, you must provide original documents verifying your right to work in the United States and sign Federal Form I-9 (Employment Eligibility Verification Form). All employees are asked to provide this information prior to their first day. If you are unable to provide the appropriate documents within the 3rd day of your employment, Mt. Bachelor is obliged to terminate your employment.



PERSONNEL RECORDS

Keeping your personnel file up-to-date is important to you in terms of pay, deductions, benefits and other matters. You share the responsibility for current records. Please notify your manager or Staff Resources and Development as soon as possible of changes in any of the following: name, address, telephone number, payroll deductions and whom to contact in case of emergency. You may see your own personnel file and/or have copies of all documents in your personnel file; please make arrangements with Staff Resources and Development.

NAME & LIKENESS RELEASE

Mt. Bachelor may have photos, videos, or film 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 you should speak to the Marketing Department.

DRONE USE

The use of drones is an activity that is growing rapidly throughout the US, both as a hobby and for commercial use. It is important that our employees and guests are aware of drone-related restrictions.

The use of drones and/or other unmanned aircraft, collectively referred to as Unmanned Aerial Systems (or “UAS”), at Mt Bachelor is a public and guest safety concern, and where cameras are used, a potential privacy issue. As such, the use of all UAS devices is prohibited at Mt Bachelor. The safety and privacy of our employees and guests are of primary importance.

PAYROLL AND WORK HOUR POLICIES

DIRECT & PAPERFREE! Direct deposit is available to all employees. You can set up direct deposit through the portal or in SRD. All employees who elect to utilize Direct Deposit will receive paperless paystubs through the ADP portal. Moving to paperless paystubs helps us to further our commitment to the environment and to make your pay information as easily accessible as possible. We are minimizing the paper, ink and shipping of direct deposit pay stubs by **GOING PAPERLESS!** Each pay period you will receive notification by email when your statements are ready to view, print and save.

portal.ADP.com

Please visit portal.adp.com to view your payroll information. The registration pass code is **Powdr-082819**. Once you register, you can update your personal information, your W-4 withholding, and your direct deposit. You can also view, print, save copies of your pay statements and W-2s.

portal.adp.com
 Your quick access to view and update your personal & pay information!! Sign up!

If you forget your password click on the link “Forgot your Password,” then a password reset email will be sent to you.

ADP MOBILE SMARTPHONE APP

Download the free app, available for either cell platform. Easy access to payroll information as well as current PTO and Sick Time balances for those who accrue.

PAYROLL AND WORK HOURS

Employees will be paid on a bi-weekly basis. Regular paydays occur on Friday every other week. Paydays are bi-weekly on every other Friday. Paychecks will be available from your supervisor or manager on payday after 10:00 AM. Managers are responsible for distributing paychecks to their employees on paydays. If an employee is absent on the Friday of paycheck distribution, his or her check will be held until noon the following Monday then be mailed for distribution.

Paychecks will only be released to the individual whose name appears on the check, or to an individual whom the employee has designated and approved through prior written consent with Staff Resources and Development.

SCHEDULE OF PAYDAYS

November 2015							December 2015							January 2016						
									1	2	3	4	5						1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16



15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
29	30													31						
February 2016							March 2016							April 2016						
	1	2	3	4	5	6			1	2	3	4	5						1	2
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
28	29						27	28	29	30	31			24	25	26	27	28	29	30
May 2016							June 2016							July 2016						
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
***Paydays are highlighted in grey														31						

WORK SCHEDULE AND STANDARD WORKWEEK

The standard workweek at Mt. Bachelor is 5 days and starts on Sunday at 12:00 am and ends on Saturday at 11:59 pm. The standard workday of 8 hours should be completed, depending upon the position and the requirements of your immediate supervisor, between the hours of 7:00 a.m. and 6:00 p.m. Departments may have different workdays and work hours per day, as determined by the director, the department manager and as business needs dictate. See your department Manager for your schedule. For the purpose of calculating overtime hours, the workweek begins at 12:00 AM on Sundays and is complete at 11:59 PM the following Saturday.

PAYROLL DEDUCTIONS

Your earnings and payroll deductions are shown on a voucher with your check. Deductions required or requested include:

Required by Federal & State	Authorized by Employee
Federal Income Tax	Medical Insurance
State Income Tax	Dental Insurance
Social Security Tax	Additional Life Insurance
Garnishments/Wage-Attachments	401k Plan
Worker’s Compensation	Cafeteria Plan deductions
Medicare	Other Elected Deductions
Unemployment Insurance	

Any questions about your paycheck should be directed to your manager FIRST.

NON-EXEMPT/EXEMPT: Employees are *Exempt* or *Non-Exempt* from federal and state wage and hour laws. *Exempt* executive, administrative, and professional employees, and other designated positions as defined by the state and federal law, are exempt from overtime. *Non-Exempt* employees whose positions do not meet the exemption tests under the law are paid 1 ½ times their regular rate of pay for each hour worked in excess of 56 hours in a workweek.

OVERTIME

Our intent is to compensate overtime in accordance with applicable Federal and State law. An attempt will be made to plan overtime with consideration for employees and customers.



Only non-exempt employees are eligible for overtime pay. Overtime is hours worked during the workweek (Sunday-Saturday) in excess of 56 hours. Please note that the relevant number is the hours actually worked per work week. Holiday, Vacation and PTO hours will not be counted in the base 56 hours for purposes of determining overtime. **Non-exempt employees must receive advance authorization from the supervisor or manager to work beyond the standard workweek.** Working overtime without obtaining prior authorization may result in disciplinary action up to and including termination. The compensation for overtime is one-and-one-half times the regular rate of pay.

WAGE GARNISHMENTS

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the company. Although the company does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders.

PAYROLL ADVANCES

It is not our practice to pay in anticipation of work efforts. You will be paid on regularly scheduled pay dates for work that you have accomplished.

TIME CLOCK POLICY AND TIME CARD ACCURACY –

All non-exempt employees are expected to use their pass to clock in and out of the ADP time keeping system. You are expected to punch out for all non-paid meal breaks and all ski/ride breaks. Forgetfulness to clock in and out is a considered a mistake on the employee’s part, and is not an emergency for the manager. However, if you forget to punch in or out, please notify your manager/supervisor immediately. Please, don’t make a habit of missing a punch. You have the power!



Do not punch in or out for anyone else. Misuse of the ADP time clock system will be grounds for disciplinary action up to and including termination. Your Supervisor or Manager will determine where you clock in and out. You are responsible for knowing the approved clock in/out location, start and end time of your scheduled shift and are expected to clock in and out in appropriately.

If you believe an error exists between your timecard and paycheck; notify your supervisor immediately. Your supervisor will review and submit a correction to Payroll. If you find you are missing less than 25 % of your payroll hours, those hours will be added on to the next paycheck.

MEAL AND REST PERIODS

Mt. Bachelor provides employees with meal and rest periods as required by applicable law. See the accompanying chart for a schedule of required periods.

The schedule for rest breaks and meal periods should be established on the basis of work requirements in each department. Staggered break and meal periods may be necessary to ensure the continuity of operations and services. Supervisors should make sure that each location is adequately staffed and that someone with authority to resolve minor problems is available at all times. Rest periods are considered time worked, and employees will receive compensation for such periods. Other considerations may be made for staff who are minors, see your manager for further information.

Length of work period	# Rest Breaks	# Meal Periods
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2
18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3



LOST PAYCHECKS

Your paycheck is your responsibility once it has been issued to you. If you lose your paycheck, notify the Payroll staff immediately. The \$20 cost of issuing a new check will be deducted. Replacement checks will not be issued until confirmation of the stop payment is received from the bank, which may take up to three business days.



FINAL PAYCHECKS

Final paychecks will be available for distribution based on the pay designation you determine on your Separation Document when completing with your manager prior to your last day. You may request to continue direct deposit, have it mailed or pick up in SRD. A signature is required when making this determination.

PAID HOLIDAYS

Designated Paid Holidays: Christmas Day, Memorial Day, 4th of July, Labor Day.

Veterans Day – Mt. Bachelor will provide unpaid time off for Veterans wishing to take Veterans Day as a holiday. Employee must submit leave request notice that they intend to take time off for Veterans Day with at least three weeks notice. Employee may be required to provide documents showing that he or she is a veteran as defined by Oregon statute.

Non Overtime-Exempt YR2, S10 and S1 Status Employees: If the YR2, S10 or S1 hourly employee *works* on the designated holiday the employee will receive 1 ½ times their normal hourly rate of pay for the hours worked. If the employee *does not work their regularly scheduled day* the employee will get paid their straight time hourly rate for hours that they would normally be scheduled. If the employee is *not scheduled to work*, no holiday hours will be paid.

In other words, if you work on a designated holiday, you get paid time and a half. If you don't work but would normally be scheduled on that day of the week, you get your regular pay for that day. Finally, if the holiday fell on a day that you weren't scheduled for anyway, it is considered your regular day off, you don't receive holiday pay.

Overtime-Exempt YR1, S10 and S1 Employees: Directors, Managers, S10 and S1 salaried employees will receive one paid day off per designated holiday worked. In other words, if the holiday is *not worked*, the employee will get the day off with no adjustment to their normal salary. If the holiday is worked, the employee may take a separate day off within 30 days after the holiday with no adjustment to their normal salary, just be sure your Director is in the loop so that shifts are covered if needed.

All other hourly Employees: If a designated holiday is worked, the seasonal employee will receive 1 ½ times their normal rate of pay for the hours worked on the designated holiday. Hours will be reflected on the paystub as overtime pay. If the holiday is not worked, seasonal employees in this category are not eligible for any holiday pay.

FAMILY & MEDICAL LEAVE OF ABSENCE

The Oregon Family Leave Act (OFLA) and the Federal Family Leave Act (FMLA) mandate unpaid job-protected leave for eligible employees under qualifying circumstances. For the required postings of these mandated leaves, they are available for viewing by every timeclock on the mountain.

OFLA

FMLA

To be eligible	Must be employed for the 180 day calendar period and have worked at least an average of 25 hours per week during the 180-day period		Must be employed for at least 12 months and have 1,250 hours of work in the previous 12 months.
Qualifying reason for leave	Parental Leave Serious Health Condition Pregnancy Disability Military Family Leave Sick Child Bereavement		Parental Leave Serious Health Condition Pregnancy Disability Military Family Leave Military Medical Care
Family members covered under the Qualifying Reasons	Self Spouse Child Parent	Domestic Partner Parent-In-Law Grandparent Grandchild	Self Spouse Child Parent
Amount of Protected Leave	12 weeks, with some exceptions, contact SRD for more information.		12 weeks 26 weeks for Military Medical Care

The Company will measure the twelve-month period as a rolling 12 months measured forward from the date the employee’s first OFLA/FMLA leave begins. If eligibility for both leaves is met, OFLA and FMLA leaves will run concurrently. In addition, if on the job injuries meet the “serious health condition” criteria, Family leave entitlement will run concurrently with workers compensation absences. Upon timely return from leave, you will be reinstated to your original position, or a position with equivalent status, pay, benefits, and other employment terms, as required by the law. If you exhaust all leave under this policy and are still unable to return to work, you must notify Mt. Bachelor as soon as possible. Your situation will be reviewed to determine what rights and protections might exist under other Company policies.



Leave can be taken in one block of time, intermittently or on a reduced leave schedule when medically necessary.

Definition of Qualifying Reasons for Leave

A Serious Health Condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Contact SRD because other conditions may meet the definition of Serious Health Condition.

Mt. Bachelor’s Policies in Regards to OFLA/FMLA Protected Leave

A Leave Request Form must be completed for all leave taken under this policy. A non-emergency leave should generally be requested from Staff Resources at least 30 days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, verbal notice within 24 hours and the form should be completed as soon as practical. You must provide sufficient information regarding the reason for an absence from Mt. Bachelor to know that protection may exist under this policy. All employees are required to submit a written request for leave at least 30 days in advance. This should be submitted to the employee’s supervisor, who will then forward it to Staff Resources for approval.



If you have earned and accrued paid time off (PTO and Sick Pay), it must and will be applied to Family leave; the remainder of the 12 weeks will be unpaid leave. While on leave you do not earn seniority or other benefits that you would earn while working. Mt. Bachelor will continue to pay for their portion of group health insurance benefits and will use your accrued PTO and Sick Pay to cover the employee's portion of payment. All benefits, other than those used during the leave, will be reinstated at the time you return to work, unless those benefits have been eliminated or altered for similarly situated employees. Should an employee choose not to return to work for reasons other than a continued serious health condition (of the employee or the employee's family member), or a circumstance beyond the employee's control, he or she may be required to reimburse the Company for health insurance premiums paid during the leave.

MILITARY LEAVE OF ABSENCE

Upon entry into the U.S. Armed Forces, National Guard or Reserves, employees are granted an unpaid leave of absence for the period of their required military services in accordance with applicable State and Federal laws. Employees should notify their managers as soon as they become aware of a military service obligation. In addition to a Leave Request form, you may be required to supply a copy of the military member's active duty orders or other military documentation may also be required to substantiate your need for leave. Length of allowable leave and reinstatement requirements are mandated by law; contact SRD for details prior to taking military leave.

BEREAVEMENT LEAVE

Eligible employees may take up to two weeks of unpaid leave per death of a family member to make arrangements associated with the death, to attend the funeral or memorial service, or to grieve. An employee wishing to take bereavement leave must do so within 60 days of receiving notification of a family member's death. Prior notice is not required, but oral notice must be provided within 24 hours of beginning leave. Written notice must be provided to Mt. Bachelor within three days of returning to work. To be eligible to take bereavement leave, employee must have worked for Mt. Bachelor for a period of 180 calendar days immediately preceding the date that the requested leave begins and have worked an average of 25 hours per week during the 180 day period. Employee may use their available Sick or PTO bank to cover the leave away from work.



JURY DUTY LEAVE

If you receive a jury duty summons, notify your manager immediately. Upon proper verification, you may be granted unpaid leave of absence to serve. However, the Company reserves the right to request the release of an employee whose services are urgently needed during the period set for jury duty. If you are excused from jury duty during working hours at a time that reasonably permits you to report for work, call your manager to see if you should report for work that day. By the election of the employee, available PTO or Sick Pay time may be used for jury duty. The remainder of the leave is unpaid, with the exception of exempt/salaried employees.

NURSING MOTHERS

Mt. Bachelor will accommodate the transition of mothers who are returning to work after the birth of a child for up to one year. Nursing employees will be provided with reasonable break time to express breast milk during the workday. Nursing mothers returning from maternity leave should speak with their manager or supervisor regarding their needs. Supervisors will work with nursing employees to develop a break schedule and private area that is reasonable, accounts for needs that may vary from day to day and creates the least amount of disruption to the Mt. Bachelor's operations. Breaks to express milk will be paid. Employees may use normal break and lunch periods to accommodate additional nursing needs. However, if the breaks needed to express milk exceed the standard daily break time, then the employee must use personal time either in the



form of an unpaid break or paid time off. If you have any further questions or concerns regarding this policy, please contact Staff Resources and Development.

WORKPLACE POLICIES AND CONDUCT EXPECTATIONS

The Workplace Policies section defines the working relationship between Mt. Bachelor and our employees. It is important that you be aware of your responsibilities to the Company and your co-workers. Please become familiar with and follow these policies. This section is not a complete list of the rules for working with Mt. Bachelor. We reserve the right to add, change, and delete rules as the need arises. Please understand that violation of any of our policies may subject you to discipline, up to and including termination.

MANAGEMENT RIGHTS

The company retains the exclusive right to hire, direct and schedule the work force; to plan, direct, and control operations; to discontinue, reorganize, or combine any department or branch of operations; to hire, terminate, and lay off employees; to announce rules and regulations; and in all respects carry out the ordinary and customary functions of management. It



is the company's intent to grow and prosper, but it is recognized that all policies, benefits, procedures, and/or operating methods are subject to change or discontinuation at the option of the management.

HARASSMENT

We want to provide a safe and comfortable workplace, free from harassment of any kind. It is the policy of Mt. Bachelor that there shall be no harassment of any employee on the basis of any protected class, including race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran or marital status, genetic information, or any other characteristic protected by applicable law.

In furtherance of this policy, Mt. Bachelor does not condone and will not permit harassment of any employee. All employees are expected, as a term and condition of employment, to abide by this policy. Any employee found to be violating this policy will be subject to immediate disciplinary action, up to and including termination.

Harassment refers to behavior of an offensive nature, which is unwelcome and potentially offensive to its recipients. Harassment is a form of employee misconduct which is demeaning to another person and which undermines the integrity of the employment relationship.

Unwelcome advances, requests for inappropriate favors and other verbal or physical conduct of an offensive nature constitutes "harassment" when:

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



For example, unwanted physical contact, foul language, sexually oriented propositions, jokes or remarks, obscene gestures or the display of sexually explicit pictures, cartoons or other materials may be considered offensive to another employee, and thus should not occur.

Any employee who feels that he or she has been harassed is encouraged to let the other party know clearly and without any doubt that they object. Employees uncomfortable with this approach, or who find the behavior continues, should immediately report the matter to his or her supervisor or, if the supervisor is the harasser or the employee is not comfortable with the supervisor, they should contact their Department Manager, Department Director, the Director of Staff Resources and Development or the President. Any supervisor or manager who becomes aware of any possible harassment should immediately advise their Director and the Director of Staff Resources and Development. All complaints will be investigated promptly and appropriate remedial action taken, in as discrete and confidential a fashion as possible. After the investigation has been completed, a determination will be made by management regarding resolution of the case. If appropriate, disciplinary action will be taken, up to and including termination of employment.

Mt. Bachelor prohibits unlawful retaliation against any employee who in good faith reports or files a complaint of harassment under this policy. Employees engaging in such retaliatory action will be subject to disciplinary action, up to and including termination.

OVERVIEW OF COMPANY CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Mt. Bachelor expects employees to follow rules of conduct that will protect the interests and safety of all employees, guests and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are non-exhaustive examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:



1. Failure to follow the Snow Rider's Responsibility Code.
2. Unexcused or unreasonable tardiness or absence from work.
3. Failure to maintain proper standards of appearance.
4. Possession or use of drugs or alcoholic beverages while on the premises or any property of Mt. Bachelor.
5. Attempting to tamper with the sample given for drug and alcohol testing or unreasonably delaying collection of a valid sample.
6. Failure to be courteous to our guests and fellow staff members.
7. Harassment of an employee or guest including but not limited to sexual or gender harassment.
8. Dishonesty or falsification of any Mt. Bachelor records.
9. Submission of false information on employment application.
10. Theft, fraud, or misappropriation of property, including unrecorded transfer of one's season pass.
11. Divulging confidential or proprietary company information to unauthorized individuals or agencies.
12. Reckless, careless or unauthorized use of Mt. Bachelor property.
13. Offensive or disorderly behavior.
14. Failure to observe safety rules and procedures. Horseplay is not allowed.
15. Possession of unauthorized firearms or weapons.
16. Insubordination or having a defaming attitude towards Mt. Bachelor.



LANGUAGE AND BEHAVIOR

Employees must show behavior that is appropriate for a family resort atmosphere at all times when they are on the job, whenever they are on Mt. Bachelor property, or in Mt. Bachelor uniform and/or are perceived to be a Mt. Bachelor representative to our guests. The following is a partial list of activities and behaviors that will not be allowed for employees as well as guests:

1. Using obscene or objectionable language.
2. Engaging in fighting, violent or threatening behavior.
3. Engaging in any act or omission contrary to law.
4. Damaging, defacing or destroying any Mt. Bachelor property.
5. Bringing your dog or other pets to the mountain on workdays.
6. Disorderly conduct as a result of intoxication.
7. Violating Mt. Bachelor policies including but not limited to policies posted (No Smoking) on Mt. Bachelor property.
8. Disobeying Mt. Bachelor traffic and parking regulations.

Employees who violate these rules of conduct may be disciplined up to and including termination.

UNACCEPTABLE PERFORMANCE/DISCIPLINARY ACTION

The principle objective of any disciplinary action, where appropriate, shall be to improve performance and efficiency of the employee. Any violation of a work rule, policy or any other action by an employee, which in the Company's assessment reflects discredit on the Company or affects the Company's performance, constitutes improper employee conduct which may give rise to disciplinary action, up to and including termination. We will review each violation and take appropriate action for the elimination and non-recurrence of the infraction. In arriving at a decision for proper action, we may consider the following: The seriousness of the infraction, the circumstances, the record of the employee and action taken in a similar situation.

Whenever possible, Mt. Bachelor will endeavor to work with employees in addressing and solving job performance problems. This includes any aspect of an employee's work or behavior which, if allowed to continue, would violate established practices and policies of Mt. Bachelor. Or which would impair the ability of an employee to perform established functions in a satisfactory manner.

Mt. Bachelor specifically reserves the right to take disciplinary action against an employee, including immediate termination, in its sole discretion.

EMPLOYEE PERFORMANCE APPRAISALS

Mt. Bachelor believes in the value of clearly stated and agreed upon performance goals and expectations for all employees. When people understand what is expected of them, they will meet or exceed the expectation.

Seasonal employees can expect to have a Mid-Season performance evaluation and an End of Season Evaluation with their direct manager. Year-round employees can expect a mid-season discussion and a yearly performance evaluation with their direct manager.

USING YOUR SEASON PASS

Season passes are the identification required to obtain the maximum use of the benefits Mt. Bachelor offers all employees, including supervisors and managers. Your pass should be used as identification for the following: time clock swipes, purchases for the employee food discount program, using





company provided transportation, using ski corral, ski shop purchases and rental discounts, signing up for lessons, ski area exchange privileges and using the lifts for your free skiing privileges. Remember, it is not realistic to expect all of us to know everyone by sight. Please remind your employees of the need for everyone to use their pass for identification.

Ski, Board, Bike, & Hike: Activity Breaks

During work time and while in the course of performing prescribed duties, employees are covered by Workers' Compensation insurance. (See the Workers Compensation Insurance policy under 'Health and Safety' for more details.) Employees generally are not covered by that insurance, however, when taking a ski or similar break for fun.

As of this writing, Oregon law does not allow or provide Workers Compensation coverage for injuries that are "incurred while engaging in or performing, or as the result of engaging in or performing, any recreational or social activities primarily for the worker's personal pleasure." ORS 656.005(7)(b)(B). This includes: breaks (after being relieved of duties) for skiing/boarding/biking/hiking; other breaks during the normal work day; any time an employee is participating in ski/snowboarding racing, sledding/running/biking or any similar competitions; or any non-Company required training. In those circumstances, an employee is considered "off duty" and generally is not covered by Workers Compensation.

Employees are required to clock or sign out as well as change out of their uniform before engaging in these non-work related activities. Even if an employee is still in uniform, however, they will not be considered "on duty" for purposes of this policy if they are not actively working.

Finally, keep in mind that all our employees can be seen as ambassadors for Mt. Bachelor, regardless of whether officially "on duty" or off. Employees engaged in these activities – whether skiing on a break or on personal time, etc. – must follow at all times the Snow Rider's Responsibility Code and any similar, applicable rules for safe and responsible recreation. Similarly, no lift line cutting privileges are extended to employees in general.

ATTENDANCE STANDARDS

Punctuality and regular attendance are essential to the proper operation of our business. Mt. Bachelor expects you to be ready to work at the beginning of your assigned daily work hours. If you know in advance that you will need to be absent, please request this time off, in writing, directly to your manager.

Employment is a matter of mutual agreement. An employer has a right to expect that employees will be present and ready for work, when and where they are assigned. Employees have a right to expect consideration for legitimate excuses for absence. However, employees must contact their supervisors in advance, if possible, when such an absence is necessary. If an employee will not be at their assigned shift, the employee is responsible for contacting their manager and giving them reasonable notice before the start of the shift. Excessive absenteeism, for whatever reason, may result in termination. Mt. Bachelor defines excessive absenteeism or excessive tardiness as any more than 2 incidences of either an absence or tardy to work in any 60 day rolling period. Even though Personal Paid Time Off or Sick Pay may be used for some absences, excessive use, abuse, and absenteeism still can carry the consequences of termination.

Tardiness is defined as arriving five (5) minutes or more later than the time designated by your immediate supervisor. Once a written warning is in your personnel file, any violation of this attendance policy within 90 days from the date of the written warning may result in termination.



SICK LEAVE AT MT. BACHELOR

As of January 1st, 2016, Oregon’s Sick Leave (“OSL”) law went into effect and all employees in the state of Oregon are entitled to accrue and use not less than 40 hours of protected leave time away from work that may be used for certain qualifying events. To comply with this new law, Mt. Bachelor had adopted this Sick Leave Policy, which identifies how Mt. Bachelor employees may accrue and use Paid Sick Leave.

ACCRUAL OF PAID SICK LEAVE

Accruals are based upon actual hours worked. If an employee is not working (scheduled time away from work, holidays, emergency, etc.), they are not accruing Paid Sick Leave. Hours that an employee is paid by means of using Paid Sick leave do not count as hours worked for purposes of calculating overtime. Paid Sick Leave accrues at a standard rate for all employees regardless of length of service.

APPROXIMATE PAID SICK LEAVE ACCRUAL PER YEAR	PAID SICK LEAVE ACCRUAL RATE PER HOUR WORKED
68 HOURS	0.033

*Paid Sick Leave Annual accruals are based on an employee having 2080 hours worked per year (40 hours per week for 52 weeks per year).

Grandfathered Sick Accrual Balances

As of January 1st, 2016, some Mt. Bachelor Seasonal Managers and Supervisors, 10 month, and Year Round Staff may have had a previously accrued sick leave balance in excess of 120 hours. If you are an employee in this situation, your sick leave balance will be considered, “grandfathered”, until a time when sick leave hours are taken to reduce the balance to an amount under 120 hours. This means that while your balance may be above 120 hours, you will not be accruing any additional hours until your balance drops below 120 hours, at which point you will begin accruing OSL as outlined in this policy, back up to the 120 hour cap.

Full provisions of the 78th Oregon Legislative Assembly’s 2015 Senate Bill 454 can be found at:
<https://olis.leg.state.or.us/liz/2015R1/Downloads/MeasureDocument/SB454/Enrolled>



Paid Sick Leave Accrual Maximum

Although YR1, YR2, S10, and S1 employees may carry over unused Paid Sick Leave hours from year to year, there is a maximum, or cap amount of paid time you can accumulate.

Your Employment Status affects the cap on your Paid Sick Leave accrual; see table below. Once an employee reaches the cap, they will not accumulate any more Paid Sick Time until the accrued hours drop below the defined cap.

EMPLOYMENT STATUS	PAID SICK LEAVE ANNUAL CAP
Seasonal Full Time (S2), Part Time (S3), Flex Time (S4) and Holiday On Call (S5)	40 Hours
Seasonal Managers and Supervisors (S1), 10 month (S10), and Year Round Staff (YR1-YR2)	120 Hours

WHAT ARE THE QUALIFIED EVENTS THAT SICK LEAVE MAY BE USED FOR?

Employees are entitled to use protected sick leave for the following purposes:

- For an employee’s or family member’s: mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of such a condition; or need for preventive medical care.
- For any purpose covered by the Oregon Family Leave Act, such as:
 - For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care.
 - To care for a family member with a serious health condition.
 - To recover from or seek treatment for a serious health condition.
 - To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
 - For pregnancy disability or prenatal care.
 - To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s minor child or dependent for proceedings related to domestic violence, harassment, sexual assault, or stalking.
- To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee’s minor child or dependent.
- For certain public health emergencies



ADMINISTRATION OF SICK LEAVE

Requests for paid leave may be granted in denominations of 1 hour up to the employee's regularly scheduled shift hours. Use of Paid Sick Leave will not be approved for employees above and beyond their regularly scheduled shift hours. Shift hour considerations are made as follows:

- Salaried employees: Sick Leave will not be paid out above 40 hours per week
- Hourly employees: Sick Leave will not be paid for any hours above your regularly scheduled shift.

Paid Sick leave is paid at the employee's straight time rate at the time the leave is taken. If an employee works in multiple and/or separate positions throughout the year, the rate in which they are paid will be determined based on the position scheduled for the time the leave is requested. In cases where variable hours are worked at different rates while working in the same position (i.e. Gravity School Instruction), the average wage from the previous pay period will be calculated as the Sick Leave wage. If there is no average wage from the previous pay period, the State of Oregon's minimum wage will be used as the Sick Leave wage.

If an employee is absent for more than 3 consecutive scheduled workdays, Mt. Bachelor may require a verification from a medical provider or other verifiable source. If the need for Sick Leave is foreseeable and projected to run longer than 3 days, a [Leave Request Form](#) should be submitted 1 week prior to the event. Staff Resources reserves the right to request verification for any Sick Leave requests, not just absences over 3 consecutive days, to the extent consistent with applicable law (i.e., if Mt. Bachelor suspects a pattern of abuse).

Employees may not borrow against their Paid Sick Leave balances. Whenever possible, we request that Sick Leave notice is given in advance for qualifying appointments. Employees should also make reasonable effort to schedule foreseeable absences in a manner that does not unduly disrupt Mt. Bachelor's operations. There may be occasions, such as sudden illness, when an employee may not be able to notify their supervisor in advance. In those situations, the employee should inform the supervisor of the circumstance as soon as practicable.

Remember: Calling in sick to the employee attendance hotline is the first step in notifying your manager, but does not automatically fulfill your responsibility in adhering to this policy. A [Leave Request Form](#) will also need to be submitted and approved by your Manager in order for your qualified leave time to be accounted for. The leave request form should ideally be completed before the close of the pay period that the qualified absence takes place in. Requests for Paid Sick Leave where the employee has accrued Paid Sick Leave remaining, and where the request is covered by OSL shall not be denied.



SICK LEAVE NOTIFICATION AND LEAVE REQUESTS

If you do get sick or are otherwise unable to work your shift do to a qualifying event, please follow the call in procedure by calling the staff attendance hotline and give reasonable notice before the start of your shift. If you do choose to come to work and you are obviously sick (fever, cough, etc.) don't be surprised if your manager sends you home to regain your health. If your absence is foreseen (regular dr. appointment, dentist, etc...) please do your best to schedule those appointments in a manner that does not unduly disrupt Mt. Bachelor's operations and give your manager advanced notice as soon as practicable.

Step 1

STAFF ATTENDANCE HOTLINE

Call

541-693-0969

If you are running late or are not able to make your shift

Step 2

Complete an online [Leave Request Form](#). The link to this online form can be found on the Mt. Bachelor Intranet, in the employee handbook on the ADP portal 24 hours a day, on the computers at *The Stash*, and your department manager can help you access it as well. This link is responsive to mobile electronic devices. Once you follow the link in your web browser, you are able to save the link to the home screen on your device, effectively treating it like a mobile app, which gives you access to the leave request form 24 hours a day.

This is the link to Mt. Bachelor's Leave Request form.

<https://mtbachelor.wufoo.com/forms/leave-request-form/>

NO RETALIATION OR DISCRIMINATION

Mt. Bachelor strictly prohibits retaliation toward any employee for inquiring about the employee's entitlement to leave that is covered by the OSL, submitting a request for such leave, taking leave pursuant to OSL to which the employee is entitled, participating in an investigation, proceeding, or hearing relating to OSL, or invoking, in good faith, any provision of the OSL law. Employees who believe they have witnessed or experienced any such retaliation or discrimination should contact their Manager or Staff Resources.

SEVERE WEATHER

Unless you are informed otherwise, always assume that Mt. Bachelor is open for business during normal hours. Use common sense and your best judgment, however, when traveling to work in severe weather. Due to the nature of our business, we can be surrounded by severe and unpredictable weather. Mt. Bachelor is open every day regardless and all employees are required to come to work on time regardless of the circumstances. Any absence from work due to weather will be considered an unexcused absence. If Mt. Bachelor will not be opening for the day, you will be contacted by your manager.

EMPLOYMENT OF RELATIVES/NEPOTISM

Mt. Bachelor understands that there may be situations where multiple family members, relatives or close personal friends work at Mt. Bachelor. **A relative/relation is defined as a mother, father, sister, brother, spouse, child, aunt, uncle, niece, nephew, cousin, grandparent, and all step-, half-, in-law, dating couples and couples living together.** We prohibit situations where a relative or close personal friend has the opportunity to check, process, review, approve, audit, supervise or otherwise affect the work of another relative or close personal friend. The Director or Staff Resources and Development must authorize all exceptions.



If employees establish a close personal relationship (i.e. partnering and/or cohabitation) while employed at Mt. Bachelor, those employees are required to immediately notify their department manager and Director. Managers/Directors are required to notify the Director of Staff Resources and Development immediately of this situation. Reasonable attempts will be made to transfer one of the individuals to a suitable position or to otherwise address the concern. If this is not feasible, one employee must consider other employment options, including resigning from the company. Failure to give timely notification will lead to immediate termination of both parties.

SUBSTANCE ABUSE POLICY

Mt. Bachelor is committed to provide a Drug Free Work Environment. A healthy, productive work force, an environment that is free from the effects of drugs and alcohol, and ability to provide the highest level of guest service are goals that every team member is expected to commit to. We urge anyone who needs assistance regarding a drug and/or alcohol problem to speak with Staff Resources and Development or their direct supervisor.

Prohibited Drug and Alcohol-Related Conduct

Mt. Bachelor prohibits the selling, use, offering or being under the influence of any intoxicating substance while working. These include but are not limited to alcohol, amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methaqualone, opiates, phencyclidine. The use of marijuana, which is a Schedule I controlled substance under federal law, is prohibited under this policy even if its' use is authorized under state law. If the substance impairs the productivity of the employee or the safety of their surroundings, the substance will be considered an intoxicant. An employee will be considered "under the influence" if the substance is present in the body.

Prescription Drugs If an employee is on a prescription drug which may impair behavior or productivity, the immediate supervisor must be made aware of this fact. Legally prescribed drugs may be permitted on company premises or work locations provided that such drugs are contained in the original prescription container and are prescribed by an authorized medical practitioner for the current use of the employee who possesses the prescription.

Mt. Bachelor may elect through their medical advisor, if appropriate, to determine if the prescription drug produces hazardous effects which may risk the safe, efficient operation of the company's business. Any valid prescription drug that, in the opinion of the company, may produce hazardous effects on the employee will likely be restricted.

Mt. Bachelor will require any employee who is under the influence of a legally prescribed drug that produces hazardous effects to quit working and leave the work place or, if possible, be transferred to a position where hazards are not present, until the employee is no longer under the influence of the legally prescribed drug. Any further use of that drug by the employee while

conducting company business is prohibited. If the employee does not have a prescription for the detected substance, they will be considered under the influence of an illegal drug.

Alcohol No Mt. Bachelor employee shall be under the influence of alcohol while performing company business or in a company facility or vehicle. No private alcoholic beverages are allowed on Mt. Bachelor property. Mt. Bachelor employees may be disciplined or discharged for any conduct Mt. Bachelor feels indicates alcohol or drugs are being abused.

Definitions:

For Cause: Any observations made concerning such circumstances as the work performance, appearance (including for example, the noticeable odor of an alcoholic beverage), behavior, speech of the employee, or involvement in an accident or other incident where reasonable safety precautions appear to have been ignored on company premises which result in physical injury or property damage.

Under The Influence: Any detectable level of alcohol or an illegal drug in an employee's system, or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances: All forms of illegal drugs and the abusive use of alcohol or prescription drugs, as determined by Mt. Bachelor.

Over The Counter Drugs: Medications generally available without a prescription from a medical doctor. Mt. Bachelor's concerns are limited to those drugs which are capable of impairing the judgment or alertness of the user.

Prescription Drugs: Those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist. Oregon medical marijuana prescriptions are not considered permitted prescription use.

DRUG AND ALCOHOL TESTING

Mt. Bachelor employees are required to participate in random testing throughout the year, periodic testing after signing a Last Chance Agreement, tests for cause; such as an injury requiring medical attention, and possibly for other accidents that do not require immediate medical attention or for incidents that have caused property damage, or at the discretion of the manager for work related performance.

Employee testing will be at Mt. Bachelor's expense. Failure to consent to testing for any reason, subjects an employee to immediate termination of employment. Any tampering of the specimen will result in immediate termination. If the primary test shows positive, there will be an automatic second test at the lab using a different testing methodology to confirm the results.

POSITIVE RESULTS

When an employee tests positive on a drug test, their manager is notified on a need-to-know basis. The employee is notified of the positive result and scheduled for a meeting with Staff Resources and Development. The employee will receive the following information as appropriate to the individual situation:

- Eligibility for a Last Chance Agreement at the discretion of the SRD department and employee's manager.
- Testing for return to work will be scheduled only through Staff Resources and Development.
- Any increase in the positive range indicating further drug use is grounds for immediate termination.
- The employee must attend an employee assistance assessment session at their expense.
- Pass privileges are blocked.
- If a Last Chance Agreement is provided to the employee, the employee must sign the agreement acknowledging the fact they will be tested on a periodic basis; that they will complete all stipulations of continued employment as set forth in the Last Chance Agreement and that further positive tests are grounds for immediate voluntary termination.

The employee may give their explanation at this time. If the test is positive for a prescription drug, but the supervisor is not aware of the employee taking the drug for medical reasons, the employee will be requested to bring prescription verification (bottle, Dr.'s note, Pharmacy note, prescription sheet) to the Staff Resources and Development Department. If the employee decides not

to follow the outlined policy, it will be considered a Quit Without Notice, which makes the employee ineligible for future employment opportunities with Mt. Bachelor.

NOTE: While its legal status may be evolving under state law, marijuana use remains illegal under federal law and marijuana use remains subject to this policy. For example, testing positive for marijuana and/or being under the influence of marijuana at work are each bases for termination.

REHABILITATION

Mt. Bachelor recognizes its commitment and its responsibility to its employees. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through an Employee Assistance Program in complete confidence and without jeopardizing his or her employment with Mt. Bachelor. Other treatment programs for drug and alcohol problems may be available through other insurance providers selected by the individual employees.

DRUG OBLIGATION AGREEMENT

At the end of any required treatment due to a positive test, the employee may be asked to sign a Drug Obligation Agreement to remain drug/alcohol free while employed at Mt. Bachelor, will submit to periodic testing for a specified period of time and meet various performance standards, which are imposed as a condition of continuing employment. Any breach of the signed agreement will result in termination. After the specified time period, continued employment opportunities after a positive test will be at the discretion of Upper Level Management.

Mt. Bachelor reserves the right to discipline on a case-by-case basis for any violation of the drug and alcohol policy. Mt. Bachelor reserves the right to go directly to termination for violation of the drug and alcohol policy. If you are terminated due to a drug and alcohol policy violation, you are not eligible for rehire for at least one year. Rehire eligibility may require proof of rehabilitation.

SEARCHES

Mt. Bachelor reserves the right to search the company's property at any time. This includes employee lockers, even if the lock is not company property. Mt. Bachelor also reserves the right to search the property of an employee if there is reasonable suspicion to do so. Refusal to submit to any such inspection or refusal to cooperate in any investigation will subject the employee to disciplinary action, which may include immediate dismissal.

CONFIDENTIALITY

Any documentation of reasonable suspicion, drug testing and test results will not be kept in the employee's personnel file. All conversations, documentation and test results will be treated confidentially consistent with their effective use. However, results of any of the above may be disclosed to authorized personnel on a strict need-to-know basis; for example, the employee's immediate supervisor. This policy may be revised and updated at any time. If you have any questions throughout this process, please do not hesitate to contact Staff Resources and Development.

SMOKING/TOBACCO POLICY

Employees may not smoke or use tobacco while on the job, at the job station, while using the company transportation system or while in a company owned vehicle. Smoking is permitted only during authorized breaks. During breaks, employees may smoke only at approved locations (see below) where their second hand smoke will not be a health hazard to fellow employees or guests. If you choose to smoke during your break, you must be out of your uniform. Smoking during unauthorized breaks or in unauthorized areas is prohibited.

NOTE: E-cigarettes and “vaporizers” are not exempt from this policy. Electronic nicotine dispensing systems are treated with the same considerations as traditional tabaco use.

DESIGNATED EMPLOYEE SMOKING AREAS

- WEST VILLAGE: On the northwest corner of the Generator Building, at least 50 feet from building entrances and the gas pump.
- SUNRISE LODGE: In the lower parking lot, near the recycling container, at least 50 feet from the building.
- PINE MARTEN LODGE: On the deck outside the employee lunchroom. The door to the deck must be kept closed to prevent smoke from entering the building.
- MOUNTAIN GATEWAY: In the parking lot 50 feet west of the Mountain Gateway Building.
- TODD LAKE: In the parking lot 50 feet west of the Todd Lake Building.
- JUNIOR RACE HEADQUARTERS AND NORDIC CENTER: Outside, by the Pump House, parking lot side.
- MAINTENANCE SHOP: Outside by the dumpster.

Smokers and tobacco users are expected to dispose of residue in appropriate receptacles, not by littering. Disciplinary action will be taken for violations of any part of this policy.



PETS AT WORK POLICY

Employees may not bring pets to work. The only exceptions are the professionally trained avalanche dogs.

RESIGNATION OF EMPLOYMENT

While we do not want to have you leave, if you choose to do so, we would appreciate as much notice from you as possible. We request that you submit a written letter of resignation two weeks in advance of the last date you plan on working. Mt. Bachelor does not establish any specific term of employment with anyone. As stated previously, your employment at Mt. Bachelor is “at-will”. This means that you or management may initiate

termination at any time and for any reason. If you initiate the separation, it is considered a voluntary resignation.

TERMINATIONS AND END OF SEASON SEPARATIONS

Termination of employment is an inevitable part of employment within any organization, and many of the reasons for termination are routine including the end of the season. Requesting to stop being scheduled at the end of the season is a *resignation*, not a lay-off, and written notice is requested.

A meeting between you and your immediate manager should take place prior to your last day of work. Any company issued equipment i.e., gas cards, radios, office keys, uniforms and employee passes, etc., must be returned at this time, along with all other Mt. Bachelor property. If you leave Mt. Bachelor in good standing, you may be considered for re-employment. In fact, we love it when our “*preferred employees*” come back for more fun, season after season!

PROTECTION OF COMPANY PROPERTY AND EQUIPMENT

Respect and protection of company property and employee personal property is everyone's concern. Defacing company facilities and abusing company property, including but not limited to graffiti or markings of any sort, are grounds for disciplinary action up to and including termination. If you find property missing or damaged, report it to your supervisor immediately.

RELEASE OF EMPLOYEE INFORMATION

Except for records and information that we are legally required to provide to government agencies, no information about you will be released unless there is a signed authorization form from you on file, and the request is in writing.

USE OF COMPANY VEHICLES

Mt. Bachelor employees may not drive any business vehicles without prior approval. Before being approved to operate a Company vehicle, an employee's driving records will be reviewed, with consent of the employee, and the existence of a valid driver's license will be verified. Employees approved to drive a company vehicle are required to inform Mt. Bachelor of any changes that may affect their legal or physical ability to drive or their continued insurability. Vehicles may be driven by licensed drivers over 21 years of age who appear as authorized drivers on the Mt. Bachelor drivers list on file in Staff Resources and Development. Never drive a Mt. Bachelor vehicle until you have passed a driver's verification and have clearance from SRD.



Employees must report any theft or damage involving a company vehicle, regardless of the extent of the damage. Such reports must be made as soon as possible, but no later than 24 hours after the incident. However, employees should make no voluntary statements other than in reply to questions of investigating officers.

Employees are not permitted, under any circumstances, to operate a Mt. Bachelor vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time, or operate any personal vehicle for company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These

prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because impairment, illness, medication or intoxication.

MUSIC

Music may or may not be allowed in the workplace at the discretion of the supervisor. The volume of any radio must not constitute a distraction, annoyance or communication hindrance in any way. If normal conversation and hearing one another becomes challenging to anyone involved, this will define the fact that the volume is too high. Compact discs and tapes played publicly will be confiscated. Mt. Bachelor is not responsible for damage to personal musical equipment; i.e., tapes, CD's, Walkman's, iPods, etc. Use of any personal device used to listen to music with headphones, including speaker enabled helmets during work hours is strictly prohibited.

PHONES

Mt. Bachelor provides phones to some employees to increase efficiency in doing business. There are important things to consider when using company phones. Please adhere to the following guidelines, based on the type of call you are making or receiving:

Business phone calls - Much of our business is conducted over the phone, making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected.

Personal phone calls - We recognize that periodically, personal phone calls must be made or received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

Personal cellphone calls - In order to provide an optimum work environment, employees are expected to have cellphones turned off during work hours. Ringing cellphones are a distraction to co-workers and can interfere with productivity. Cellphones should only be used during breaks, lunches and outside of the office. Flexibility will be provided in circumstances demanding immediate or emergency attention. **No texting is allowed during work hours.** A distraction free work place will promote a safe environment and ensure that we are providing excellent service to our guests.

Non-exempt employees who are given company smartphones, or whose personal smartphones are connected to the Mt. Bachelor network or their company email accounts, are not required to read or respond to emails outside of working hours. If a non-exempt employee chooses to read or respond to work emails on his or her own time, he or she will not be compensated for the time spent doing so.

The Fair Labor Standards Act (FLSA) classifies this time as “de minimis,” since most emails can be read and responded to in just a few minutes. De minimis, in this context, means “insubstantial or insignificant periods of time beyond the scheduled working hours, which cannot as a practical administrative matter be precisely recorded for payroll purposes.”

MEDIA COMMUNICATIONS

To ensure that information released to the media is accurate and consistent, all press inquiries and media contacts should be directed to the Marketing Department. Statements to any media source are prohibited unless cleared through the Director of Marketing.

COMPUTERS, THE INTERNET, EMAIL AND VOICEMAIL

This policy defines acceptable use of Mt. Bachelor electronic resources, including computers, networks, electronic mail services and electronic information sources. Mt. Bachelor provides computing and networking resources in order to meet the needs of employees and the customers that we service every day. Use of Mt. Bachelor’s computers and network resources is a privilege granted only to those who use these systems responsibly. By using Company electronic information systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Company policies, as well as applicable laws and regulations.



Employees should be aware that some types of computer abuse (notably intentional damage, unauthorized alteration or access to computer systems) may also be violations of Oregon and Federal criminal codes, as is the unauthorized reproduction of copyrighted software. Those suspected of abusing computers and network resources will be referred to the appropriate authority. Penalties may include suspension or revocation of computing and networking privileges, or termination of employment. When restrictions in this policy interfere with their work, employees may request a written waiver from the Manager of Computer Information Systems Department.

MISUSE OF COMPUTERS

Mt. Bachelor provides computing and networking resources in order to meet the needs of employees and more importantly, the customers that we service every day. Any action which undermines this important goal is subject to disciplinary action up to and including termination. These include, but are not limited to, such acts as:

- unauthorized copying of software,
- tampering with others' accounts,
- wasting or damaging computer resources,
- damage to computer systems caused by food, drinks or other external sources
- breaking system security,
- degrading computer system performance,
- distribution and solicitation of materials for political purposes or other purposes including but not limited to, charity solicitors, insurance salesmen, union organizers, survey or questionnaire activity,
- creating or posting of material that is offensive, pornographic, libelous, or intended to harass,
- Sending bulk email (more than 12 emails sent in a 24 hour period that have identical content)



No employee may use Mt. Bachelor's computers or networking resources for profit-making ventures. No employee may use Mt. Bachelor's computers or network on behalf of external organizations or persons unless such use is directly related to Mt. Bachelor events, job duties, or other tasks as related and/or approved by management. Such actions violate privacy and are considered theft of property, misappropriation of ideas, misappropriation of resources, and directly interferes with the operations of Mt. Bachelor.

Employees should be aware that some types of computer abuse (notably intentional damage, unauthorized alteration or access to computer systems) may also be violations of Oregon and Federal criminal codes, as is the unauthorized reproduction of copyrighted software.

Use of Mt. Bachelor's computers and network resources is a privilege granted only to those who use these systems responsibly. This policy applies to all employees and staff. Those suspected of abusing computers and network resources will be referred to the appropriate authority. Penalties may include fines, suspension or revocation of computing and networking privileges, probation, or dismissal. In addition, Mt. Bachelor reserves the right to suspend access to Mt. Bachelor computing and networking systems to any employee or staff member who is suspected of abusing computer privileges.

Mt. Bachelor reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of company computers to assure compliance, and the removal of any software found on Mt. Bachelor property for which a valid license or proof of license cannot be determined, and disciplinary actions, including termination, in the event of employee violation of this policy. Mt. Bachelor has the right to delete any files belonging to any staff member who is no longer employed. Mt. Bachelor reserves the right to read and copy any file that passes through or is stored on any computer owned by the resort. All electronic equipment, phones, and computer software and hardware issued or made available to you by Mt. Bachelor is property of Mt. Bachelor, including any information you store on them.

Users on the Mt. Bachelor network should never give their password(s) to anyone and should never allow anyone to use their e-mail, third party software or network accounts. If a user suspects that his/her account is being used by another person, IT should be informed immediately.

SOCIAL MEDIA

We encourage you to professionally share your experience at Mt. Bachelor with your social friends. However we have a right and a responsibility to protect ourselves from inaccurate and unauthorized disclosure of information. The social media guidelines below are meant to clarify and define your responsibilities as a Mt. Bachelor employee when using social networking and are intended to help preserve the reputation of Mt. Bachelor, its employees and its guests.

General Provisions - Unless specifically approved by a member of the Bachelor Leadership Team, staff members are not authorized and therefore restricted from speaking on behalf of Mt. Bachelor. Staff members may not publicly discuss clients, products, operations, or other team members. Mt. Bachelor staff members are expected to protect the privacy of Mt. Bachelor and are prohibited from disclosing personal employee or guest information and any other proprietary and nonpublic information to which they have access.

Personal Blogs and Social Media Sites- Blog and Social Media Site users are personally responsible for their commentary and can be held personally liable for commentary that is considered defamatory, proprietary or libelous by any offended party. When posting content about Mt. Bachelor in any public facing online social media platforms for personal purposes, employees are expected to clearly separate personal opinions from any Mt. Bachelor positions. If you choose to identify yourself as a Mt. Bachelor employee, please understand that some viewers may view you as a spokesperson for Mt. Bachelor. Because of this possibility, we ask that you state that the views expressed in your page are your own and not those of the company. If contacted by the media or press about your post that relates to Mt. Bachelor business, please direct them to the Director of Marketing. Any use of social media sites during work hours is prohibited.

Violations- Mt. Bachelor will investigate reports of violations of the social media rules. Violations may result in discipline up to and including termination. This policy does not restrict employees from discussing wages, hours and working conditions with co-workers while off duty. Lastly, be mindful. Remember that there may be consequences to the content that is posted. Content, once posted, is often difficult if not impossible to remove. The most effective resolve to concerns or questions is face to face communication. You are encouraged to use our open door policy to get up to date information, and to take advantage of Employee Roundtables to ask questions and make suggestions.

BULLETIN BOARDS

Use of company bulletin boards for announcements or use of company premises for meetings of any purpose, other than the company's own business, is subject to advance arrangement and specific approval of the Director of Staff Resources and Development. In limiting circumstances of solicitation, the company does not mean to discourage staff support of worthy community services. It is to ensure that appropriate materials are placed on employee bulletin boards and that space is reserved for official company postings. If you want to post a message, give it to *The Stash* for approval and posting.

SOLICITATIONS AND DISTRIBUTIONS

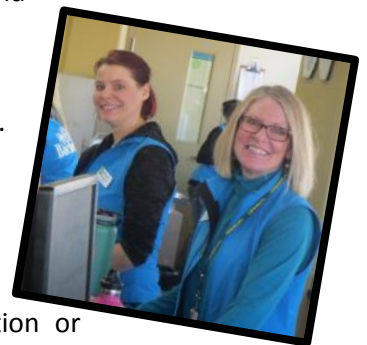
The following rules will apply to solicitation and distribution of literature on company property. Violations may result in disciplinary action up to and including termination.

SOMEONE OUTSIDE THE COMPANY

Persons not employed by the company may not solicit or distribute literature on company property for any purpose, at any time. This prohibition includes charity solicitors, insurance salesmen, union organizers, survey or questionnaire activity or any other form of solicitation or distribution.

AN EMPLOYEE OF THE COMPANY

Employees may not solicit for any purpose during working time, nor may they solicit in public or guest areas. Employees may not distribute literature for any purpose during working time or in the working areas. Working time includes the working time of both the employee doing the solicitation or distribution and the employee to whom it is directed. Reasonable forms of solicitation and contact between agreeing employees are permitted during non-working time, in non-working areas.



EMPLOYEE BENEFITS AND PRIVILEGES

EMPLOYEE CLASSIFICATIONS

For salary administration and other matters, employees are further classified below:

CLASSIFICATION	DEFINITION (Employee Type)
YR1	Year-round Director, Manager or Supervisor without service break exceeding 30 days
YR2	Year-round Staff Member without service break exceeding 30 days
S10	10 Month Full Time Staff
S1	Full-time Seasonal Supervisors and Managers
S2	Full-time Seasonal Position (30+ hours per week)
S3	Part-time Seasonal Position (16-29 hours per week)
S4	Flex-time Seasonal Position (21 day commitment)
S5	Holiday On-Call (Less than 21 days and less than 40 hrs a month)

Full time hours for a seasonal employee is defined as regularly scheduled for at least 30 hours per week.

Part time hours for a seasonal employee is defined as regularly scheduled for 16-29 hours per week.

Flex Time hours for a seasonal employee is defined as scheduled for 21 days within the flex time calendar.

Holiday On-Call hours for a seasonal employee is defined as less than 21 days per season and less than 40 hours per month.

BENEFITS INTRODUCTION

Mt. Bachelor, at its discretion, offers a full package of benefits to its eligible employees. These benefits are designed to compensate employees for excellent work and reward those making a commitment to Creating the Mountain Experience at Mt. Bachelor. Specific benefits are available to employees based on their classification. Please see the Staff Resources and Development department or your manager with specific questions about your eligibility. These benefits are subject to change at any time, and are in no way guaranteed as a condition of employment. The company reserves the right to reduce, or completely eliminate benefits if business conditions require such a move.

SEASON PASSES

All employees can enjoy use of our alpine or nordic snow sports. Employees are required to have their season pass or lift ticket at all times when skiing/riding. Passes must be available to be visibly shown before loading each and every ride. Non-compliance may result in termination. Passes are to be used ONLY by the employee and family members to whom they are issued. If they are abused, they can and will be canceled. Unauthorized transfer of an employee pass is cause for immediate termination. **If you do not complete orientation within 10 days of your hire your season pass, as well as your dependent's season pass, will be turned off until you attend an Employee Orientation.**



Upon termination of employment, your pass, dependent's pass, PTC's and Friends and Family Passes will be deactivated. If employee has completed their season commitment and left in good standing, all passes will remain active.

All employees are required to comply with the snow rider's responsibility code at all times. Mt. Bachelor reserves the right to revoke an employee's riding privileges at any time if the employee does not comply with the snow rider's responsibility code.

BENEFITS	S5-HOLIDAY ON CALL	S4-SEASONAL FLEX TIME	S3-SEASONAL PART TIME	S2-SEASONAL FULL TIME	S10-10MONTH FULLTIME	YR2-FULL TIME YEAR ROUND	S1- SUPERVISOR /MANAGER
RECREATION BENEFITS							
Employee Alpine/Nordic Season Pass Privilege	Ticket per day worked	✓	✓	✓	✓	✓	✓
Family Season Pass, or				✓*	✓*	✓	✓
Family Season Pass 50% off		✓**	✓	✓	✓		
Product Testing Coupons (2 in yr 1, 4 in yr 2, 6 in yr 3, 8 in yrs 4+)		✓	✓	✓	✓	✓	✓
Friends & Family discount lift tickets		✓	✓	✓	✓	✓	✓
POWDR Resorts Ski Benefit		✓	✓	✓	✓	✓	✓
Camp Woodward 35% Discount for Employee & Family		✓	✓	✓	✓	✓	✓
PNSAA Ski Area Exchange		✓	✓	✓	✓	✓	✓
DISCOUNT BENEFITS							
Free coffee, tea, cocoa & soda with your own mug	✓	✓	✓	✓	✓	✓	✓
50% Food Discount	On days worked	On days worked	✓	✓	✓	✓	✓
30% Retail Discount			✓	✓	✓	✓	✓
Free Ski Lessons for self, 50% off for dependents			✓	✓	✓	✓	✓
\$30 Childcare		On days worked	✓	✓	✓	✓	✓
STAFF SERVICES							
Transportation	✓	✓	✓	✓	✓	✓	✓
Recruitment Referral Plan	✓	✓	✓	✓	✓	✓	✓
Uniform Cleaning Service	✓	✓	✓	✓	✓	✓	✓
Access to Promotive			✓	✓	✓	✓	✓
Athletic Club of Bend			✓	✓	✓	✓	✓
Employee Assistance Program			✓	✓	✓	✓	✓

✓* Eligible at the start of second consecutive full-time season

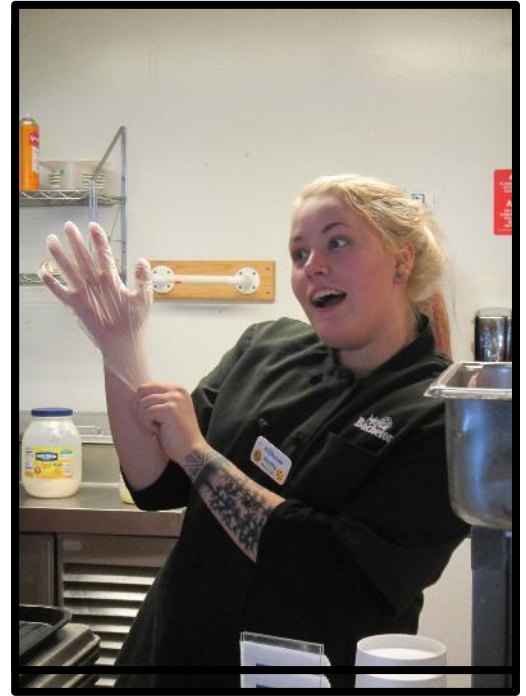
✓** If you do not fulfill your 21 days in the previous season you will not qualify for the Family Pass discount in the current season.

SEASON PASS ELIGIBILITY

Employees must be scheduled to work two days per week to be eligible for a season pass or for the discounted family pass benefit. If an employee is working less than two days per week the supervisor will change their status to Holiday On-Call. Employees working less than 40 hours per month will be changed to Holiday On-Call status and are not eligible for a season pass.

FAMILY PASS ELIGIBILITY

Returning Full Time Seasonal Employees- Starting the 2nd returning season of full time work and thereafter of continuous full time (30 hours+) seasonal employment the employee will receive the free family ski pass benefit for qualifying family members. Qualifying family members are spouses and unmarried children living at home who are 18 years old or younger. Spouses must be current spouses and living together. A marriage certificate may be required. All passes are to be used only by the employee and family member to whom they are issued. If they are abused, they can and will be canceled. If you are hired after January and you had purchased Family Passes prior to that, you will receive a prorated discount on the Family Pass price.



SEASON PASS ELIGIBILITY

Employees must be scheduled to work two days per week to be eligible for a season pass or for the discounted family pass benefit. If an employee is working less than two days per week the supervisor will change their status to Holiday On-Call. Employees working less than 40 hours per month will be changed to Holiday On-Call status and are not eligible for a season pass.

FAMILY PASS ELIGIBILITY

Returning Full Time Seasonal Employees- Starting the 2nd returning season of full time work and thereafter of continuous full time (30 hours+) seasonal employment the employee will receive the free family ski pass benefit for qualifying family members. Qualifying family members are spouses and unmarried children living at home who are 18 years old or younger. Spouses must be current spouses and living together. A marriage certificate may be required. All passes are to be used only by the employee and family member to whom they are issued. If they are abused, they can and will be canceled. If you are hired after January and you had purchased Family Passes prior to that, you will receive a prorated discount on the Family Pass price.

Date Hired By	Refund Amount
December 31	100%
January 31	80%
February 29	60%

No Refunds after February 29th because Employee Family Pass discount is 50%. Once you are hired please take care of the discounted Family Passes within 10 days or you may not qualify for any reimbursement.

employees will receive one day of free skiing for scheduled employees must fulfill their free skiing benefit, holiday on-call days agreed upon with their supervisor in order skiing for each day worked. Employees who do longer receive the free skiing benefit for days tickets will not be replaced. Tickets must be used works.



Holiday/On-Call Employees- These each day they work. Just as regularly agreement to work a full season to use employees must be available to work the to continue to receive one day of free not live up to their agreement will no previously worked. Misplaced or lost within the same season the employee

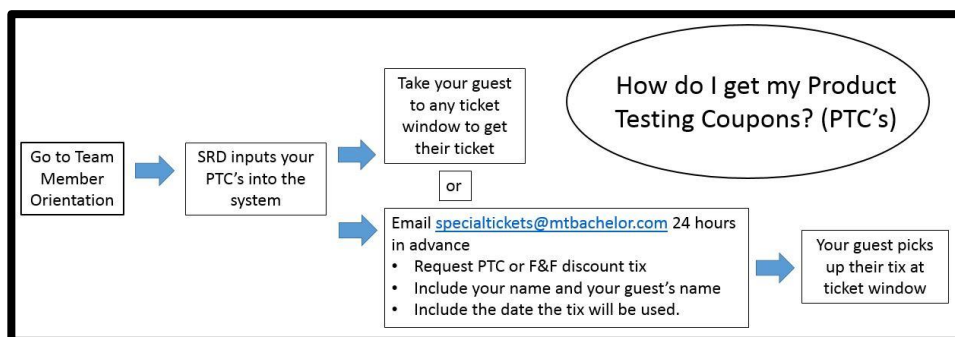
REPLACEMENT OF LOST PASSES

If any employee or family member loses their pass, there will be a charge of \$10.00 to replace it. To replace an employee pass please visit *The Stash*, for family passes you will need to visit the Mountain Gateway. Management is not responsible if a season pass is lost. The pass can be revoked without refund at any time for misconduct or nuisance caused by the holder.

PRODUCT TESTING COUPONS

Product Testing Coupons (known as PTC's, are free lift tix for some staff!) are issued based on the number of consecutive years that you have worked for Mt. Bachelor. First year employees receive 2, second year employees receive 4, third year employees receive 6, four+ year employees receive 8. 8 PTCs is the maximum any one employee may receive. PTCs will be issued only after an employee has completed Employee Orientation with SRD.

PTCs are for you to share with your friends and family. Staff members are prohibited from selling or bartering any PTCs. Any staff member found in violation will be disciplined up to and including termination. Upon termination PTCs will be voided and may not be used. PTCs are only valid through the Winter Season.



FRIENDS & FAMILY DISCOUNTED TICKETS

6 discounted daily lift tickets are attached to your profile when you complete Winter Orientation. F&F tickets can be redeemed at any ticket window on the day of use in person by the employee and their guest. F&F tickets can also be redeemed by sending an email to specialtickets@mtbachelor.com 24 hours in advance.

Friends & Family Ticket Pricing: Adult 1 day- \$49, youth 1 day-\$28, teen/senior 1 day \$39.

POWDR RESORT SKIING BENEFITS

All active employees/volunteers in good standing with Powdr Resorts are eligible for the following benefits:

- Winter - Free lift ticket access for all paid employees (includes full and part-time)
- Winter - Free lift ticket access for all eligible dependents on a Mt. Bachelor family pass
- Winter - 50% off current window price for all active volunteers and eligible volunteer dependents¹
- Summer – Employees/volunteers will receive the same privileges that the employee/volunteers at the resort that they are visiting receive (i.e. If home employees receive free golf, then the same privileges will be extended to visiting employees)



Process:

- Employee/volunteer contacts *The Stash* with the resort that they are planning on visiting and the dates, as well as the names of any dependents that will be joining them. Letters may be requested within 2 weeks of travel dates.
- *The Stash* will produce letters for each day of skiing/riding/activities. (i.e. if you are planning on skiing 2 days, you will need 2 letters)
- The participant will present the letters to the visiting resort's ticket window to exchange for a lift ticket/activities.

General Information:

¹ Volunteer Dependents must be eligible for a Dependent Season Pass at the Home Resort and be able to present it at visiting resort

- This program is valid for the following locations: Boreal Ridge, Killington Mountain Resort, Las Vegas Ski & Snowboard Resort, Mt. Bachelor, Pico Mountain Resort, Copper Mountain Resort, Gorgoza Park and Soda Springs
- Employee/volunteer must be in good standing and have a valid 2015/2016 season pass.
- Both the **Powdr Reciprocal Skiing Privileges Letter** and a valid 2015/2016 pass must be presented to receive privileges.
- Blackout periods may apply – please check with resort that you are visiting (i.e. Gorgoza Park)
- This program is discretionary and subject to change at any time without notice.



Woodward is a leading action sports brand that offers unique year-round training programs including skateboarding, BMX, inline skating, mountain biking, snowboarding, free ski (both dry-land and on-mountain), gymnastics and cheer, and Digital Media. Woodward is currently operating four locations across the U.S. Summer camps at Camp Woodward in Woodward, Pennsylvania and Woodward West in Tehachapi, California and at two mountain resort locations including Woodward Tahoe at Boreal Resort in Truckee, California and Woodward at Copper at Copper Mountain in Colorado. As a Powdr Resort employee in good standing, you and your immediate family are eligible for terrific discounts on summer sessions. See SRD for information on dates and locations.

PNSAA SKI AREA EXCHANGE

Mt. Bachelor participates in the PNSAA ski area exchange program. This program allows our full time year round, full time seasonal and part time seasonal employees that are currently in good standing to ride at other participating Northwest area ski resorts for reduced (sometimes free!) rates. Visit *The Stash* for details.

FOOD AND BEVERAGE DISCOUNTS AND BENEFITS

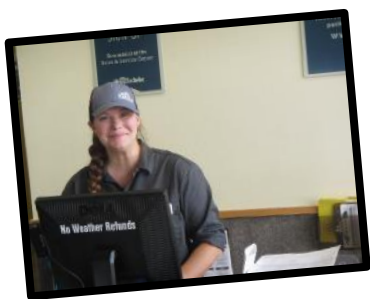
Mt. Bachelor offers our full time year round, full time seasonal and part time seasonal employees a 50% discount on resort made food and beverages purchased in any of our food and beverage locations throughout the resort. To receive the discount you need to have your employee season pass with you. **This discount is a benefit to you and may not be utilized for anyone else.** There is no discount on alcohol or food that is not prepared by Mt. Bachelor. This includes bottled drinks and pre-packaged items.



We also offer all employees the Mt. Bachelor **MUG CLUB!** FREE brewed coffee, tea, hot cocoa and fountain drinks in the cafeteria and dining locations throughout the resort when you use your own travel mug. This benefit is available when the locations are open to our guests. Employees must go through the cashier's station so that we can record what is taken for inventory purposes. Unfortunately, we are not able to offer this benefit during non-business hours.

RETAIL DISCOUNT

We are pleased to offer our full time year round, full time seasonal and part time seasonal employees' discounts off of full priced items in our Ski & Sport shop. Soft goods and accessories are 30% off. Hard goods will be discounted 10% through the winter break and 30% thereafter. To receive the discount you need to have your employee season pass with you. **This discount is a benefit to you and may not be utilized for anyone else.**



SNOWSPORTS SCHOOL LESSONS

All employees may take FREE alpine, snowboarding and Nordic group lessons. Availability based on guest levels and ability to ski or ride. You will need to make arrangements prior to the lesson start. For lesson vouchers and further details, contact Mountain Gateway or the Nordic Center.

Qualified Dependents can receive 50% off daily lessons (dependent on business levels) and multi-week programs.

CHILDCARE

Mt. Bachelor is excited to extend the special employee price for childcare services this winter. This is a per-day usage fee that is due at the time of check-in regardless of the duration of care. Lunch may be brought from home or purchased at an additional fee. This is a state licensed facility and as such has access to assist in childcare costs for those who can show a financial need. More information on the program is available from the childcare manager. COST: \$25 per child/per day, add lunch \$7 per child/per day. Employee 5 day access pass will cost \$100. Must be used in 1 week period. Availability for non-work days dependent upon paying guests. Please call Otter Mountain Childcare for availability and reservations.

SKI CORRAL

Mt. Bachelor's Ski Corral will check the skis of employees and employee family members who have family season passes during the day for FREE. These services are located in front of the West Village lodge. Please observe the security rules; approach from the front side only and present an employee pass to Ski Corral personnel for service. Ski Corral will charge employees and employee family members for overnight storage.

LOCKERS AND EMPLOYEE LOCKER ROOMS

For the employee's convenience, lockers have been provided for employee's gear and are assigned to them by their manager. Employees will need to provide their own combination lock, and use lockers at your own risk. Locks that require keys are not permitted. Employees need also to provide their department manager with their combination, so that a manager may assist should the combination be forgotten. All lockers are Mt. Bachelor property and are subject to searches, without notice, at the discretion of Mt. Bachelor, regardless of lock used.

To access the Todd Lake Building you will need to get your department's access code from your manager. This code is specific to your department, only your manager knows your door code. Codes will be changed periodically.

All employees are expected to keep the locker areas as neat, clean and pleasant environments. **LOCKERS AND LOCKER ROOMS ARE FOR EMPLOYEES ONLY. THEY ARE NOT TO BE SHARED WITH FRIENDS OR FAMILY.**

EMPLOYEE REFERRAL BONUS

To receive the \$50.00 referral bonus you must be a current Mt. Bachelor employee who is not a member of the SRD Department, the Bachelor Leadership Team or the Hiring Manager. The referral bonus will be awarded for referring first time applicants to Mt. Bachelor.



The applicant and referring employee must complete an Employee Referral Form within 30 days of hire and submit the form to Staff Resources in order to receive credit for the referral. A resume and both signatures of referred and employee must be included with the Employee Referral Form. The referring employee is eligible to receive half of the bonus (\$25) when the new employee has completed 30 days of employment with Mt. Bachelor. The remainder of the bonus (\$25) will be paid at the end of the season if the referred employee ends the season in good standing. Both the referring Mt. Bachelor employee and the new employee must work to the end of the season for the final bonus payment to be paid.

Referral bonuses will not be paid out if the referral paperwork is not submitted to SRD within 30 days of the referring employees date of hire and complete documentation is not attached.

EMPLOYEE TRANSPORTATION BENEFIT

Mt. Bachelor Employees may receive complimentary transportation to and from the resort depending on shifts worked and availability of transportation. Not all shifts are able to take advantage of this benefit. Talk to your manager to learn if you are able to take advantage of this benefit. To receive this benefit, you will need to have your current employee pass with you each time you ride. For current scheduling and route information, please check with your manager or *The Stash*. While riding employee transportation, be sure you follow our language and behavior standards outlined in our company conduct and work rules. Guests may be riding the bus with you, please reflect our core values in these situations.

EMPLOYEE ASSISTANCE PROGRAM- EAP

We believe in our brand of guest service, Creating the Mountain Experience and in the principle that when our employees are passionate about the mountain experience, they will pass that passion onto other employees and guests. We also recognize that struggling with an issue or condition can affect your happiness and job performance. Mt. Bachelor is committed to the health and well-being of our staff and have established an EAP in which any employee can seek confidential assistance from a professional for help with personal issues. If you or any of your family members are struggling, an EAP can help tackle the issue before it becomes more serious and difficult to manage. This program provides confidential counseling, home ownership support, legal services, identity theft services, maternity management, financial services and work-life resources to help you and your family resolve any problems that may affect daily life. EAP can address these issues and offers care coordination through its experience in delivering a variety of health and life solution programs. Contact SRD for a referral. This information is available to staff at no cost, some restrictions may apply.

Other Helpful Resources

<http://www.deschutes.org/health/page/suicide-prevention>

National Suicide Prevention Lifeline 1-800-273-TALK (8255)

INSURANCE BENEFITS

BENEFIT	HOLIDAY ON CALL	PART TIME S3 & FLEX TIME S4	FULL TIME SEASONAL S2	S10- 10 Month Full Time	YR 2-FULL TIME YEAR ROUND	YR1 & S1 SUPERVISOR
INSURANCE BENEFITS						
Eligible for self-paid UNUM			✓	✓	✓	✓
Eligible for company paid Medical Insurance			*	✓	✓	✓
Eligible for company paid Life Insurance				✓	✓	✓
Eligible for TelaDoc Program		✓	✓	✓	✓	✓

GROUP MEDICAL, RX, DENTAL & VISION INSURANCE

All full-time, year round employees and seasonal consecutive 10 month employees are eligible for Mt. Bachelor's group insurance program the 1st of the month following their hire date. *Full-time, seasonal employees may be eligible for our group medical plan at the start of their 4th season only if they meet hourly eligibility requirements. You will be contacted by SRD if you qualify but if you have questions as to your specific eligibility please ask.

Mt. Bachelor pays for a portion of an eligible employee's individual insurance. Spousal and dependent coverage is available at the employee's expense. In times of inactive employment, employees electing coverage at their expense are responsible for making payments on or before the due date. Failure to make on time payments may result in a cancellation of benefits.

LIFE INSURANCE

Mt. Bachelor offers life insurance coverage to all full-time, year round employees and seasonal managers/supervisors. Employees are eligible the 1st of the month following 90-days of employment. The amount issued is based on salary. Please enroll through SRD.

401K RETIREMENT PLAN

Eligibility Mt. Bachelor offers a 401K plan to qualified employees. To qualify for the 401K, you must be 21 years of age and have worked at least 1,000 hours during the first 12 months from your date of hire.

If during the first year of employment this condition is not met, you are subsequently eligible for the plan if and when you work 1,000 hours in a fiscal plan year. After completing these requirements you are eligible to make contributions starting the 1st of the month following eligibility.

Summary Plan Description The 401K plan is made up of pre-tax and post-tax employee contributions. More information on the 401K plan can be found by referring to the Summary Plan Description or by checking with the Staff Resources and Development Department.

CAFETERIA PLAN (SECTION 125)

The company offers a pre-tax plan that allows an eligible employee to pay for certain items (as specified by the IRS) with pre-tax, rather than after-tax dollars. This results in a substantial savings to the employee. These items are not provided by Mt. Bachelor as a benefit, but rather the employee can pay for these items with money that has not been taxed. Among items that are available are the following

- Child care
- Unreimbursed medical expenses
- Disability Insurance
- Accident Insurance
- Supplemental health insurance
- Unpaid portions of health insurance



YOUR HEALTH AND SAFETY

Mt. Bachelor is committed to the safety and health of all employees and complies with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment requires the continuous cooperation of all employees. We expect all employees to conduct their work in compliance with company safety policies, OSHA regulations and other applicable rules and regulations. We expect all our employees to use good judgment and common sense in matters of safety.

If you are ever in doubt about how to perform a job safely, it is your responsibility to ask your manager for assistance. Report suspected unsafe practices and conditions and all injuries that occur on the job immediately. It is the responsibility of each employee to accept and follow established safety regulations and procedures. **If at any time an employee feels they are in an unsafe work situation, they must immediately cease what they are doing and notify their manager/supervisor.**

It is your duty to take reasonable care for the health and safety of yourself, your coworkers and others who might be in Mt. Bachelor facilities. We ask for your cooperation with the management in any measures necessary to achieve this end.

REPORTING A SAFETY PROBLEM OR CONCERN ext. 2960

Are you in the know with 2-9-6-0? Extension 2960 is our safety hotline to report any on mountain safety concern or problem. Our Mountain Communication operators will log all calls and contact the appropriate response staff.

The Mountain Communications Team rewards staff members that bring safety concerns to their attention.

SNOWRIDER'S RESPONSIBILITY CODE

- Know your ability. Always stay in control and be able to stop or avoid other people or objects. It is your responsibility to stay in control on the ground or in the air.
- People ahead of you have the right of way it's your responsibility to avoid them.
- Do not stop where you obstruct a trail or are not visible from above.
- Whenever stopping downhill or merging into a trail, look uphill and yield to others.
- Always use devices to help prevent runaway equipment.
- Observe all posted signs and warnings. Keep off closed trails and out of closed areas.
- Prior to using any lift, you must have the knowledge and ability to load, ride and unload safely.
- If you are involved in, or witness an accident or collision, alert Ski Patrol, remain at the scene and identify yourself to the Ski Patrol.

SAFETY COMMITTEE

Mt. Bachelor maintains a Safety Committee in compliance with Oregon laws. The members meet monthly. Their tasks include facilities inspections, development of safety programs, and review of safety suggestions. The minutes of the meetings are posted on Company Bulletin Boards for review. Please let your Manager know if you are interested in serving on the Safety Committee.

HELMETS AT MT. BACHELOR

Mt. Bachelor supports the use of helmets while skiing and riding. We have made pro purchase of helmets available from manufacturers. Please inquire at *The Stash*. Mt. Bachelor does require all staff to wear a helmet while they are driving/riding on a snowmobile.



MT. BACHELOR CODE OF SAFE PRACTICES

This Code of Safe Practices is a list of general safety practices that apply to most jobs at Mt. Bachelor. In addition to the practices here, please ensure you are trained in your departmental specific safety standards. It is the duty of all employees to follow safe work practices.

Follow established safety procedures at all times, and encourage others to do the same
Know and adhere to the Skiers Responsibility Code
Obey all posted warning signs
Report any unsafe behaviors, conditions or injuries to your supervisor immediately. Ensure that you know how to contact your supervisor
Make use of all safeguards provided for your protection
Demonstrate a safety-minded attitude in which you are ready for the unexpected at all times

Know the location of phones in your areas that will expedite hazard and injury reporting
Be prepared for weather extremes that may require special protection
Always wear footwear with aggressive, non-slip soles that are appropriate to the mountain environment for both indoor and outdoor positions
Never wear loose fitting clothing, jewelry or hairstyles that may get caught in machinery
Never operate machines or equipment without receiving the appropriate training and authorization
Never use makeshift or unapproved tools or equipment
Keep your work area clean and free of clutter, never block exits



HAZARD COMMUNICATIONS

The purpose of our hazard communication program is to ensure the hazards of all chemicals produced or imported are evaluated, and the information concerning their hazards are transmitted to employers and employees. This transmittal of information is to be accomplished by means of hazard communication programs, which are to include container labeling and other forms of warning, material safety data sheets (MSDS) and employee training. It is the goal of Mt. Bachelor to provide hazard communication training during the first 30 days of employment and whenever a new chemical is introduced to a given work area. Training will be conducted by the department management or another who has been

properly trained.

The training program may consist of:

- How the hazard communication program is implemented, how to read and interpret information on labels and MSDS, and how employees can obtain and use the available hazard information.
- The hazards of the chemicals in the work area.
- Measures employees can take to protect themselves from the hazards. Specific procedures put into effect by the company to provide protection, such as personal protective equipment.
- Methods and observations, such as visual appearance or smell, workers can use to detect the presence of a hazardous chemical they may be exposed to.

SAFETY DATA SHEETS SDS/MSDS

Copies of SDS/MSDS for all hazardous chemicals that employees may be exposed to are kept at designated locations in each department. SDS/MSDS will be available to all employees for review during each work shift. If SDS/MSDS is not available for new chemicals in use, please immediately contact your manager.

WORKING IN A HOT/COLD ENVIRONMENT

The temperature and weather in high altitude environments such as Mt. Bachelor Ski Area can fluctuate and change quickly. All employees need to be especially mindful of the weather, its effects on the body, and proper temperature management techniques.

COLD SAFETY

The four environmental conditions that cause cold-related stress are low temperatures, high/cool winds, dampness and cold water.

Preventing Cold Related Stress Personal protective clothing is perhaps the most important step in fighting the elements and providing adequate layers of insulation from them. Wear at least three layers of clothing:

- ✓ An outer layer to break the wind and allow some ventilation;
- ✓ A middle layer of wool or synthetic fabric to absorb sweat and retain insulation in a damp environment;
- ✓ An inner-layer of synthetic weave to allow ventilation.
- ✓ Pay special attention to protecting feet, hands, face and head. Up to 40 percent of body heat can be lost when the head is exposed. Footgear should be insulated to protect against cold and dampness.

- ✓ Take measures to remain hydrated.

HEAT SAFETY

The risk factors for heat illness are: High temperature and humidity, direct sun exposure, low liquid intake, and heavy physical labor.

Preventing Heat Related Stress:

- ✓ Drink at least one pint of water per hour.
- ✓ Avoid caffeinated beverages.
- ✓ Block out direct sunlight and other heat sources.
- ✓ Consider, light weight, light colored clothing that provides sun protection.



SUN SAFETY

Sunlight contains ultraviolet (UV) radiation, which causes premature aging of the skin, wrinkles, cataracts and skin cancer. The amount of damage from UV exposure depends on the strength of the light, the length of exposure, and whether the skin is protected. There are no safe UV rays or safe suntans. Block out UV Rays:

- ✓ Cover Up - Wear clothing that blocks out light.
- ✓ Use Sunscreen - A sun protection factor (SPF) of at least 15 is recommended.
- ✓ Wear a Hat - A wide brim hat that provides coverage.
- ✓ Wear UV Protective Eyewear - Sunglasses or goggles that block both UVA and UVB radiation.
- ✓ Limit Exposure - UV Rays are most intense between 10am and 4pm.

DRIVING FOR MT. BACHELOR

If driving a company vehicle is in the scope of your job duties, you need to be trained by your department and authorized by SRD prior to driving. Drivers will be approved after we receive a satisfactory report and verification of valid driver's license. If your license is revoked or suspended at any time during your employment, you must tell your supervisor. You may not drive a company vehicle until re-approved. Once you are approved to drive:

- Always observe posted speed limit and warning signs
- Obey all Federal, State and Local Laws as they pertain to driving
- Do not use cell phone or text message while operating the vehicle
- Always wear a seatbelt
- Drive with caution
- Report all vehicle malfunctions to Vehicle Maintenance
- Never leave a running vehicle unattended
- Smoking is not allowed in vehicles



CONFINED SPACES

As confined spaces may pose a serious risk to those who enter or work in them, confined-space entry and work are governed by rules to ensure your safety. A confined space by design has limited or restricted means for entry and exit and is not intended for continuous employee occupancy. Only employees who are trained as an entrant and have obtained authorization from their supervisor may enter a confined space. If you aren't trained and authorized, do not enter.

YOUR HEALTH

We know and understand that at the same time we have great riding weather; we also have the cold and flu season. While we hope our employees remain healthy, we understand that occasionally folks do get sick. If you are sick with multiple symptoms (fever, cough, body aches, chills, fatigue), especially if you have a fever, we ask that you stay home. The CDC and Deschutes County Health Services recommend that you do not return to work until 24 hours after your fever is gone. You will get healthy faster and not spread sickness to others (co-workers and guests) if you stay home and take care of yourself as soon as you start to feel sick.

If you do get sick, please follow the call in procedure by calling the staff attendance hotline and give reasonable notice before the start of your shift. If you do choose to come to work and you are obviously sick (fever, cough, etc.) don't be surprised if your manager sends you home early.

**STAFF
ATTENDANCE
HOTLINE**
Call 541-693-0969

HOUSEKEEPING

Employees are expected to assume their share of responsibility in maintaining a high standard of cleanliness and orderliness in their work place. A clean and orderly work place is a safe work place. It is the responsibility of all employees to insure that all work areas are left clean. Please be aware of any tripping hazards on the floor and pick them up immediately.

WORKERS COMPENSATION INSURANCE

Mt. Bachelor provides workers' compensation insurance for all employees in accordance with Oregon law. All injuries incurred on the job must be reported to the supervisor IMMEDIATELY as outlined in the "Reporting Accidents and Returning to Work Policy" in this handbook.

An employee injured on the job will be paid through the end of the workday in which the injury took place. After that, the employee may be eligible for workers' compensation benefits.

Mt. Bachelor and its insurance carrier shall not be responsible for the payment of Workers' Compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity, which is not part of the employee's work related duties. *See our Ski, Board, Bike, & Hike: Activity Breaks Policy for more details.*

Mt. Bachelor and its insurance carrier may, however, be responsible for the payment of Workers' Compensation benefits when the injury is the result of any recreational, social or athletic activity that is a job expectation or is required by the company as part of the employees work related duties.



REPORTING ACCIDENTS AND RETURNING TO WORK

Report all injuries immediately to your manager, whether or not medical attention or time loss is involved. If you are injured, no matter how minor the injury, report it immediately. An incident investigation form must be completed for all conditions requiring medical attention within twenty-four (24) hours of the incident. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. Prompt reporting is the key to prompt benefits. Employees failing to immediately report an injury or not completing the appropriate report within twenty-four (24) hours may be suspended without pay for three (3) working days. Repeated failure to notify the appropriate personnel of industrial injuries or illnesses may lead to further discipline, including termination.

If you are injured while working and seek medical attention, you are required to successfully complete a drug and alcohol screening prior to returning to work. The drug and alcohol screening should be conducted in conjunction with initial medical care and no later than 24 hours after medical attention was received.

To return to your regular position after being absent due to a work-related injury, you must timely request reinstatement with the Director of Staff Resources and Development in writing upon release to your regular duties by your physician. If you are not able to return to work doing your regular duties, we will provide “light duty” work compatible with the physician’s diagnosis and recommended work restrictions as available and as required by law, upon receipt of a timely written request to the Director of Staff Resources and Development. If no suitable position is available, you must report or check in with Staff Resources and Development on a weekly basis for possible placement. As permitted by state law, time loss compensation is dependent on accepting appropriate alternative employment.

Employees receiving time loss compensation are required to check in weekly, by telephone or in person, with the Director of Staff Resources and Development. This keeps us informed of your progress and allows us to plan accordingly.

FIRST AID

First aid kits are provided in various locations throughout Mt. Bachelor. Please use them if necessary. Please notify your manager when you do use them.

TERRAIN PARKS, PIPES AND DESIGNATED ROUTES

Enhanced terrain requires special knowledge and skill and is off limits to staff members unless it is part of your job and you are specifically authorized. Unauthorized staff using terrain parks or pipes will be subject to disciplinary action.

Many departments have designated routes for staff that ski or ride as part of their job. Team members who deviate from designated routes will be subject to disciplinary action.



EMPLOYEE SAFETY TRAINING ACKNOWLEDGEMENT

CODE OF SAFE PRACTICES

I have received training on the Mt. Bachelor Code of Safe Practices as defined in this Handbook. **Initial:** _____

HAZARD COMMUNICATIONS

I have received training on the Mt. Bachelor Hazard Communications Plan as outlined in this handbook. **Initial:** _____

FREE SKI/RIDE POLICY

I have received training on the Mt. Bachelor Free Ski/Ride Policy as defined in this Handbook. **Initial:** _____

HEAT/COLD ENVIRONMENT TRAINING

I have received training on safety in a hot/cold working environment as outlined in this handbook. **Initial:** _____

SUN SAFETY TRAINING

I have received training on Sun Safety and how to protect myself from the sun as outlined in this handbook. **Initial:** _____

CONFINED SPACE TRAINING

I have received training on Confined Spaces and know to not enter unless I have been trained and authorized as outlined in this handbook. **Initial:** _____

ARBITRATION AGREEMENT

I acknowledge that I have received and read or had the opportunity to read the arbitration agreement in this handbook. I understand that this arbitration agreement requires that disputes that involve matters subject to the agreement must be submitted to mediation or arbitration pursuant to the arbitration agreement rather than to a judge and jury in court.

Employee Name (please print)

Employee Signature

Date

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

This is to acknowledge receipt of the Employee Handbook of Mt. Bachelor. This Handbook outlines certain Company policies and procedures. I understand that this Handbook is not intended to create any express or implied contract of employment, and that the information contained in it can be changed at the sole discretion of the management. I further acknowledge that my employment is not guaranteed for any particular length of time, and that both Mt. Bachelor and I remain free to terminate our employment relationship at any time, with or without cause.

I understand that Mt. Bachelor reserves the right to change, add to, and/or delete any of the provisions of this Employee Handbook at any time, without notice and that those changes, additions and/or deletions will become effective on the date so stated on the policy.

I understand that it is my responsibility to read and comply with the provisions of this Handbook as well as any changes, additions and/or deletions that are issued in writing and made part of this Employee Handbook during my employment with Mt. Bachelor. I understand that no Mt. Bachelor employee, including a manager or management employee has the authority to revise, modify or change this Employee Handbook’s provisions verbally or enter into any verbal contract for any duration of employment or any other employment related matter.

I understand that regardless of any language in this Employee Handbook, **my employment with Mt. Bachelor is at-will.** This means that both I and Mt. Bachelor are free to conclude the employment relationship at any time with or without cause. I am fully aware that my manager is willing to explain any portion of this Manual at any time I should have a question. By signing this acknowledgement, I agree that I will read this manual and I acknowledge my receipt and understanding of this manual.

Employee Name (please print) Employee Signature Date