

POLICIES FOR EMPLOYEES LIVING ON PROPERTY (As of January 2002)

Living on property is a privilege extended to you during your employment at Cragun's. In return for subsidized housing, the following obligations and responsibilities are to be met by you and it is understood that you accept them freely, and agree to abide by them, as indicated by **your signature**.

_____ You will be in an 'on call' position at all times to help fill in a shift in your work area. With reasonable notice, you will report to your department when extra help is needed. Cragun's will excuse you from this obligation only if you have pre-arranged plans which cannot be altered to a different time.

_____ Maintenance and cleaning of your dorm/room will be your responsibility and you will share a weekly schedule of participation. Bed Linens will be changed weekly by exchanging your linen in the housekeeping department before 3:30 PM and you will also obtain necessary supplies at that time. TOWELS ARE NOT PROVIDED, thus bring your own.

_____ You will expect unannounced, periodic room/dorm inspections by the Housekeeping Manager or assignee. This is to assure cleanliness and that 'rules' are upheld, for the purpose of maintaining health and safety standards.

_____ If room/dorm conditions are found unacceptable, you will receive a written warning. If a second warning is deemed necessary, you will be asked to move off property.

_____ Dorm space is pre-assigned and cannot be changed unless approved by the Housing Manager. Beds, furniture, etc. cannot be altered.

_____ Employees, who have visitors in their room, are responsible for those visitors. In accordance to Cragun's Policy, an 11:00 PM to 9:00 AM "Quiet Time" is in effect. The employee living on property is responsible for the visitor(s) prompt departure. If the employee living on property does not "comply" they are subject to loss of privilege to live on property and/or loss of employment. If the employee on property asks the visitors to leave and they refuse, it is the employee's responsibility to notify the Front Desk and ask for Security's assistance. If the visitor is an employee, their manager will be notified. If the visitor is not an employee and does not comply, the Sheriff's Department will be called.

_____ If you are being dropped off by anyone after the 11:00 PM curfew, the person or persons dropping you off must not go into the dorm.

_____ Visitors are allowed ONLY WHEN INVITED BY A MEMBER OF THAT SPECIFIC DORM.

_____ Visitors must leave by 11:00 PM in courtesy to others. NO OVERNIGHT GUESTS ARE ALLOWED - NO EXCEPTIONS. NO MINORS are allowed in living quarters. 11:00 PM is Quiet Time - No loud noises.

_____ There will be NO answering machines attached to dorm phones.

_____ You agree that Cragun's will not be responsible for the loss, theft or damage to any of your personal property, including clothes, vehicles, money, electronic equipment, etc. whether on your person, in your dorm room area, in or on Cragun's property, or in or on your vehicle.

_____ You agree that you will not sell, purchase, consume, store, or possess and hazardous wastes or chemicals, illegal drugs, drug paraphernalia, needles, syringes, etc. or other contraband in your vehicle on Cragun's property or in your dorm room, or anywhere on any Cragun's property. If under the age of 21, you

will not use, consume or possess alcoholic beverages on Cragun's property.

_____ You will not SMOKE in any dorm buildings.

_____ You agree that you will not possess or permit any weapons on Cragun's property, to include guns, knives, explosives, etc.

_____ You will not engage in activities that are disruptive or harmful to others, or be involved in any loud or uncontrolled parties that would create a negative image. 11:00 PM is Quiet Time.

_____ You will not have any pets IN or ON Cragun's property.

_____ You will not take any food from any Cragun's food service facility. This will be considered STEALING and immediate termination will follow.

_____ You understand that you are responsible for securing your own transportation arrangements and that NO SHUTTLE SERVICE is available. (June through September – weekly arrangements will be made.)

_____ The phone in the dorm is for in-house calling only. Any outside or long distance calls must be made from one of the pay phones. No phone calls can be made or accepted while on duty, except in the event of an emergency.

_____ When off duty, you are not to loiter in work areas or public areas of the resort (i.e. lobby) and you cannot enter the Bar or ask to be served alcoholic beverages.

_____ You are allowed to use Cragun's facilities as outlined in our SUCCESS MANUAL. You will register at the Front Desk prior to using the facilities.

_____ Your personal mail can be picked up in the back office after 1:00 PM daily from the box indicated. Please have all incoming mail marked with the appropriate label (i.e. North Dorm). Do not interrupt Front Desk employees sorting the mail.

_____ You will sign a \$30.00 room key and damage deposit form when you register for the room. This deposit will be deducted from your final payment when you terminate, if the key is not returned, or if there is any room damage found upon inspection.

_____ You agree to a _____ nightly room charge for living on property and that this amount will be deducted on your biweekly paycheck. If your employment is terminated, you will be given 24 hours to leave property.

DURING A STORM WARNING WHEN WE NEED TO EVACUATE GUESTS AND EMPLOYEES, ALL NORTH DORM RESIDENTS WILL GO TO THE LAKESHORE ROOM (IN THE MAIN LODGE) AND SOUTH DORM RESIDENTS WILL GO TO THE STEAMBOAT ROOM (LOWER LEVEL OF THE HUNGRY GULL).

DATE THESE AGREEMENTS HAVE BEEN SIGNED _____

EMPLOYEE'S MANAGER _____ (Signed as Witness)

(January 2002)