



# Purgatory Resort Employee Handbook

Winter 2017 - 2018

Purgatory  
Employee Handbook 2017.2018  
Date Published: 10/2017  
Table of Contents

Purgatory Employee Code	2	Parking	20
Purgatory Management	4	Job Posting	21
Important	5	Leave of Absence	21
Welcome to Our Team	6	Lift Line Cutting	21
		Litter	21
<b><u>Employment</u></b>		Lockers	21
EEO/Harassment Policy	7	Lost & Found	21
ADA & Religious Accommodations	7	Military Leave	21
EEO Harassment	7	Nametags	22
Sexual Harassment	7	Nepotism	22
Complaint Procedure	9	Personal Mail	22
Employee Status	9	Personal Information Changes	22
Years of Service	10	Pets	22
Employee ID	10	Professional Conduct	22
Payroll Procedures	10	Recycling	22
Performance Appraisals	11	Solicitation	22
Discipline	12	Inspections	23
Separation	12	Unemployment	23
		Weapons	23
<b><u>Benefits</u></b>		<b><u>Safety</u></b>	
Dependent Definitions	13	General Safety Rules	24
401(k)	14	Personal Safety	24
AD&D	14	Safety Incentive Program	25
Bereavement	14	Safe Skiing/Riding	26
Car Pool Program	14	Colorado Ski Safety Act	26
Charging Privileges	14	Responsibility Code	26
Dependent Lift Access	14	Slow Zones	26
Discounts	15	Ten Foot Rule	26
Employee Assistance Program	16	Trail Ratings	27
Facility Sharing Agreements	16	Tree Well Immersion	27
Flexible Spending	16	Equipment Checks	27
Friendship Passes	17	On-Snow Evaluations	27
Health Savings Account	17	Designated Routes	27
Holiday Pay/Leave	17	On-Mountain Vehicles	27
Jury Duty	17	Slips & Falls	28
Life Insurance	17	Operating Company Vehicles	28
Lift Access	18	Fire Safety	29
Long Term Disability	18	Accident Reporting	29
Medical/Dental	18	Injury Reporting	30
Mortgage Assistance	18	Drug and Alcohol Policy	30
PTO	18		
Real Deal	19	<b><u>Other Areas of Responsibility</u></b>	
Supplemental Benefits	19	Appearance	31
Transportation	19	Attendance	32
Voting	19	Children in the Workplace	33
Worker's Compensation	19	Confidentiality	33
Working Mom/Dad Childcare Program	19	FMLA	33
		Telephone & Computer Systems Policies	35
<b><u>General Employee Information</u></b>		Security Camera Policy	37
Check Cashing	20	Social Media	38
Problem Solving	20		
Guest Complaints	20	<b><u>Index</u></b>	41
Employee Communications-ePurg	20		

# **Purgatory's Mission: Making Great Family Memories**

Our mission is to exceed our guests' expectations, create memorable family experiences, and enhance our employees, community and the environment.

## **THE PURGATORY EMPLOYEE CODE**

1. **Connect** with the guest. Make eye contact, greet promptly/appropriately, welcome them and make them feel comfortable.
2. **Know the answer**...and own the question/problem until it is resolved.
3. **Relate** to their situation/needs, show your care and remove their hassles/worries.
4. **Learn their passion**, share your passion and suggest ways to deepen their relationship with Purgatory.
5. **Create memorable experiences** that will leave them wanting to return.
6. **Thank them and invite them back.**

## **Purgatory Total Compensation & Rewards Philosophy**

Purgatory will:

- Attract and retain the best performers in their respective disciplines.
- Pay fair, competitive wages within our competitive set, both within the ski/resort industry and locally.
- Offer a diversity of positions in different departments.
- Offer best-in-class benefits and unique, rewarding perks.
- Recognize and value each employee's contributions and encourage employee feedback.
- Provide a work environment/culture that is competency-based, safe, comfortable and fun.
- Support a performance-driven culture that is focused on constantly growing and improving the resort.
- Strive to be an employer of choice in the Durango region.

# **Mountain Capital Partners**

## **Our Mission**

Inspire change one mountain at a time

## **Our Mission**

Give people the freedom to ski

## **Our Mantra**

Skiing First!

## **Our Core Values**

Freedom – Explore without boundaries

Happiness – Live in the moment doing what you love

Purpose – Discover what's important and make a difference

## **Our Culture**

Family matters. It guides everything we do.

Lead by example. Serve. Help make others better.

Be curious. Be restless. Climb your mountain.

Work hard. Be there for your team. Go ski.

Winning is fun. Make it happen.

## **The Mountain Capital Partners Family:**

Purgatory Resort

Hesperus Ski Area

Arizona Snowbowl

Sipapu Ski and Summer Resort

Pajarito Mountain Ski Area

Purgatory Snowcat Adventures

## Purgatory Management

**Managing Partner**

James Coleman

**GM**

Colin McBeath

**Vice President - Mountain Operations**

Ed Youmans

**Vice President - Construction/Base Operations**

Jim "Hoody" Hards

**Vice President - Community Services**

Jay Eagen

**Vice President- Village Services**

Judy Wachob

**Director – Lodging Services**

John Miller

**Director –F&B**

Elias Van Niekerk

**Director – Mountain Operations**

Elizabeth Edwards

**Director – Lift Operations**

Josh Kahn

**Director – Vehicle Maintenance**

Marco Ottosen

**Director – Rental Operations**

Alex Lekas

**Director – Retail**

Trish McCormack

**Director – Snowsports School**

Valerie Schwiderski

**Director – Facilities**

Ben Eades

**Director – Information Technology**

Alex Dos Santos

**DMU Manager**

Lisa Foster

**ABOUT THIS EMPLOYEE HANDBOOK— IMPORTANT!**

**THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH PURGATORY RESORT AND PROVIDE INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL -INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE COMPANY'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.**

**EMPLOYMENT WITH PURGATORY RESORT IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH PURGATORY RESORT, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. PURGATORY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF PURGATORY RESORT, OTHER THAN THE CEO OR GENERAL MANAGER OF THE COMPANY, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CEO OR GENERAL MANAGER AND THE EMPLOYEE.**

**NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD SPEAK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE COMPANY THEREFORE RESERVESTHE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.**

**Human Resources - Purgatory Resort**

Phone: 970-385-2162

Email: [hr@purgatoryresort.com](mailto:hr@purgatoryresort.com)

Winter Season Regular Office Hours

Monday through Saturday

Summer Season Regular Office Hours

Monday through Friday



On behalf of the entire team here at Purgatory Resort I would like to say “welcome”. This coming winter we are going to welcome the world to our doors and it’s our goal to ensure that everybody that visits us, no matter their experience level leave with nothing but a positive impression.

As a member of the Purgatory family, you are the most important factor in making those memories. You have the ability to make their visit spectacular, or simply average. You have the ability to create wonderful memories, or poor experiences. I am hopeful that you are committed to making our guests feel welcome with warm smiles and genuine hospitality that will create an experience of a lifetime.

We have a number of new features this winter, including renewed and upgraded Food and Beverage throughout the resort, additional runs and lifts as well as a long list of wonderful events throughout the season. I encourage all of you to learn of these news offerings and become comfortable in describing them to our visitors.

Please do not forget something else; Purgatory is a special place, not just for our guests but for you too. I encourage you to have fun yourselves! Make it your Purgatory - make your own memories, be curious, be restless, and climb your mountain. Hopefully someday you will look back and recall the best job you ever had was here at Purgatory Resort. It is my commitment to you to do my very best to ensure this happens.

And to you and your loved ones, have a wonderful and safe season,

Colin McBeath  
General Manager Purgatory Resort

## **Employment Policies**

### **EEO/Harassment Policy**

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

Purgatory expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Purgatory's employees to perform their job duties may result in discipline up to and including discharge.

### **ADA and Religious Accommodation**

Purgatory will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to Purgatory or a direct threat to health or safety. Employees needing such accommodation are instructed to contact their supervisor or Human Resources immediately.

### **EEO Harassment**

Purgatory strives to maintain a work environment free of unlawful harassment. In doing so, the Company prohibits unlawful harassment because of age, race, sex, sexual orientation, color, religion, national origin, disability, veteran status, genetic information or any other applicable status protected by state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age over 40, race, sex, color, religion, national origin, disability, veteran status, genetic information or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mail, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

### **Sexual Harassment**

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, Purgatory believes it warrants separate emphasis.

Purgatory strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:



- Written form, such as cartoons, posters, calendars, notes, letters, e-mail.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

### **Complaint Procedure – EEO or Harassment**

If you believe there has been a violation of the EEO policy, harassment based on the protected classes outlined above, violation of company policy, and any complaint of workplace violence or other illegal conduct must use the following complaint procedure. Purgatory expects employees to make a timely complaint to enable Purgatory to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Human Resources department, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to Human Resources with your complaint, you should report the incident to Colin McBeath, GM.

Purgatory prohibits retaliation against an employee for making a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated. If Purgatory determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

### **Threats and Violence Policy**

Our Policy is to strive to maintain an environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto company property, or any other act, which, in management's opinion, is inappropriate at our resort. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

Employees who feel subjected to or observe any behaviors listed above should immediately report the incident to the Human Resources, any supervisor, or Security. We will investigate these events and look to employees for support of this policy. Based on the results of the inquiry, disciplinary action which management feels is appropriate may be taken.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of others.

We prohibit the use of company property, such as vehicles, telephones, fax machines, or email in threatening or inappropriate ways.

We reserve the right to conduct at any time, without notice, searches and inspections of volunteers, volunteers' personal effects or company-provided material. This may include, but is not limited to: Lunch pails, boxes, thermoses, purses, lockers, desks, personal computer files, cabinets, file drawers, packages, or vehicles. Your supervisor may specify a storage location for personal belongings.

Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives. Any volunteer who refuses to submit to a search will be subject to disciplinary action up to and including termination.

### **Communicable Diseases**

Purgatory's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. The Company may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The Company will not discriminate against any applicants or employees based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Purgatory Resort reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Purgatory Resort will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

## **Employee Status Definitions**

### **Group YR YEAR ROUND**

Group YR status is assigned to specific key positions that are regularly scheduled at 30 hours or more per week on a year-round, 12 consecutive month basis. Status may be hourly or salaried. Benefits and status are changed accordingly if an employee transfers to a position that is not classified as YR.

### **Group YR 10 YEAR ROUND 10 Month**

Group YR 10 employees are the same as YR employees but only work 10 months a year.

### **Group SS SEASONAL SALARIED**

Group SS status is assigned to certain full-time (30 hours or more per week) seasonal (winter or summer), salaried, supervisory staff.

### **Group HCB Hourly Core with Benefits**

Group HCB status is assigned to certain employees that work in more than one seasonal period (winter and summer). HCB employees work more than 1,560 hours in a 12 month period and are considered full time and are eligible for health/dental benefits.

### **Group HC HOURLY CORE**

Group HC status is assigned to certain variable hour positions that are 400 hours or more per season and scheduled on a continuous basis in the winter and/or summer operating seasons. If an employee is not on track to work 400 hours per season, their status will be changed to HF and benefits adjusted accordingly. Hourly core employees work at least 30 hours per week.

### **Group HF HOURLY FLEX**

Group HF status is assigned to variable hour positions that are scheduled between 112 and 400 hours per season. Hourly flex employees work between 8 and 29 hours per week.

### **Group HF 10 Hourly Flex with 10 years of service**

Group HF10 status is assigned to variable hour positions that are scheduled between 112 and 400 hours per season with 10 years of service. Hourly flex 10 employees must work at least 8 hours per week and receive the same benefits as an HC Hourly Core Employee.

### **PEAK**

An employee is considered to be "peak" if they are hired for a specific project or time period, usually three weeks or less (Holiday Break, Spring Break, etc.). PEAK employees work less than 112 hours in a season.

\*Note – Any employee that does not meet the seasonal hours requirement for the status they were hired will have to start the next season at a lower status. For example, if a seasonal employee is hired as an Hourly Core Employee and does not meet their 400 hours requirement within the season, the employee would have to be hired back as an Hourly Flex Employee the following season, Hourly Flex Employees or HF that do not meet 112 hours will be brought back as a PEAK employee.

### **Exempt Employee**

An exempt employee is not eligible for overtime pay. Exempt employees typically work at least 80 hours per pay period.

### **Non-Exempt Employee**

Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek or in excess of 12 hours in a day

### **Volunteer**

Winter and summer volunteers are utilized in various departments to assist as needed. In exchange for volunteering their time, volunteers are eligible for certain non-tangible rewards. Volunteers are required to work 10 days in the season.

## **Years of Service Calculation**

### **Seasonal Employees**

Years of service are calculated for the winter season employment only. A year of service is earned when:

- An employee begins winter employment before January 1.
- Meets the minimum hours requirement for a HF employee, which is:
  - Hourly employees = 112 hours
  - Ski School Instructors = 70 “chargeable” hours (does not include request privates)
- Finishes the winter season in good standing.

A lifetime pass is earned by seasonal employees after 20 years of seasonal years of service. Volunteer years of service do not count towards years of service calculation.

### **Year Round Employees**

Years of service are calculated based on anniversary dates. A year of service is earned after 12 months of continuous employment.

A lifetime pass is earned by year -round employees after 15 years of year-round employment. If a year-round employee also has seasonal years, the employee will earn a lifetime pass when either 15 years of year-round employment or 20 years of combined seasonal and year-round happens first. Volunteer years of service do not count towards years of service calculation.

## **Employee Identification**

At the beginning of the hiring process, you will have your picture taken in the Ticket Office or Human Resources. When your hiring process has been completed, you will be able to pick your employee ID or pass voucher from Human Resources. Your ID is required to gain lift access, receive employee discounts, access employee transportation and receive any other employee-related benefits.

### **Forgotten ID**

If you forget your ID, you may obtain a one-day pass in Human Resources Monday through Saturday and at the Ticket Office on Sunday. Through the automated ticketing system, your ID is invalid for the day. You are not eligible for employee discounts without your picture ID. Repeatedly reporting to work without your employee ID or misuse of the one-day ticket may lead to disciplinary action up to and including termination.

### **Lost ID**

There is a \$10 charge for replacement of lost ID. The original pass will be invalidated and the ticket office will issue a replacement. Notify the Ticket Office if you subsequently find the lost pass.

If your employment ends, either voluntarily or involuntarily, your ID and your dependent IDs are invalid and must be turned in to your supervisor or to Human Resources. If you attempt to use your ID after termination, the incident may be viewed as theft and charges may be pressed.

## **Payroll Procedures**

### **Annual Wage Statements (W-2)**

For 2017, you may receive 2 annual wage statements (W-2), one from our old HRIS for work completed January 1<sup>st</sup> 2017 – September 30<sup>th</sup> 2017, and a second one for October 1<sup>st</sup> 2017 – December 31<sup>st</sup> 2017. The first W-2 will be mailed no later than January 31<sup>st</sup> to the address on your current paycheck. If this address changes or is incorrect, please notify Human Resources prior to December 31<sup>st</sup>. The second W-2 will be available online at [nw11.Ultipro.com](http://nw11.Ultipro.com) by the end of January 2018. Please note, there may be a charge for replacement copies of your W-2 in the current or any previous year.

### **Deductions**

While you are employed, certain amounts are withheld from your paycheck. Law requires some of these deductions (Federal and State income taxes, Social Security and Medicare) while others are made with your permission (insurance premiums, retail charges, uniform charges, United Way contributions, etc.).

### **Direct Deposit**

Direct deposit is currently available and highly recommended to all employees. Your paycheck may be directly deposited into multiple checking or savings accounts at banks that are members of the Automated Clearing House (ACH) Federal Reserve System. To enroll, please log onto [nw11.Ultipro.com](http://nw11.Ultipro.com) and complete the Direct Deposit enrolment screens under the Myself tab. Please visit HR if you need help completing this process.

### **Overtime**

Hourly, non-exempt employees are compensated at an overtime rate of 1 1/2 times their regular rate for all hours worked in excess of 40 hours in a defined work week or over 12 hours per day. Contact your supervisor for additional information.

### **Paid Leave**

Paid Leave Request must be submitted to the department director through the payroll system for all non-worked, paid hours (personal time off, holiday, etc.) To ensure proper payment make sure to submit your Paid Leave Request well ahead of time and follow up with your supervisor prior to the time off period.

### **Paycheck Distribution**

Checks are distributed in each department. Your check will be available from your supervisor after 12:00 noon on payday. Pay stubs are available online at [nw11.ultipro.com](http://nw11.ultipro.com).

### **Payday**

Employees are paid every two weeks (bi-weekly) on alternating Fridays. You may obtain a current payday schedule in Human Resources or on [ePurg.com](http://ePurg.com).

### **Pay Period/Work Week**

A pay period consists of two work weeks. Work weeks begin at 12:00 am on Saturday and end at 11:59 pm on Friday. Purgatory's winter and summer operations are open seven days a week; however, depending on the department, your workdays and hours may vary. At times, it may be necessary to work hours that are not regularly scheduled.

### **Shift Differential**

A pay differential of 50 cents per hour is currently paid to non-exempt employees who work the graveyard shift, defined as 11:00 pm - 6:00 am, for all departments unless already built-in and defined in base pay rate.

### **Time Clocks**

Electronic time clocks are installed at various locations throughout the resort's base village, the Mountain Operations Building and Purgatory at the Centennial Center. Ask your supervisor for the location of the time clock most convenient to your department. If you ever encounter technical difficulties with a time clock, notify your supervisor immediately. Employees are encouraged to keep a personal record of their clock-in and clock-out times for reference.

The time clocks are used to calculate your paycheck; it is imperative that the information be accurate. You must utilize your employee ID number to clock in and out. You are not allowed to clock in and out for another employee, or allow them to clock in or out for you. Unless otherwise approved by your supervisor, you must clock in within five minutes prior to the start of your scheduled shift and clock out within five minutes after your scheduled shift. You may also be required to clock in and out for lunch and breaks. Check with your supervisor for the procedures

for your position. You must use the time clock for all positions worked. If an employee continues to miss clocking in and out, disciplinary action will be taken by the supervisor. Please follow signs at the time clocks or ask your supervisor for instructions.

For more information, contact Payroll at ext. 17225 or 970-426-7225.

### **Tip Reporting**

If you earn tips of \$20.00 or more in one month, you are required by Federal law to report 100% of your tips each pay period. For ease of reporting, the Ultipro Timeclock in the Village Center will prompt you to enter tips at the end of your shift. If you do not report 100% of your tips, Purgatory may allocate tips on your W-2 at the end of the year.

### **Training Compensation**

You may be required to attend training before you begin your regular position. Pre-work training hours may be paid at a training wage, which is different than your regular wage.

### **Lost Check Procedure**

If an employee loses their paycheck, a new paycheck can be issued for a \$17 stop payment fee. If the paycheck in question has been mailed to the employee's address on file, we require a 7 day waiting period for the check to arrive at the employee's address. If the paycheck is still outstanding after the 7 day waiting period, a new paycheck will be issued less the stop payment fee.

### **Performance Appraisals**

The purpose of a Performance Appraisal is to help you and your supervisor:

- Determine whether you are meeting the performance expectations of your position
- Recognize your contributions
- Set goals and objectives for the future
- Determine how your supervisor can assist you in achieving these goals and objectives.

An appraisal is intended to be an evaluation of performance and is not necessarily accompanied by an increase in pay.

### **Year-Round Employees**

Our goal is to complete a performance review for each employee on an annual basis.

### **Seasonal Employees**

Our goal is to complete a performance review for each employee by the end of each season. Returning employees are not guaranteed a pay increase each season they return.

### **Discipline**

If your job performance or behavior falls short of Purgatory's standards and/or expectations, it is management's responsibility to take appropriate action. Disciplinary action can range from a discussion with your supervisor to immediate suspension and/or termination. Action taken by Purgatory in an individual case cannot be assumed to establish a precedent in other circumstances.

### **Employment Separation**

Completing a season in good standing with the company is not a guarantee of employment for the following season.

The personal belongings of employees are removed from company lockers 48 hours following separation (voluntary or involuntary) and are taken to the supervisor's office where they may be claimed. Any items unclaimed 30 days after the last operating day of the season are donated to charity.

No later than January 31, annual wage statements (W-2's) are sent to the employee's address that is on file on December 31. Upon separation, please be sure we have your correct address.

**End-Of-Season**

If your employment is terminated because operations end, it is considered "End-of-Season."

**Involuntary Separation**

If Purgatory initiates the termination of your employment, your separation is considered "Involuntary."

**Layoff**

If you are separated from employment due to a lack of work at a time other than season end, your separation is considered a "layoff."

**Voluntary Separation**

"Voluntary separation" is initiated by the employee. If you resign your position with Purgatory, it is considered a "voluntary" separation. You should complete a Resignation Form to document your reasons for leaving. Human Resources may request an exit interview at the time of separation.

## Employee Benefits

Benefit	V	PEAK	HF	HC/ HF10	HCB	SS	YR
401(k) Plan			•	•	•	•	•
AD&D*							•
Bereavement Leave				•	•	•	•
Charging Privileges						•	•
Dependent Lift Access			•	•	•	•	•
Discounts	•	•	•	•	•	•	•
EAP**						•	•
Facility Sharing Programs							•
Flexible Spending Account						•	•
Friendship Passes			•	•	•	•	•
Holiday Accrual					•	•	•
Jury Duty		•	•	•	•	•	•
Life Insurance							•
Lift Access Privileges	•	•	•	•	•	•	•
Long Term Disability							•
Medical/Dental Insurance					•	•	•
Purgatory Mortgage Assistance				•	•	•	•
Personal Time Off (PTO)							•
Real Deal Exchange Program			•	•	•	•	•
Supplemental Benefits (AFLAC)			•	•	•	•	•
Transportation/Carpool Program	•	•	•	•	•	•	•
Voting Privileges		•	•	•	•	•	•
Workers' Compensation		•	•	•	•	•	•
Working Mom/Dad Childcare Support						•	•

Eligibility for different benefits depends on your employee status and length of service. The following chart shows current benefits by employee status. Following the chart is a short description of each current benefit and where to get further information. Please contact Human Resources for further information. \*AD&D—Accident Death/Dismemberment, \*\*EAP—Employee Assistance Program

### Explanation of Benefits

PLEASE NOTE: Abuse of any of the listed benefits, including discounts, will result in loss of benefits.

#### Dependent Definitions

**Spouse:** Lawful spouse as substantiated by a Marriage License or an Affidavit of Common Law Marriage. Required documentation may be original, notarized and recorded documents or they may be a notarized, official copy of a recorded document. (If an employee wishes to change their spouse for benefit purposes, they must substantiate the change with a Decree of Dissolution or a Death Certificate.)

**Child:** Unmarried children, including adopted children, step-children and foster children, under 19 years of age (23 years of age if attending an educational institution full-time, substantiated with proof from the attending school) who depend on the employee for support. Substantiation of children may include whatever is deemed appropriate for the situation (Birth Certificates, Legal Guardianship papers, etc.). Required documentation may be original, notarized and recorded documents or they may be a notarized, official copy of a recorded document. For group health insurance purposes only, a child can be covered up to age 26.

## 401(k) Retirement Plan

Purgatory currently offers a 401(k) Retirement Plan to all qualified employees. To qualify, you must be twenty-one years old, and have worked 1,000 hours or more in a calendar year, or be hired into HCB, SS, YR or YR10 status. Eligibility commences the 1<sup>st</sup> of the month following a 30 day waiting period. Enrollment date is the first of each month; you may enter the plan only at the start of each new month. You may contribute up to a maximum of 100% of your gross salary into the Traditional 401K plan, however, if you opt for the Roth choice, you will be subject to IRS limits on contribution amount. Purgatory currently matches 30% of the first 5% of the employee contribution. You vest in the company contribution portion according to years of service. For more information, contact Human Resources.

## Accidental Death and Dismemberment Insurance (AD&D)

Group YR employees are currently provided an insurance policy that pays one time their annual salary to the designated beneficiary in the event of a non-work related accidental death or dismemberment. Coverage is effective on the first day of the month following a 30-day waiting period.

## Bereavement Leave

Up to three regularly scheduled, paid days off may be granted due to a death in your immediate family. Immediate family is defined as: your (step) parent, (step) child, spouse, brother, sister, grandparent, grandchild, son/daughter in-law, parent in-law, grandparent in-law, brother or sister-in-law and all legal dependents in the employee's household. If you wish to take the day (or a portion of the day) off with pay, a Paid Leave Request must be submitted to the department director through the payroll system for all non-worked, paid hours (personal time off, holiday, etc.) To ensure proper payment make sure to submit your Paid Leave Request well ahead of time and follow up with your supervisor prior to the time off. For more information, contact Human Resources.

## Car Pool Program

In addition to offering free employee transportation, Purgatory offers a Car Pool Incentive Program. Only the driver of the vehicle will receive an incentive coupon. Abuse of this program in anyway could result in termination of employment. For more information, contact Human Resources.

## Charging Privileges

Group YR and SS employees are allowed charging privileges in retail locations and the Company Store. There is a \$10 minimum charge amount with a \$400 charging limit. Accounts are paid through payroll deduction of 25% of the outstanding balance or a minimum of \$25 (or the entire balance if less than \$25). All amounts over the \$400 limit and/or over 90 days past due are automatically deducted from your paycheck. The account must be paid in full when employment ends or when the employee status changes. For more information, contact Accounting at 426-7207.

## Dependent Lift Access Privileges

Your dependents may receive free or discounted lift access privileges according to your group status. Upon presentation to Human Resources of the appropriate documentation (Birth Certificates, Marriage Licenses, etc.), you are issued a voucher that is exchanged at the Ticket Office. You are eligible to receive your dependent benefits immediately upon hire or promotion. Dependents only receive the season pass discount on food and retail.

### Winter:

Employee Group Status	< 7	7-12	13 - 18	Adult	Senior (65+)
YR	Free	Free	Free	Free	Free
SS	Free	Free	Free	Free	Free
HC	Free	Free	Free	Free	Free
HF 10	Free	Free	Free	Free	Free
HF	\$29	\$50	\$150	\$325	\$195
PEAK	N/A	N/A	N/A	N/A	N/A
Volunteer	N/A	N/A	N/A	N/A	N/A



\*If an HC employee is not on track to work 400 hours, his/her status will be changed to HF and the employee will be required to pay the discounted price on a dependent pass.

### **Summer:**

The dependents of summer employees receive free lift access. The dependents of winter employees, who completed the winter season in good standing, are provided a 50% discount on summer lift products.

All dependent passes are invalid if employment ends and must be returned to Human Resources or your supervisor promptly. If a discounted pass was purchased, your dependent has the option of returning the pass for a pro-rated refund (that will be calculated by percentage of remaining season) or paying the difference between full price and the discounted rate.

## **Employee Discounts**

Many departments, as well as some outside companies, currently offer discounts to Purgatory employees. These discounts are communicated to you through the ePurg website. You must present your employee I.D. and identify yourself as an employee before the purchase is processed to receive the discount. For more information, contact Human Resources at ext. 17224.

### **Food & Beverage Operations**

F&B venues offer a flat (no additional discount) \$5 plus tax employee meal deal at all Purgatory-operated venues (subject to availability). In addition, all employees receive a 30% discount on food and non-alcoholic beverages at all Purgatory restaurant and cafeteria locations. Meal deals and discounts are only available to active employees and are not extended to friends and family. To receive the discount, you must present your employee ID. Discounts do not apply to grocery and non-grocery items for sale at outlets such as the Village Market & Deli.

### **Mountain Bike Rental**

All employees (not dependents) receive a 50% discount on the rental of a mountain bike for the employee's use at Purgatory Cycle Works. For more information, contact Purgatory Cycle Works at ext. 11400.

### **Retail Locations**

All employees receive a 25% discount on all non-sale merchandise. Volunteers receive a 15% discount on all non-sale merchandise. This discount applies to all Purgatory-operated retail locations. Employee and Volunteers must present their employee ID to receive the discount. This discount is only intended for purchases for the employee or volunteer.

### **Snowsports School**

All employees and volunteers receive free group lessons on a space-available basis in existing classes. Employees receive a 50% discount on the Men's and Ladies' Day programs and dependent children receive a 50% discount on the Snowburner and ATP Programs. Employees also receive a discounted rate for ski and snowboard competition entry fees. For more information, contact Snowsports School at ext. 11500.

### **Rental Services**

Employees and their dependents receive a 50% discount on skis, boards, boots, and poles, subject to availability, at all Purgatory-operated rental outlets. Employees and their dependents also receive a 25% discount on demo equipment, rentals and retail purchases at Expert Edge. For more information, contact the individual service center.

**Repair Services**

All employees receive 50% off all repair services for you and your dependents (you must be present with your dependents to receive the dependent discount). For more information, contact Ski Repairs at ext. 11400.

**Outside Companies**

Non-Purgatory businesses located in the village area may offer discounts to Purgatory employees. Check with each vendor and the ePurg website for news on available discounts.

**Employee Assistance Program (EAP)**

Group YR and SS employees are currently eligible to use the services of the Employee Assistance Program (EAP). Lincoln Financial EAP provides confidential counseling to help you with family issues, substance abuse problems, financial pressures, legal matters, personal issues, marriage/relationship problems, etc. Up to six visits are available annually at no cost and can be utilized by you and/or your immediate family.

**Facility Sharing Agreement**

YR employees and dependents are eligible to take advantage of benefits at Trimble, Dalton Ranch and the Glacier Club. The purpose of our exchange with these facilities is to provide our eligible employees and dependents access to enjoy certain amenities on a periodic basis. Please use these benefits appropriately as the agreements are not intended to be a season pass or club membership.

**Flexible Spending Account**

Group YR and SS employees are currently eligible to participate in the Purgatory Flexible Spending Account Plan. Section 125 of the U.S. Tax Code allows certain expenses (dependent care, medical premiums and un-reimbursed medical) to be paid with pre-tax dollars. You can save tax money in four areas: Federal and State Income Tax, Social Security Tax and Medicare Tax.

The amount you choose to have withheld from each paycheck is deposited in an interest-free account until reimbursed to you. Payflex will mail a debit card to the address on file. You will use this card for eligible expenses or you will need to submit valid receipts to PayFlex and reimbursement checks are issued by PayFlex. Any amount remaining in your account at the end of the plan year is forfeited.

You may elect to participate in the Flexible Spending Account once a year during the enrollment period, which is the last two weeks in April. Your enrollment selection may only be changed during the plan year because of a “qualified life change” (birth, death, marriage, divorce, adoption, etc.). This account runs on a plan year (May 1 through April 30).

**Friendship Passes**

Eligible employees receive a pre-determined number of complementary passes that may be exchanged for free lift access. Company policy specifically prohibits the sale of friendship passes. Abuse of the friendship pass program may result in termination. All employees must bring their employee pass to the Ticket Office to receive the friendship pass for that day. If you absolutely cannot accompany your guest to the Ticket Office, you **MUST** call the Ticket Office (x11150) at least 24 hours in advance to leave a friendship pass at will call. The number of vouchers received varies by group status. Year-round and returning seasonal employees can begin using friendship passes after employment processing is completed.

**Winter:** A winter Friendship Pass is a complimentary voucher which allows the bearer free lift access on one day (whether adult, senior, child, full day or late arrival).

**Summer:**

A summer Friendship Pass is a complimentary voucher which allows the bearer to one free Total Adventure Ticket.

Group YR	10 passes
Group SS	10 passes
Group HC – Re-hire	6 passes
Group HF – 10+ years	6 passes
Group HC – New Hire	4 passes
Group HF	2 passes
PEAK	N/A
Volunteer	N/A

**Health Savings Account (HSA)**

Eligible employees who elect the high deductible health plan (HDHP) as part of their elected benefits coverage are able to open an HSA account where pre-tax dollars can be deposited via payroll deductions to pay for qualified medical expenses. Please refer to the IRS for the annual maximums that can be deposited.

**Holiday Pay – Hourly Employees**

Purgatory recognizes Christmas Day as a holiday for hourly employees. If you are an hourly employee and work on that holiday, you receive 1 ½ times your regular hourly wage for each holiday hour worked.

**Holiday Leave - Group SS and HCB**

Purgatory recognizes Thanksgiving Day and Christmas Day as a paid holiday for SS and HCB employees. Group SS and HCB employees accrue eight hours of paid holiday leave (at regular pay). If you take the day (or a portion of the day) off with pay, a Paid Leave Request must be submitted to the department director through the payroll system for all non-worked, paid hours (personal time off, holiday, etc). To ensure proper payment make sure to submit your Paid Leave Request well ahead of time and follow up with your supervisor prior to the time of period. If you work on the recognized holiday, any of the eight holiday hours that are not used are accrued as holiday leave and may be used at a later date as approved by the department director. Any unused holiday leave will be paid out at the end of the season.

**Holiday Leave - Group YR Employees:**

Group YR employees accrue eight hours of paid holiday leave (at regular pay) for each recognized holiday (Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas) that occurs while employed. If you take the day (or a portion of the day) off with pay, a Paid Leave Request must be submitted to the department director for all non-worked, paid hours (personal time off, holiday, etc.) If approved, the Paid Leave Request is added to the payroll system for payment in the appropriate payroll period. To ensure proper payment make sure to submit your Paid Leave Request well ahead of time and follow up with your supervisor prior to the time of period. If you work on a recognized holiday, any of the eight holiday hours that are not used are accrued as holiday leave and may be used at a later date as approved by the department director. At no time may you have more than 40 hours of accrued holiday leave.

If your holiday leave balance reaches 40 hours, accrual ceases until the balance has been reduced. You may not use more holiday leave than you have accrued. On no occasion may you trade, sell, donate or in any way transfer holiday leave to another employee.

A separated employee, whether separated voluntarily or involuntarily, receives payment for all accrued holiday leave on their last regular paycheck.

**Jury Duty**

If you are called for jury duty and your work schedule conflicts, you are excused from work to fulfill this obligation. If you are excused from court prior to the end of your scheduled shift, you are expected to return to work. If you are selected as a juror, call your supervisor as soon as possible and advise them of your selection. You will receive full pay for up to 8 hours per day for the first three days of jury duty during your scheduled work shifts upon submission of juror documentation. Jury duty beyond three days is without pay from the Company for non-exempt employees. However, beginning with the fourth day and thereafter, the juror is paid by the State of Colorado for state, district or county court jury service.

## **Life Insurance**

Group YR employees are currently provided an insurance policy that pays one time their annual salary to the designated beneficiary in the event of a non-work related death. Coverage is effective the first day of the month following a 30-day waiting period.

## **Lift Access Privileges**

Your employee ID entitles you to free lift access while employed by Purgatory. Winter employees that complete the season in good standing receive free summer lift access. You are required to show your ID to the ticket checker each time you pass through the lift line. Abuse of this policy may lead to suspension of lift access privileges and/or termination. Lost or stolen passes must be reported immediately to the Ski Area's main Ticket Office. Use of a pass reported as lost will be treated as an unauthorized use and penalized accordingly, up to and including prosecution.

Employees are eligible for ski pass benefits in accordance with their employment status. In order to receive these benefits, Employee must agree and sign a Release of Liability and Waiver and agree to the Passholder Rules before their pass will be issued. Employee also acknowledges and agrees that engaging in any Activity at the Resorts for personal purposes, including while on a break, even if in uniform and/or while participating in voluntary employee functions, is not within the course and scope of employment, is not required as part of Employee employment, that Employee is engaging in such Activity voluntarily and on Employees own time and initiative. Employee understands and agrees that any injuries resulting from such an Activity for personal purposes are not job related and will not entitle Employee to any benefits under Colorado Workers' Compensation Law.

The Resort shall have the right to confiscate or revoke the privileges conferred by an employee pass or other ticket or pass where, in the sole judgment of its representative, Employee: 1) acts in any manner that endangers or may endanger the safety of Employee or any other person; 2) violates the law; 3) provides ski/ride lessons or similar services for compensation at Resorts without express authorization of Resorts; 4) engages in misconduct or creates a nuisance; 5) violates "The Employee Code"; 6) skis recklessly (high speed, jumping or tucking, out of control or straight down a run (outside of a competition venue) – when skiing Participant must avoid other skiers, trail groomers, maintenance vehicles or objects below them; 7) skiing on closed trails or in closed terrain; 8) is impaired from or uses alcohol or drugs; 9) uses abusive language ( including swearing or cursing); or 10) displays poor or unsafe etiquette including skiing at speeds higher than rest of traffic on a run. Such acts may also be prosecuted as a criminal offense.

## **Long Term Disability Insurance**

Group YR employees are currently provided an insurance policy that pays a specified amount if they cannot work because of non-work related injury or illness. Coverage is effective the first day of the month following a 30-day waiting period.

## **Medical/Dental Insurance**

Group YR, SS and HCB employees are currently eligible for a choice of 2 group medical and dental insurance – a PPO plan and a HDHP. Purgatory pays a large percent of the premium and the employee is required to pay a small percent through payroll deduction. SS employees who enroll in Purgatory's group medical insurance plan are responsible for 100% of the premium during the off season when they are not employed. Coverage is effective on the first day of the month following a 30-day waiting period.

If you start your employment with Purgatory in a seasonal position and transfer into a position in which medical and health insurance benefits are offered, coverage is effective on the first of the month following a 30-day waiting period in the new position

## **Purgatory Mortgage Assistance**

YR, SS and HC employees are eligible to apply for the Purgatory Mortgage Assistance which assists with down payments for primary home purchases subject to available funds in the program. See Human Resources for more details.

## **Personal Time Off (PTO)**

Group YR employees accrue PTO at the rate of 4.62 hours per pay period during their first four years (YR years of service) of continuous employment. At the completion of four years of continuous employment, accrual is at the rate

of 6.15 hours per pay period, beginning the first pay period after your anniversary date. Employees must work 60 hours per pay period to earn the pay period's PTO accrual.

PTO is not earned until after 60 days of employment and you will not be paid for PTO until you have worked 60 days. If employment ends within that 60 day period, you are not entitled to receive pay for PTO.

A Paid Leave Request must be submitted to the department director through the payroll system for all non-worked, paid hours (personal time off, holiday, etc.) To ensure proper payment make sure to submit your Paid Leave Request well ahead of time and follow up with your supervisor prior to the time of period.

The maximum PTO you may accumulate no more than one year of PTO (120 or 160 hours, depending on your accrual status). If your PTO balance reaches the maximum limit, future accruals cease until PTO is used and the balance has been reduced below the maximum limit. You may not use more PTO than you have earned. On no occasion may you trade, sell, donate or in any way transfer your PTO balance to another employee.

A separated employee receives a PTO payoff for his/her vested, unused PTO accrual on their last regular paycheck.

### **The Real Deal Exchange Program/Other Ski Privileges**

This program allows Purgatory employees to ski/snowboard for free or receive discounted tickets at designated resorts throughout Colorado and in the Southwest region. Employees must get an authorization form signed by their supervisor and bring it to Human Resources to exchange for a voucher. Vouchers are only valid during a preset period. Please plan ahead and do not wait until the last minute to get your vouchers. Please be aware that Human Resources has a pre-set number of vouchers for the entire season, and once they are distributed, no more vouchers can be given. Volunteer and PEAK employees are not eligible for this benefit. For details on participating ski areas, contact Human Resources.

### **Supplemental Benefits (AFLAC)**

Employees are eligible to select supplemental benefits through AFLAC. Aflac is insurance that pays cash benefits directly to you if you're sick or injured – cash to spend any way you want. See Human Resources for more details.

### **Transportation**

Purgatory provides free winter and summer seasonal employee transportation to and from Durango on a scheduled, space-available basis. You must present your employee ID to board the bus. Contact Human Resources for schedules.

### **Voting**

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it appears necessary for employees to arrive late or leave work early to vote in any election, employees should contact Human Resources no later than the day prior to Election Day.

### **Worker's Compensation**

Workers' compensation provides wage replacement and medical benefits to paid employees injured during the course of their job.

### **Working Mom/Dad Childcare Support Program**

The Childcare Support Program is intended to assist Purgatory YR & SS employees who are working parents with younger children with their daycare and childcare costs. See Human Resources for more details.

## **General Employee Information**

### **Check Cashing/Acceptance**

Employees may cash a personal check for up to \$25 at the main Ticket Office. You are welcome to use your personal checks for payment of goods or services at Purgatory. All checks must include your current address, telephone number, department number and employee ID number. If your check is returned by the bank, a \$35 service fee is charged and the check is deposited a second time. If the check is again returned by the bank, the amount of the check and the service fee are deducted from your paycheck and you may lose your check cashing privilege. Payroll checks cannot be cashed at resort locations. Limit is two checks per seven day period.

### **Problem Solving/Conflict Resolution**

If you have a complaint or problem, Purgatory wants to resolve the situation as quickly as possible. The recommended procedure for conflict resolution is:

- Discuss the issue with your supervisor first. They are most familiar with you and your job and are usually able to deal with your concerns directly.
- If your supervisor cannot resolve the situation or if your issue is about your supervisor, then discuss the issue with the next level of management.
- If you cannot resolve the situation or if your next level of management is not available, please see the Human Resources office to fill out an official complaint form. Once the complaint form is completed, a member of the Human Resources staff will contact you to set up an official meeting to address your conflict. Human Resources will address all situations in a timely manner.
- If the conflict continues, you should seek assistance from the Manager of Human Resources, who maintains an “open door” policy to foster two-way communication between employees and management.

### **Guest Complaints**

Your department training teaches you the proper way to handle a guest complaint related to your area. If you feel that you are not able to adequately address the complaint, or if the complaint involves another department, the guest should be escorted to the nearest Guest Services location. Guest Services has been trained to address customer concerns throughout the resort. In some situations, it may be preferable to call Guest Services at ext. 11250 or Channel 1 and have them come to your location.

### **Employee Communications – ePurg Website**

Company bulletin boards carry important notices and announcements of special interest to all employees. The bulletin boards are maintained in two central locations: Human Resources and The Centennial Center. Departments also maintain individual bulletin boards, which you should check regularly for important information. Human Resources also distribute information via email on a regular basis and on the ePurg website.

The ePurg website is updated on a regular basis. It contains information you may need or want to know as well as items of general interest to employees of Purgatory. You are encouraged to offer suggestions for helpful information to be posted on the ePurg website by sharing these suggestions with the Human Resources department.

### **Employee Parking**

**Winter:** Employees are required to park in designated parking areas. Employees are responsible for knowing the location of their designated parking areas. There is absolutely NO EMPLOYEE PARKING in the Ramp 1 parking lot, in the Purgatory Lodge garage/drop-off area, private condominium garages/parking lots, resort access roads or the Arrival Court itself. A map of designated parking may be obtained in the Human Resources department. Parking permits are required for parking in areas other than those designated for employee parking. Parking in inappropriate locations will result in disciplinary action.

**Summer:** Employees are required to park at the end of the top parking ramp.

Private condominium Homeowner's Associations will boot your vehicle and fine employees for illegal parking in their facility. Purgatory will boot and tow employee vehicles that are parked in non-designated areas at the employee's expense.

### **Job Posting**

Purgatory attempts to fill vacant positions by promotion from within the company whenever qualified employees apply; however, the intent of our recruiting program is to select the most qualified applicant for each position. A list of current job openings is posted in Human Resources, and on our website [www.purgatoryresort.com](http://www.purgatoryresort.com). Designated locations throughout the Four Corners region also maintain job postings for Purgatory.

### **Leave of Absence (LOA)**

To request a non-Family Medical Leave Act (FMLA) leave of absence, you are required to complete a Leave of Absence Request form and submit it to Human Resources. Forms may be obtained from Human Resources. The maximum length of a leave of absence is 8 weeks. Each request is evaluated and you are notified of approval or denial. The leave of absence may be granted without guarantee of a position upon return. Continuation of all benefits is addressed individually at the time of request. If you fail to return to work at the end of the approved leave, you are officially separated effective the last date you worked.

An employee who has been employed for 12 months or more, and who is the victim of domestic abuse, stalking, sexual assault, or any other crime involving domestic violence, may request leave of up to 3 working days in a 12 month period, with or without pay, for the following purposes: to seek a civil restraining order to prevent domestic abuse; to obtain medical/mental care for the employee or employee's children for physical or psychological injuries resulting from these acts; to make the home safe/secure from perpetrator or to seek a new home environment away from the perpetrator; or to seek legal assistance.

### **Lift Line Cutting**

Lift line cutting is authorized by Vice Presidents only to designated employees on official business. No other lift line cutting is allowed. Violation of this policy may be grounds for disciplinary action up to and including termination.

### **Litter**

Picking up litter is a never-ending duty at our resort. It is expected that all employees, regardless of job title, pick up litter whenever they see it. Employee littering (including cigarette butts and matches) may be subject to disciplinary action up to and including termination.

### **Lockers/Personal Belongings**

Some departments make lockers and/or equipment storage available for employee use. You may store your personal belongings in these at your own risk and it is recommended that you keep your locker or storage area secured at all times. Purgatory reserves the right to inspect company property, including lockers, at any time.

Personal belongings are removed from company lockers 48 hours following separation (voluntary or involuntary) and are taken to the supervisor's office where they may be claimed. Any items remaining unclaimed 30 days after the last operating day of the season are donated to charity.

### **Lost and Found**

You are required to immediately deliver all items found on property to Lost and Found, which is located in Guest Services. During the summer season, Lost and Found is located in the Ticket Office. If the item turned in is not claimed by the owner within 30 days, you may claim it.

### **Military Leave**

The condition under which you may be absent due to military service is a matter of law. Upon returning to Purgatory after separation from military service, you may be re-employed in accordance with the law. If you are required to complete military training due to a military reserve obligation, the time served is considered a leave of absence without pay. If applicable, you may elect to use your vacation and/or holiday time during this period.

## **Nametags**

You are issued a nametag upon hire and are required to wear it at all times while you are working. If you misplace or damage your nametag, you may get a replacement in Human Resources.

## **Nepotism**

Should nepotism (working closely with a relative or significant other) become a problem, it may be necessary to resolve the situation through employee transfer or separation. Purgatory determines what constitutes a conflict at its sole discretion.

## **Personal Mail**

Personal mail and packages sent by parcel post or UPS to Purgatory are not accepted without prior approval.

## **Personal Information Changes**

If any of the following information changes during your employment, please go online to [nw11.ultipro.com](http://nw11.ultipro.com) to update your records:

- Name
- Address
- Telephone Number
- Email address
- Dependents
- Beneficiary Designation
- Marital Status
- W-4 (tax withholding acknowledgment)

If you have any difficulty accessing the online portal, please visit HR for assistance. All records are confidentially maintained to the extent practical and access to records is restricted to authorized personnel.

## **Pets**

Purgatory Resort has a history of being a pet friendly employer. There are many circumstances, however, where having a pet at work may compromise the safety of the pet, the employee or the guest. To bring a pet to work you must first speak with your supervisor about your pet and your position and your supervisor must approve your request, with or without conditions. While at work in the base area, all pets must be restrained on a leash and supervised at all times. This privilege may be revoked following an incident, or if your supervisor, the Risk and Safety Department, or Resort Management decide that having your pet on site while you are at work is no longer appropriate for any reason.

The Company strongly discourages employees from leaving pets inside of or tied up to parked vehicles during their shift.

When you are enjoying personal time on the mountain, please make sure your pet is on a leash and appropriately supervised while in the base area.

## **Professional Conduct**

It is the intent of the ownership and management of Purgatory that every director, officer and employee of the resort, conduct themselves according to the highest standards of business ethics, customer respect and service observing in every action both the letter and intent of the law. It is essential for everyone associated with Purgatory to be conscious of their personal actions and how they reflect upon and impact our organization... and the successful execution of our mission to become the Best Family-Friendly Resort in the Southwest.

All employees shall, in the conduct of ordinary business directly and indirectly involving Purgatory, avoid the appearance of professional impropriety. Impropriety includes, but is not limited to: solicitation, conflict of interest, inappropriate communication, improper use of a signature or position title to influence a business transaction or event, or improper use of funds and property of Purgatory.

## **Recycling**

Paper products, aluminum, glass, and tin are collected for recycling in marked collection containers at various locations around the resort. Please observe information stickers on containers as to what is acceptable for recycling



and make sure recyclables are properly sorted. All other materials are considered contaminants and will complicate operations. The North County Recycling Station is located just north of the resort. Please help us preserve and protect this beautiful area!

## **Solicitation**

You may not solicit for any purpose or engage in distribution of literature of any kind on Purgatory premises without authorization. Department supervisors approve placement of items on department bulletin boards. The General Manager approves items for posting throughout the resort. Guest Services is responsible for any collateral placed in brochure racks.

## **Smoking**

Employees are not to smoke cigarettes or e-cigarettes in buildings or within 15 feet of a building, while riding a lift or while wearing a nametag or outdoor uniform jacket. Supervisors will inform employees on where they are allowed to smoke cigarettes.

## **Inspections**

Purgatory reserves the right to conduct inspections. Cooperation in the conduct of inspections is required as a condition of employment.

Employees on resort premises are subject to questions and search at the resort's discretion. Purgatory reserves the right to inspect personal items, such as backpacks, lunch pails, toolboxes, thermoses, purses, etc., carried by individual employees. If you have personal items that you would not like subjected to such inspection, these items *should not be brought onto resort premises*. A search can also include resort property such as resort vehicles, lockers, desks, filing cabinets, computer files, e-mail, and voice-mail.

A Company-initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule. Employees refusing to cooperate with or submit to search will be subject to termination.

## **Unemployment**

Purgatory is identified by the Colorado Department of Labor and Employment as a "Seasonal Employer" for unemployment purposes. Purgatory's designated winter season is November 15, 2016 through April 15, 2017 and our designated summer season is June 1, 2017 through September 10, 2017. If you are laid off from a seasonal position during this period, you may be eligible for state unemployment benefits (during this period only). If you hold a position that is not considered seasonal, you may be eligible for unemployment benefits without the seasonal date restriction. For more information, contact Human Resources.

## **Weapons**

Weapons of any kind are strictly prohibited in the workplace and at company-sponsored activities. This includes visible and concealed weapons, including those for which the owner has obtained the necessary permits. While this list is not inclusive, weapons include firearms, knives with a blade longer than 4 inches, explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual.

## **Safety Policies**

### **Safety First**

Purgatory is strongly committed to providing a safe environment for our employees and guests. Safety is the responsibility of everyone. Accidents and injuries can be prevented. Our goal is to minimize the number of safety and health-related accidents, injuries and illnesses. When safe practices are used in all work settings, the chances of injuries or causing property damage are greatly reduced.

### **Helmets**

It is critical to note that helmets are a second line of defense for preventing injuries. Skiing and snowboarding safely and responsibly is the number one key to overall slope safety. Purgatory is committed to helping its employees find an affordable helmet. Contact Human Resources to learn about your options for both summer and winter if you are employed in a position where skiing/riding or mountain biking is an essential function of your job.

**SAFETY SHOULD NEVER BE SACRIFICED TO EXPEDITE A TASK OR TO MAKE AN OPERATION EASIER.** The prevention of accidents, injuries and damage to property must always remain uppermost in the mind of every employee.

Purgatory expects all personnel to have an active role in ensuring that every employee is both knowledgeable and familiar with the scope, spirit, and intent of our safety rules and procedures. It is the duty and responsibility of all employees to have a thorough knowledge of these safety rules and procedures, to strictly adhere to them, and to have an active part in minimizing the possibility of accidents and incidents.

Purgatory is very much committed to workplace safety. Employees with a recent history of reoccurring accidents will be required to undergo a safety counseling session with their supervisor and the Risk Manager. Violations of established safety rules and procedures are grounds for disciplinary action, up to and including termination.

You are responsible for examining your work area at the beginning of each shift for conditions that could adversely affect the safety or health of yourself and/or others around you. Such conditions must be corrected before any work is performed. If you are unable to correct the situation, you should notify your supervisor immediately. The following is a partial list of these safety conditions (other conditions may exist):

- Eyewash and eye protection, where there is a danger of eye contamination or eye injuries
- Slip, trip and fall hazards
- Specialized climbing equipment and procedures, when there is a hazard of falling (over 6 feet)
- Safety Guards on machinery
- Loose clothing, long hair or jewelry around rotating equipment
- Improper lifting and carrying of heavy objects or materials
- Proper use and storage of flammables
- Proper operating condition and storage of tools and equipment
- Storage and transportation of high pressure gas cylinders
- Proper use and condition of hoisting equipment
- Safe usage of compressed air
- Removing or flattening of spikes and nails from scrap lumber
- Proper handling and use of hazardous materials

### **Personal Safety**

#### **Hazardous Materials**

OSHA standards require that all products containing hazardous materials and chemicals have a Safety Data Sheet (SDS), and that the SDS information is readily available, as well as communicated to all employees who have the potential of coming into contact with these hazardous materials. Products containing hazardous materials, for example, include cleaning solutions, paints, thinners, petroleum-based products and chemicals.

The SDS includes the following information: product name; chemical name; manufacturer's name, address and emergency phone number; information on ingredients; hazard identification; potential health effects; first-aid

measures; fire fighting measures; spill procedures; handling and storage; personal protective equipment required; physical and chemical properties; stability and reactivity information; topological information; and waste disposal methods. It is the company's policy to refuse delivery of any hazardous material without an accompanying SDS.

If required for their position, employees are trained to read and understand a typical SDS. You should read and understand the corresponding SDS before handling any hazardous products. Traditionally, each work area has provided a binder that contains the SDS information that applies to that area. Purgatory has contracted with 3E Company to provide SDS on demand (Spill & Emergency Response, as well as Chemical Exposure & Poison Control hotline services). These hotline services are available 24 hours a day, seven days a week. There is 3E emergency contact information on all employee bulletin boards. The emergency toll-free number for 3E is 1-800-451-8346.

### **Personal Protective Equipment**

Certain tasks require the use of personal protective equipment such as hard hats, hearing protection, respirators, safety boots, safety glasses/goggles, protective gloves, etc. It is imperative that all employees properly use personal protective equipment, as well as safeguards and safety devices required for the job at hand. Many protective items are provided by Purgatory, while others may be your responsibility. Check with your supervisor to determine safety equipment requirements and provisions for your position. Major safety equipment requirements may include the following:

- Approved hard hats must be worn on all construction projects, and whenever there is danger of head injury from impact by flying or falling objects.
- Hearing protection must be worn when working in noisy areas, such as around heavy equipment, power saws and snowmaking systems.
- Respirators must be worn when working in areas where there is particulate matter that can be inhaled, or with products that require their use. Respirators must be appropriate for the type of work being performed. Refer to the SDS for the type of respirator required for the product being used.
- Safety boots must be worn whenever there is a danger of foot injuries from falling objects. Certain jobs require the use of safety boots or appropriate footwear at all times.
- Safety glasses or goggles must be worn when there is danger of eye injury due to flying objects or contact with caustic chemicals. If you require safety glasses with corrective lenses, Purgatory will contribute \$20 towards the cost. Purgatory will replace prescription safety glasses that are broken or damaged during a work-related activity.
- Protective gloves should always be used when hands are susceptible to cuts, punctures and/or abrasions. Latex or rubber gloves should always be used when hands are exposed to health hazards, blood pathogens, harmful chemicals or solvents.

### **First Aid**

First-aid kits are available either in your work area, your vehicle, or in the base area clinic/patrol room. Contact the Risk Manager for more information.

### **Safety Incentive Program**

**Objective:** Minimize the number of safety and health-related incidents, injuries and illnesses.

**Plan Description:** The plan recognizes individuals and departments for correcting unsafe conditions and promoting safety among coworkers. For details on the program, please contact Human Resources.

**Eligibility:** All Purgatory employees are eligible.

### **Safe Skiing/Snowboarding**

Purgatory is committed to promoting safe skiing/snowboarding. Skiing/snowboarding carries inherent risks; therefore, it is your responsibility to ski/snowboard safely and to maintain control at all times. Reckless skiing/snowboarding, jumping a blind area, jumping from a lift or skiing/snowboarding too fast may likely cause injury to you and/or others. Purgatory reserves its authority to revoke lift access privileges of any reckless skiers/snowboarders.

### **Colorado Ski Safety Act**

The Colorado Ski Safety Act outlines the safety responsibilities of ski areas, skiers and tramway passengers. (For the purpose of this Act, the term “skier” is used to represent both skiers and snowboarders.) Article 44 of this Senate Bill is known as the “Ski Safety Act of 1979.” All employees are required to be familiar with and perform within the guidelines of the “Duties of Passengers” and “Duties of Skiers” of Article 44.

Under Colorado law, a skier assumes the risk of any injury to person or property resulting from any of the inherent dangers and risks of skiing, and may not recover from any ski area operator for any injury resulting from any of the inherent dangers and risks of skiing, including but not limited to: changing weather conditions; bare spots; rocks; stumps; trees; collision with natural objects, man-made objects, or other skiers; variations in terrain; and the failure of skiers to ski within their own abilities.

### **Some important points to consider are:**

- No skier shall ski on a ski slope or trail that has been posted as “closed.”
- No person shall move uphill on any passenger tramway, or use any ski slope or trail while such person’s ability to do so is impaired by the consumption of alcohol, or by the use of any narcotic or other drug.
- No skier involved in a collision with another skier or person, in which any injury results, shall leave the vicinity of the collision before giving his/her name and current address to an employee of the ski area.
- Each skier has the duty to maintain control of his speed and course, at all times when skiing, and to maintain proper lookout so as to be able to avoid other skiers and objects.
- No person will knowingly enter upon public or private lands from an adjoining ski area when such land has been closed by its owner, and so posted.

Any person who violates any of the provisions above is guilty of a class II petty offense, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.

A copy of the Revised Ski Safety Act Effective July 2006 can be obtained by visiting <http://coloradoski.com/uploads/Colorado-Ski-Safety-Act.pdf>

### **Your Responsibility Code**

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

### **Slow Zones**

Banners mark slow zones which are shaded on the trail map. These areas are patrolled, and slow skiing/snowboarding is strictly enforced. Always use caution, and maintain slow speeds in these high traffic areas.

### **Ten Foot Rule**

No matter where you are skiing or riding, always allow at least ten feet of space between yourself and the others around you. Passing too close to other skiers and riders will be considered as “reckless skiing” and could jeopardize your lift privileges.

### **Trail Ratings**

Mountain users should be advised that a green circle, blue square, black diamond, or orange oval trail at Purgatory is not necessarily the same as similarly rated trails at other ski areas. The system is a relative system; therefore, the symbols on Purgatory's trail map are valid only at our resort. Mountain users should work their way up, beginning with the easiest trails until they are familiar with the trails at area given resort.

### **Tree Well Immersion**

CAUTION – Deep snow or tree wells can expose you to the risk of snow immersion injuries or fatalities. Educate yourself on how to reduce the risks and ALWAYS SKI OR RIDE WITH A PARTNER. For further information, visit [www.treewelldeepsnowsafety.com](http://www.treewelldeepsnowsafety.com).

### **Equipment Checks**

Purgatory requires all skis/snowboards/snowbikes used for work or for travel to and from work sites, to be checked by the company's repair shop before use. This mandatory check is intended to ensure that your equipment complies with industry safety standards; is adjusted to your size, boot length, and ability; and that the equipment functions properly. For all positions requiring skiing/snowboarding on designated routes, a mandatory binding check will be required before you can receive your pass.

If you are injured at work while using equipment that has not passed inspection, you are in violation of safety procedures, and may be subject to disciplinary action. In addition, you may not be eligible for full Workers' Compensation benefits. Before any of your equipment is approved for work use, it must meet standards for the following criteria:

- DIN adjustment scales
- Anti-friction devices
- Ski brakes, snowboard leash
- Elastic re-centering
- Proper functioning
- Boot-to-binding compatibility

Each employee may have two sets of equipment checked at no cost; there is a \$5 charge for subsequent checks.

### **On-Snow Evaluations**

With the exception of skiing/snowboarding professionals, employees with on-mountain work locations are required to have their skiing/snowboarding ability evaluated, before being allowed to ski on the job. Evaluators will determine the maximum difficulty (beginner, intermediate, expert) that you will personally be allowed to ski/snowboard during work hours, while performing activities required by your job. Never ski or snowboard upon any terrain that is beyond your authorized ability while working. No employees will be allowed on any black runs during hours of employment unless required within the scope of their position and job duties.

### **Designated Routes for On-Mountain Employees**

Designated routes are established to and from on-mountain work locations. If you ski/snowboard to and from your mountain work area, you need to check with your supervisor for the designated route that you are required to follow. These routes may change daily, and usually follow the safest runs available for the current conditions.

If you deviate from these designated routes, you may be subject to disciplinary action including suspension or termination.

If you are required to ski/snowboard down after Mountain Patrol's regularly scheduled "sweep," it is your responsibility to have your supervisor notify the Mountain Patrol dispatcher before 3:15 p.m. that day. You will be either instructed to ski/snowboard down in a group, or with a prearranged "super sweep" escort. If you miss the "super sweep," you are required to contact Mountain Patrol, who will arrange transportation. No one will be allowed to ski down after "super sweep." Skiing/snowboarding down after "super sweep" is a violation of the Colorado Ski Safety Act, and you may be charged with an offense. In addition, you may lose lift access privileges, and further disciplinary action including, suspension or termination, may result.

## **Avoiding On-Mountain Vehicles and Equipment**

Snowcats, snowmobiles, and snowmaking equipment may be encountered at any time. It is your responsibility to avoid them.

### **Tips from the Ski and Ride School**

- Dress in layers in order to be able to adjust to changing weather conditions.
- Always start your skiing on a gentle slope to warm up your muscles.
- Always ski in control and be able to turn or stop at any moment.
- If you do not know how to ski in control, it is recommended that you take a lesson.
- Leave plenty of space between you and other skiers.
- Be aware that a beginner run turns to an intermediate run, and an intermediate run turns to an expert run when a groomed slope turns to powder, bumps, crud or ice.
- Never ski powder alone.
- Most injuries occur on the last run of the day. Listen to your body, and quit skiing before you become too tired.

## **Avoiding Slips and Falls**

Please do not wear ski boots to and from your personal vehicle. The use of anti-slip footwear is required for some specific positions but recommended for all employees. Several styles are available at cost to our employees in the Company Store.

## **Operating Company Vehicles**

To operate company vehicles and equipment, you must provide proof of a valid driver's license, be at least 21 years of age with an acceptable driving record per our insurance guidelines. Heavy equipment operation requires additional training and/or certification. All vehicles and equipment must be operated safely, within speed limits, and in direct compliance with all federal, state and local laws. Only trained, qualified operators may operate company vehicles and equipment, and are required to sign a release form to allow Human Resources to perform a verification of a driving record background. A copy of the employee's driver's license is to be kept in their personnel file.

\*\*Any employee that operates a company vehicle is required to tell the Human Resources office if they receive a citation that disqualifies them from Purgatory's driving guidelines. See Human Resources to get a copy of the company driving guidelines.

Before operating or using company vehicles or equipment, you must obtain authorization from your supervisor or department manager. Equipment or vehicles may only be operated within the specific areas, as approved by the department supervisor.

Company vehicles and equipment may not be used for personal use without permission from the department director (this includes all company equipment and tools). You may be disciplined and/or held financially responsible for any abuse of or damage to company vehicles or equipment.

No use of personal vehicles is allowed on the job unless authorized by your supervisor for good reason. Additionally, all drivers and/or equipment operators need to observe the following rules:

- The driver/operator is responsible for the proper conduct of all passengers.
- Seat belt use is mandatory when driving or riding in all applicable vehicles and equipment.
- Do not attempt to get on or off any moving vehicles or equipment, or ride standing up in the back of any pickup truck.
- Report unsafe conditions or mechanical problems to Vehicle Maintenance (Do not use vehicles or equipment that are unsafe until repairs are complete).
- Keep all vehicles and equipment clean and free of refuse.
- Do not ride outside the rollover protective structure on any piece of heavy equipment.
- Use chock blocks to ensure safe parking when parked on a slope.
- Lower all hydraulic equipment to the ground when parking machinery.
- Do not run internal combustion engines inside a building unless exhaust fumes are properly vented outside.
- Never work under vehicles or equipment without jacks, stands, or proper blocking.
- Operators of company vehicles are required to chain up and slow down during hazardous weather conditions.
- If you operate snowmobiles, ATVs or heavy equipment, you must first successfully complete the training and testing programs, and become properly licensed to operate these vehicles within the company.
- Always make a preventive inspection of vehicles and equipment before and after operating them.

- Always check fluid levels before starting any vehicle or piece of equipment.
- Immediately report any damage of equipment to your supervisor, and follow all accident/incident reporting procedures.
- All operators of snow cats and snowmobiles must be in compliance with the Ski Safety Act at all times.

## Fire Safety

Fire safety is important for everyone. Be familiar with the location and proper use of all firefighting equipment in your assigned work area. The following points should be observed:

- Keep access to all fire extinguishers and building exits clear.
- In the event of a fire, keep all emergency doors closed.
- Exit lights must be functional at all times (report any malfunctions to maintenance).
- Access to all electrical circuit breaker boxes must be unobstructed.
- Report any expired or expended fire extinguisher to your supervisor.
- Do not overload electrical plugs.
- Report any worn or damaged electrical cords or cables.
- Observe all “No Smoking” signs (smoking is not allowed in resort buildings or vehicles).
- Never smoke in dry timbered areas, while riding any lift in the summer, or while working around wet-cell batteries or flammable liquids.
- Do not store flammable liquids indoors, unless they are in fireproof cabinets.
- Only transport flammable liquids in approved containers.
- Keep all work areas around buildings as clear of combustible materials as possible.
- Dispose of all oily waste and rags in appropriate metal containers.
- Conduct welding and cutting operations away from fire risks, and always store and secure bottles properly.
- Chain saws used on the mountain in summer must be accompanied by a fire extinguisher and shovel.
- Always discard of fireplace ashes in a safe manner.

## Accident Reporting

### Guest Accidents

All accidents should be phoned in to the Mountain Patrol dispatcher at ext. 13733 (winter), radio Channel 4 (winter), or Channel 1 (summer). The dispatcher will need a location (as specific as possible), a description of the injured person, type and color of clothing and a brief description of the injury.

During the winter, all mountain emergency phones are set up to automatically call the Dispatcher, and phones at the bottom of each lift are marked with ext. 13733 as a reminder.

If you observe an accident, see if you can help. If you come across an injured skier, cross a pair of skis on the uphill-side of the accident. Do not move the injured person. Have someone notify Mountain Patrol or a lift attendant of the exact location and the nature of the injury.

If any person declines assistance or leaves the scene before help arrives, write a brief description of the accident including: location, gender, height, weight, age, clothing, time of incident, alleged injury and any other pertinent information. Provide this information to Mountain Patrol as soon as possible.

If the accident is a collision between two or more skiers, names and contact information from all parties involved should be obtained. Call Mountain Patrol Dispatch at 970-385-2178 for assistance.

### Employee Accidents

Employees must immediately report any accident involving personal injury or property damage to their supervisor. All employees (on or off the clock) involved in skier collisions must remain at the scene of the collision until Mountain Patrol has obtained both parties’ information. **Failure to do so is a violation of safety policy and could result in disciplinary action up to and including termination and could reduce worker’s compensation benefits.** It is the supervisor’s responsibility to insure that the incident is reported to the Risk Manager as soon as possible and all appropriate forms and reports are filled out and submitted to Risk Management immediately.



## **Injury Reporting**

Report all accidents or injuries, no matter how minor, to your supervisor and the Risk Manager immediately. We want to provide you with prompt medical treatment from our designated physician. Treatment for on-the-job injuries must be obtained from this physician or else you may be responsible for the cost of medical treatment. Prompt reporting of the accident will help us to take steps to reduce the possibility of future accidents.

## **Designated Medical Provider**

Purgatory has chosen Mercy Medical Center for Occupational Medicine located at 810 E. 3<sup>rd</sup> St., Suite 202, La Plata Family Medicine located at 316 Sawyer Dr. Animas Occupational Medicine located at 450 Camino del Rio or Four Corners Occupational Medicine located at 2577 N. Main Avenue as the primary providers of medical care for work-related injuries and illnesses. Please contact the Risk Manager with any additional questions.

## **Treatment**

If you are injured while working, you must:

- 1) Notify your supervisor immediately. (If your supervisor is unavailable, contact the next person in the chain of command.)
- 2) Notify the Risk Manager.
- 3) Notify Human Resources.

In the event of a medical emergency, where the Designated Medical Provider is not available or appropriate, you will be taken to another designated medical provider or to an appropriate emergency medical facility, and the Designated Medical Provider will provide follow-up care.

## **Return-To-Work Program**

Purgatory maintains a Back-to-Work Program for employees who are, according to the designated medical provider, unable to perform their regular scheduled duties because of a work-related injury or illness. The purpose of the program is to encourage utilizing injured workers in a productive capacity while they are recovering from a work-related injury. For more information, contact the Risk Manager.

## **Drug & Alcohol Policy**

### **Drugs and Alcohol**

Purgatory is committed to providing a safe, healthy, and productive work environment for all employees, free from the effects of substance abuse. Abuse of alcohol, drugs and controlled substances may impair employee judgment, resulting in increased safety risk, injuries, and faulty decision making.

To ensure a safe and productive work environment, Purgatory prohibits the unauthorized use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs or controlled substances during working time and/or on any company premises or work sites. This prohibition includes company vehicles, or personal vehicles being used for company business.

Employees should consult with their prescribing medical professional to determine whether a prescribed drug has any side effects that might impair job performance. If the answer is yes, then the employee must provide a statement from his or her prescribing medical professional indicating any work restrictions and their duration.

Testing is an important element in Purgatory's efforts to ensure a safe and productive work environment. The resort has separate policies for its testing programs. Please refer to the appropriate Drug & Alcohol Testing Policy, the Human Resource Department, or your supervisor if you have specific questions.

## **Medical & Recreational Marijuana**

Marijuana is currently illegal under federal law, whether obtained through a "registry identification card" under current Colorado law (or a similar law of any other state) for medical purposes or otherwise... This law expressly provides that no employer is required to accommodate the medical use of marijuana in the workplace. Because Purgatory believes that the use of marijuana, whether for medical or other purposes, is inconsistent with Purgatory's goal of a drug free workplace for its employees and guests, Purgatory will not tolerate use in any other setting. A positive test results for marijuana will be considered to be a violation of this Policy, and disciplinary action up to and including termination of employment may result.

### **Permitted use of alcohol as an employee**

Purgatory Resort believes that healthy lifestyles contribute to greater personal satisfaction and longevity, happier families and a more productive workplace. We also believe that we have a responsibility to contribute to the creation of a healthy and safe environment for our people. The use of alcohol while at the resort varies between divisions, departments and business units and as such needs to be addressed to foster healthy, safe practices that are in place and consistent throughout MCP. To mitigate risk, all employees are expected to be familiar with the following policies and guidelines.

- Consumption of alcohol while working is prohibited.
- Any alcohol physically in the workplace must be secured and under the direct control of management, i.e. Director, Manager or Supervisor. In Company-owned restaurants/ bars, bartenders, etc. may be in control of alcohol, but they must report up to a Manager/Supervisor who ultimately is accountable for the alcohol use; and inventory controls must be in place.
- On special occasions, alcoholic beverages may be served in conjunction with an authorized event on company premises with the express approval of the General Manager. At such functions it remains the employee's obligation to drink responsibly and in moderation. Any alcohol consumption at the workplace must be done after work shifts are completed. Consumption should be limited to a recommended 2 drink maximum per employee and must be done under management supervision. Alcohol should not be consumed in locker rooms, volunteer areas or offices unless approved by the respective vice president.
- Employees under the legal drinking age are prohibited from participating in any alcohol consumption.
- Management has the right to refuse to serve alcohol at any time to any person for any reason in its sole discretion, including, but not limited to, appearance or behavior at the event involved, prior alcohol issues and if volunteers disregard or have disregarded their obligation to drink responsibly and in accordance with this policy. Employees are responsible not to drive if they are impaired in any way and management will assist volunteers in arranging for transportation alternatives (i.e. taxi vouchers, designated drivers, etc.) if the volunteer appears impaired.
- Off-duty employees who are guests in company-owned restaurant facilities that serve alcoholic beverages are expected to exercise good judgment.
- It is unlawful (up to \$1,000 fine) for staff, volunteer or guests to ride a lift or use any ski slope or trail when their ability to do so is impaired by the consumption of alcohol or any drug.
- Consuming alcohol on company property, such as parking lots, locker rooms, or the like, while off duty and not at a company sanctioned event or in a company restaurant, bar, cafeteria, etc. is not permitted, except to the extent otherwise authorized under this policy.
- Individual departments may have additional regulations no less restrictive concerning alcoholic use at certain company facilities.

**Violation of the above policies, or any on or off duty conduct related to alcohol or drug abuse on company premises or business related activities that tend to discredit Purgatory Resort, its services or its employees is prohibited. In such instances, disciplinary action may be immediate and a urinalysis or Breathalyzer will not be required.**

## **Other Areas of Employee Responsibility**

### **Appearance**

The following appearance standards have been established so that each employee represents Purgatory appropriately. If appearance is not maintained to these standards, it may be reflected in performance appraisals and/or may affect continued employment. Each department may establish additional, more conservative appearance standards.

#### **Indoor Uniforms:**

Certain positions require a uniform. If your position requires a uniform, it is issued to you by your supervisor. Uniforms must be laundered by the employee and should appear clean, wrinkle free and presentable at all times while at work.

### Outdoor Uniforms:

Certain positions require an outdoor uniform. Uniforms shall not be worn when off-duty. You are responsible for keeping your uniform clean, neat and in good repair during your employment. If your uniform becomes damaged in any way, return it to Human Resources immediately so further damage does not occur. The employee whose name is on the uniform card is solely responsible for the return of the uniform. Employees with less than three years of consecutive service are required to leave a security deposit. If the uniform is not returned, your security deposit check will not be returned and will be cashed.

### Nametags:

Nametags are a required uniform component for all employees during regular business hours. While working, employees must wear a current nametag with their given name on it. A nickname is acceptable if approved by your supervisor. If your nametag is damaged or dirty, please come to Human Resources for a replacement immediately.

### Headwear/Helmets:

If a headwear item is issued it must be worn in the appropriate manner (bill forward). All employees will be issued a winter 'beanie' hat, and guest facing employees who work outdoors in the summer will be issued a summer hat. If you are issued headwear, you must wear this headwear. Employees and volunteers who are required or elect to ski, ride or operate a snowmobile while in uniform or in connection with their duties are required to wear a snow sports helmet (snowmobile operators may elect to wear a motor sports helmet). Employees who are required or elect to mountain bike in connection with their duties are required to wear an appropriate helmet for the task.

### Headphones/Earbuds:

Headphones and/or earbuds are not permitted to be worn by employees while working.

### Street Clothing:

- All employees are expected to be groomed and attired in a neat and clean manner that is appropriate for their job.
- Clothing must be clean, wrinkle-free and in good repair.
- Ornate clothing and/or accessories including, but not limited to, spike belts, spiked bracelets and wallet chains are not permitted.
- Midrifits (belly) should be covered at all times. Pants and snow pants must be worn appropriately around the waist so as not to expose areas below the natural waist.
- Promotional clothing must represent Purgatory Resort or an active sponsor of a Purgatory Resort event (can only be worn in conjunction with a special event). Purgatory Resort may designate certain colors or types of clothing to be worn. This designation may vary from season to season and from year to year.

### Jewelry:

- Small, discreet nose studs are allowed as long as the size does not exceed 3mm. No other visible body piercing, other than earrings are allowed.
- Tongue piercing is allowed—not to exceed a 5mm gauge stud. Must be able to communicate clearly and must not “play” with tongue stud as to distract co-workers or guests. Tongue splicing is not permitted.
- Visible dumbbell/bar piercings (e.g. eyebrows, upper ear, lips, etc.) are not permitted and must be removed. No band aids are permitted to cover up piercings.
- Rings, necklaces, bracelets, and earrings are permitted, but must not be worn while performing work where they might present a hazard to the employee.

### Body Decoration:

Tattoos must be covered by clothing when possible. If visible, tattoos must not be offensive in nature.

### Hair:

- Hair must be neatly cut, clean and well-maintained. Standards of cleanliness and maintenance are left to the discretion of the management team.

- Hair below shoulders might need some restraint to avoid getting in the way while working.

#### Facial Hair:

- Facial hair must be kept clean and well-maintained.

#### Personal Hygiene:

Employees must maintain appropriate personal hygiene habits to ensure clean and inoffensive hair, hands, face, body odor, breath and teeth.

#### Chewing Tobacco and Chewing Gum:

Employees must not smoke or chew tobacco while on the job or in uniform. Employees may chew gum in a discreet manner when not in contact with guests.

### **Job Descriptions**

Job descriptions identify most essential duties of various positions. Job descriptions are often updated and subject to change without notice at management's discretion. Job descriptions are available in Human Resources.

### **Attendance**

The regular and predictable attendance of each employee is essential to the successful operation of this resort. Employees are required to report promptly and work the hours normally scheduled for their position. Each employee absence is designated as either "Excused" or "Unexcused" by the employee's supervisor.

#### **Failure to Report**

Employees are expected to arrange with their supervisor for time off prior to being absent. If an employee must miss work for an unexpected reason, he/she is expected to personally notify their supervisor before the shift is scheduled to begin. Any absence in which an employee does not notify his supervisor before the shift begins (i.e. no call/no show) is deemed "failure to report".

#### **Unexcused**

"Unexcused" is an absence that was not pre-approved by the employee's supervisor. A second unexcused absence within a one-year period may result in further disciplinary action up to and including termination.

#### **Excused**

"Excused" absences are pre-approved by the employee's supervisor. Excessive "excused" absences may result in disciplinary action up to and including termination. What is deemed excessive by management may vary based on the situation, the position, and the work performance of the employee or other relevant circumstances.

An employee missing work due to sickness may be requested to submit a physician's release before returning to work.

### **Children in the Workplace**

Children of employees are generally not allowed in the workplace without prior supervisor approval. You are encouraged to take advantage of the childcare opportunities that Purgatory offers in an appropriate way. It is never appropriate for children to operate or otherwise be involved in the use of company machinery, tools or vehicles (i.e. lifts, snowmobiles, pickup trucks, snow cats, etc.). Children must not interfere in the work of the employee or other workers nor endanger other employees or guests. It is appropriate for an employee to interact with his/her child when not working (break, day off, lunch).

### **Confidentiality**

Confidential information obtained through, or as a consequence of, employment with Purgatory, may only be released when properly authorized when subpoenaed by the courts or in the ordinary and necessary course of business. Confidential information includes, but is not limited to, personnel records, confidential meetings,

memoranda, documents and accounting records. Release or sharing of confidential information shall be grounds for termination. Confidential information may not be used for the purpose of furthering a private interest or as a means of making a profit.

## **Family and Medical Leave (FMLA Leave)**

**Purgatory provides** up to 12 weeks of unpaid, job-protected leave to eligible employees for reasons including the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- Serious health condition that makes the employee unable to perform the employee's job.

### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty. The injury or illness must make the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### **Benefits and Protections**

During FMLA leave, Purgatory maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse Purgatory for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted during unpaid leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for Purgatory for at least 12 months, and for 1,250 hours over the previous 12 months.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Use of Leave**

The maximum time allowed for FMLA Leave is either 12 weeks in the 12-month period as defined by Purgatory, or 26 weeks as explained above.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Purgatory's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Purgatory's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with Purgatory's normal call-in procedures.

Employees must provide sufficient information for Purgatory to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Purgatory if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. Purgatory may require second and third medical opinions at Purgatory's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with Purgatory's attendance guideline.

### **Purgatory's Responsibilities**

Purgatory will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, Purgatory will provide a reason for the ineligibility.

Purgatory will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Purgatory determines that the leave is not FMLA-protected, Purgatory will notify the employee.

### **Unlawful Acts**

FMLA makes it unlawful for Purgatory to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against Purgatory.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Also see the guidelines for non-FMLA Leave.

### **Medical Condition/Restriction Notification**

Once employed, employees are required to notify Human Resources of any medical condition or restriction (including pregnancy) which requires present modification of work duties.

#### **Workplace Accommodations for Nursing Mothers**

- **Reasonable Time** - Purgatory shall provide reasonable unpaid break time of permit an employee to use paid time off each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth.
- **Space Accommodations** - Purgatory shall make reasonable efforts to provide a private location in close proximity to the work area, other than a bathroom, where an employee can express breast milk.
- **"Reasonable Efforts"** - an effort that would not impose an undue hardship on the company's operation.
- **"Undue Hardship"** means any action that requires significant difficulty or expense when considered in relation to factors such as the size of the business, the financial resources of the business, or the nature and structure of its operation, including consideration of special circumstances of public safety.

#### **Telephone and Computer System Policies**

Purgatory reserves the right to access all information on company systems including e-mail and telephones; and conduct audits on computers and other systems, even where personal passwords have been assigned. Because of this fact, employees should not assume any expectation of privacy or that such information is confidential or that access by Purgatory or its designated representative will not occur.

#### **Telephones, Voice Mail, and Fax Machines**

Because there are a limited number of telephone lines available for use, you are expected to limit personal calls. Personal long distance calls should only be made on your personal phone. We ask that all telephones be properly used and answered in a friendly manner. The telephone greeting should consist of Purgatory, your department, and name for an outside call; and, your department and name for an inside call. This is the accepted corporate greeting.

#### **Cellular Phones**

Personal cell/smart phones should not be used in front of guests in front line positions. Cell phones may be provided to certain employees for business use upon approval of the General Manager or SR VP of Finance. Whenever possible, you should direct any personal outside callers to use a regular phone and limit your time on your work cell phone to the minimum needed to perform your assigned duties. Upon leaving Purgatory, the company cell phone shall be returned to the business team. Misuse of cell phone privileges is subject to disciplinary action.

#### **Computer Systems**

Purgatory computer systems and company smart phones should be used for business purposes only. It is inappropriate for staff to utilize company computers for anything other than work related to your job. Software other than that provided by Purgatory is prohibited and will be deleted if found on a company computer. Computer passwords are confidential and should not be shared with other employees. Employees may not attempt to gain access to another employee's computer without permission of the employee, the employee's supervisor or senior management. Absent extraordinary circumstances, users are responsible for all activity performed with their personal user ID.

#### **Electronic Mail**

The electronic mail system has been installed by Purgatory to facilitate business communications. The contents of any email, properly obtained for legitimate business purposes, may be disclosed within Purgatory without your permission. Therefore, you should not assume that messages are confidential.

Although each employee may have an assigned password to access this system, the password belongs to Purgatory and the contents of email communications may be accessed at any time by Purgatory management for any business purpose. These systems may be subject to periodic unannounced inspections, and should be treated like any other shared filing systems. All email messages are the property of, and considered part of Purgatory's company records.

Backup copies of e-mails are generally maintained by Purgatory and may be referenced for business and legal reasons. Messages (and any attachments) that need to be retained should be downloaded to a printer or to a data file. They then should be managed according to the requirements of your department.

### **Personal Use of E-Mail**

Employees may only use email for protected, concerted activities during non-working time and Purgatory discourages personal use of email. Email should not be used to receive or transmit any messages you would not want read by a third party. For example, the company e-mail should not be used for gossip, including personal information about yourself or others, for forwarding messages under circumstances likely to embarrass the sender or anyone else, or for creating emotional responses to business correspondence or work situations. These systems should not be used for non-work related solicitation of any kind.

The Purgatory email system may not be used in any way that may be seen as insulting, disruptive, or offensive by other persons, or harmful to employee morale. Nothing in this policy is intended to restrict employees' rights to engage in protected concerted activity under the National Labor Relations Act. Examples of forbidden transmissions include, but are not limited to: chain e-mails, anything of a sexual nature, including messages, cartoons, jokes, propositions, love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability or religious or political beliefs.

If you have any questions about the appropriateness of a particular email, consult with the Human Resources office for guidance. If you receive an inappropriate e-mail, you should notify the sender that you do not wish to receive such e-mails and, when appropriate, notify the Human Resources office.

### **Internet Access**

Internet access is currently provided to staff on an as-needed basis through Purgatory's Information Systems department. Specific restrictions on the use of the Internet and guidelines for its use will be provided to individuals who obtain such access. Misuse of the Internet, including inappropriate sending, receiving, printing or otherwise disseminating of information such as proprietary data, trade secrets, and copyrighted materials, as well as offensive or harassing statements, images, or material is subject to disciplinary action.

### **Owner / Guest Business Centers**

Business Centers located throughout the resort's various lodging properties are not to be used by employees unless they are staying overnight in a lodging unit, and then may be used during non-working hours for personal use only. Business Center computers, printers and fax machines are considered company/association property and all policies related to company computer systems and business equipment shall therefore apply.

Under no circumstances is an employee authorized to engage in any activity that is illegal under state, federal or international law while using Business Center equipment.

Business Center equipment may not be used for the dissemination, storage or voluntary receipt of any material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, divisive, defamatory, or otherwise offensive. Users may not perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. Non-Purgatory Resort computing devices should not be connected to the Purgatory Resort network without proper approvals from the IT Department.

### **Security Cameras**

Colorado law allows us to use surveillance cameras in any public area, without the need for signage or warnings. The law only excludes us from recording footage in locations where our guests or employees may have a reasonable assumption of privacy (including bathrooms and changing rooms).

#### **Camera Usage**

Cameras may be used to watch guests or employees "live" – or to review actions from the past. Cameras may be used to identify guests, review guest behavior, and monitor employees. Our cameras generally store data for 7-21 days, on a local server, depending on location (fewer days on the mountain).

#### **Access to Footage**

The Director of F&B and Director of IT are the only two employees with dedicated access to these cameras. Access can be made available to any Director-level or above management staff member who has a camera within their area of responsibility.



IT department staff also have access to the camera system for troubleshooting purposes only and should not be reviewing footage.

### **Sharing of Footage within the Company**

Footage should not be shared with external departments or employees unless there is a specific active investigation. In the case of an active investigation, the department Director or VP can request access from the appropriate Director or VP, who can then grant access to camera footage within their area of responsibility.

If the appropriate Director is unavailable, access can be granted from the Director of IT with approval from the Department head.

If there is ever a conflict of interest with notifying the appropriate party, access to footage can be approved by the Interim GM.

### **Sharing of Footage w/ Third Parties**

Requests for footage from law enforcement should be reviewed and approved by the CEO or General Manager. Once verbal approval is given, the appropriate department head can grant access to law enforcement, including sharing images and video clips.

Requests for footage from third parties require a written request outlining:

- Person or company requesting footage
- Reason for the request
- Format that person is requesting (visual review, still images, video clips)
- Date & Time frame of requested footage

The written request shall be reviewed by the Department head and the CEO or General Manager, and approved or denied on a case by case basis.

### **Misappropriation of Owner, Guest, Company, or Other Employee Property**

Any suspected misappropriation, or unauthorized possession, of Owner, Guest, Company or Other Employee property, which occurs on or off the Company premises, must be reported to Purgatory's Security and/or Human Resources immediately. Security/Human Resources may conduct an investigation and are authorized by management to notify the appropriate law enforcement agency when a violation of the law may have occurred. Employees are required to fully and completely cooperate with Security/Human Resources, the Company's Management, and law enforcement authorities during any investigation. Misappropriation or unauthorized possession of property is a serious offense and may result not only in disciplinary action up to and including termination, but also possibly criminal prosecution. The Company may install security cameras and participate in undercover operations using secret shopper services or with law enforcement agencies to determine misappropriation and/or unauthorized possession.

### **PHOTOGRAPHS**

The Company reserves the right to photograph, film or video tape its employees during the course of their employment and to use that material in its promotional programs without additional compensation to the employee.

### **Social Media**

Purgatory Resort has been growing its participation in social media to strengthen the brand and connect with our customers. This policy has been designed to protect and enhance the reputation and credibility of you and Purgatory Resort and its parent company Mountain Capital Partners.

Personal use of social media is never permitted on working time by means of the Company's computers, company-issued mobile devices, networks, and other IT resources and communications systems unless this is a primary function of your job.

Use of personal mobile devices during work time should be kept to a minimum.

Postings by an employee on a blog, wiki, or social networking site are considered personal communications and are not Company communications. All social media postings on behalf of the Company must be preapproved by the Sales and Marketing team and posted only by authorized employees.

Personal postings by an employee concerning the Company are not prohibited provided they comply with guidelines set forth below or in this handbook.

- If you post any comments that promotes or endorses Company products or services in any way, the law requires that you disclose that you are employed by the Company.
- In your personal capacity, if your social media site lists a connection with Purgatory Resort or MCP, and you comment about Purgatory Resort or MCP, remember to use the disclaimer that you are speaking personally and that the opinions expressed are your own and not those of the Company.
- You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the Company. You may not post anything related to company inventions, strategy, financials, or products that has not been made public.
- A blog, wiki, or social networking site is not the ideal place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the Company must be made consistent with the complaint process in the Employee Handbook so that the Company can address them.
- When you use social media, use good judgment. We request that you be respectful of the Company, our employees, our customers, our partners and affiliates, and others. When in doubt, do not post it.
- Postings are not private and so avoid discussing colleagues, customers, or vendors unless you have their express permission. If there is permission, always give credit where credit is due and do not mischaracterize the information that you have permission to use.
- Respect others, even if there is a disagreement over a statement. Try to express yourself in a clear logical way rather than being defensive or attacking. If there is a situation that is becoming antagonistic, politely disengage from the conversation. Do not make any disparaging, defamatory, obscene, libelous, threatening or harassing posts or comments. Purgatory Resort and MCP respects its employees' rights to free speech, but anything you say could impact the Purgatory or MCP business and reputation, and could result in disciplinary action. Further, you could be held personally liable for your statements.
- Harassment, bullying, discrimination or retaliation that is not permitted while at work is not permissible between colleagues online, even if it is done after hours, from your home, or from your own device.
- Nothing in this guideline is meant to interfere with employees' right under federal law to engage in Section 7 Activities under the National Labor Relations Act, protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

If you violate this policy, the Company may require you to edit or remove content. Also, violations of this policy can result in disciplinary action up to and including termination.

Purgatory Resort and MCP will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

## INDEX

Accident Reporting.....	29
Accidental Death & Dismemberment.....	14
Address Change.....	20
Annual Wage Statement (W-2).....	9
Appearance Policy.....	31
Attendance Policy.....	32
Back-to-Work Program.....	28
Benefits.....	13
Bereavement Leave.....	14
Binding Checks.....	24
Body Decoration.....	30
Body Piercing.....	30
Charging Privileges.....	14
Check Cashing.....	20
Chewing (tobacco, gum).....	30
Child (Definition).....	12
Children in the Workplace.....	33
Colorado Ski Safety Act.....	26
Confidential Information.....	33
Customer Complaints.....	18
Deductions, Payroll.....	9
Dental Insurance.....	18
Dependent (definition).....	13
Dependent Privileges.....	14
Designated Medical Provider.....	28
Designated Routes.....	27
Direct Deposit.....	9
Discipline.....	12
Discounts.....	15
Drug & Alcohol Policy.....	30
Drug Testing.....	30
Electronic Mail.....	34
Employee Accidents.....	28
Employee Assistance Program.....	16
Employee Communications.....	19
Employee Discounts.....	13
Employee I.D./Pass.....	9
Employee Website - ePurg.....	20
Employee Parking.....	19
Employment Separation.....	11
Employee Status.....	8
End-of-Season.....	11
Equal Employment Opportunity.....	7
Equipment Check.....	27
Excused Absence.....	30
Exempt Employee.....	7
Failure to Report.....	30
Family/Medical Leave (FMLA).....	33
Flexible Spending Account.....	16
Food & Beverage Discounts.....	13
Forgotten I.D.....	8
401(k) Retirement Plan.....	14
Friendship Passes.....	17
General Employee Information.....	18
Group Status Definitions.....	7
Guest Accidents.....	27
Gum.....	30
Hair.....	30
Harassment.....	7
Hazardous Materials.....	23

Headwear.....	29
Holiday Pay/Leave.....	17
Human Resources Hours.....	37
Hygiene, personal.....	30
Involuntary Separation.....	11
Jewelry.....	30
Job Descriptions.....	30
Job Posting.....	21
Jury Duty.....	17
Layoff.....	11
Leave of Absence.....	21
Life Insurance.....	17
Lift Access Privileges.....	18
Lift Line Cutting.....	21
Lift Pass.....	16
Litter.....	21
Locker/Personal Belongings.....	21
Long Term Disability.....	18
Lost and Found.....	21
Lost I.D.....	8
Mail, Personal.....	20
Management Personnel.....	4
Material Safety Data Sheets (MSDS).....	23
Medical Condition/Restriction.....	33
Medical Insurance.....	18
Military Leave.....	21
Mission Statement.....	2
Mountain Bike Rental.....	14
Nametags.....	22,31
Nepotism.....	22
Non-Exempt Employee.....	8
On-Snow Evaluations.....	27
Outside Companies.....	14
Overtime.....	9
Paid Leave.....	9
Parking, Employee.....	20
Paycheck Distribution.....	9
Payday.....	10
Pay period.....	10
Payroll Deductions.....	10
Performance Appraisals.....	11
Personal Hygiene.....	30
Personal Information Changes.....	22
Personal Protective Equipment.....	23
Personal Safety.....	24
Personal Time Off.....	18
Pets.....	22
Problem Solving.....	20
Professional Conduct.....	22
Real Deal Exchange Program.....	19
Recycling.....	22
Responsibility Code.....	26
Retail Discounts.....	14
Safety.....	24
Seasonal Employee.....	7
Security Cameras.....	37
Separation.....	12
Sexual Harassment.....	6
Shift Differential.....	9
Snowsports School Discounts.....	14
Ski/Snowboard Rental.....	14
Ski/Snowboard Repair.....	14
Ski/Snowboard Safety.....	24
Slow Zones.....	26
Smoking.....	21

Snowboard Rental/Repair.....	14
Snowsports School Discounts.....	14
Social Media Policy.....	38
Solicitation.....	22
Spouse (Definition).....	12
Street Clothing.....	30
Tattoos.....	30
Telephone Use.....	35
Transportation.....	19
Theft Investigation.....	21
Timeclocks.....	10
Tip Reporting.....	10
Tobacco.....	30
Training Compensation.....	10
Unemployment.....	23
Unexcused Absence.....	30
Uniforms.....	29
Vehicles (Company).....	27,28
Voluntary Separation.....	11
Volunteer (Definition).....	8
Voting.....	19
Weapons.....	23
Welcome to our team.....	5
Workers' Compensation.....	19
Workforce Housing Program.....	17
Year-Round.....	7