



2024/25
EMPLOYEE
HANDBOOK

60
1964-
2024
Mt. Rose
SKI TAHOE

Employee Handbook

Revised 2024 - 2025

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WELCOME TO MT. ROSE-SKI TAHOE

Employees of Mt. Rose-Ski Tahoe ("Mt. Rose" or "the Company") are part of a successful and highly recognized customer focused organization. We believe that all employees play a critical role in the quality of our guest's experience. All staff members have been chosen to be part of a team that is committed to providing quality service while exceeding customer expectations.

Working in the resort industry is both fun and challenging and this experience should prove to be a memorable one. Mt. Rose believes strongly in the contents presented in this handbook. This is an excellent resource to assist employees in successfully accomplishing their job responsibilities. Employees are required to take the time necessary to review, learn and accept all information as described.

Communication is paramount to any successful organization. Mt. Rose believes in open, honest communication. Suggestions and feedback are welcome and employees are encouraged to seek assistance or share comments with their immediate supervisor, manager or the Human Resources Department.

The goal of Mt. Rose is to give each and every employee the tools needed to serve our guests in a safe, friendly, knowledgeable and efficient manner. We are committed to the success of our organization and to providing future employment opportunities to those employees who exceed company and guest expectations. Customer service is the responsibility of all employees.

Mt. Rose is a fun and exciting place to work and play. We believe that our employees will enjoy their experience working here. Again, welcome.



HISTORY OF MT. ROSE-SKI TAHOE

Since 1930, long before the present Mt. Rose Highway was built, or even chairlifts were constructed, Reno and Washoe County locals have been skiing in the area currently known as Mt. Rose - Ski Tahoe. Shortly after World War II, a lodge called Sky Tavern was built in the area where a few surface lifts had been operating since the late 30s. Sky Tavern was and continues to be located on the Mt. Rose Highway (SR 431), 11 miles west of US 395, just south of the City of Reno. Eventually this historic ski lodge would be sold to the City of Reno where it still operates the city's Junior Ski Program.

From Sky Tavern, devoted skiers hiked up to the 9,700-foot peak of Slide Mountain and skied in the location of the present Mt. Rose - Ski Tahoe. By widening the existing logging trails for better ski terrain,



these former powder hounds were cutting some of the first ski trails in the Sierra Nevada. In 1950, the old Mt. Rose Highway was merely a summer road connecting Reno with beautiful Lake Tahoe. As the years marched on, the old SR431 continued to be improved allowing winter travel to higher elevations; therefore, more ski terrain became easily accessible. The original Reno Ski Bowl was constructed on the east slope of Slide Mountain (currently the East Bowl of Mt. Rose), and at one point was connected to the Sky Tavern area by the old "Ringer Chair." This lift spanned "Bum's Gulch" taking it to the base of the Reno Ski Bowl. Remnants of this lift can still be seen on the highway about 2 miles below the Mt. Rose main lodge where a lone, rusty lift tower remains standing. When Squaw Valley hosted the 1960 Winter Olympics, the Reno Ski Bowl was

actually chosen as an alternate site for skiing events if Squaw did not have adequate snow coverage.

The 60s saw large changes on the slopes of Slide Mountain. The Reno Ski Bowl evolved into the Slide Mountain Ski Area and in 1964, the north face of Slide Mountain became Mt. Rose Ski Area. The Mt. Rose Development Company was formed to direct the future of the ski resort. Over the years, "Slide" and "Rose" operated independently, each expanding in their own ways with more lifts and lodge improvements. The Mt. Rose lodge rented 42 hotel rooms until they discontinued lodging guests in 1984. In 1980, 180 acres of new trails were cut at Mt. Rose between the Sunset ski trail and the Mt. Rose Highway. Also, the Lakeview chair was built, offering spectacular views of Lake Tahoe and increasing uphill capacity. The 1984-85 season saw the 20th anniversary of operation and two new chairlifts. The existing Northwest Passage double chairlift was replaced with a new triple chair, and the Galena triple chair was installed providing increased terrain for beginner and novice skiers. In 1985, "Around the World" was cut adding a new 2.5-mile long ski run for long relaxing cruising.

The "Iron Curtain" between Slide and Rose finally came down in 1987 when Mt. Rose acquired the Slide Mountain Ski Area terrain under a lease agreement with the U.S. Forest Service. The "Slide Side" (affectionately referred to by locals) became the East Bowl of Mt. Rose. Combining the two ski areas increased the overall terrain of Mt. Rose to 900+ acres, now making Mt. Rose a significant player in the Lake Tahoe Basin.

As Mt. Rose moved into the 90s, improvements continued to take place on the hill with the upgrading of the Zephyr chair to a quad lift in 1989, and later the Ponderosa lift also evolved from a double to quad chair in 1993. Both new lifts vastly increased uphill capacity and aided in boosting the overall image of the resort. The expansion of U.S. 395 to SR 431 created a six-lane freeway now extending to the Mt. Rose highway providing high speed, non-stop access for the 22-mile trip from Reno. 1994-95 shined as the 30th anniversary for Mt. Rose and this landmark year produced some of the most significant facility improvements in the resort's history including a 2.5-million-dollar remodel of the main lodge, which included a monster outdoor BBQ deck and a 300% expansion of the indoor dining area. Over 550' of snow blanketed Mt. Rose that season putting an alarming end to the eight-year draught and rewriting the record book with the most snow in history for Mt. Rose. Top to bottom snowmaking was also introduced to the resort in the late 90's giving the mountain the insurance policy it needed to have consistent early season openings.

Mt. Rose screamed into the 21st century with its first high speed lift when the Northwest triple became the Northwest Magnum 6. Following in its wake was the upgrade of the Zephyr quad lift to the Blazing Zephyr 6 high speed chair in 2004 giving Mt. Rose dual high speed, base-to-summit rides to the top. But big fast chairs were only the tip of the proverbial iceberg. Separating the east and north slopes of Slide Mountain lives the extreme terrain known as The Chutes. After 10 years of groundwork, Mt. Rose officially adopted these 200 acres into its trail system, including the addition of the Chuter lift, providing an exit back to the Slide lodge. There was a time when skiers were allowed in the Chutes area at their own risk. Shuttle busses actually ran from the Slide Mountain Junction to the base of the Reno Ski Bowl from the late 1950s to the mid-60s transporting everyone who ventured over to the backside. The mid 1960s saw the closure of this area until its official opening in 2004.



Spring of 2009 saw the last days of the Slide Lodge, a facility that had evolved from the Reno Ski Bowl days. From a simple warming hut through 6 additions, the old lodge desperately needed an overhaul, and building a completely new building was the best option. Now located on the back edge of the lot, the Winters Creek Lodge took a steel and glass design to bring the mountain into the facility, and included a large deck to maximize seating on those beautiful sunny days. The 2009-10 season also saw the addition of lights on the Show-off run to provide extended hours with park activities near the main lodge. Also new for the season was improved access between the main lodge and the upper parking lots with the construction of the grand staircase to lot 3.

EMPLOYMENT GUIDELINES

AT WILL EMPLOYMENT

Employment with Mt. Rose is at will. This means that the employment is voluntarily entered into for no specific period of time, and the employee is free to resign at any time, with or without cause or notice. Similarly, Mt. Rose may terminate the employment relationship at will at any time, with or without notice or cause, for any reason or no reason, consistent with applicable law.

Nothing in this handbook creates a contract. Thus, the policies set forth in this handbook are not intended to create a contract of employment for a specific period of time between Mt. Rose and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment at will, may be amended or cancelled at any time, or applied or not applied, at the sole discretion of Mt. Rose. The at-will employment status may only be changed in writing, signed by both the employee and General Manager. No oral representation of any person, agent, officer or employee of Mt. Rose can alter the at will policy of employment.

EQUAL EMPLOYMENT OPPORTUNITY



In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Mt. Rose will be based on merit, qualifications, and abilities. Mt. Rose does not discriminate in employment opportunities or practices on the basis of a person's race (including traits associated with race such as hair texture and protective hairstyles) color, ethnicity, sex (including pregnancy, childbirth, or related condition), sexual orientation, gender (including gender identity and expression), religion, national origin, ancestry, age (40 years and above), physical or mental disability, veteran or military status, genetic information, or any other legally protected status.

This policy governs all aspects of employment including selection, job assignment, compensation, discipline, furloughs, termination, benefits, and training. Mt. Rose's commitment to equal opportunity employment applies to all persons involved in its operations and prohibits conduct in violation of this policy by any employee, including supervisors, volunteers, and co-workers.

If you believe you have been subjected to any form of prohibited conduct, discrimination, or harassment in violation of this policy, or if you are aware of an incident or conduct in violation of this policy, please follow the reporting procedure set forth in the POLICY AGAINST PROHIBITED DISCRIMINATION, HARASSMENT, AND RETALIATION.

POLICY AGAINST PROHIBITED DISCRIMINATION, HARASSMENT, AND RETALIATION

Mt. Rose is committed to providing a work environment free of prohibited discrimination, harassment and retaliation. Mt. Rose will not tolerate any form of discrimination or harassment in the workplace based upon a person's race (including traits associated with race, such as hair texture and protective hairstyles), color, ethnicity, sex (including pregnancy, childbirth, or related condition), sexual orientation, gender (including gender identity and expression), religion, national origin, ancestry, age (40 years and above), physical or mental disability, veteran or military status, genetic information, or any other legally protected status.

Mt. Rose prohibits discrimination and harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation. Violation of this policy will result in discipline, up to and including termination.

In addition to Mt. Rose's commitment to providing a workplace free of unlawful discrimination and harassment, Mt. Rose proudly recognizes the diversity of our work force. Our employees come from many racial, ethnic and cultural backgrounds, and Mt. Rose views this diversity as an important and valuable part of our culture. We encourage all employees to make every reasonable effort to respect the different cultural values, customs and languages that their co-workers may bring into the workplace.

A. Coverage

This policy applies to all persons involved in the operations of Mt. Rose and prohibits discrimination or harassment by any employee of Mt. Rose, including members of management, department managers and co-workers, and any vendors, independent contractors, or customers on our premises.

Harassment and discrimination can occur in the workplace, at Company events, after hours, or on the internet or social media. Mt. Rose absolutely prohibits discrimination and harassment during work, in the course of business involving Mt. Rose, while on company property or at a company site, in the workplace, after hours, at company-sponsored events, or on the internet or social media.

B. Sexual Harassment

Sexual harassment will not be tolerated. Sexual harassment includes harassment based on a person's sex (including pregnancy, childbirth, or related medical condition), sexual orientation, or gender (including gender identity and expression), regardless of the harasser's sex, gender, or sexual orientation.

Sexual harassment consists of unwelcome sexual comments, sexual advances or requests for sexual favors, offensive touching, and other verbal, graphic, or physical conduct of a sexual nature. Sexual harassment also includes situations where submission to unwelcome sexual advances, requests for sexual favors or sexual conduct when any of the following apply:

1. Submission of such conduct is explicitly or implicitly made a term or condition of the individual's employment;
2. Submission to or rejection of such conduct is used as the basis of employment decisions affecting such individual; or
3. Such advances, requests, or conduct have the effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or offensive work environment.

Mt. Rose will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal conduct such as epithets, derogatory comments, slurs, sexually-related comments or jokes, suggestive or obscene letters, emails, or texts, unwelcome sexual advances or requests for sexual favors;
- Physical conduct such as assault, unwelcome or inappropriate physical contact, or impeding or blocking movements;
- Visual conduct such as displaying or sending sexually suggestive posters, pictures, cartoons, inappropriate adult-themed gifts, leering, or making sexual gestures; or
- Retaliatory conduct such as threatening retaliation or taking retaliatory action.

These are examples only. No form of sexual harassment will be tolerated.

C. Other Forms of Harassment or Discrimination

This policy applies equally to other unlawful harassment based on a person's color, race (including traits associated with race, such as hair texture and protective hairstyles), ethnicity, religion, national origin, ancestry, age (40 or older), physical or mental disability, genetic information, military or veteran status, or any other legally protected status. Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work.
- Retaliatory conduct such as threatening retaliation or taking retaliatory action.

These are examples only. No form of harassment based upon a protected status will be tolerated.

D. Retaliation

Mt. Rose absolutely prohibits retaliation against any employee who reports violations of this policy or participates in investigating reported violations in good faith. Retaliation, reprisal, punishment, or intimidation in violation of this policy will result in discipline up to and including termination.

E. Reporting Harassment, Discrimination or Retaliation

If you believe that you are being harassed, discriminated or retaliated against in violation of this policy, or if you witness such conduct or believe someone has violated this policy, then you are required to promptly report the conduct orally or in writing to any of the following:

- Any member of the Human Resources department;
- The General Manager; and/or
- Any Department Head.

Employee reports should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, text messages, etc.).

While all employees are responsible for reporting conduct that they observe that may be prohibited by this policy, managers and supervisors at all levels are particularly responsible for preventing or addressing discrimination and harassment in the workplace, whether or not they are personally involved. All supervisory employees who witness such conduct or otherwise become aware of any

allegations or complaints of discrimination or harassment must report it to Human Resources and their manager immediately. A supervisory employee's failure to immediately report such activity, complaint or allegation may result in discipline up to and including termination.

Mt. Rose requires all employees to report any incidents of conduct that is forbidden by this policy immediately so that complaints can be quickly, and fairly resolved, and relevant witnesses can be interviewed while events are still fresh in their memory. In other words, do not wait until the conduct has become severe or pervasive to report it. This policy is designed to allow Mt. Rose to stop any prohibited conduct before it becomes severe or pervasive. Your immediate report is a vital component to making this policy work.

F. Actions Taken Based Upon Complaint of Harassment, Discrimination or Retaliation

Upon receipt of a report under this policy, Mt. Rose will promptly undertake an impartial and thorough investigation. If Mt. Rose determines that prohibited conduct has occurred, Mt. Rose will take effective remedial action commensurate with the circumstances and to deter any future prohibited conduct. If warranted, discipline up to and including termination will be imposed. Mt. Rose will maintain the confidentiality of the reporting employee, witnesses, the target of the investigation, the investigation, and the results to the extent possible under the circumstances. When the investigation is complete, reasonable efforts will be made to inform the reporting employee of the results of the investigation.

If the discrimination, harassment, or retaliation continues, employees are required to report the issue or continued conduct and/or retaliation in accordance with the procedures outlined in this policy.

Mt. Rose treats all complaints of harassment, discrimination, and retaliation seriously and all employees are expected to be candid and truthful during the investigation. If evidence arises that a participant in the investigation has made intentionally false statements or made a complaint or participated in an investigation in bad faith, the employee may be disciplined up to and including termination.

BACKGROUND CHECKS

Mt. Rose may require applicants and employees to satisfactorily complete a background check. Mt. Rose will consider an employee's job duties, among other factors, in determining what constitutes satisfactory completion of the background check. All information obtained as a result of a background check will be kept confidential and used solely for employment purposes. Mt. Rose will obtain background check information and make any employment decisions based on that information in accordance with applicable law.

ACCOMMODATION POLICY

Mt. Rose will make reasonable accommodations for the precise limitations of a qualified applicant or employee unless it would impose an undue hardship upon the Company and consistent with applicable law. Mt. Rose will also make reasonable accommodations to the sincerely held religious beliefs of employees consistent with applicable law.

Any applicant or employee who requires an accommodation in order to safely perform the functions of the job should contact the Human Resources Department. Employees should not share their medical information or requests for accommodation with their manager or supervisor except as necessary in order to protect the employee's privacy. If a qualified individual with a disability discusses the need for an accommodation with a manager/supervisor, the manager/supervisor must notify the Human

Resources Department.

Upon receipt of an accommodation request, Human Resources will discuss the employee's disability, precise limitations, and how best to reasonably accommodate those limitations. Mt. Rose may require additional information from the employee, their health care provider(s) and/or its own health care advisors in order to determine the appropriate action to take. Throughout the process, Mt. Rose will use a problem-solving approach in order to identify and implement an accommodation that is most appropriate for the situation and does not impose an undue burden upon Mt. Rose.



If any information regarding an applicant's or employee's medical condition or history is acquired as a result of the accommodation process, such information will be maintained in separate medical files and treated as confidential medical records, except that supervisors and managers may be informed regarding necessary information, restrictions and/or accommodations, on a need-to-know basis.

At the end of this information gathering process, Mt. Rose may adopt the requested accommodation, adopt another reasonable accommodation, or make the determination that a reasonable accommodation does not exist. Please remain aware that Mt. Rose may also propose and implement an alternative accommodation(s). If the accommodation requested

or any alternative is reasonable and will not impose an undue hardship, Mt. Rose reserves the right to implement the reasonable accommodation of its choice.

Pregnancy Accommodation

Pursuant to the Nevada Pregnant Workers' Fairness Act, NRS 613.4353 to NRS 613.4383, and the federal Pregnant Workers' Fairness Act, 42 U.S.C. §§ 2000gg-2000gg-6, qualified employees and job applicants have the right to be free from discriminatory or unlawful practices based on pregnancy, childbirth, or a related medical condition. Under the act it is unlawful for employer to, and Mt. Rose will not:

(1) Deny a reasonable accommodation to a qualified employee or applicant for a condition relating to pregnancy, childbirth or a related medical condition, unless the accommodation would impose an undue hardship on Mt. Rose;

(2) Take an adverse employment action against a qualified employee for requesting or using a reasonable accommodation for a condition related to pregnancy, childbirth or a related medical condition;

(3) Deny an employment opportunity to a qualified applicant or employee based on their need for a reasonable accommodation for a condition related to pregnancy, childbirth, or a related medical condition; or

(4) Require a qualified applicant or employee who is affected by a condition related to pregnancy, childbirth, or a related medical condition to accept an accommodation that the employee or applicant did not request or chooses not to accept or to take leave if a reasonable accommodation is available.

In the event an employee or applicant seeks a reasonable accommodation, Mt. Rose will engage in a timely, good-faith interactive process to arrive at an effective, reasonable accommodation for the employee. Examples of reasonable accommodations include things like: (1) modifying equipment or

providing different seating; (2) revising break schedules (as to frequency or duration); (3) providing a space in an area other than a bathroom that might be used for expressing breast milk; (4) providing assistance with manual labor if the manual labor is incidental to the primary work duties of the employee; (5) authorizing light duty; (6) temporarily transferring the employee to a less strenuous or hazardous position; or (7) restructuring a position or providing a modified work schedule.

The Company is not, however, required to create a new position as an accommodation. The Company is also not required to fire another employee, transfer any employee with more seniority, or promote any employee who is not qualified to perform the job. Further, the Company is not required to provide a requested accommodation that would pose an undue burden.

The Company may require an employee to provide an explanatory statement from the employee's physician concerning the specific accommodation recommended by the physician for the employee and the need for an accommodation or for a specific accommodation.

EMPLOYMENT APPLICATIONS

Mt. Rose relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring and employment process. Any misrepresentations, falsifications, or material omissions related to any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, discipline up to and including termination of employment.

EMPLOYMENT TERMINATION

Unfortunately, termination of employment is an inevitable part of personnel activity within any organization and, in many cases, the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation: Voluntary employment termination initiated by an employee. (Note: Resignation includes job abandonment or two consecutive no-call, no-shows.)
- Discharge: Involuntary employment termination initiated by the organization.
- Furlough/Layoff: Inactive employee status given to winter seasonal employees who end the season in good standing and intend to return to work at Mt. Rose the following winter. The effective date of an employee's furlough/layoff will generally correspond with the last payroll period of the season.

Mt. Rose is a seasonal operation and therefore the majority of the employees may be furloughed/ laid off at the end of the season, or as part of the winding-down process before/after the season ends. Upon separation of employment, all issued company property must be surrendered. Failure to return company property will be considered theft and may result in legal action against the employee. Employees who are discharged by Mt. Rose may not be eligible for rehire at Mt. Rose, depending on the reason(s) and circumstances surrounding the discharge. All earned and unpaid wages will be paid upon termination or furlough/layoff in accordance with NRS 608.012 and NRS 608.020.

EXIT INTERVIEWS

Mt. Rose is interested in tracking and trending why employees leave our organization. We want to know what employees think of our leadership, communication, training, and benefits offered. Therefore, employees that leave their employment with Mt. Rose for any reason may have an opportunity to participate in an exit interview. Employees should contact their manager and/or Human Resources for the exit interview.

EMPLOYEE SUGGESTION PROGRAM

Employees at Mt. Rose have the opportunity to contribute to our future success and growth by submitting suggestions for practical work improvement or cost saving ideas. All employees are encouraged to participate in the suggestion program. A suggestion is an idea that will benefit Mt. Rose by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Mt. Rose a better or safer place to work.

Suggestions may be submitted on a suggestion form or via the Mt. Rose staff website and should contain a description of the problem or condition to be improved, an explanation of any suggested solution or improvement, and the reasons why it should be implemented. Employees that have questions or need advice about an idea should contact their immediate supervisor for help. Special recognition may be given to employees who submit a suggestion that is implemented.

EMPLOYEE DATA CHANGES

It is the responsibility of each employee to promptly notify Mt. Rose of any changes in personal data. Personal mailing addresses, telephone numbers, emergency contacts, tax changes, dependents, and other such status reports should be accurate and current at all times. Mt. Rose employees can update their personal data by logging in to their employee account on the Mt. Rose UltiPro website and making the change online. Changes made by employees may remain pending until approved by Human Resources. Employees can also update their information by visiting the Human Resources office.

EMPLOYEE FILES

Mt. Rose maintains a personnel file on each employee. The personnel file generally includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records. Personnel files are the property of Mt. Rose and access to the files is limited to the related employee or supervisors and management staff who have a legitimate reason to review the information and any additional access allowed by law.

COMPENSATION & BENEFITS

PAYDAYS

Employee paydays are every other Friday. Each paycheck will include earnings for work performed through the end of the previous payroll period. The payroll period begins on Friday morning and ends two weeks later on Thursday night. Please see your immediate supervisor for the payroll period breakdowns.



Paychecks are distributed at the Human Resources office, main lodge, after 9:00 a.m. on payday. Employees may be required to show proper identification and sign for their check. Employees may not pick up checks for co-workers or family members.

Employees who lose a paycheck should contact the Human Resources Department. You will be asked to fill out a Replacement Check Request Form, and if approved, a new check will be issued within three business days. Mt. Rose does not offer pay advances to employees. Unclaimed paychecks will be mailed to the employee's address on record in the employee's

account on the Mt. Rose UltiPro website.

DIRECT DEPOSIT

Direct deposit of paychecks into a checking or savings account is available to all employees and is encouraged. Employees who wish to participate in the direct deposit program must complete the form online in the individual employee's UltiPro account. More information about direct deposit can be obtained from the Human Resources Department.

EMPLOYMENT CLASSIFICATION

Mt. Rose operates during a distinct winter ski season each year. Therefore, most employment needs are seasonal in nature and dependent upon weather conditions and business demand. Without regard to employee classification, all scheduled hours may fluctuate based upon weather and guest service demands.

All employees are classified in one of the following categories according to work schedule:

- Full time: This individual is regularly scheduled to work a minimum of 30 hours or 4 shifts per week.
- Part time: This individual regularly works fewer than 30 hours or 4 shifts per week.

Additionally, all employees are classified in one of the following categories based on the staffing needs of Mt. Rose:

- Year-Round: An employee who has been hired into a position unrelated to seasonal needs.
- Seasonal: An employee who has been hired into a position for a specific seasonal need.
- Holiday: An employee who has been hired into a position specifically for work during the Christmas, New Year's, Martin Luther King Jr. and President's Day holidays.

In addition to the above categories, employees will be classified as either Non-Exempt (hourly) or Exempt (salaried).

- Non-exempt employees are entitled to overtime pay at a rate of 1.5 times their regular rate of pay for all hours worked in excess of 40 hours in a single workweek. Some non-exempt employees may be eligible for daily overtime for all hours worked in excess of 8 hours in a single workday.
- Exempt employees are not eligible for overtime pay.

Please contact Human Resources if you have any questions regarding your exempt/non-exempt status.

PAYROLL DEDUCTION POLICIES

The law requires Mt. Rose to make certain deductions from every employee's paycheck, such as applicable federal, state and local income taxes and social security. In addition, Mt. Rose will make court ordered deductions, such as for child support or the IRS. Mt. Rose will comply with state and federal laws regarding garnishment and assignment of wages.

Eligible employees may authorize deductions from their paychecks to cover the cost of participation in various programs, including the cost of dependent insurance coverage and purchases made through Mt. Rose.

The paystub or other documentation will itemize amounts that have been withheld or deducted. It is important for employees to review this information and immediately report any questions, errors or concerns to the Human Resources department.

Employees may be required to pay for any cash shortages or for damaged or unreturned property due to the intentional conduct of the responsible employee to whom the shortage or loss is attributable. The responsible employee will be asked to acknowledge the amount of the shortage or other loss and sign an authorization slip to withhold the amount of the shortage or loss from the employee's payroll check. Employees will be given a reasonable amount of time to review and sign the authorization. Employees may dispute the loss by contacting Human Resources within 5 days of receipt of the authorization slip.

Pay Deductions for Exempt Employees

Exempt employees may be subject to salary deductions as consistent with applicable law. If concerns about any salary pay deductions arise, employees should promptly discuss them with the Human Resources Department.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours, and when required such overtime is mandatory. When possible, an employee's immediate supervisor will provide advance notification of these assignments. All overtime work must receive the supervisor's prior authorization. Overtime compensation is paid to all non-exempt employees based on actual hours worked in accordance with applicable law.

WORKING HOURS

Work shifts vary by position and department due to operating requirements. Due to the nature of the recreation industry, we are often in operation seven days a week including weekends and holidays. Employees will obtain their work schedules from their immediate supervisor. Employees are expected to be at their workstation on time, clock in just before the start of their shift, and clock out immediately after their shift or when they are no longer on duty.

SHOW-UP PAY

Mt. Rose understands that staffing needs may vary based on weather and/ or business demand. In that regard, Mt. Rose has developed a show-up pay policy to ensure that all hourly employees receive adequate compensation in the event that there is a reduction in staffing needs. Any staff member scheduled to work on a day the resort is closed or is experiencing reduced operation due to extreme

weather conditions will receive 2 hours "show-up pay". This policy is subject to change. Any questions should be directed to Human Resources.

MEAL PERIODS AND BREAKS

Employees working four or more hours in a workday are required to take one unpaid 30-minute meal period, which is automatically deducted from the employee's worked time each workday once four hours of worked time have been reached for that day. Employees are also required to take one paid 10-minute break for every three and a half (3 1/2) hours worked. Supervisors will schedule breaks and meal periods to accommodate operating requirements. Employees are not permitted to eat at their workstations. A break area is available to employees on the third floor of the main lodge. Employees who take an extended break for skiing or riding are required to clock out at the start of the break and then clock in upon their return.

Exception Reporting Policy: If the employee skips or works during their 30-minute meal period, it is the responsibility of the employee to notify the supervisor of the missed lunch in order to be paid for that time. Failure to adequately report time worked, including a skipped meal period or work occurring during a meal period, may result in discipline.

LACTATION BREAKS

Mt. Rose provides employees who are nursing with reasonable, unpaid break time to express breast milk, as long as doing so does not cause an undue burden upon Mt. Rose. Reasonable lactation breaks will run concurrently with other breaks provided employee. In addition, Mt. Rose will provide a private place (other than a bathroom) where the employee may express breast milk. Employees who anticipate or wish to use lactation breaks should notify Human Resources. The employee and Human Resources will discuss reasonable break time and suitable facilities.

FAMILY MEDICAL LEAVE

Mt. Rose provides eligible employees with unpaid family and medical leave to the extent required by applicable law. Contact the Human Resources with any questions about this type of leave.

A. Employee Eligibility

To be eligible for family and medical leave benefits, an employee must: (1) have worked for Mt. Rose for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months; and (3) work at a location where at least 50 employees are employed by Mt. Rose within 75 miles.



B. Family and Medical Leave Available

Eligible employees may take up to a total of 12 workweeks of unpaid leave during a rolling 12-month period. The twelve (12) month period is measured backward from the date an employee uses any FMLA leave.

Leave may be used for one or more of the following reasons: (1) for the birth of a child or placement of a child for adoption or foster care, to be completed within the 12 months following birth or placement; (2) to care for an immediate family member (spouse, child, or parent) with a serious health condition; or (3) for the employee's own serious health condition

C. Leave Due to a Call to Active Duty or to Care for an Injured Service member

Leave is also available due to a call for active duty or to care for an injured service member.

1. Twelve (12) weeks of unpaid FMLA leave are available, during a single 12-month period, for an eligible employee because of any qualifying exigency (as defined by the Secretary of Labor), arising out of the fact that the spouse, child, or a parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

2. Twenty-six (26) weeks of unpaid FMLA leave, during the applicable 12-month period, are available for an eligible employee to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness relative to activity duty services, as defined by the FMLA regulation ("Military Caregiver Leave").

D. Intermittent and Reduced Schedule Leave

Under some circumstances, eligible employees may take family or medical leave intermittently — which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Certain restrictions on these benefits may apply and can be supplied to you by Human Resources. However, in all cases involving intermittent or reduced schedule leaves, employees must make a reasonable effort to schedule the treatment so as not to disrupt unduly Mt. Rose's operations where the leave is planned. In addition, if an employee needs intermittent or reduced schedule leave that is foreseeable, Mt. Rose may require the employee to temporarily transfer to an available alternative position.

Intermittent or reduced schedule leave after the birth or placement, to be with a healthy child, is only available by agreement of Mt. Rose.

E. Special Rules Where Both Spouses Are Employed by Mt. Rose

Spouses who both work for Mt. Rose are limited to a combined total of twelve (12) workweeks within a twelve (12)-month period for the birth or placement of a child or to care for the employee's parent with a serious health condition. Spouses who both work for Mt. Rose are limited to a combined total of twenty-six (26) workweeks within a twelve (12)-month period for Military Caregiver Leave or a combination of Military Caregiver Leave and leave for other FMLA-qualifying reasons.

F. Notice of Leave

If the need for FMLA leave is foreseeable, employees must give the Human Resources Department at

least 30 days' prior written notice. If 30 days' notice is not possible, notice must be given as soon as practicable. When planning medical treatment or Military Caregiver Leave, employee must first consult with Mt. Rose and make a reasonable effort to schedule the treatment so as not to disrupt unduly Mt. Rose's operations.



If your need for leave is unforeseeable (such as due to an emergency), employees must provide notice as soon as possible, which normally requires that the notice occur within the same time frame as our standard notice requirements for an unplanned absence from work (see attendance and punctuality policies). Except in extraordinary circumstance, employees are expected to provide notice within one to two business days of learning of your need for leave.

Failure to provide notice as outlined here may result in denial of a request for leave or a delay in leave.

G. Certification of Need for Leave

Employees requesting leave because of their own or a covered relative's serious health condition may be required to provide medical certification, usually before leave begins, unless due to an emergency. Employees are required to cooperate with Mt. Rose in obtaining any additional medical opinions or information that we may require consistent with applicable law

Mt. Rose, at its expense, may require an examination by a second health care provider designated by Mt. Rose. If the second opinion conflicts with the original medical certification, Mt. Rose, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.

Mt. Rose also reserves the right to require certification from a covered military member's health care provider or other certification in connection with Military Caregiver Leave or military exigency leave.

Employees who take leave because of their own serious health condition or to care for a covered relative must periodically contact Mt. Rose regarding the status of the condition and intention to return to work. In addition, employees must give notice as soon as practicable (usually within two business days) if the dates of leave change, are extended, or were initially unknown.

Failure to provide certification or recertification as requested by Mt. Rose consistent with applicable law may result in denial or delay of leave or continued leave.

H. Compensation During Leave

Family and medical leave is unpaid. Mt. Rose requires employees to use accrued paid leave or personal time (such as vacation or sick leave) as permitted by law to cover some or all of the leave. The use of paid time off will not extend the length of FMLA leave. FMLA leave runs concurrently with all other types of leave to the extent allowed by law.

I. Benefits During Leave

During approved FMLA leave, Mt. Rose will maintain health benefits. Where paid leave is used concurrently with unpaid FMLA leave, Mt. Rose will continue to deduct the employee's portion of the premium consistent with regular payroll practices. If the leave is unpaid, employees must pay their portion of the premium. Health care coverage will cease if the employee's premium payment is more than 30 days late. Employees who elect not to return to work for at least 30 calendar days at the end of the leave period may be required to reimburse Mt. Rose for premiums it paid to maintain health coverage during unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.



Employees on leave who are not eligible for continued paid group health insurance coverage may be eligible for COBRA continuation coverage. Please contact Human Resources for further information.

J. Returning from Leave

Employees who require leave because of their own serious health condition must obtain certification from their health care provider that they are able to return to work before they may report to work at the end the leave period. The fitness-for-duty certification will be limited to the healthcare condition for which the leave was taken and the cost of the same is borne by the employee. Mt. Rose may deny reinstatement of employment until an employee submits a fitness-for-duty certification from his/her physician.

An employee must return from leave on or before the date agreed upon in the initial or amended leave authorization. If the employee discovers that the amount of leave originally anticipated is no longer necessary, the employee must provide at least two (2) business days' notice, when feasible, of his/her intention to return to work. If an employee discovers that more leave than originally granted is needed, the employee must provide medical certification and an amended FMLA leave request form. Forms are available from Human Resources.

Under most circumstances, upon return from leave, an employee will be reinstated to the same position or to an equivalent position with equivalent pay, benefits, and other terms and conditions. Key employees may be subject to reinstatement limitations in some circumstances. Key employees will be notified of the possible limitations on reinstatement at the time leave is requested.

PAID FAMILY AND PREGNANCY LEAVE

When an employee welcomes a new child, Mt. Rose Ski Tahoe joins in the celebration. This Paid Family Leave ("PFL") policy provides eligible employees with paid leave at a rate of 65% their normal rate of pay for: (1) pregnancy, childbirth, or related medical conditions; and/or (2) following the birth or adoption of a child or placement of a foster child for family bonding time, except where federal, state, or local law requires otherwise. Accrued paid time off or vacation may be used in conjunction with PFL.

Paid Family Leave Eligibility Requirements: To be eligible for PFL, the employee must be a full-time, year-round staff member with at least 12 months of service before the leave is scheduled to begin. Employees must give at least 30 days' notice of the request for leave. If 30 days' notice is not possible because of medical necessity or for other reasons, the employee must give as much advance notice as possible.

Leave related to pregnancy, childbirth, or related medical conditions: Mt. Rose provides eligible employees up to six (6) weeks of paid leave for conditions related to pregnancy, childbirth, or related medical conditions.

Leave for family bonding time: To provide new parents time for family bonding following the birth or adoption of a child or placement of a foster child, eligible employees are entitled to up to two (2) weeks of parental leave. (For eligible employees who take leave related to pregnancy, childbirth, or related medical conditions, this will extend the leave period for two weeks beyond the six-week period set forth above, for a total of eight (8) weeks.) Paid family bonding time must be taken within six (6) months following the birth, placement, or adoption. Employees can use additional accrued paid time off or vacation to extend their time off for parental bonding.

Applying for PFL: Please see the Human Resources department to review eligibility requirements and complete applicable leave forms. Employees may be requested to furnish documentation verifying the reason for PFL. Failure to provide the above information is grounds for denial of PFL.

MILITARY SERVICE LEAVE

Mt. Rose provides military service leaves of absence to regular Full-Time and Part-Time employees consistent with applicable law. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, funeral honors performed by National Guard or Reserves members, examinations to determine fitness for any of these services, and duty performed by intermittent disaster response personnel for the Public Health Service.

Eligible military service members include those who are members of the following branches of the U.S. Military: Armed Forces (Army, Navy, Air Force, Marine Corp, Coast Guard) and Reserves; National Guard; commissioned corps of the Public Health Services, and any other category of persons designated by the President in time of war or national emergency.

Employees who need to take military service leave must provide advance notice to your supervisor or the Human Resources department, usually at least 30 days in advance. If 30 days' notice is not possible because of military necessity or for other reasons, employees must give as much notice as possible.

Military service leave is unpaid. However, employees may use any or all of their accrued but unused paid leave during their military service leave. All benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable benefit plan documents in accordance with applicable law. For all other non-seniority benefits, an employee on military service leave will receive the same rights and benefits as employees on an unpaid leave of absence.

Employees may be eligible for reemployment after their military service leave. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment. Employees who are not aware of the applicable time limits must consult Human Resources at the time leave is requested to determine time limits.

Nothing in this policy requires Mt. Rose to reemploy individuals who are not eligible for reemployment under applicable law.

Eligible employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service. Contact Human Resources for information or questions about military leave.

DOMESTIC VIOLENCE AND SEXUAL ASSAULT LEAVE

Mt. Rose provides an employee who has been employed for at least 90 days and who is a victim of domestic violence and/or sexual assault, or whose family or household member is a victim of domestic violence and/or sexual assault, unpaid leave for up to 160 hours in one rolling 12-month period, provided the employee is not the alleged perpetrator. A "family or household member" means a spouse, domestic partner, minor child, or parent or another adult who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time the act of domestic violence and/or sexual assault was committed.

Domestic violence and/or sexual assault leave may be used intermittently or in a single block of time and must be used within 12 months after the date when the act of domestic violence and/or sexual assault is committed. If used for Family Medical Leave Act-qualifying purposes, the leave will run concurrently with FMLA leave.

Domestic violence and/or sexual assault leave may be taken for the following reasons:

1. For the diagnosis, care, or treatment of a health condition related to an act of domestic violence and/or sexual assault committed against the employee or the employee's family or household member;
2. To obtain counseling or assistance related to an act of domestic violence and/or sexual assault committed against the employee or the employee's family or household member;
3. To participate in court proceedings related to an act of domestic violence and/or sexual assault committed against the employee or the employee's family or household member; or
4. To establish a safety plan, including any action to increase the safety of the employee or the employee's family or household member from a future act of domestic violence and/or sexual assault.

Other than domestic violence and/or sexual assault leave that is taken on an emergency basis, the employee must give at least 48 hours' advance notice to his or her supervisor or the Human Resources office of the need to use additional hours of leave for any purpose listed above.

Mt. Rose may also require employees to present documentation substantiating the need for leave, such as a police report, a copy of an application for a protective order, an affidavit from an organization that provides assistance to victims of domestic violence and/or sexual assault, or documentation from a physician.

Mt. Rose will make reasonable accommodations for an employee who is a victim of domestic violence and/or sexual assault (or whose family or household member is such a victim), provided such accommodation does not create an undue hardship. Such accommodations may include: (a) a transfer or reassignment; (b) a modified schedule; (c) a new telephone number for work; or (d) any other reasonable accommodation which will not create an undue hardship deemed necessary or appropriate, in Mt. Rose's discretion, to ensure the safety of the employee, the workplace, the

employer, and other employees. Mt. Rose may require the employee to provide documentation that confirms or supports the need for a reasonable accommodation.

Mt. Rose will not discharge, discipline, discriminate in any manner or deny employment or promotion to, or threaten to take any such action against an employee in any manner for (1) requesting or taking any time off as provided for in this Section of the handbook, (2) participating as a witness or an interested party in court proceedings related to domestic violence and/or sexual assault which triggered the use of domestic violence and/or sexual assault leave, (3) requesting an accommodation for domestic violence and/or sexual assault, or (4) being subjected to an act of domestic violence and/or sexual assault.

BEREAVEMENT LEAVE

Here at Mt. Rose Ski Tahoe, we understand that the passing of a loved one is a difficult life event that requires time for grieving and fulfillment of personal obligations. Full-Time Year-Round employees are eligible for up to three (3) days of paid bereavement leave in the event of the death of a spouse, parent, child, step-parent, step-child, sibling, step-sibling, grandchild, step-grandchild, grand parent, step-grandparent, or mother- or father-in-law. Should additional time be required for travel or extenuating circumstances, employees should discuss the option of two additional bereavement leave days with their manager and Human Resources.

In the event you need to request bereavement leave, please contact your manager and the Human Resources office as soon as possible to help you understand your options and complete applicable leave forms. The employee must obtain approval from their manager and Human Resources to participate in bereavement leave. A copy of the death certificate and other verifying documentation may be required.

CIVIC DUTY LEAVE

Mt. Rose encourages employees to serve on jury or witness duty when called. Non-exempt employees called for jury duty or summoned to appear as a witness will receive the difference between their normal rate of pay and any witness fees for jury duty payment for a period of up to five (5) days of jury or witness duty. Exempt employees will receive pay for one (1) entire week of absence due to jury or witness duty. Exempt employees will not incur any reduction in pay for a partial week of absence due to jury or witness duty. Employees must notify their supervisor of the need for time off for jury or witness duty in writing as soon as a notice or summons from the court or a subpoena is received. Employees will be requested to provide written verification from the court clerk of having served.

If work time remains after any day of jury or witness duty, employees will be expected to return to work for the remainder of their work schedule as allowed by law. Employees are not required to work within eight (8) hours before the time at which they have to appear for jury duty. Additionally, an employee is not required to work if an employee's service as a juror or prospective juror has lasted for four (4) hours or more on the day of his appearance for jury duty, including the time going to and returning from the place where the court is held, between 5 p.m. on the day of his appearance for jury duty and 3 a.m. the following day.

Jury and witness duty pay under this policy shall not be counted as days worked for the purpose of computing overtime.

VOTING LEAVE



If it is impractical for employees to vote before or after working hours, then employees will be allowed sufficient time off to go to the polls. If the employee's place of work is within two miles of their polling place, then Mt. Rose will pay employees for one hour of absence from regularly scheduled work. If the employee's place of work is more than two miles but less than 10 miles from their polling place, then Mt. Rose will pay two hours of absence from regularly scheduled work which is necessary to vote. If the employee's place of work is more than 10 miles from their polling place, then Mt. Rose will pay for three hours of absence from regularly scheduled work which is necessary to vote. Employees must give reasonable notice of the need to have time off to vote and should give at least three days' notice when possible.

VOLUNTEER FIREFIGHTER LEAVE

Employees who are volunteer firefighters and need to take time off for emergency duty must alert their supervisor before

leaving Mt. Rose premises. No employee will be terminated because of their membership and services as a Search and Rescue volunteer, member of the Sheriff Reserves, or member of the Civil Air Patrol.

VOLUNTEER WORK LEAVE

Mt. Rose Ski Tahoe recognizes the responsibility as a good citizen and social responsibility to help enrich our surrounding communities of residence and work. We encourage our employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities. This Volunteer Work Policy allows employees to take **one paid day** per calendar year to participate in their specific volunteer program. Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime, or cause conflicts with other employees' schedules. Volunteer time must be scheduled in advance and approved by the department manager and the Human Resources department.

All full-time, year-round employees are eligible for volunteer work leave. Interested employees should meet with the Human Resources department to discuss their volunteer choice, schedule and approval.

Examples of Volunteer Work:

- Health Work
- Human Services

- Community & Environmental Improvement
- Youth & Educational Programs
- Arts & Cultural Events
- Animal Welfare

SCHOOL ACTIVITIES LEAVE

Employees who are parents, guardians, or custodians of school-age children may take up to four hours of leave per school year to attend parent-teacher conferences or school related activities during school hours at the school the child attends, or after the school notifies you of an emergency regarding your child. To take this type of leave, you should notify your immediate supervisor at least five business days in advance of the leave. This leave is unpaid, but employees may choose to use accrued, unused paid leave.

JUVENILE PROCEEDINGS LEAVE

Employees may take unpaid leave to appear in juvenile proceedings with or on behalf of the employee's child. To qualify for this leave, an employee must provide their immediate supervisor with a copy of the notice of proceedings as soon as possible. Following the proceeding, the employee must provide his or her supervisor with a certificate of attendance issued by the juvenile court.

BENEFITS

Mt. Rose offers various benefits to eligible employees. For details and eligibility, please contact Human Resources.



UNIFORMS AND APPEARANCE

UNIFORMS

Mt. Rose has established a uniform program designed to create a consistent and identifiable look. Uniforms vary depending on the nature and the location of each position.

Uniforms are to be worn on duty and to and from work only. Employees are required to remove any issued jackets, fleece wear or shirts before free skiing or riding, going to the bar or participating in other personal activities on or off Mt. Rose property. Uniform jackets, fleece wear, shirts or nametags are not permitted in Timbers or while drinking alcohol, smoking or using tobacco products.

Employees working outdoors will wear their own pants. These pants must be solid black in color, full length, and regular size. Indoor employees are encouraged to wear black, navy or khaki-colored pants or jeans – ripped pants with holes in them are not allowed. All clothing must be clean and professional in appearance. Sweatpants and shorts are not permitted in season. Athleisure and tight-fitting leggings are generally not permitted, but exceptions may be appropriate in some circumstances (for example, if they are worn under other clothes).

All designated, issued uniforms are to be returned at the end of employment. In the event that an issued uniform item need repair or replacement, employees will be required to return the issued uniform item in exchange for a replacement. While normal wear and tear is expected, excessive damage or loss of company issued uniform items may result in disciplinary action.

A variety of approved employee uniform items may also be available for self-purchase through the retail shop. These items should be worn in accordance with this uniform policy. For more information related to these self-purchase items please contact Human Resources or the Retail Shop.

All management staff will work together to ensure that employees are within the proper uniform policy guidelines. Appearing out of uniform while on duty, dressing improperly, or otherwise failing to comply with this policy may result in disciplinary action up to and including termination.

EMPLOYMENT BADGES & NAMETAGS

All employees will be issued an employee badge (season pass) once required orientation and department trainings have been completed. Badges are utilized for time keeping and also entitle employees to lift access and other privileges and discounts offered by Mt. Rose.

Employees are required to possess their badges at all times while on company property. Badges must be surrendered to Mt. Rose upon demand or termination of employment.

Employees must wear nametags at all times while on-duty. Only correct names and appropriate nicknames are permitted on nametags. While normal wear and tear is expected, excessive damage or loss of company issued nametags may result in disciplinary action.

HAT POLICY

Mt. Rose allows employees to wear clean, appropriate hats of their choice. Indoor employees are permitted to wear baseball caps or religious head coverings only; no beanies. Employees may be

asked to remove their hat if it is deemed inappropriate for work. Examples of inappropriate hats include, without limitation:

- Hats bearing logos from competing resorts
- Hats promoting alcohol, tobacco, or drug use
- Hats bearing profanity or other offensive or inappropriate messages
- Hats worn backwards or at an “attitude angle.”

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Mt. Rose presents to customers and visitors.

Hair, Jewelry, and Tattoos

Mt. Rose allows reasonable self-expression through personal appearance with respect to jewelry, hairstyles, or tattoos unless (a) it conflicts with an employee's ability to perform their position effectively or conflicts with their specific work environment, or (b) it is regarded as offensive or harassing toward co-workers or others with whom the Company conducts business and has contact with employees.

Accordingly, Mt. Rose permits employees to style their hair, wear jewelry, and display tattoos within the following guidelines. Factors that management will consider to determine whether hair, jewelry, or tattoos may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others, or damage to company property;
2. Productivity or performance expectations;
3. Offensiveness to co-workers, customers, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature;
4. Corporate or societal norms; and
5. Customer complaints.

If Mt. Rose determines an employee's hairstyle, jewelry, or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as modification or covering of hairstyles, removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict consistent with applicable law.

POLICIES, PROCEDURES, RULES AND REGULATIONS

It is our intent to provide an environment in which each employee will have the opportunity to know what is expected of him or her. Employees are required follow all company policies, procedures, rules, and regulations as described in this handbook or otherwise issued by Mt. Rose. Non-compliance may result in disciplinary action up to and including termination.

EMPLOYEE RELATIONS

Mt. Rose believes that the working conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. Our experience has shown that when employees deal openly and directly with their supervisors, the work environment is excellent, communications are clear, and attitudes are positive. Mt. Rose amply demonstrates its commitment to employees by responding effectively to employee questions and concerns. If employees have concerns, they should feel free to discuss them openly and directly with Human Resources or their supervisor.

ATTENDANCE AND PUNCTUALITY

Employees are expected to be reliable, punctual, and at their workstation on time each shift. This includes clocking in using the time clocks just before the start of the shift and clocking out using the time clocks immediately after the end of the shift.

Absenteeism and tardiness place a burden on other employees and on Mt. Rose and negatively affect the service we provide to our customers. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor at least one hour in advance of the anticipated tardiness or absence unless it is an emergency situation, in which case notice should be provided as soon as possible. Employees must attempt to contact their immediate supervisor directly and not through the voicemail system. Employees must keep calling back until they reach the supervisor. If an employee is a no-call, no-show for two (2) consecutive days, the employee may be deemed to have abandoned his or her position and employment will be terminated.

Employees are required to provide the notice set forth above for each day that they will be absent or tardy. Such notice shall be the sole responsibility of the employee and may not be delegated to a friend or family member except where medically necessary.

Problems in attendance or punctuality are generally treated as performance issues; therefore, employees may be subject to discipline up to and including termination.

Employees who are absent or late due to illness may be required to provide a statement from a medical provider, documenting the illness and releasing them to return to work. Department managers may request a medical release whenever employees are absent due to illness. Similarly, employees who are absent or late for other reasons may be asked to provide documentation supporting or verifying the reason provided to Mt. Rose for the absence or lateness. Such requests may be made at any time, but generally be made for absences of three or more days, where a pattern of absence/punctuality may exist, or where abuse is reasonably suspected.

Permission to Leave During Working Hours

If it suddenly becomes necessary for you to leave the premises during regular working hours, you must advise your immediate manager. If your absence is for personal business or business that is not part of your job, you must punch out and your immediate manager must approve your absence.



DRUGS AND ALCOHOL

I. INTRODUCTION – PURPOSE



Mt. Rose maintains a strong commitment to provide a safe, efficient, and productive work environment. Employee involvement with alcohol or illegal drugs can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks to the user, co-workers and the public, and have a negative impact on work efficiency and productivity. Mt. Rose is concerned that employees are in a condition to perform their duties safely and efficiently, in the interests of fellow workers and the public, as well as themselves. It is the purpose of this policy to eliminate substance abuse and its effects in the workplace.

Violation of the drug and alcohol policy may result in disciplinary action up to and including termination; however, Mt. Rose may, at its sole discretion, offer the employee an opportunity to seek treatment services as an alternative to disciplinary action. In these cases, Mt. Rose will hold an employee's same or equivalent job position open upon successful participation in a treatment program subject to return to duty/follow-up drug/alcohol testing and job availability. Cost of treatment is the sole responsibility of the employee. Participation in treatment is voluntary and strictly confidential. In the event the employee does not come forward voluntarily to seek assistance and is later found in violation of the drug and alcohol policy the employee may be subject to discipline up to and including termination.

II. DEFINITIONS

"Illegal Drugs" means any controlled substance or drug, the sale, possession or consumption of which is illegal under Federal, State, or Local law. The term includes marijuana/cannabis, prescription drugs not legally obtained, and prescription drugs not being used in the manner, combination or quantity prescribed.

"Medical Marijuana" or "Medical Cannabis" means medical cannabis, medical edible cannabis products, and medical cannabis-infused products (as defined in NRS Chapter 678A); obtained pursuant to a valid registry identification card issue by the State of Nevada; and obtained, used, and possessed in a manner considered lawful by the State of Nevada.

"Legal Drugs" include prescription drugs and over-the-counter drugs which have been legally obtained and are being used in the manner, combination or quantity for which they were prescribed or manufactured. Legal Drugs, for purposes of Company policy only, includes, Medical Marijuana. **Note:** Though the purchase, use, and possession of marijuana/cannabis may be decriminalized under Nevada law under certain circumstances, marijuana/cannabis (whether medical or adult-use) remains a Schedule I controlled substances under the federal Controlled Substance Act.

"Positive" or "Failed Alcohol/Drug Test" means, for the purpose of this policy, any of the following: (1) submission or attempted submission of an Altered, adulterated, Substituted, diluted or tampered with sample; (2) any effort to evade the testing process (including failure to report an accident or injury); (3) refusal to comply with this policy, execute any consent/release required or to take a drug/alcohol test or release the results when requested and under the terms requested by the Company; or (4) a confirmed positive drug/alcohol test showing (a) a state of intoxication from alcohol, (b) the presence of an Illegal Drug or its metabolite in the tested individual's test sample, (c) that the employee was under the influence of an Illegal Drug, or (d) the presence of a Legal Drug in an amount that indicates an Impairment.

"Reasonable Suspicion" means either (a) reason to believe an employee is currently affected by alcohol, drugs or a controlled substance (including marijuana and Medical Marijuana), based upon specific personal observations concerning behavior, speech, appearance, odors, or other factors including circumstances which could have or did result in personal injury or damage to company property; (b) actual or near occurrence of a personal injury or damage to company property under circumstances by which a reasonable belief that the employee's acts or omissions contributed to the occurrence, near occurrence or severity of the accident, incident or circumstances; or (c) evidence of other specific contemporaneous physical, behavioral, pattern or performance indicators suggesting that the employee has violated this Policy. For example, drugs, alcohol, or Contraband found on the employee's person or at or near the employee's work area.

"Company Property" means all real or personal property owned, leased or otherwise under the control of Mt. Rose. This includes, but is not limited to, buildings, facilities, vehicles, offices, parking lots, desks, lockers, etc.

"Contraband" means Illegal Drugs, alcohol, drug paraphernalia or other related items whose possession is prohibited by Nevada and/or federal law.

"Adulterated Test" means a sample that contains a substance that is not expected to be in human

urine and/or oral fluid or contains a substance expected to be present, but is at a concentration so high that it is not consistent with human urine and/or oral fluid.

"Reportable Accident" as any workplace accident or incident that results in an employee requiring medical treatment that results in the filing of a worker compensation claim, or property damage estimated to exceed five hundred dollars (\$500.00).

"Substituted Test" means a sample with creatinine and specific gravity values that are so diminished that they are not consistent with human urine and/or oral fluid.

"Impairment" means the presence of any Legal Drug or Illegal Drug in a person's system where the level or amount may be reasonably anticipated to: (1) pose a threat of harm or danger to persons or property; (2) prohibits the employee from fulfilling any or all of his or her job responsibilities; or (3) is reasonably observable by others. Impairment is determined by the Company in its reasonable judgment.

"State of Intoxication" means that the level of alcohol in the employee's system meets or exceeds a concentration of alcohol of 0.04 or more.

"Under the Influence" means the employee has an amount of a controlled or prohibited substance, including Medical Marijuana, in his or her system: (1) that is equal to or greater than the limits set forth in subsection 3 of NRS 484C.110 or the limits set forth by the Department of Transportation, whichever is less, (2) that negatively affects his or her performance; or (3) that poses a threat to safety or risks property damage.

III. POLICY

A. Possession, use or sale of drugs/alcohol.

1. Alcohol

Possession of open containers, use of or being Under the Influence, or in a state of Impairment by any employee while on duty including breaks, while performing Mt. Rose business or while on company premises (except as described below) is prohibited. With management approval, an employee may consume a moderate amount of alcohol while attending a business or social function outside the workplace on behalf of the company provided that the employee's conduct remains businesslike and professional at all times. Failure to pass an alcohol test will be grounds for disciplinary action up to and including termination.

Mt. Rose permits employees who are at least 21 years of age (with legal proof of page) to drink alcohol if: (1) the employee is entirely off-duty; (2) the employee is completely out of uniform; and (3) the employees is within the resort's designated establishments (Timbers Bar or Sky Bar). Alcohol is prohibited at all times in or around employee locker rooms and employee work areas. Employees are strongly encouraged to drink alcohol in the permitted areas only, even if it is the employee's day off or the employee is off duty. Management reserves the right to refuse service to any person at any time. Violations of this policy may result in disciplinary action up to and including termination of employment.

2. Illegal Drugs

The manufacture, distribution, dispensation, possession, use of, or being Under the Influence or in a state of Impairment is prohibited at all times, when the employee is on-duty (including breaks) or on company premises. Failure to pass a drug test for Illegal Drugs will be grounds for disciplinary action up to and including termination.

3. Legal Drugs

Except as provided below, the use, being Under the Influence of, or Impairment while on company premises or while performing company business is prohibited.

An employee who uses a Legal Drug, including Medical Marijuana, has an obligation to inquire and determine whether the Legal Drug he or she is taking may affect his or her ability to safely perform his or her job duties. If the inquiry indicates that an employee may be in a state of Impairment, Under the Influence, or the employee feels he or she will be Impaired by taking a Legal Drug, he or she is required to inform his or her immediate supervisor or Human Resources prior to starting work. **Employees may not use, possess, or be Impaired by or Under the Influence of Medical Marijuana on company premises, while on-duty, or while performing company business.**

When speaking with their supervisor, employees need not disclose the nature of the substance the employee is taking or any medical information about the underlying condition for which the employee is taking the substance. Rather, employees are only expected to disclose *the fact* that they may be Impaired and any functional limitations and/or effects they may have as a result of taking the substance, so the appropriate measures to ensure safety can be taken. However, employees may be required to disclose the nature of the substance or the particular drug to Human Resources.

Employees may be eligible for certain accommodations under the Accommodation policy, including possible assignment to other appropriate work or placed on a medical leave of absence until the employee no longer requires the Legal Drug. Any employee prescribed a medication that could affect the employee's ability to perform safely must discuss his or her job responsibilities with a health care professional and report any restrictions on the employee's ability to perform to the Human Resources Department. The employee may be required to obtain a written statement that the prescription drug will not interfere with the employee's ability to perform the duties of his/her position. Otherwise, the employee may be assigned to other appropriate work or, in the absence of such work, be placed on a medical leave of absence until the employee no longer requires the legal drug. This policy does not require the health care professional to identify any prescription drug or the medical condition for which it is prescribed.

The use of another person's prescription or the use of prescription medications other than as prescribed is considered Illegal Drug use and such use will violate this policy. An employee taking over-the-counter medications or consumer products contrary to instructions provided by the manufacturer may be subject to disciplinary action up to and including termination.

4. Medical Marijuana

For the purposes of this policy only, marijuana is an Illegal Drug to the extent it is not obtained pursuant to a valid registry identification card or when it is lawfully obtained but not used in the time, manner, place, combination, or quantity. The use and/or possession of Medical

Marijuana on-duty, during an employee's scheduled shift or other work hours, while performing Company business, while on Company premises, or while operating a Company vehicle at any time, is prohibited regardless of the possession of a valid registry marijuana card issued by the State of Nevada. In the event an employee fails a drug test due to Medical Marijuana, the Company will evaluate an accommodation, on a case-by-case basis, under the Company's accommodation policy. If an employee feels that they need a reasonable accommodation to use Medical Marijuana, they must speak with the Human Resources Department. The Human Resources Department will engage in an interactive process and make an attempt in good faith to find a reasonable accommodation for the underlying medical condition, provided such accommodation does not: (a) pose a threat of harm or danger to persons or property; (b) impose an undue hardship upon Mt. Rose; or (c) prohibit the employees from fulfilling any and all of his or her job responsibilities.

5. Synthetic Drug Derivatives

The 2012 Federal Synthetic Drug Abuse Prevention Act prohibits the distribution, dispensation, possession, or use of synthetic drug derivatives (such as bath salts, K2, spice, pep, genie, etc.). Use, possession, sale, dispensation, being Under the Influence of or Impaired by synthetic drug derivative will subject the employee to disciplinary action up to and including termination.

6. Co-Worker Obligations

Any employee who has observed or has personal knowledge that another employee is using or possessing Illegal Drugs or alcohol in violation of this policy is asked to make a good faith report to the Human Resources Department. The employee may choose to report anonymously.

B. Drug and Alcohol Testing

Mt. Rose may implement the following types of drug and alcohol testing: 1) post-offer, pre-employment testing; 2) reasonable suspicion testing; 3) post-accident testing; 4) random testing; 5) contract required testing; and 6) return to duty/follow-up testing.

1. Post-offer, Pre-employment Testing (Federal DOT regulated positions)

a. An offer of employment for positions that require Federal Department of Transportation regulation are conditioned upon the applicant's ability to pass a pre-placement drug test. A list of Federal DOT regulated positions is available for review in the Human Resources office.

b. A Positive, Adulterated or Substituted test result will result in a revocation of an employment offer.

2. Reasonable Suspicion Testing

Mt. Rose may require a medical examination, breath or blood alcohol test, and/or urine and/or oral fluid testing when there is reasonable suspicion to believe that the employee is

using drugs and/or alcohol at work or where circumstances or workplace conditions justify such testing.

3. Post-Accident Testing

Each employee may be tested after a Reportable Accident after first aid has been provided. An employee may be placed on unpaid administrative leave pending the receipt of test results where it reasonably appears that alcohol or illegal drug use was a contributing factor in a Reportable Accident. Failure to report an accident immediately to a Supervisor may result in disciplinary action up to and including termination.

4. Random Testing

In the interest of workplace safety, Mt. Rose reserves the right to conduct random drug testing. The random selection system provides an equal chance for each employee to be selected each time random selection occurs regardless if they have been previously selected. Random testing will be an unannounced and spread reasonably through the calendar year.

5. Return To Duty/Follow-up Testing

All employees in violation of the drug and alcohol policy who receive an assessment and/or treatment option may be subject to return to duty testing as a condition of employment.

IV. TESTING GUIDELINES

The Human Resources Department will maintain a list of the primary sites for sample collection and Medical Review Officer services. Urine, blood, breath, oral fluid, hair follicle, sweat, and other specimen evaluation will be performed at a designated site.

V. CONTRABAND

Mt. Rose management reserves the right to inspect or search its premises at any time, including employee lockers, desks, parking lots, or other company property under the control of the employee. Employee possessions brought on site, such as vehicles and articles of clothing may also be searched if management has reason to believe that the employee possesses contraband. Failure to submit to a search will result in discipline, up to and including termination.

VI. EMPLOYEE CONSENT

An employee's consent to a medical examination and drug and alcohol testing is required as a condition of employment and an employee's refusal to consent will result in disciplinary action, up to and including termination. Consent to a medical examination and testing includes an employee's obligation to fully cooperate, including by submitting an appropriate specimen. Upon request, an employee must report promptly to the collection site, complete any required forms and releases and provide a sample for testing.

VII. DISCIPLINARY ACTION

Violation of this policy will result in disciplinary action, up to and including termination.

Any employee suspected to be in violation of the drug and alcohol policy may be placed on investigative suspension pending the results of the drug and alcohol testing. If test results are negative, the employee will be reinstated and compensated for wages lost during suspension unless there are circumstances that justify an unpaid suspension. If test results are confirmed Positive, Adulterated or Substituted the employee may be subject to discipline, up to and including termination. A refusal to provide either a requested specimen or consent form will constitute a failed test.

No later than seventy-two (72) hours after receipt of a Positive Test result, the employee may obtain an independent analysis of the same sample at his or her expense or to undergo an additional test. By requesting a second analysis, the employee authorizes Mt. Rose to obtain a copy of any test results determined by the second laboratory. If the second test is negative, the original test shall be disregarded, and the cost of the second test shall be refunded. The employee will be reimbursed for wages lost during the suspension.

Voluntary Admittance To A Treatment Program

An employee who voluntarily self-identifies as in need of treatment will not be disciplined or subject to other adverse employment action as a result. Employees should be aware, however, that substance abuse problems will not absolve them from responsibility for their conduct and satisfactory job performance. Mt. Rose therefore encourages employees who may need treatment assistance to seek help before performance issues become a problem. All information regarding the employee's participation in treatment will be held in strict confidence. Only information that is necessary for the performance of normal business will be shared with the employee's immediate supervisor. Upon returning to work, the employee will be expected to follow all recommendations given by the treatment provider. The employee may be asked to sign a release of information allowing the Human Resources Department to confer with the treatment provider to monitor on-going compliance with their recommendations. The employee will be responsible for the cost of any treatment program.

VIII. CONFIDENTIALITY

All information, interviews, reports, statements, memoranda or test results received through the alcohol and drug testing program shall be kept strictly confidential, and are intended to be used only for the company's internal business use or in a proceeding related to any action taken by or against the company. All records and reports relating to drug and alcohol testing will be maintained in a secure location separate from personnel records. Test results may be disclosed to other employees on a need-to-know basis and will be disclosed to the employee upon request. Disclosures without employee consent may also occur when the information is compelled by law, judicial or administrative process.

Upon written request, the tested individual has a right of access to his or her test results. No sample taken for testing shall be tested for any substance or condition except drugs or alcohol.

All laboratories, medical review officers, employee assistance programs, drug or alcohol rehabilitation programs and their agents, who receive or have access to information concerning test results shall keep the information strictly confidential.

IX. EMPLOYEE ASSISTANCE AWARENESS PROGRAM

All employees shall participate in a company-sponsored alcohol and drug awareness program. The program shall provide employees with information regarding: the company's alcohol and drug-free workplace policy; available counseling, referral agencies and rehabilitation; and the penalties imposed upon employees for violations of this policy.

Supervisory personnel in positions that require Federal Department of Transportation regulation will receive additional training on recognizing performance indicators of probable drug or alcohol abuse and how to effectively intervene when an employee is suspected of violating this policy.

X. FACILITY WORK RULES

Nothing in this policy precludes Mt. Rose from establishing additional work rules that apply to certain positions, facilities, or jobsites. Where any federal, state, or local law imposes restrictions on implementation or enforcement of this drug and alcohol policy, Mt. Rose will modify this drug and alcohol policy in accordance with such restrictions.



EQUIPMENT AND VEHICLES

When using Mt. Rose equipment and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must immediately notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Employees should direct any questions about responsibility for maintenance and care of equipment or vehicles used on the job to their immediate

supervisor.

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

As a safety precaution, Mt. Rose suggests that all employees using skis (releasable bindings) in the course of employment obtain an equipment check in the rental/ repair shop located on the lower level of the main lodge. Employees are encouraged to complete this within the first week of starting work.

LOCKER ROOM

Lockers will be assigned to most employees who work on skis or snowboards and then to other employees as available. The locker room is for employee use only and is not open to non-employees, including guests, friends, or family members. Alcohol, marijuana, and smoking, including smokeless and vapor cigarettes, are not permitted in or around the locker room. Locker-room hours are 7:00 a.m. to 5:30 p.m. daily. Mt. Rose is not responsible for lost or stolen items, including ski and snowboard equipment. Mt. Rose reserves the right to search an employee's locker for legitimate business reasons. Employees should therefore have only a limited expectation of privacy in their assigned locker. An employee's refusal to cooperation in a search, inspection, or investigation may result in disciplinary action, up to and including termination.

MEDIA

So that management can control all communications with the media, employees are required to refer any press contacts that approach them to the Marketing Department.

CONFIDENTIALITY POLICY

The protection of confidential business information is vital to the interest and success of Mt. Rose. Such confidential information includes, but is not limited to, business information, personnel information, employee lists, customer information, customer preferences, marketing information, financial information, research, development, pending projects, and proposals. Employees who improperly use or disclose confidential business information without authorization may be subject to disciplinary action up to and including termination. Nothing in this policy prohibits current employees from discussing the terms and conditions of their employment with other current employees.



PARKING

Employees are required to park in the designated employee parking area. During periods of high business volume, employees may be asked to park in alternate locations. Employees must cooperate with the directions of the parking attendants and must use caution when entering the parking area as pavement conditions may vary. No overnight parking is permitted. Employees who are unable to remove vehicles from the parking lot should notify the Parking Supervisor or Guest Services. Mt. Rose will not accept any responsibility for damage to employees' personal vehicles. Mt. Rose reserves the right to search personal vehicles on Mt. Rose property for legitimate business purposes. Employees should therefore have a limited expectation of privacy in personal vehicles that are on Mt. Rose property.

CONFLICTS OF INTEREST AND BUSINESS ETHICS

Employees have an obligation to conduct business in a manner that prevents or eliminates actual or potential conflicts of interest. Mt. Rose relies on the integrity and good judgment of its employees to observe all ethical, professional, and legal codes and standards. Employees are to ensure that their actions are not only ethical and legal, but also are in the best interests of Mt. Rose and its customers and clients and not permit outside interests to interfere with their duties.

For purposes of this policy, a potential conflict of interest occurs when an employee's outside interests (for example, financial or personal interests) interfere with Mt. Rose's interests or the employee's work-related duties. The following rules provide general direction; however, it is the employee's obligation to seek further clarification from the Human Resources Department on issues related to any potential or actual conflict of interest.

Employment of Relatives and Personal Relationships with Other Employees

Relatives, either by blood or marriage, will be allowed to work for Mt. Rose. However, despite the general rule allowing the employment of Relatives, where an actual or potential conflict of interest exists such employment will not be allowed.

For purposes of this policy, "Relatives" is defined broadly to include spouses, domestic partners, children, wards, guardians, grandchildren, parents, grandparents, siblings, uncles, aunts, nieces, nephews, cousins, step, half, and in-laws versions of any of the foregoing. persons living in the same household, and any other persons with such a close bond as to suggest conflict in the employment relationship (for example, fiancés).

Relatives seeking employment at Mt. Rose must use standard application channels. To avoid creating any barrier to equal employment opportunity, hiring of Relatives exclusively on referrals will not be permitted. Where an applicant for a position is a Relative of an existing employee, and there is a determination that there is not an actual or potential conflict of interest, Relatives of current employees of Mt. Rose will not be given any special consideration for the position as compared to other applicants. It is the policy of Mt. Rose to hire the most qualified persons to all positions. All hiring decisions of Relatives must be reviewed by the Human Resources Department.

Relatives may not directly supervise another Relative, or occupy a position that has influence over a Relative's employment, transfer or promotion, salary considerations, or other management or personnel considerations.

If two employees marry, cohabit, enter a domestic partnership, begin a sexual or dating relationship, or become otherwise related, they must immediately report this relationship to the Human Resources Department, which will work with the employees to evaluate and devise a working solution to avoid an actual or potential conflict of interest and/or obtain written confirmation of the consensual nature of the relationship. If there is a finding that there is an actual or potential conflict of interest, Mt. Rose will take appropriate action, at its sole discretion, which may include one or more of the following: transferring one or both employees; termination of one of the employees; asking the employees involved who will volunteer to transfer/resign; or working with the employees to find another solution to the conflict. Prior to a final decision being made, Mt. Rose may unilaterally opt to immediately change reporting assignments for employees, have one or both employees not work while a final decision is pending or other remedial action concerning the actual or potential conflict.

Business Conduct

Transactions with outside individuals or entities must be conducted in such a manner that an actual or potential conflict of interest is not created. Examples of improper transactions include business dealings with outside persons/entities that create unusual gains for those persons/entities, bribes, product bonuses, special fringe benefits, unusual price breaks, favors, gifts, entertainment, loans, payments, and other windfalls. Promotional plans that could be interpreted to involve unusual gain require specific management level approval.

Further, an actual or potential conflict of interest may also occur when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a Relative as a result of Mt. Rose's business dealings. Personal gain may result not only in cases where an employee or Relative has an ownership in an entity with which Mt. Rose does business, but also when an employee or Relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Mt. Rose.

Personal or romantic involvement with a competitor, customer, supplier or vendor may impair an employee's ability to exercise good judgment on behalf of Mt. Rose. An employee must immediately disclose any relationship of this type to the Human Resources Department. Mt. Rose will determine if an actual conflict of interest exists. If a conflict is determined to exist, Mt. Rose will take whatever corrective action it deems to be appropriate.

No "presumption of guilt" is created by the mere existence of a relationship with outside persons/entities. However, if employees have any influence on transactions involving purchases, contracts, leases, it is imperative that they disclose to their immediate manager immediately the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Favors and Gifts

Employees are prohibited from soliciting or receiving any personal gift or benefit of any value from any existing or prospective customer/client or supplier of goods and services to Mt. Rose as well as from any organization or individual currently doing business with Mt. Rose. Under no circumstances should an employee accept cash. However, an employee may accept nominal unsolicited gifts or services (including meals). Employees also are prohibited from accepting or keeping any personal gift or benefit from outside Mt. Rose which in fact does or is intended to influence them in the performance of their duties.

Outside Employment

Mt. Rose expects each employee to devote full professional time and attention to its interests during

regular hours of employment and for whatever additional time that may be required. Outside employment, second jobs, other gainful business activity, or volunteer activities by employees could involve an actual or potential conflict of interest or could lessen the impartiality, judgment, effectiveness or productivity that is expected by Mt. Rose for the performance of its employees. Mt. Rose therefore discourages outside employment that would divert employee's time, interests or talent from Mt. Rose's business and production. Employees may not engage in outside employment that interferes with the employee's work performance or work schedule. Employees may not use Mt. Rose's property, facilities, equipment, supplies, IT systems (such as computers, networks, internet, email, telephones, or voicemail), time, trademarks, brand, or reputation in connection with any outside employment. Employees may not receive any income or material gain from outside sources for work produced in the course of his/her job duties with Mt. Rose. If you are considering outside employment but are not sure if it complies with this policy, you should speak with the Human Resources Department, who will help you determine whether the outside employment complies with this policy.

Reporting Procedure

If you become aware of any potential or actual conflict of interest or ethical concern regarding your employment or another Mt. Rose employee, you must promptly notify your direct supervisor or the Human Resources Department as soon as possible. Mt. Rose will directly and thoroughly investigate all concerns regarding conflicts of interest. Mt. Rose will determine whether a conflict of interest exists and what action should be taken.

No Retaliation

Mt. Rose prohibits any form of discipline, reprisal, intimidation or retaliation for reporting a potential conflict of interest or violation of this policy or cooperating in related investigations in good faith.

WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is a Mt. Rose employee who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of applicable federal, state, or local laws; charging for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee must contact his or her immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Mt. Rose will maintain the confidentiality of the whistleblower to the extent possible under the circumstances. However, it may be necessary to disclose the whistleblower's identity in order to conduct a thorough investigation and/or to comply with the law and provide accused individuals their legal rights of defense.

Mt. Rose will not retaliate against a good faith whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination or

demotion, compensation decreases, and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must immediately notify the Human Resources Director.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action. Employees with questions about this policy should contact the Human Resources Department.



SMOKING

In keeping with our commitment to provide a safe and healthy environment, smoking of tobacco, including smokeless and vapor cigarettes, by employees is prohibited within 100 feet of any building while on duty or while in uniform. Employees must be out of uniform when smoking in public areas. Smokers will not receive additional break time to further themselves from any said building. Smoking under the deck or in company vehicles is not permitted.

THEFT PREVENTION

If you believe that an employee or any other person is wrongfully taking something of value from Mt. Rose or any of its employees, you should immediately notify your supervisor. Never attempt to forcibly detain a suspected thief or accuse him or her of theft. If you are unable to detain the person by conversation alone, attempt to obtain an automobile license plate number or other identification. Mt. Rose may pursue employee theft to the full extent of the law.

IT RESOURCES AND COMMUNICATIONS SYSTEMS POLICY

Mt. Rose's computers, networks, communications systems, and other IT resources are intended for business purposes only (except for limited personal use as described below) during working time and at all other times. To protect Mt. Rose and its employees, it is the company's policy to restrict the use of all IT resources and communications systems as described below. Each user is responsible for using these resources and systems in a productive, ethical, and lawful manner.

The company's Policy against Prohibited Harassment, Discrimination, and Retaliation apply to the use of the company's IT resources and communications systems. No one may use any communications or computer system in a manner that may be construed by others as harassing or offensive based on race (including traits associated with race such as hair texture and protective hairstyles), color, national origin, sex, sexual orientation, age (40 or older), disability, religion, or any other characteristic protected by applicable law.

The use of Mt. Rose's IT resources and communications systems by an employee shall signify his or her understanding of an agreement to the terms and conditions of this policy, as a condition of employment.

Security, Access, and Passwords

Security of Mt. Rose's IT resources and communications systems is the responsibility of the Information Technology (IT) Department, including approval and control of employees' and others' access to systems and suspension or termination of access in cases of misuse and when a user is no longer an

employee or otherwise is ineligible to use the systems.

It is the responsibility of each employee to adhere to IT security guidelines including but not limited to the creation, format, and scheduled changes of passwords. All usernames, pass codes, passwords, and information used or stored on the company's computers, networks, and systems are the property of Mt. Rose. No employee may use a username, pass code, password, or method of encryption that has not been issued to that employee or authorized in advance by the company. No employee shall share usernames, pass codes, or passwords with any other person. An employee shall immediately inform the IT Department if he or she knows or suspects that any username, pass code, or password has been improperly shared or used, or that IT security has been violated in any way.

Resources and Systems Covered by This Policy. This policy governs all IT resources and communications systems owned by or available at Mt. Rose, and all use of such resources and systems when accessed using an employee's own resources, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access keys, key cards and fobs.

No Expectation of Privacy. All contents of the Mt. Rose's IT resources and communications systems are the property of the company. Therefore, **employees should have no expectation of privacy whatsoever in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on the company's electronic information and communications systems.**

You are expressly advised that to prevent against misuse and for other legitimate business purposes, **Mt. Rose reserves the right to monitor, intercept, and review, without further notice, every employee's activities using the company's IT resources and communications systems, including but not limited to email (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages, and internet and social media postings and activities, and you consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems.** This might include, without limitation, the monitoring, intercepting, accessing, recording, disclosing, inspecting, reviewing, retrieving, and printing of transactions, messages, communications, postings, log-ins, recordings, and other uses of the systems as well as keystroke capturing and other network monitoring technologies. The company may also store copies of such data and communications for a period of time after they are created, and may delete such copies from time to time without notice. **Do not use the company's IT resources and communications systems for any matter that you desire to be kept private or confidential from the company.**

Network Systems. Mt. Rose maintains integrated computer and data communications networks to facilitate all aspects of its business. You may never sign on to any network equipment using the password or user name of another employee. No employees should access, attempt to access, alter, or delete any network document except in furtherance of authorized Mt. Rose business.

Downloading and Installing Software/Website Agreements. Email and downloading from the internet are prime sources of viruses and other malicious software. Therefore, no one may download or install any software or shareware to their hard drive or to a Mt. Rose system that is not expressly authorized or approved by the IT Department. In addition, employees may not accept the terms or conditions of website agreements without first obtaining approval from the IT Department.

Confidentiality and Proprietary Rights

Mt. Rose's confidential information and intellectual property (including trade secrets) are extremely valuable to Mt. Rose. Treat them accordingly and do not jeopardize them through your business or personal use of electronic communications systems, including email, text messaging, internet access, social media, and telephone conversations and voice mail. Unauthorized use or disclosure of the company's confidential information to anyone outside and use of the company's intellectual property is strictly prohibited and is subject to the company's Confidentiality Policy. Ask your supervisor if you are unsure whether to disclose confidential information to particular individuals or how to safeguard the company's proprietary rights.

Do not use Mt. Rose's name, brand names, logos, taglines, slogans, or other trademarks without written permission from the Marketing Department.

This policy also prohibits use of the company's IT resources and communications systems in any manner that would infringe on or violate the proprietary rights of third parties. Electronic communications systems provide easy access to vast amounts of information, including material that is protected by copyright, trademark, patent, and/or trade secret law. You should not knowingly use or distribute any such material downloaded from the internet or received by email without the prior written permission of the Human Resources Department.

Email and Text Messaging

Mt. Rose provides certain employees with access to email and/or text messaging systems for use in connection with performing their job duties. Mt. Rose seeks to provide stable and secure email and text messaging systems (including SMS and internet-based instant messaging) with rapid, consistent delivery times that promote communication for business purposes without incurring unnecessary costs or generating messages that are unproductive for the recipient. Many of the policies described below governing use of the company's email and messaging systems are aimed at reducing the overall volume of messages flowing through and stored on the network, reducing the size of individual messages, and making the system more efficient and secure.

Spam. Unfortunately, users of email and text messaging will occasionally receive unsolicited commercial or bulk messages (spam) which, aside from being a nuisance and a drain on IT resources, might be a means to spread computer viruses and other malicious software. Avoid opening unsolicited messages and report any suspicious messages to the administrator. Delete all spam immediately. Do not reply to the message in any way, even if it states that you can request to be removed from its distribution list. If delivery persists, contact the email administrator who will block any incoming messages from that address. Users should be aware that spammers have the ability to access email addresses that are listed as senders or recipients on email messages, on websites, user discussion groups, and other internet areas. Therefore, you should be cautious about using and disclosing your company email address. If you use email for information gathering purposes, we strongly recommend

that you not use your company email address, but rather establish a separate email account for that purpose with a free email service, such as yahoo.com, hotmail.com, or google.com.

Etiquette. Proper business etiquette should be maintained when communicating via email and text or instant messaging. When writing business email, be as clear and concise as possible. Sarcasm, poor language, inappropriate comments, attempts at humor, and so on, should be avoided. When communicating via email or instant messages, there are no facial expressions and voice tones to assist in determining the meaning or intent behind a certain comment. This leaves too much room for misinterpretation. Email communications should resemble typical professional and respectful business correspondence.

Personal Use of Company-Provided Email. We recognize that employees might work long hours and occasionally may desire to use company-provided email for personal use at the office or by means of the company's computers, networks and other IT resources and communications systems. We authorize such use so long as it is limited and does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity. Excessive personal use, as determined in Mt. Rose's sole discretion, is prohibited.

Internet and Social Media

Mt. Rose provides internet access to employees for use in connection with performing their job duties. The following outlines Mt. Rose's expectations regarding internet and social media access and use by employees.

Personal Use of the Internet. We recognize that employees might work long hours and occasionally may desire to access the internet (including social media) for personal activities at the office or by means of the company's computers, networks, and other IT resources and communications systems. We authorize such occasional use so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity. Using the internet (including social media) to access pornographic, sexually explicit, or "hate" sites, or any other website that might violate law or Mt. Rose's policies against harassment and discrimination is never permitted. **Remember that Mt. Rose expressly reserves the right, without further notice, to monitor and review records of all websites visited by you, any postings or downloads you make while visiting websites, and during your other internet activities using the company's IT resources and communications systems, and you consent to such monitoring and review by your acknowledgment of this policy and your use of internet access provided by the company.**

Use of Social Media. Like other uses of the internet, occasional personal use of the company's computers, networks, and other IT resources for social media activities is authorized, so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity.

- Remember that anything you post or send using social media, even outside the workplace, could reflect on Mt. Rose, in addition to yourself, and might create legal liabilities for Mt. Rose or damage its business or reputation.
- To avoid the risk of the company incurring legal liability or business damage as a result of your social media use, remember that you are solely responsible for all content that you post or send. Mt. Rose prefers that you avoid identifying yourself as an employee of Mt. Rose, using your Mt. Rose email address or mentioning Mt. Rose or any of its products or services unless you receive written instructions or permission from your supervisor or the Marketing Department to do so. If you do identify yourself as an employee of Mt. Rose, you may not identify yourself as a representative of Mt. Rose and it is recommended that you include a disclaimer that your views do not represent those of your employer. For example, consider such language as "the views expressed by me do not represent the views of my employer". This is necessary to avoid damage to Mt. Rose's business

reputation and goodwill in the marketplace. Also note, if you endorse Mt. Rose in any way, by law you must disclose your affiliation and role with Mt. Rose.

- If your job duties require you to speak on behalf of the company in a social media environment, you must be authorized by the Marketing Department or the General Manager to act as Mt. Rose's representative or must otherwise seek approval for such communication from the Marketing Department or the General Manager. Likewise, if you are not a member of the Marketing Department and you are contacted for Mt. Rose's comment for any publication, including any social media outlet, direct the inquiry to the Marketing Department and do not respond without written approval. Note that Mt. Rose owns all social media accounts used for business purposes on behalf of Mt. Rose, including any and all content associated with each account, such as followers and contacts. Mt. Rose owns all such information and content regardless of the employee that opens the account or uses it and will retain all such information regardless of separation of any employee from employment.
- Ensure that none of your social media participation violates any contractual obligations you have to Mt. Rose or Mt. Rose policies.
- Do not post or send anything through social media that your co-workers or customers, clients, business partners, suppliers, vendors, or other stakeholders of Mt. Rose or its affiliates could reasonably find offensive, including ethnic slurs, sexist comments, discriminatory comments, or obscenity.
- If you are unsure about the appropriateness of any posting or communication, discuss it with the Human Resources Department and refrain from making the posting or communication until you have had it approved.
- Any conduct that under the law is impermissible if expressed through any other public forum is also impermissible if expressed through social media.
- If you see content in a social media environment that reflects poorly on Mt. Rose or its stakeholders, notify your supervisor or the Marketing Department immediately. Protecting Mt. Rose's goodwill and business reputation is part of every employee's job.
- Finally, keep in mind the speed at which information can be relayed through social media, and the manner in which it can be misunderstood and distorted by readers and subsequent re-posters. Accordingly, Mt. Rose urges all employees not to post information regarding Mt. Rose or their jobs that could lead to morale issues in the workplace or that might detrimentally affect Mt. Rose's goodwill or business reputation.

Telephone and Voicemail

Mt. Rose provides landline and/or mobile telephone access and voicemail systems to certain employees for use in connection with performing their job duties. To ensure that our customers are provided with courteous and respectful service, and to prevent misuse of the company's IT resources, **telephone conversations and voicemail messages of every employee may, without notice, be monitored, recorded, and reviewed.** Mt. Rose may also store recorded telephone conversations and voicemail messages for a period of time after they take place and may delete such recordings from time to time.

Personal Use. We recognize that employees might occasionally need to use company telephones and voicemail for personal activities. We authorize occasional personal use of the company's telephones and voicemail systems so long as it does not comprise unprofessional or inappropriate conversations or messages, and does not interfere with your employment responsibilities or productivity. Company telephones may not be used for commercial, religious, or political

solicitation. **Remember that Mt. Rose expressly reserves the right, without further notice, to monitor, review, and record telephone conversations and voicemail messages you have or leave whether business or personal in nature, and you consent to such monitoring, review, and recording by your acknowledgement of this policy and by using any of Mt. Rose's telephones or voicemail systems.**

Personal Cellular Phones. While at work employees are expected to apply the same policy in using their personal cellular phones as is expected for personal telephone calls. If an employee brings a personal cellular telephone on to company property, the phone should remain on the off or vibrate mode during business hours. An employee with a personal cellular telephone that is not approved by company management for work-related use should limit personal calls to their off-duty break times. The Company will not be liable for the loss of personal cellular phones brought into the workplace. **If you do Mt. Rose business on your personal cell phone, Mt. Rose expressly reserves the right, without further notice, to monitor, review, and record telephone conversations and voicemail messages that are business in nature, and you consent to such monitoring, review, and recording by your acknowledgement of this policy and by using your personal cell phone for Mt. Rose business.**

Inappropriate Use of Company IT Resources and Communications Systems

You are never permitted to use the company's IT resources and communications systems, including email, text messaging, internet access, social media, telephones, and voicemail, for any inappropriate or unlawful purpose. This includes but is not limited to:

- Misrepresenting yourself as another individual or company.
- Sending, posting, recording, or encouraging receipt of messages or information that may be offensive because of their sexual, racist, or religious content.
- Revealing proprietary or confidential information, including official Mt. Rose information, or intellectual property without authorization.
- Conducting or soliciting illegal activities.
- Representing your personal opinion as that of Mt. Rose.
- Interfering with the performance of your job or the jobs of other Mt. Rose employees.
- For any other purpose that violates Mt. Rose policies or practices.

Discipline

Employees who violate any provision of this policy are subject to discipline, up to and including termination of employment.

Conduct Not Prohibited by This Policy

This policy is not intended to preclude or dissuade employees from engaging in [legally protected activities protected by law, including the National Labor Relations Act, such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection or legally required activities.

ANTI-VIOLENCE POLICY

Mt. Rose is concerned about the well-being and personal safety of its employees and anyone doing business with the Company. The Company consequently strictly prohibits workplace violence. Workplace acts of violence and/or threats of violence, whether expressed or implied, are prohibited

and will not be tolerated. All reports of incidents will be taken seriously and will be addressed appropriately.

This prohibition against threats and acts of violence (including domestic violence) applies to all persons involved in Mt. Rose's operations, including but not limited to, the employees, contract and temporary workers, and anyone else on company property.

Workplace violence is any conduct that is severe, offensive or intimidating enough to make an individual reasonably fear for his/her personal safety or the safety of family, friends or property. Examples of workplace violence include, but are not limited to, threats or acts of violence or behavior that causes a reasonable fear or intimidation response that occurs:

- On Mt. Rose premises, no matter what the relationship is between Mt. Rose and the perpetrator or victim of the behavior.
- Off Mt. Rose premises, where the perpetrator is someone who is acting as an employee or representative of the company at the time, where the victim is an employee who is exposed to the conduct because of work for the company, or where there is a reasonable basis for believing that violence may occur against the targeted employee or others in the workplace.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to the following:

1. Threatening physical or aggressive contact directed toward another individual or engaging in behavior that causes a reasonable fear of such contact.
2. Threatening an individual or his/her family, friends, associates or property with physical harm or behavior that causes a reasonable fear of such harm.
3. Intentional destruction or threat of destruction of the Mt. Rose's or another's property.
4. Harassing or threatening physical, verbal, written or electronic communications, including verbal statements, phone calls, emails, text messages, letters, faxes, website materials, diagrams or drawings, gestures and any other form of communication that causes a reasonable fear or intimidation response in others.
5. Stalking.
6. Veiled threats of physical harm or like intimidation or statements, in any form, that lead to a reasonable fear of harm or an intimidation response.
7. Communicating an endorsement of the inappropriate use of firearms or weapons of any kind.
8. Possessing weapons of any type, whether licensed or not, and particularly firearms.
9. Domestic violence.

Any employee who commits workplace violence will be subject to disciplinary action up to and including termination of employment and direction to stay away from Mt. Rose property. In addition, Mt. Rose may, at its sole discretion, seek and obtain a restraining order against any violators of this policy. Violators may also be subject to criminal prosecution.

In the event that an employee believes that a threat or act of violence has been made against that employee or others, the employee should report the details immediately to his/her supervisor, Security and the Human Resources Department.

A 9-1-1 call may be appropriate first, in the good judgment of the employees or managers involved to remedy or prevent a dangerous situation. Nothing in this policy is intended to prevent quick action to stop or reduce the risk of harm to anyone, including requesting immediate assistance from law enforcement or emergency response resources.

Failure to report any threats or acts of violence in violation of this policy appropriately is itself a violation of this policy and may subject any employees involved to discipline up to and including discharge.

Retaliation against anyone for reporting an actual or suspected violation of this policy in good faith will not be tolerated and will subject the individual engaging in the retaliation to discipline up to and including termination. Any complaints about retaliation may be reported in the same manner as violations of this policy are to be reported.

All reports violence and threats of violence will be investigated. Mt. Rose may consult with law enforcement authorities or other resources, as it deems appropriate and may require a fitness for duty examination or other professional assessment through providers chosen by the company to determine whether a perpetrator presents a threat to themselves or others in the workplace. Mt. Rose will determine whether there is a reasonable basis to believe that violation of this policy has occurred, whether preventive or corrective action is appropriate, and if so, what type of preventative or corrective action, including termination of employment, is appropriate in Mt. Rose's sole discretion.

SURVEILLANCE AND MONITORING

Mt. Rose conducts video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, ensure safety and security, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence. Employees are reminded that they may be under video surveillance at any time. Acceptance of employment with the Company authorizes such surveillance activity without further notice. Mt. Rose is sensitive to the legitimate privacy rights of employees and will use video surveillance consistent with applicable law.

VISITORS IN THE WORKPLACE

Only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. For these reasons, family, friends, and fellow co-workers from other departments are not permitted in working areas where a customer or guest would not generally be permitted.

If an unusual or suspect individual is observed on Mt. Rose's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

REGULATIONS AND EXPECTATIONS



Mt. Rose expects all employees to follow all Policies & Procedures, Regulations & Expectations and to use their best judgment at all times. Employees will display that they are a team player by being responsible, dependable, punctual, knowledgeable, friendly, flexible and careful. It is the employee's responsibility to contact their immediate supervisor if there are questions about any regulation, expectation or procedure. The following list, while not exhaustive or all-inclusive, contains examples that are considered infractions of company policy and may be subject to disciplinary action up to and including termination of employment.

1. Violation of any company rule, policy or procedure.
2. Insubordination, including but not limited to, failure or refusal to obey the lawful orders or instructions of a superior, supervisor or member of management; refusal to assist where needed.
3. The use of disrespectful language toward a superior, supervisor or member of management.
4. Engaging in criminal conduct whether or not related to job performance, including arrests for D.U.I. by driving employees, which results in the suspension or revocation of their driver's license.
5. Obscene or abusive language, indifference, or rudeness toward any employee or visitor.
6. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
7. Conducting a lottery or gambling on Mt. Rose premises, except for approved fundraising events such as raffles, etc.
8. Unsatisfactory or careless work; failure to meet production or quality standards.
9. Poor customer service, internal or external.
10. Abuse of any employee privilege or benefit.
11. Dishonesty, falsification, misrepresentation or material omission on any employment records, employment information, or other Mt. Rose or business-related records or information, including your application for employment or other work records.
12. Committing a fraudulent act or a breach of trust.
13. Sleeping or malingering on the job.
14. Failure to observe working schedules, including rest and meal periods; leaving work before the end of a workday or shift or not being ready to work at the start of a shift or late.
15. Without appropriate approval, working overtime or stopping work before time specified for such purposes.
16. Failure of a nonexempt employee to obtain permission to leave work for any reason during normal working hours.
17. Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's, including failure to report an absence, late arrival, or meal break.
18. Making or accepting personal telephone calls during work time except in emergencies.
19. Distributing unauthorized literature or any written or printed material during working time or in work areas.
20. Failure to successfully perform job duties as assigned.
21. Reading non-company supplied material at workstations.

22. Theft, unauthorized possession, copying, removal, embezzlement or any other improper exercise of dominion or control over any property of Mt. Rose, its customers, employees, clients, vendors or guests.
23. Unauthorized possession or removal of any company documents.
24. Taking, copying, or otherwise misusing company information, including confidential and proprietary information, employment records and business records.
25. An act of sabotage, defacing, deliberate or careless damage of Mt. Rose property or the property of any employee, client, vendor, guest, supplier, visitor or customer.
26. Unauthorized use of Mt. Rose property and equipment, time, materials, facilities, or Mt. Rose name, including employee badge, computers, equipment, keys, vehicles, records or any other company property as designated.
27. Removing, using or borrowing company property without prior authorization (e.g., use of company property for personal reasons).
28. Use of company vehicles or personal vehicles on company business or during work time in violation of Mt. Rose's vehicle safety policy, including the use of cellular phones without a hands-free device.
29. Failure to immediately report damage to, or an accident involving, company property, equipment or vehicles.
30. Handling personal property of others without authorization.
31. Failure to maintain accurate and proper accountability of monetary funds.
32. Any disorderly or antagonistic conduct on company premises, during working hours or when representing Mt. Rose.
33. Threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose.
34. Participating in horseplay or practical jokes on company premises, during working hours or when representing Mt. Rose.
35. Unauthorized possession of or carrying firearms, weapons, explosives or any other dangerous items on company premises, during working hours or when representing Mt. Rose.
36. Negligence or any careless action that endangers the life or safety of another person. Reckless skiing or boarding.

Nothing in this policy should be interpreted to apply to conduct that is authorized or protected by the National Lab Relations Act, including concerted action and discussing the terms and conditions of employment with other employees. If you have any questions concerning the rules, contact your supervisor or the Human Resources Department.

WORKPLACE SAFETY

The purpose of this program is to serve as a guideline of general safety practices and procedures that can apply to your employment at Mt. Rose. When you are trained for your specific job you will receive additional information on safe work practices and the proper operation of tools, equipment and machinery in your work area. During your training ask questions about any aspect of your work that you do not understand. Your department will also hold regularly scheduled safety meetings and inspections to address ongoing safety issues. We encourage your participation and suggestions.



Additionally, this safety program is designed to reduce injuries, accidents and property damage. Your safety and the safety of our guests is our primary concern. We strive to maintain the highest standards and the safest work environment possible. This program requires employees to act safe, know their job, and know the proper procedures for minimizing and correcting unsafe working conditions and to help maintain an accident-free environment. The urgency of any task or project cannot and will not be at the sacrifice of your safety and welfare. Mt. Rose is committed to providing the resources and tools necessary to the job, keeping safety at the highest priority.

COMMON SAFETY PRACTICES, POLICIES, AND PROCEDURES

All employees in all work areas must follow this list of general safety practices. Your supervisor will provide additional safety guidelines designed specifically for your department. This list is neither exclusive nor exhaustive and is not listed in a particular order of importance. All safety practices are important.

1. Think Safe, Act Safe, Be Safe.
2. Take your time. Do the job safe and right.
3. Know your limitations and ask for help whenever needed.
4. Attend all regularly scheduled safety meetings.
5. Be accountable for your safety and the safety of others.
6. Report all accidents and unsafe working conditions immediately.
7. Use proper body posture when carrying loads or lifting.
8. Use caution when climbing, bending or working around machinery or equipment.
9. Do not distract the attention of any employee operating a machine or tool.
10. Always use provided safety equipment. It is required and the law.
11. Never operate machinery, equipment or tools unless you have been formally trained.
12. Inspect all tools, machinery and equipment before starting work.
13. Use seat belts when operating equipment.
14. Wear Personal Protective Equipment for all jobs.
15. Wear proper clothing and footwear for each job.
16. Loose clothing, long hair and jewelry are prohibited while working near moving equipment.
17. Unauthorized personnel should never be in work areas.
18. Know where the material safety data sheets (SDS) are located in your department.
19. Know the location and usage of fire alarms and equipment.
20. Keep all work areas clear and free of clutter.
21. Avoid physical confrontation with guests or co-workers.
22. Observe "Your Responsibility Code" and all other policies relating to safe skiing and riding.
23. Observe all Mountain Signs, Boundaries and Warnings.
24. Follow all hill safety rules and regulations and the direction of our patrol staff.
25. Do not recreational "free" ski or snowboard in uniform.
26. Wear proper footwear that is appropriate for snowy and icy conditions to prevent slips and falls.

HELMET POLICY



Helmets are a smart idea. Mt. Rose Ski Tahoe promotes the use of helmets by all of our employees and guests. Helmets should be specifically designed for skiing and snowboarding and should fit properly.

All employees that have skiing/ snowboarding as part of their job description, ride snowmobiles and rangers are required to wear a helmet while skiing/snowboarding or operating or riding on a snowmobile on the job. This includes all ski school, ski patrol, terrain park staff, ambassadors, vehicle maintenance, lift maintenance, lift operations and snowmaking staff that are skiing and riding on the hill during the course of their normal work duties. For employees who do not already own a helmet, Mt. Rose offers a free Giro helmet that may be requested through the Human Resources Department. Employees can

also purchase a helmet in the Retail shop at 50% off. All employees will be encouraged to wear helmets when on the mountain while off-duty.

In addition, Mt. Rose requires all children in Rosebuds lessons, youth programs and Mt. Rose Ski Team programs to wear a helmet. Helmet rentals are available to our guests.

COMMUNICATING SAFETY

All department managers within Mt. Rose are responsible for the clear communication of the safety program. Employees must be aware of all policies and procedures prior to reporting to their assigned duties. Department Managers must lead by example and will be held accountable for the initial and continual safety training. These trainings shall be outlined as to specific topics, authorized by company personnel, and completed only when signatures of those in attendance are gathered on the appropriate safety training documentation form. Employees are required to complete general safety training as well as job specific training including instruction in all hazards with which they may encounter during the performance of their duties. Follow up training for all employees will be conducted when new or previously unrecognized hazards, substances, processes, procedures, or equipment are introduced to the workplace. Please contact your supervisor if you are unsure of any practice or procedure.

MOTOR VEHICLE POLICY

Use of Equipment and Vehicles

Employees who operate vehicles while involved in Mt. Rose business activities must have valid, current driver licenses for the class(es) of all assigned vehicles. Prior to driving a company vehicle for any purpose or a personal vehicle for a business purpose, the employee must provide the company with a copy of a valid Nevada Driver's License appropriate for the type of vehicle(s) being operated and a DMV report that is satisfactory in Mt. Rose's sole discretion. Where the employee is being provided with a company vehicle or driving a personal vehicle for company business, the employee must also maintain his/her own automobile insurance complying with all requirements under Nevada law. Employees who drive a company vehicle must advise the company within two (2) days of any change in his/her licensure and/or insurance status or before operating a company vehicle or a personal vehicle on company business, whichever is earlier.

In the event of an accident, theft of a vehicle, or moving violation, the driver must notify the company immediately. The employee's liability for damages resulting from the incident will be based upon the company's investigation.

Drivers must drive safely and obey all applicable traffic rules and Department of Transportation regulations at all times. Employees who drive unsafely, or who violate these safety rules, are cited for any incident while on company business, or otherwise are found to have engaged in unsafe conduct, will be responsible for all fines or tickets and may be subject to disciplinary action up to and including termination.

Employees must operate all vehicles and equipment in a manner that complies with all operating instructions, safety standards, and guidelines. Employees must focus their full attention on the safe operation of the vehicle, including times when it is stopped or "stuck in traffic."

Safety Equipment

Employees exposed to vehicle traffic at client sites must wear high-visibility warning vests. Measures must be put in place to route traffic away from or safely around parked vehicles and work activities at curbside. This may include placing traffic barriers, traffic cones, high-visibility warning signs, and/or the use of spotters or flaggers.

Prohibited Activities

Passengers are prohibited in vehicles during Mt. Rose work activities unless those passengers are employees, contractors or clients with legitimate business reasons for their presence in the vehicle. A passenger seat and a working seat belt must be provided for each passenger.

Employees are prohibited from overloading and/or overcrowding vehicles.

Employees are prohibited from picking up hitchhikers.

Employees are prohibited from allowing family members and any other unauthorized personnel to drive or ride in Mt. Rose-owned or leased vehicles.

Employees are strictly prohibited from possessing, consuming, or being under the influence of alcohol, drugs (legal or illegal) and other controlled substances (including marijuana and medical marijuana) while driving on Mt. Rose business. Employees found driving while under the influence of such substances will be subject to disciplinary action in accordance with Mt. Rose contracts and personnel policy and procedures.

Employees are prohibited from driving on company business while taking either prescription or over-the-counter medications that cause drowsiness, dizziness or other side effects that affect the employee's ability to safely operate a vehicle. If you are unsure about the effect of your medications or the interaction between your medications, it is your responsibility to inquire with your doctor about any effect they may have on your ability to safely operate a vehicle, before operating any vehicle on company business.



Employees are prohibited from driving on company business while they are experiencing work restrictions or other conditions that impair the employee's ability to drive safely.

Employees are prohibited from operating motorcycles on company business.

Employees are prohibited from carrying firearms, explosives, and other weapons in any Mt. Rose-owned or leased vehicle, and in any personal vehicle while it is being used for company business unless specifically authorized to do so by Mt. Rose management, in writing.

Employees are prohibited from transporting hazardous materials and hazardous waste in Mt. Rose-owned and leased vehicles, and in any personal vehicle while it is being used for company business.

Cellular Phone Usage

Please note that Mt. Rose, even if it issues or supplements the payment of a cell phone or pager, never requires an employee to use cell phones, radios, walkie-talkies, or pagers when driving a vehicle. Employees must proceed to the nearest safe parking area and stop the vehicle before using such equipment.

Employees are also specifically prohibited from reading documents, tape-recording (analog or digital), writing notes, or operating pagers, radios, walkie-talkies, phones, laptops computers, and/or any other electronic devices while driving. Employees are also specifically prohibited from operating company machinery, any vehicle covered by the DOT or similar state regulations, or other heavy equipment while using any electronic device.

Maintenance, Repairs, and Servicing

Employees will check the fuel, oil and coolant levels in their assigned vehicles at the beginning of their work shift, prior to driving the vehicle. Employees are responsible for refueling their vehicles and for adding motor oil or coolant, if needed, during routine vehicle operation.

The vehicle engine must be shut off and the parking brake must be set before refueling a vehicle. Employees are prohibited from smoking, including smokeless and vapor cigarettes, while refueling vehicles and while adding motor oil, coolant or other fluids to vehicles.

Employee drivers are also responsible for performing vehicle safety inspections at the beginning of each work shift, prior to driving their vehicles. These inspections must include, but are not limited to,

verifying the safe operating condition of the following devices:

- Seat belts
- Doors and door locks
- Headlights and tail-lights
- Turn signals
- Backup lights
- Backup alarms (if any)
- Brake lights and brakes
- Parking brake
- Clutch (if any) and gear shift
- Steering
- Windows operating correctly, clean, and free of damage that interferes with the driver's vision
- Windshield wipers and windshield washer fluid
- Windshield defrosters and rear window defrosters (if any)
- Air conditioner (if any) and heater
- Tire pressure and tread wear within manufacturer's specified limits.

Employees are prohibited from operating any vehicle that is in unsafe operating condition. This includes, but is not limited to, vehicles with damage or defects in any of the equipment or systems listed above. Employees are authorized to remove from service any Mt. Rose-owned or leased vehicle with such defects. If an employee takes a Mt. Rose-owned or leased vehicle out of service, it must be clearly tagged with a sign reading "Out of Service - Do Not Operate".

Damaged or defective equipment or equipment in need of servicing or repair must be immediately reported to Mt. Rose for repair or replacement.

Employees must maintain vehicles in a clean and orderly condition. Tools, trash and other debris must be removed or properly secured to prevent their falling under the driver's feet while driving. Trash, office supplies and other materials must not be transported in the back of open pickup trucks unless they are placed in a closed container or otherwise secured to prevent falling out of the vehicle. Employees must remove trash and personal belongings from Mt. Rose-owned or leased vehicles at the end of each work shift.

Employees who drive their personal vehicles on Mt. Rose business are responsible for providing their own fuel, vehicle fluids, service, repairs and maintenance. Such employees may request a mileage reimbursement for work-related usage of personal vehicles, in accordance with current Mt. Rose policy and procedures.



Accident Reporting and Investigation

Employees must immediately notify the police or highway patrol and their Mt. Rose supervisors in the event of a vehicle accident. The driver must stay with the vehicle until the police arrive. Drivers must notify their supervisor as soon as possible, usually by phone call while still at the scene of the accident, and report the following minimum information, regardless of the apparent seriousness of an accident report.

- Names of any injured persons involved in the accident and possible extent of injuries;
- Hospital to which injured persons were taken;
- Names, addresses, phone numbers and insurance companies for each vehicle involved in the accident;
- Names, addresses, phone numbers of witnesses and of any passengers in vehicles involved in the accident;
- Location and extent of damages to Mt. Rose vehicle and all other vehicles;
- Type of citations issued, if any, and who received them;
- Name and phone number of police officer responding to the incident; and
- Results of any alcohol or drug testing performed on Mt. Rose driver by police, sheriff, or highway patrol.

Except as necessary, Mt. Rose drivers and employees are prohibited from discussing vehicle incidents with anyone other than Mt. Rose supervisors and management, police, sheriff, or highway patrol, or Mt. Rose's automobile insurance claims investigator. Anyone other than the above personnel, who asks questions regarding accidents or insurance claims should be directed to the employee's supervisor or Office Manager.

Employee drivers must request a copy of any police report generated as a result of a vehicle accident. A copy of the police report must be delivered to the employee's supervisor or the Office Manager within 24 hours of the employee obtaining such a report.

Supervisors and Office Manager are responsible for immediately notifying the Mt. Rose General Manager of any reported vehicle accident, regardless of the apparent seriousness of an accident report. The General Manager will then immediately notify Mt. Rose's automobile insurance provider of such accidents.

Employee drivers must complete a Mt. Rose Incident Report within 24 hours of each vehicle accident. The Incident Report must be delivered to the employee's supervisor or Office Manager within 24 hours of each vehicle accident. The supervisor or Office Manager who receives the Incident Report is responsible for immediately faxing a copy to Mt. Rose's automobile insurance claims investigator.

WORKPLACE INSPECTIONS & HAZARD IDENTIFICATION

All departments are required to conduct regularly scheduled safety inspections of work areas to look for hazards, identify areas in need of improvement and to document the identification and correction of problems. Employees may be asked to participate in these workplace inspections. Employees are

required to immediately report any observed hazards to their supervisor. An employee who is trained in, authorized to, and capable of correcting a hazard should do so. Departments must place special emphasis on inspecting areas identified as the highest potential for injuries. Management will ensure that all identified hazards in a timely manner as required.

SAFETY COMMITTEE

Mt. Rose has a safety committee designed to brainstorm ideas regarding common concerns, to investigate accidents and near misses, and discuss techniques to identify and resolve hazards. You may be asked to represent your department on this committee. All employees are welcome to participate. Safety committee meeting schedules will be posted in employee areas.

REPORTING OF ACCIDENTS AND INJURIES

If you are involved in or witness an accident resulting in injury, it is your responsibility as a Mt. Rose employee to immediately report the incident to your immediate supervisor and a member of our patrol staff. Failure to immediately report any accident or injury may result in delay or denial of workers' compensation benefits and may subject an employee to discipline, up to and including termination. Post-accident investigations may include reports, employee statements, photos, witness statements and preservation of evidence. A senior manager, a director or the Human Resources Staff will assist in the investigation of all work-related injuries, accidents, illnesses and near misses. Mt. Rose expects your full cooperation and assistance in these investigations. Employees will refrain from making any speculations about the cause, result or losses of an accident to the parties involved including all public, press and/or other media. All employees of Mt. Rose are covered by workers' compensation for injuries that arise out of and occur within the normal scope of employment and assigned job duties. **Any work-related injury, no matter how insignificant it may seem, must be reported immediately to a member of our Patrol Staff then secondarily to your immediate supervisor.** Failure to report an incident due to the lateness of the hour is never an excuse for not reporting. However, obtaining emergency medical care shall take precedence over obtaining/creating any document required by this policy. If an employee is in need of outside medical assistance, you will be directed to our primary care facility. The proper forms and investigations will be completed, signed and turned over to the Human Resources Department.

DISCIPLINE

Mt. Rose is committed to providing a safe workplace for all employees. Employees who fail to follow safety rules, policies and regulations may be subject to disciplinary action up to and including termination of employment.



EMPLOYEE SKIING AND SNOWBOARDING SAFETY

All employees of Mt. Rose receive the privilege of complimentary skiing and snowboarding. All employees must abide by the following safety procedures while utilizing this privilege:

1. Employees must observe "Your Responsibility Code" as well as Nevada skiing and snowboarding statutes as outlined in trainings, signs, maps, guides and other publications.

- Stay in control.
 - People ahead have the right of way.
 - Stop in a safe place for you and others.
 - When starting downhill or merging, look uphill and yield.
 - Use devices to help prevent runaway equipment.
 - Observe signs and warnings and keep off closed trails.
 - Use the lifts safely.
2. Employees must clock out before taking a ski or ride break.
 3. All recreational skiing and riding is off the clock and resulting injuries are not covered by workers' compensation insurance.
 4. Employees who ski or ride as part of their job, or report to their job site by skiing or snowboarding, must take designated routes or the safest routes between these areas as designated by their job requirements.
 5. Employees who can access their job site without skiing or snowboarding, but choose to report to duty or leave their job site by skiing or snowboarding are considered to be off-duty.
 6. Employees who ski or snowboard while off duty must be out of uniform.
 7. Employees must lead by example at all times by following all area rules and regulations whether on or off duty.
 8. Employees are not permitted to ski/ride in closed areas.
 9. Employees are required to respect and follow the direction and recommendations of the Mt. Rose Patrol Staff.

EMPLOYEE PRIVILEGES AND DISCOUNTS

Employee privileges and discounts are available to you within Mt. Rose. Your employee badge is required to obtain any stated privileges or discounts. Abuse by any employee can result in the suspension and/or termination of privileges or discounts for yourself and all employees. Privileges and discounts are only available to active employees and upon termination of employment such privileges and discounts will cease.

LIFT PRIVILEGES

Eligibility

All employees receive FREE skiing and snowboarding privileges. To obtain a season pass, please contact Human Resources for the Season Pass Agreement and more information.

Dependent lift privileges are extended to returning employees who worked the required number of shifts over the previous season. Please see Human Resources for the current requirement. Summit Club members qualify for this privilege regardless of the number of shifts worked. Those who qualify are eligible for the following privilege options: (1)(a) one guest season pass, or (b) 3 lift ticket vouchers; and (2) season passes for dependent children under age 26.

Utilization

By accepting ski privileges, all employees agree to the following conditions:

- **NON-TRANSFERABLE:** Season Passes are not transferable, not to family members or friends - no exceptions! Use of a pass by any person other than the named owner/pass holder shall void the pass and result in the immediate loss of all lift and skiing/snowboarding privileges without compensation, and the Sheriff will be called to prosecute the person using your pass and yourself for fraud.
- **KNOW THE CODE:** Familiarize yourself and your family with The Responsibility Code and abide by it.
- **DO NOT DUCK THE ROPE:** Ski Patrol puts up boundary lines and designates closed areas for your safety. Skiing in a closed area will result in the loss of your pass for up to three years.
- **WEAR YOUR PASS:** Your Season Pass gives you area access to both the slopes and lifts at Mt. Rose. Carry your Season Pass at all times at Mt. Rose and have it visible for quick inspection each lift ride or when asked.
- **LOST PASS:** Lost need to be reported to the Guest Services Office immediately. Replacement passes are \$10.00.
- **FORGOTTEN PASS:** If your guest/dependent forget their pass, please see the Guest Services Offices at either lodge.
- **THEFT:** Theft of any kind, whether from the resort or another guest, will result in banishment from the area for life.
- Season Pass privileges for the employee/volunteer and approved dependents will cease at the time of the employee or volunteer's termination of employment.
- Free skiing/snowboarding is not covered by Workers' Compensation.
- Any misuse of this employee privilege including, but not limited to, sale of tickets or pass(es), may result in disciplinary action up to and including termination of employment.

Employees who qualify for dependent lift privileges will need to complete a dependent lift privilege form available in Human Resources. This process will need to take place before dependents plan to ski or board. Terminated employees or individuals with pass violations do not qualify to be dependents of active employees.

Area Boundaries

Mt. Rose will not accept any excuses for skiing or boarding in closed areas. If you are found to have skied or boarded in closed areas you may be subject to disciplinary action up to and including termination of employment.

Area Operating Hours

The lifts are generally operating between 9 a.m. and 4 p.m. daily, weather permitting. You may use the area during these times while off duty using your valid employee pass. Employees are not permitted to

hike, ski, or snowboard on company property prior to or after the lifts/area is closed. Employees caught doing so will be considered trespassing and may be subject to prosecution.

SKI SCHOOL

Ski school: Employees are encouraged to participate in group ski or snowboard lessons free of charge. Lesson tickets are available at the main lodge ski school/rental desk and are offered mid-week, non-holiday periods, on a space available basis.

Rosebuds: Returning employees are eligible to receive a discounted rate to place dependent children in Rosebuds classes. This discount is available during non-holiday periods on a space available basis.

Ski Team: Returning employees are eligible to receive 50% off the price of enrollment for dependents.

RETAIL SHOP

Employees will receive a discount on merchandise sold in the Sports Shop (431 Sports & Apparel). Please visit the Sports Shop and inquire about the employee discounts offered.

RENTAL SHOP

All employees are eligible for free use of standard items in the Rental Shop.

- You must complete and sign a rental agreement form at the ski school/rental desk.
- All equipment will be rented on a daily basis only.
- Equipment rentals are offered mid-week (no holidays or Saturdays).
- Employees are personally responsible for equipment. Employees will be charged if equipment is damaged, lost or stolen.

FOOD AND BEVERAGE

Employees may purchase most prepared food in the Lodgepole Cafe or in the Winters Creek Lodge at a discount off the regular price. The employee badge must be presented to the cashier before each purchase. This discount only applies to the employee and is not available to the employee's family members or friends. Satellite food outlets such as the View-B-Q and Higher Grounds or the bar are not included.

DISCOUNTS AT OTHER RESORTS

Many of the resorts in the local area offer special discounts for Mt. Rose employees. For more information on these discounts please visit the Human Resources office or call the specific resort.

SUMMIT CLUB



Mt. Rose proudly recognizes employees who have worked for the resort for 20 or more seasons. These individuals are referred to as members of the Summit Club and will receive special employee perks as part of this honorary group. Visit the Mt. Rose staff website to see all the current members.

Think you may qualify? Stop by Human Resources to complete an application for membership into the Summit Club.

EMPLOYEE APPRECIATION EVENTS

Special employee appreciation events are scheduled throughout the season to provide employees with an opportunity to socialize with co-workers outside of the normal work setting and for the Mt. Rose management team to express their appreciation to staff. Look for more information on these events to be posted on bulletin boards, in newsletters and on the staff web site.



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have accessed the Mt. Rose Employee Handbook (herein "Handbook") via either the Mt. Rose Staff Site (<http://staff.skirose.com>) or the Human Resources office. I have read the Handbook and agree to be bound by the terms and conditions contained in the Handbook, any changes that are made to the Handbook in the future, as well as any published Company rule, regulation or policy (hereinafter "Company Rule") that are not contained in the Handbook that may be currently established or established in the future. I understand that it is my responsibility to familiarize myself with all information in this Handbook and other Company Rules. I also understand that I may and should ask my immediate manager or the Human Resources Department to clarify any information in this Handbook, any change to this Handbook or any other Company Rule that I do not understand.

I understand that, with the exception of the at-will nature of my employment with the Company, it has the right to change this Handbook, the Company Rules, and working conditions without my consent or advance notice, and at its sole discretion. I understand and agree that the Handbook and all Company Rules are available on the Company's computer system, that I have access to the computer system and have been shown where the Handbook and Company Rules are located on the Company's computer system. I also understand and agree that I have the sole responsibility to review the Handbook and Company Rules on a regular basis and familiarize myself with any changes, that it is not the Company's obligation to inform me of changes because regularly checking the latest version of the Handbook and Company Rules on the Company's computer system is one of my job duties, and that I must check the Company's computer system to review the latest Handbook and Company Rules before I can utilize them.

I acknowledge that this Handbook or any future changes to the Handbook supersedes all prior Handbooks which I might have received and any oral or written statements or promises to the contrary which may have been made by any representative of the Company. This Company policy is effective immediately. Any past practices that are different from policies in this Handbook are no longer considered Company policy.

I understand and agree that my employment is terminable at will. I understand and agree that my at will employment with the Company means that both the Company and I each have the right to discontinue the employment relationship at any time and for any or no reason, without notice or cause. Pursuant to such at will employment the Company may, for example, terminate any employee's employment, or otherwise discipline, transfer, demote or take other employment actions at any time, with or without reason or notice, at the sole discretion of the Company. I further understand and agree that nothing contained in the Handbook, employment application, any prior oral or written representations, or any other of the Company's Rules or practices should be interpreted or construed as conferring employment for a specific term, as a modification of my employment at will with the Company, or of conferring a right to due process or continued terms or conditions of employment. I also acknowledge and agree that no supervisor, employee or member of management has the authority to enter into an employment agreement — express or implied, oral or written — providing for employment other than at-will or to alter the foregoing unless in a written contract signed by both myself and the Human Resources Department. I also acknowledge that as of the date and time I sign this Acknowledgement no person, manager or employee of the Company has made any representation or statement to me that is different from this Acknowledgment or Handbook.

I further consent and authorize Mt. Rose to retrieve my personal password(s) and to access and copy information on my personal accounts, electronic media, storage device or system if I accessed any of them using a Mt. Rose system.

By signing this acknowledgement, I acknowledge that I have accessed, read, understand and agree to the Handbook and understand and agree that it sets forth the terms and conditions of my employment as well my duties, responsibilities and obligations.

EMPLOYEE NAME (print) _____

EMPLOYEE SIGNATURE _____

DEPARTMENT _____ DATE _____