



Employee Handbook

December 27, 2023

TABLE OF CONTENTS

POLICY TITLE	PAGE
INTRODUCTION AND DISCLAIMER	1
MISSION	1
1.0 EMPLOYMENT PRACTICES	2
1.1 EMPLOYMENT-AT-WILL	2
1.2 EQUAL OPPORTUNITY EMPLOYMENT	2
1.3 ANTI-HARASSMENT & ANTI-DISCRIMINATION	2
1.4 REASONABLE ACCOMMODATION	3
1.5 EMPLOYMENT STATUS	4
1.6 ELIGIBILITY FOR EMPLOYMENT	4
1.7 INTERNAL JOB POSTINGS & TRANSFERS	5
1.8 EMPLOYMENT OF RELATIVES	5
1.9 DISCIPLINARY GUIDELINES	5
1.10 LAYOFFS	6
1.11 ELIGIBILITY FOR REHIRE	6
2.0 GENERAL POLICIES	7
2.1 PROBLEM RESOLUTION	7
2.2 OUTSIDE EMPLOYMENT	7
2.3 PERFORMANCE EVALUATIONS	7
2.4 MEDIA INQUIRIES	7
2.5 PERSONNEL RECORDS	7
2.6 COMPANY PROPERTY	8
2.7 PERSONAL & PROPERTY SEARCHES	8
2.8 CODE OF ETHICS	9
3.0 EMPLOYEE CONDUCT	15
3.1 WORK HOURS & ATTENDANCE	16
3.2 MEAL PERIODS & BREAKS	16
3.3 BREAKS	16
3.4 PARKING	16
3.5 TOBACCO USE	16
3.6 WEAPONS	16
3.7 WORKPLACE STANDARDS OF CONDUCT	17
3.8 DRESS CODE & APPEARANCE	17
3.9 WORK UNIFORMS	18
3.10 NAMETAGS	18
4.0 TECHNOLOGY	19
4.1 ELECTRONIC COMMUNICATION & USE OF TECHNOLOGY	19

4.2 SOCIAL MEDIA	19
4.3 COMPANY RADIOS	20
4.4 CELL PHONE/PERSONAL ELECTRONIC USE	20
5.0 COMPENSATION & BENEFITS	21
5.1 PAY PRACTICES	21
5.2 COMPENSATION	21
5.3 TIME RECORDS	21
5.4 TIPPED EMPLOYEES	22
5.5 SEASON SKI PASS	22
5.6 LEVEL 1 (SEASONAL EMPLOYEE) DISCOUNTS & BENEFITS	23
5.7 GROUP INSURANCE BENEFITS	24
5.8 HEALTH SAVINGS ACCOUNT	26
5.9 COBRA	26
5.10 401K	26
6.0 TIME AWAY FROM WORK	27
6.1 PAID TIME OFF (PTO)	27
6.2 EMPLOYEE SICK AND SAFE TIME	28
6.3 OVERTIME	29
6.4 JURY DUTY	29
6.5 FUNERAL/BEREAVEMENT LEAVE	29
6.6 FAMILY & MEDICAL LEAVE (FMLA)	29
6.7 MILITARY LEAVE	31
6.8 PERSONAL LEAVE	31
7.0 HEALTH & SAFETY	33
7.1 SAFETY	33
7.2 ACCIDENT REPORTING	33
7.3 DRIVING	34
7.4 WORKPLACE VIOLENCE	35
7.5 PROHIBITED SUBSTANCES & DRUG TESTING	35
7.6 DRUGS, INTOXICATION AND/OR SMOKING BY GUESTS	36
7.7 SUSPICION-BASED DRUG TESTING	36
8.0 ENVIRONMENTAL	37
8.1 ENVIRONMENTAL TARGETS	37
8.2 BUSINESS TRAVEL	37
8.3 PURCHASING POLICY	37
9.0 PHOTO & VIDEO RELEASE	38
HANDBOOK ACKNOWLEDGEMENT	39

INTRODUCTION & DISCLAIMER

Wild Mountain Inc. (hereinafter referred to as “Wild Mountain” or “the Company”) has prepared this Employee Handbook (“Handbook”) to provide employees with general information about the Company, its employment policies, and the benefits available to eligible employees. This Handbook does not create an employment contract, contractual terms of employment, or a contract to continue anyone’s employment for any particular period of time. All employees are employed at-will, which means that employment with Wild Mountain may be terminated by either the employee or the Company at any time, with or without cause or advance notice. This Handbook does not change the at-will nature of employment. No one should interpret any verbal statement as creating any right to employment for any particular period of time. No manager or other employee of the Company is authorized to enter into any agreement, express or implied, contrary to the provisions of this Handbook or alter the at-will employment relationship, except the President in a written, signed contract.

This Handbook is intended to familiarize you with important information about Wild Mountain, as well as information regarding your own privileges and responsibilities. The policies in this Handbook supersede and replace all policies, memos, handbooks, and/or manuals previously published and/or distributed by Wild Mountain Inc. or prior owners or operators. It is not possible to anticipate every situation that may arise in the workplace or to provide information to answer every possible question. In addition, Wild Mountain reserves the right to depart from its standard policies and procedures when, in its discretion, such a departure is warranted.

Circumstances may require the policies, practices, and benefits described in this Handbook to change from time to time. Wild Mountain reserves the right to change, suspend, delete, add, remove, or otherwise modify any or all policies, benefits and rules, at any time, with or without prior notice. The regulations and benefits required by law will always remain in force. In addition, if any provision of this Handbook is found to be unenforceable and invalid, such a finding does not invalidate the entire Handbook, but only that particular provision.

Nothing in this Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed by Section 7 of the National Labor Relations Act.

Each employee is required to sign an acknowledgement of receipt of this Handbook. If an employee signs the acknowledgement before reading the Handbook, the employee understands he/she has the responsibility to read and become familiar with the Handbook.

MISSION

Invite guests into the outdoors, do less harm to our home planet and
make decisions that keep Wild, Wild.

1.0 EMPLOYMENT PRACTICES

1.1 EMPLOYMENT-AT-WILL

Employment at Wild Mountain is “at-will.” This means employees and the Company have the right to terminate employment at any time, for any or no reason, and with or without cause or prior notice. This policy of “at-will” employment may not be revised, deleted, or suspended. Nothing in this Handbook or any of the Company’s policies, guidelines, procedures, benefits, or compensation practices is intended to create a contract, contractual terms of employment, or guarantee of employment. Any written or oral statement to the contrary by any representative of the Company is unauthorized and should not be relied upon. No one at the Company, except the President, in a written, signed contract, may alter an employee’s at-will status.

1.2 EQUAL OPPORTUNITY EMPLOYMENT

Wild Mountain is an equal opportunity employer and makes employment decisions on the basis of merit. It is the policy of the Company that all employment practices are free of discrimination. The Company will provide equal-opportunity employment to all employees and applicants, without regard to race, color, religion, sex, age, national origin, military or veteran status, physical or mental disability, sexual orientation, genetic information, marital status, familial status, status with respect to receipt of public assistance, membership or activity in a local human rights commission or any other basis that would be in violation of applicable federal, state and/or local laws. Any employee who does not comply with the Equal Employment Opportunity policies and procedures may be subject to disciplinary action, up to and including termination.

1.3 ANTI-HARASSMENT & ANTI-DISCRIMINATION

Wild Mountain strives to maintain a workplace that fosters mutual employee respect and promotes productive working relationships. Discrimination or harassment in any form constitutes misconduct and undermines the integrity of the employment relationship and is strictly prohibited.

In addition, Wild Mountain prohibits general workplace harassment and expects employees to behave in a manner that contributes toward a respectful workplace for all employees. This policy applies to all employees throughout Wild Mountain, and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the Company (i.e., outside vendor, consultant or guest).

Harassment:

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person’s race, color, national origin, religion, age, sex, physical or mental disability, sexual orientation, military or veteran status, marital status, familial status, status with respect to receipt of public assistance, membership or activity in a local human rights commission or other classes protected by applicable federal, state, and local laws. Harassment that affects the benefits of employment, interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

Sexual Harassment:

Sexual harassment is any suggestion (express or implied) that any person’s promotion, employment, compensation or treatment is in any way contingent upon or related to an employee’s participation in or

rejection of conduct of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- (1) submission to such conduct is made a term or condition of employment; or
- (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Conduct prohibited by this policy includes, but is not limited to, unwanted sexual comments, compliments, flirtations, advances, or jokes, sexual suggestions or remarks about a person's clothing, body, or sexual activity, unwanted and unnecessary touching, brushing against, patting, or pinching, unwelcome and repeated invitations to social engagements or other activities, inappropriate images or objects.

Bullying:

Wild Mountain requires that employees treat one another with dignity and respect. The Company will not tolerate bullying behavior and defines bullying as repeated, health-harming mistreatment of one or more people by one or more individuals. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal or physical abuse.

Individuals who feel they have experienced harassment or bullying of any kind must report the concern to his/her supervisor, the HR Manager or the President. Violations of this policy will result in disciplinary action up to and including termination.

Protection Against Retaliation:

Wild Mountain forbids retaliation of any kind against employees who in good faith report discrimination, bullying and/or harassment prohibited by any of its policies or against employees who participate in any investigation of such complaints. This means that an employee will not suffer economic harm, including but not limited to a loss of wages or benefits, as punishment for making a good faith report of violations of this policy or for participating in an investigation of such reports. If an employee feels he/she has been subjected to any form of retaliation, he/she must immediately report the conduct to his/her Supervisor, HR Manager or the President

Complaint Reporting & Handling:

Wild Mountain will promptly investigate complaints in as confidential a manner as possible. The Company endeavors to protect the privacy and confidentiality of all parties involved but cannot assure complete confidentiality. A timely resolution of each complaint will be reached, and appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment.

1.4 ACCOMMODATIONS

Americans with Disabilities Act (ADA):

In compliance with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities and to individuals with religious beliefs that conflict with work obligations, Wild Mountain will work with employees to provide reasonable accommodation. A reasonable accommodation is a change or adjustment

to the job application process, work environment, or work processes that would make it possible for a qualified individual with a disability to perform the essential functions of the job or an adjustment to the work environment that will allow the employee to comply with their religious beliefs. Wild Mountain will make an individualized assessment and provide employees with reasonable accommodation, unless doing so would result in an undue hardship to the Company, or a direct threat to the health or safety of themselves or others.

Pregnancy Accommodations:

Wild Mountain provides reasonable accommodations to employees for health conditions related to pregnancy or childbirth unless providing an accommodation would impose an undue hardship on the operation of the Company.

Employees may request an accommodation based upon the advice of the employee's licensed health care provider or certified doula. Management will engage in an interactive process with the employee in order to determine what reasonable accommodations may be granted.

Reasonable accommodations including more frequent restroom, food, and water breaks; seating consistent with the employee's essential job duties; or limits on lifting over 20 pounds may be requested without medical advice.

1.5 EMPLOYMENT STATUS

An employee is assigned to an employment status based on business needs and the requirements of his/her position.

- Core: Employees who have budgetary, sales or financial responsibilities and/or manage both full-time, year-round employees and seasonal employees. These positions require 40 hours of work per week on an ongoing basis. Eligible for Company benefits.
- Full-time, year-round: Employees whose positions generally require 40 hours of work per week on an ongoing basis. Eligible for Company benefits.
- Part-time, year-round: Employees whose positions generally require less than 40 hours of work per week on an ongoing basis. Due to fluctuations in business demands, requirements for hours worked for some part-time positions may fluctuate. Not eligible for Company benefits.
- Seasonal: Employees working in positions that exist only for an estimated period coinciding with winter or summer operations for either full-time or part-time hours. Not eligible for Company benefits.
- Multi-seasonal: Employees working consecutive seasons during the year (combination of winter and summer) who average 30 hours or more per week. Generally separate employment or are on unpaid status during shoulder seasons. Not eligible for the PTO benefit. May be eligible for insurance benefits in some situations and subject to Plan Document criteria, such as periods when working 30 hours per week (monthly average) for six months per year.
- On-call: Individuals contacted to perform specific tasks on an inconsistent, temporary, or on-call basis. Not eligible for Company benefits.

Volunteers or ambassadors are individuals who may provide assistance to Wild Mountain on an ad hoc, seasonal basis. Independent contractors are individuals who perform specific services from time to time for Wild Mountain in support of their expertise or professional services. Volunteers, ambassadors and independent contractors are not employees of the Company, and are not eligible for any benefits.

1.6 ELIGIBILITY FOR EMPLOYMENT

Federal law requires that all individuals hired by Wild Mountain must be authorized to work in the United States. Each employee is required to complete and sign the Form I-9 attesting that he/she is authorized to work in the United States as well as provide appropriate documents for verification within three days of hire. Further, federal law requires individuals whose work authorization is based on a visa or other documentation with an expiration date to submit at the time of expiration new documentation showing their work authorization has been extended. Employees who fail to provide proper documentation in a timely manner will be subject to termination.

1.7 INTERNAL JOB POSTINGS & TRANSFERS

Wild Mountain may post open positions within the resort for internal applicants, as qualified candidates for open positions may include current employees. Current employees are not guaranteed any position for which they apply, as Wild Mountain selects the best candidates for open positions while considering both internal and external candidates.

Employees must meet the performance and conduct standards of their current positions in order to be eligible to apply for open positions and must obtain their current supervisor's approval in order to apply for a transfer to another job function or department. All transfers are subject to management approval. Wild Mountain may also request that employees transfer to a different position or department either temporarily or on an ongoing basis in order to meet business needs. In addition, seasonal employees may be required to fulfill different job functions and/or schedules during the same season.

1.8 EMPLOYMENT OF RELATIVES

Wild Mountain makes employment decisions solely on the basis of merit. Relatives or individuals involved in close personal relationships with current employees may be hired by the Company. For purposes of this policy, the term relative is defined as: parent, spouse or domestic partner, child, grandchild, sister, brother, grandparent of the employee or of the employee's spouse or domestic partner. This policy also applies to individuals between whom a close personal or romantic relationship exists, and individuals living together and functioning as a family unit.

Unless otherwise authorized by the President, Wild Mountain will not hire, transfer, or promote any relative of an employee under circumstances which would place him/her in a position where (1) one relative would have the authority to hire, supervise, discipline, terminate, or evaluate the performance of the other or (2) the related persons would be placed in a situation of actual or reasonably foreseeable conflict between the Company's interests and their own. Employees are responsible for notifying their Supervisor when a potential nepotism situation exists and an attempt will be made to resolve the situation by transferring one of the affected employees to another acceptable position for which he/she is qualified, as determined by management.

1.9 DISCIPLINARY GUIDELINES

It is the responsibility of management to determine the level of discipline administered to an individual employee for a specific policy violation, improper workplace conduct, or a performance problem. Wild Mountain encourages the use of appropriate methods or combinations of methods of discipline to address such problems. Examples of methods of discipline that may be used with employees include, but are not limited to, establishing

job/performance expectations, training, performance coaching, performance improvement plan, paid or unpaid suspension, verbal warning, written warning, and immediate termination of employment.

Wild Mountain reserves the right to impose the level of discipline or corrective action that it deems appropriate based on its view of the seriousness of the circumstances, the impact on the Company's interests, and the likelihood of repetition or future misconduct. Some situations may result in immediate termination without warning. This policy is not intended to modify the "at-will" nature of such employment in any way.

1.10 LAYOFFS

Due to the seasonal nature of business operations at Wild Mountain, some employees are laid off from their seasonal positions as seasons draw to a close. Seasonal employees may file for unemployment benefits with the Minnesota Department of Labor, who will then determine eligibility for any unemployment benefits.

1.11 ELIGIBILITY FOR REHIRE

Due to the seasonal nature of business operations at Wild Mountain, rehiring former employees for future seasons occurs frequently. Individuals interested in being considered for rehire are evaluated based on the Company's pre-employment procedures for current open positions. To be eligible for rehire, an employee must (1) have met performance and conduct standards of their former position at Wild Mountain, based on management evaluation, and (2) have been in good standing at the time of his/her prior separation, including providing adequate notice prior to his/her separation.

2.0 GENERAL POLICIES

2.1 PROBLEM RESOLUTION

Wild Mountain believes that every effort should be made by employees to resolve problems on their own directly with the involved individual(s). Most issues can be resolved directly between employees and/or their immediate supervisor. The first step in resolving a problem is to speak directly to the employee, then contact the employee's immediate supervisor unless the problem concerns an exceptionally sensitive situation. If the matter is unresolved by involvement of the immediate supervisor or not appropriate to be resolved at that level, the next step is to contact the HR Manager or the President.

2.2 OUTSIDE EMPLOYMENT

Outside employment is acceptable only if the employee meets the performance standards and scheduling demands of his/her job with Wild Mountain. If Wild Mountain determines that an employee's outside work is a conflict of interest or interferes with job performance or the ability to meet the requirements of Wild Mountain, the employee may be asked to terminate the outside employment if he/she wishes to remain with the Company.

2.3 PERFORMANCE EVALUATIONS

Employee performance is evaluated on an ongoing basis by management personnel, which may include periodic performance coaching discussions throughout the year. In addition, annual performance evaluations may be conducted by managers with year-round employees to discuss performance expectations, performance results and/or goal achievements, areas for improvement, and upcoming goals and development. Changes in pay do not occur in conjunction with performance evaluations; rather, pay rates of all employees are generally reviewed on an annual basis by Wild Mountain.

2.4 MEDIA INQUIRIES

During the course of employment at Wild Mountain, employees may be contacted directly by a member of the press or media who is seeking information. Employees are not authorized to respond to such inquiries. All members of the press or media should be referred to the President. Employees are also prohibited from speaking on behalf of the Company on social media.

2.5 PERSONNEL RECORDS

The Company maintains a personnel file for each employee. These files are the property of Wild Mountain, and access to the information they contain is restricted. Generally, only supervisors and management personnel who have a legitimate business reason to review information in a personnel file are allowed to do so. In accordance with Minnesota's review of personnel file statute, an employee, upon written request, may review his or her personnel file or receive a copy of their file, once every six months and once every year after leaving employment for as long as the file is maintained.

Once a written request has been received, personnel files will be available within 7 working days of the request (if the personnel record is located within the state and within 14 working days if the record is located outside

the state). These files may be reviewed in the presence of the General Manager or the President either during business hours or before or after the employee's work shift.

Employees who dispute information in their personnel file may request that we remove or revise the disputed information. If we do not agree to the request, employees may submit a written statement specifically identifying the disputed information and explaining the individual's position statement specifically identifying the disputed information and explaining the individual's position. This position statement will be included in the personnel file for as long as Wild Mountain maintains the record.

Employees requesting their personnel files in good faith are protected from retaliation. Should the Company be found to be in violation of the law, we will follow the Department of Labor's guidelines for remedies.

Updates: Employees are responsible for informing Human Resources regarding changes in order to maintain accuracy of applicable personal information, including home address, phone number, insurance beneficiaries, driving eligibility, work eligibility status, and emergency contact information.

2.6 COMPANY PROPERTY

All records, files, software applications, supplies or equipment made by an employee within the scope of his/her employment with Wild Mountain shall be and remain the sole and exclusive property of the Company, and may not be removed without permission by Wild Mountain. Employees must use Wild Mountain's property and resources only in connection with the performance of the Company's work or business and are prohibited from using Company property and resources for their own personal use.

Employees should use caution while Company property is in their care to protect property from loss or damage. If employees have damaged Company property beyond normal wear and tear, or fail to return it, employees are held financially responsible for replacement.

All Company property must be returned to the General Manager upon separation of employment or whenever requested by management. At separation, employees are also required to promptly return to Wild Mountain all confidential documents and other materials that he/she may have. In addition, separating employees are not permitted to retain copies of any documents, intellectual property or materials, either hard-copy or soft copy, that are considered property of the Company, whether confidential or not.

2.7 PERSONAL & PROPERTY SEARCHES

Wild Mountain reserves the right to conduct property inspections or searches in the event business needs or concerns warrant doing so. Therefore, employees' personal possessions and vehicles are subject to search while on Wild Mountain premises by an authorized representative of the Company, as a condition of employment. In addition, desks, computers, phones, digital devices, vehicles, lockers, and other property, which may be provided for the convenience of employees, remain the property of the Company.

Such property, as well as any articles or information within them, may be inspected or searched by the Company at any time, with or without notice, and with or without the employee present. Any illegal or unauthorized articles discovered may be taken and may be turned over to law enforcement representatives. Any employee who refuses to submit to a search or is found in possession of prohibited articles will be subject to disciplinary action up to and including termination.

2.8 CODE OF ETHICS

Build Trust and Credibility

The success of our business is dependent on the trust and confidence we earn from our employees, customers and shareholders. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely through honorable conduct. It is easy to *say* what we must do, but the proof is in our *actions*. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: Will this build trust and credibility for Wild Mountain? Will it help create a working environment in which Wild Mountain can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. Wild Mountain is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone’s talents go to waste.

Wild Mountain is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types and from abusive, offensive, or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources.

All Wild Mountain employees are also expected to support an inclusive workplace by adhering to the following conduct standards:

- Treat others with dignity and respect at all times.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seek out insights from employees with different experiences, perspectives, and backgrounds.
- Avoid slang or idioms that might not translate across cultures.
- Support flexible work arrangements for co-workers with different needs, abilities and/or obligations.
- Confront the decisions or behaviors of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.

Wild Mountain will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive, or unwelcome.

Set Tone at the Top

Management has the added responsibility of demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider

employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At Wild Mountain, we want the ethics dialogue to become a natural part of daily work.

Uphold the Law

Wild Mountain's commitment to integrity begins with complying with laws, rules, and regulations where we do business. Further, each of us must understand the company policies, laws, rules, and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or Wild Mountain policy, we should seek the advice from the resource expert. We are responsible for preventing violations of the law and for speaking up if we see possible violations. Because of the nature of our business, some legal requirements warrant specific mention here.

Competition

We are dedicated to ethical, fair, and vigorous competition. We will sell Wild Mountain products and services based on their merit, superior quality, functionality, and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate our activities with our competitors. We will not offer or solicit improper payments or gratuities in connection with the purchase of goods or services for Wild Mountain or the sales of its products or services, nor will we engage or assist in unlawful boycotts of customers.

Proprietary Information

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

Selective Disclosure

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to Wild Mountain, its securities, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers to ensure that our presentations do not contain material nonpublic information.

Health and Safety

Wild Mountain is dedicated to maintaining a healthy environment. A safety manual has been designed to educate you on safety in the workplace. If you do not have a copy of this manual, please see the HR department.

Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of Wild Mountain may conflict with our own personal or family interests. We owe a duty to Wild Mountain to advance its legitimate interests when the opportunity to do so arises. We must never use Wild Mountain property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with Wild Mountain.

Here are some other ways in which conflicts of interest could arise:

1. Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier, or contractor, regardless of the nature of the employment, while you are employed with Wild Mountain.
2. Hiring or supervising family members or closely related persons.
3. Serving as a board member for an outside commercial company or organization.
4. Owning or having a substantial interest in a competitor, supplier, or contractor.
5. Having a personal interest, financial interest, or potential gain in any Wild Mountain transaction.
6. Placing company business with a firm owned or controlled by a Wild Mountain employee or his or her family.
7. Accepting gifts, discounts, favors, or services from a customer/potential customer, competitor, or supplier, unless equally available to all Wild Mountain employees.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR department.

Gifts, Gratuities and Business Courtesies

Wild Mountain is committed to competing solely on the merit of our products and services. We should avoid any actions that create a perception that favorable treatment of outside entities by Wild Mountain was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom Wild Mountain does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of Wild Mountain or customers, or would cause embarrassment or reflect negatively on Wild Mountain's reputation.

Accurate Public Disclosures

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives, with any responsibility for the preparation of such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Employees should inform Executive Management and the HR department if they learn that information in any filing or public communication was untrue or misleading at the time it was made or if subsequent information would affect a similar future filing or public communication.

Corporate Recordkeeping

We create, retain, and dispose of our company records as part of our normal course of business in compliance with all Wild Mountain policies and guidelines, as well as all regulatory and legal requirements.

All corporate records must be true, accurate and complete, and company data must be promptly and accurately entered in our books in accordance with Wild Mountain's and other applicable accounting principles.

We must not improperly influence, manipulate, or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of Wild Mountain books, records, processes, or internal controls.

Promote Substance Over Form

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away.

At Wild Mountain, we must have the courage to tackle the tough decisions and make difficult choices, secure in the knowledge that Wild Mountain is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we *should* do so.

Although Wild Mountain's guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department. Wild Mountain takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

Be Loyal

Confidential and Proprietary Information & Non-Disclosure

Integral to Wild Mountain's business success is our protection of confidential company information, as well as nonpublic information entrusted to us by employees, customers, and other business partners. Wild Mountain may share confidential information with employees, or employees may be exposed to such information in the scope of their responsibilities. All Company information that is not intended for public distribution is considered confidential. We will not disclose confidential and nonpublic information without a valid business purpose and proper authorization.

A few examples of the types of items employees should consider as confidential information include, but are not limited to, the following:

- Proprietary documents containing Company confidential information
- Marketing strategies, sales forecasts, and business plans
- Customer account information, customer lists, or details of an existing contract
- Intellectual property (i.e., ideas, discoveries, trade secrets, methods of doing business)
- Non-public financial and business information
- Company policies, procedures, and organizational charts
- Operational practices and procedures or special processes
- Security concerns
- Computer and technological data
- Personnel or vendor information

- Information belonging to a third party that is subject to a confidentiality or non-disclosure agreement between the Company and that third party

Employees must not use or disclose such information without the express, written consent of Wild Mountain, whether during employment or after separation. Upon separation, employees must promptly return to Wild Mountain all documents and materials of any nature pertaining to their work with the Company and must not take such documents, materials or copies (whether in electronic or hard copy form). Employees are prohibited from using confidential information to the detriment of Wild Mountain. Unauthorized disclosure or improper use of confidential business information will result in disciplinary action, up to and including termination of employment.

Business Ethics

Wild Mountain is committed to operating its business in accordance with principles of ethical conduct and appropriate treatment of all customers, suppliers, and others with whom it has business relationships. All employees are expected to abide by ethical standards of business conduct and adhere to all applicable federal and state laws and regulations when engaging in Wild Mountain business. In addition, an employee is expected to promptly report to his/her supervisor any conduct that he/she believes in good faith to be a violation of this policy or any applicable laws, regulations, or ordinances.

Use of Company Resources

Company resources, including time, material, equipment, and information, are provided for company business use. Nonetheless, occasional personal use is permissible if it does not affect job performance or cause a disruption to the workplace.

Employees and those who represent Wild Mountain are trusted to behave responsibly and use good judgment to conserve company resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

Generally, we will not use company equipment such as computers, copiers, and fax machines in the conduct of an outside business or in support of any religious, political, or other outside daily activity, except for company-requested support to nonprofit organizations. We will not solicit contributions nor distribute non-work-related materials during work hours.

To protect the interests of the Wild Mountain network and our fellow employees, Wild Mountain reserves the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, the use of the Internet or Wild Mountain's intranet. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit, or otherwise offensive or inappropriate. Questions about the proper use of company resources should be directed to your manager.

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate, or illegal. Ask yourself:

- Does what I am doing comply with the Wild Mountain guiding principles, Code of Conduct, and company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?

- Am I being loyal to my family, my company and myself?
- What would I tell my child to do?
- Is this the right thing to do?

3.0 EMPLOYEE CONDUCT

3.1 WORK HOURS & ATTENDANCE

Work schedules are determined and set in accordance with the business and operations requirements of Wild Mountain. Given the nature of the mountain resort business, employees are expected to work various holidays and meet other seasonal schedule requirements. Employees are expected to be at work and in working mode when scheduled to work. Regular attendance and punctuality are essential for each position at Wild Mountain.

Each department supervisor will determine schedules. Scheduling requests will be given appropriate consideration, but no guarantees are made. Requests must be made in writing, as outlined by your department supervisor, prior to the schedule being posted. Once a schedule is posted, requests may no longer be made for time off. Should you need time off from a scheduled shift, it is your responsibility to arrange your own substitute, obtain approval of a supervisor, and to have the schedule changed. The designated end of your shift is not a fixed time for departure but serves as an indication of your possible time of departure. As such, you are required to check with your supervisor (or shift leader in their absence) to receive permission to leave at the end of your scheduled shift.

Reporting Attendance:

- All scheduled time off must be approved in advance by the employee's supervisor.
- If an employee is unable to report or perform work due to illness or other justifiable cause, he/she must personally notify his/her supervisor (or higher level of management) at least one hour one hour before the scheduled shift if you are going to be late, or at least three hours in advance if you are going to be absent.
- Notice must be given to one's supervisor for each day of absence.
- After three or more consecutive days of absence due to illness or injury and before returning to work, employees may be asked to bring a health care provider statement declaring that the medical condition necessitating the absence no longer presents any restrictions or identifying what restrictions apply.

Excessive Absenteeism and/or Tardiness:

Excessive absenteeism or tardiness is not excused simply by calling in advance. Absenteeism or tardiness that is unexcused, chronic or excessive in the sole judgment of the Company is grounds for disciplinary action, up to and including termination. As a guideline, any more than three occurrences within any 90-day period may result in termination of employment.

Failure to Report to Work (No Call, No Show) and Unexcused Absences:

Consistent attendance is a condition of employment. An unexcused absence is defined as any missed shift in which at least a one-hour notice is not given.

Department managers may establish specific attendance standards or requirements for their departments. Employees who fail to maintain regular attendance, including employees who are regularly absent, excessively tardy, take an excessive number or length of breaks, no-show for any shift, fail to obtain supervisor approval before absences, leave work early without approval, or otherwise do not meet attendance expectations are subject to disciplinary action up to and including termination.

1. The first offense will result in a verbal warning.
2. The second offense will result in a written warning and 3-day suspension of season pass privileges.
3. The third offense will result in a 7-day suspension of season pass privileges.
4. Four missed shifts, whether consecutive or non-consecutive, without contacting your manager directly will be considered a voluntary resignation and will result in termination.

Incident Weather:

Rain and other adverse weather conditions could affect the operations of the Company and will be determined on a case-by-case basis. While we will attempt to contact employees in the event of a closure or delay in opening, if you are in doubt whether we are open for business, please contact your supervisor in advance of your scheduled shift.

3.2 MEAL PERIODS

Supervisors schedule meal periods to meet business needs. Employees may be given an unpaid meal period of 30 minutes during any shift that is at least five hours in length. Employees are relieved of all active responsibilities and restrictions during meal periods and are not compensated for the time. Nonexempt employees are required to clock in/out for meal periods in order to report hours worked accurately.

Employees will receive a 50% discount on concession purchases while on duty and in uniform with nametag visible. No refrigerator space is provided for meal storage. Use designated eating areas, as eating at your work area is not allowed.

3.3 BREAKS

A break is generally up to 10 minutes and may be taken with supervisor approval once during a shift that is at least five hours in length. Employees are paid for breaks; however, breaks may not be excessive in length or frequency, may not be taken at the beginning or end of a work shift and may not be added to a meal break.

3.4 PARKING

All team members are requested to park their cars as directed by management. Under normal conditions, team members are expected to park behind the chalet as far north as possible. Reckless driving on the premises will not be tolerated and will result in disciplinary action up to and including termination of employment.

3.5 TOBACCO USE

Employee smoking, including the use of electronic cigarettes (e-cigs) or use of chewing tobacco is not permitted while on duty, in view of guests, or while in a work uniform. Employees are permitted to smoke in the privacy of your own vehicle. Employees who smoke must comply with the Company's break periods. Absence from the work area for excessive numbers or periods of time is not tolerated. Taking an unauthorized break to smoke while on the clock will result in disciplinary action up to, and including, immediate termination.

3.6 WEAPONS

Employees may not possess or use any weapon at any time while on any property owned, leased, or controlled by the Company, including Company vehicles, or anywhere that Company business is conducted, including meetings, events, tradeshow, etc. that occur on or off the premises. Weapons include, but are not limited to, guns, knives, any object with blades over 4" in length, explosives, and any chemical whose purpose is to cause harm to another person.

Regardless of whether an employee possesses a concealed weapons permit (CCW) or is allowed by law to possess a weapon, weapons are prohibited on any Company property. They are also banned in any location in which the employee represents the Company for business purposes, including those listed above. Violation of this policy will be grounds for disciplinary action up to and including immediate termination of employment.

3.7 WORKPLACE STANDARDS OF CONDUCT

Every employee is expected to act in a professional, responsible, and respectful manner at all times. The following conduct is prohibited and is not tolerated by Wild Mountain:

- Discourteous behavior to guests or other team members.
- Unsatisfactory job performance, including low quality of work, low quantity of work, and any other performance expectation that is not met.
- Excessive or patterned absenteeism or habitual tardiness.
- Insubordination, not following instructions or failure to work in a cooperative manner with management.
- Wasting time, inefficiency, sleeping on the job, or working in a negligent or careless manner.
- Disruptive conduct or acts resulting in injury, fighting or horseplay.
- Violence or threats of violence.
- Abusive or inappropriate language or behavior.
- Using, selling, or being in possession of illegal drugs, or being under the effects of alcohol or illegal drugs during work hours, while driving Company vehicles, or while on Company or job site premises.
- Use of tobacco or smoking, including e-cigs, while on the clock, in uniform, or in view of guests.
- Engaging in any inappropriate or threatening behavior involving firearms or other dangerous weapons while on Company property.
- Texting while driving a Company vehicle, or any other violation of the safe driving expectations or State law.
- Failure to meet safety expectations or to promptly report accidents or injuries occurring on duty.
- Deliberate damage, abuse, negligence, or misuse of machinery, equipment or Company property.
- Falsification of any records or documents, including time records.
- Theft, dishonesty, or fraud.
- Walking off the job during working hours or job abandonment.
- Discriminatory, harassing, retaliatory or other inappropriate behavior towards coworkers or customers.
- Unethical behavior or unauthorized disclosure of Company confidential information.
- Unauthorized, improper, or personal use of Company property, equipment, time, or resources.
- Displaying a negative or counterproductive attitude
- Violation of any other written or unwritten Company policy.

The above is intended to be representative of the types of misconduct and inappropriate behaviors that may result in disciplinary or corrective action, up to and including immediate termination. This list is not intended to be comprehensive and does not alter the at-will employment relationship between employees and the Company.

3.8 DRESS CODE & APPEARANCE

Dress, personal appearance, grooming, and cleanliness standards contribute to the morale of all employees and affect the business image Wild Mountain presents to its guests and the community. During business or work hours, employees are expected to dress according to job expectations outlined by their supervisor and working conditions. Name tags are required for all employees while working at Wild Mountain and must be worn visibly on their outer layer of clothing. In an effort to prevent workplace injuries, employees are also expected to wear footwear appropriate to their positions.

Good judgment is the main guideline to follow, including being well-groomed, presenting a professional, clean and neat appearance, and paying attention to personal hygiene. Attire that could be offensive or is inconsistent with Company expectations is not tolerated. Managers may provide specific dress code expectations for their departments. An employee should clarify with his/her supervisor any questions regarding appropriate attire for his/her position.

3.9 WORK UNIFORMS

Wild Mountain furnishes uniform items to employees in positions required to wear a specific uniform. Employees should be aware that when in uniform, they represent Wild Mountain and should do so appropriately. Employees may wear their uniforms to and from work or may use employee facilities to change into or out of uniform. Employees should not wear their uniforms while on the premises during non-working hours (e.g., free skiing on days off) or when frequenting licensed establishments (e.g., bars, night clubs) either on Wild Mountain premises or outside of the resort.

All employees should be prepared to work outside at all times. It is your responsibility to keep your uniforms clean, neat, and in good repair. Other departments may have variations to this policy; your supervisor will advise you regarding your required uniform upon hire.

Employees who are issued uniforms confirm the receipt of such Company items in writing and sign an agreement to return all such property upon separation of employment. Employees are responsible for reimbursement for Company-provided items that are lost or damaged beyond normal wear and tear. Any employee who separates employment without returning Company uniforms will be charged for the items as stated in your signed agreement.

3.10 NAMETAGS

Employees are required to wear his/her Wild Mountain nametag at all times while in uniform. Nametags should never be worn when in street clothes. The first employee nametag is provided free of charge, but there is a three-dollar charge for any additional nametags. Employees will not be allowed to work without their nametag.

4.0 TECHNOLOGY

4.1 ELECTRONIC COMMUNICATION & USE OF TECHNOLOGY

Wild Mountain provides employees with various technology, electronic communication equipment, and on-line services, including telephones, cell phones, fax machines, computers, printers, scanners, e-mail, voice mail, hand-held digital devices, and Internet services. The technology, equipment, and on-line services are intended to be used for business purposes. Incidental personal use by employees is permissible on a limited basis, as determined by the Company in its sole discretion; however, excessive personal use is unacceptable. Employees who abuse or misuse any Company-provided technology, or violate this policy in any manner, will be subject to discipline, up to and including termination.

No Expectation of Privacy:

Employees should maintain no expectation of privacy in their use of Wild Mountain's computer systems, electronic communication equipment, on-line services, or other use of technology. Employees should ensure that only business-related information is contained, stored, or maintained on the Company's systems or devices. Wild Mountain may monitor computer systems, electronic communications, or Internet use of employees as a routine matter and/or periodically audit its systems. Wild Mountain reserves the right to access, review, audit, copy, modify, delete, or disclose any information transmitted through or stored in its systems or devices. The Company further reserves the right to disclose any information or records to law enforcement, government officials, or to other third parties if determined appropriate in its sole discretion.

Appropriate Use of Technology:

All use of technology must be void of any content that reasonably could be considered offensive, discriminatory, defamatory, or threatening. Employees are prohibited from using the Company's technology, electronic communication equipment, or on-line services to access or transmit material that is offensive, pornographic, or sexually explicit, or any other visual, audio, or verbal content that may be considered offensive or otherwise inappropriate for the workplace. Use of the Company's technology to engage in any communications that are in violation of Company policies is strictly prohibited.

Software and Hardware:

To ensure security and avoid the spread of viruses, if employees accessing the Internet through a computer attached to the Company's network, they must do so via the approved Internet firewall. Without prior authorization from their Supervisor, users may not do any of the following:

- Copy software for use on their home computers.
- Provide copies of software to any third party.
- Install software or hardware (including upgrades) on any workstations or servers.
- Download any software from the Internet or other online service to any workstation or server.
- Modify, revise, transform, recast, or adapt any software; or reverse-engineer, disassemble, or de-compile any software.

If an employee becomes aware of any misuse of software or violation of copyright law, he/she should immediately report the incident to his/her manager.

4.2 SOCIAL MEDIA

Unless specifically authorized by the President, employees of Wild Mountain are not allowed to post Company information on social media sites. Social media includes all means of communicating or posting information or

content of any sort on the Internet, including to an employee's own or someone else's web log or blog, personal web site, social networking web site, web bulletin board, or a chat room, whether or not associated or affiliated with Wild Mountain, as well as any other form of electronic communication. The same principles and guidelines found in Wild Mountain's policies apply to employee activities online and via social media. Therefore, when participating in social media, employees should adhere to the following guidelines.

- All restrictions fully apply regarding the disclosure of confidential or proprietary information of the Company, customers, or vendors. If information may not be disclosed in a conversation, document, or email, it may not be posted online.
- An employee who posts that they are an employee of the Company must clarify that all opinions expressed are personal opinions and not the opinions of Wild Mountain.
- Any posting that refers to another employee of the Company in any way that is deemed in violation of the Anti-Harassment, Bullying, or Standards of Conduct policies will be addressed and investigated under those policies.
- Any posting that implicates a violation of the Standards of Conduct may also subject the employee to disciplinary action, including but not limited to threatening, false or dishonest references about Wild Mountain or its employees that could detrimentally affect its legitimate business interests.
- Postings may not take place during work time or with the use of Wild Mountain's electronic equipment.

Employees are solely responsible for what they post online. While off-duty conduct is generally not subject to restrictions, employees may be subject to disciplinary action for their online conduct if it violates Company policy, adversely affects their job performance or the performance of coworkers, or otherwise adversely affects customers, vendors, or Wild Mountain's legitimate business interests.

4.3 COMPANY RADIOS

Wild Mountain utilizes a network for radio communications due to the nature of the Company's operations. Employees are expected to utilize professionalism and appropriate communication and procedures when using Company radios. Personal use is not allowed.

4.4 CELL PHONE/PERSONAL ELECTRONIC USE

Employee use of personal cell phones and similar devices (including smart phones or any other device capable of transmitting electronic voice communications) is expected to be non-interfering and limited to meal periods, break times, and non-work hours. Minimal use for personal or emergency circumstances may be allowed; however, more than minimal personal cell phone conversations; texting (including employee-to-employee); sending, checking, or reading e-mail; and browsing the Internet during work hours is prohibited. Employees should turn off personal cell phones or set them to "silent" (non-vibrating) mode during work hours so as not to disturb others or become distracted from one's work. Wild Mountain is not responsible for lost or damaged personal cell phones. Mobile phone use of any kind is prohibited while operating Company vehicles or equipment.

Use of digital devices while in view of guests, or when it creates potential risks to guest or personnel safety, will lead to disciplinary action up to and including immediate termination.

5.0 COMPENSATION & BENEFITS

5.1 PAY PRACTICES

Employees are paid every other Monday for the two-week period ending on the Sunday of the previous week. Employees may be paid by direct deposit or check.

Various deductions are made from employees' wages and reflected on each pay stub. Payroll deductions may include the following required items: federal income tax, Social Security and Medicare, state taxes, local taxes, child support withholding and wage garnishments. Some deductions are optional, such as those employees designate for their portion of the insurance premium or other employee benefits.

Timekeeping

Employees are paid consistent with applicable state and federal laws. It is therefore incumbent on each employee to ensure all work hours and PTO use are recorded accurately on time records. Employees should also carefully review pay stubs when received. If an employee believes a mistake has been made with respect to his/her paycheck, including questions regarding any deduction taken, he/she must report it immediately to his/her supervisor as well as to the payroll department. The Company will make every effort to investigate and correct any error immediately.

Exempt Pay Handling

Special rules apply to exempt status employees who receive a salary intended to compensate for all hours worked during a workweek, which vary based on the needs of the Company. Under applicable state and federal law, this salary can be reduced for the following reasons:

- Full day absences for personal reasons unrelated to sickness or disability.
- Full day absences for sickness or disability, under Wild Mountain's sick leave plan and short-term disability insurance.

The Company will follow these two special rules if an exempt status employee does not have accrued PTO available. Additional special rules for deductions from exempt employee pay are also followed, such as disciplinary suspensions and first/last week of employment.

5.2 COMPENSATION

Base pay for each position is determined by Wild Mountain as a result of job responsibility, market pay rates, and related factors. Base pay rates are generally reviewed on an annual basis by the Company based on performance/merit and market-related purposes. Base pay rates may also be reviewed because of promotion or job change, at the management's discretion. Annual pay changes, if granted, are dependent upon market pay rates, economic conditions, individual performance, and related factors. Wild Mountain may, at its complete discretion, offer incentive pay for designated positions. Any such programs are not guaranteed and may be modified or discontinued at any time by Wild Mountain.

5.3 TIME RECORDS

The accurate recording of time worked is the responsibility of every non-exempt employee. All non-exempt employees must clock in/out when starting and ending work using a facial recognition time record system. If an in/out record is missed, the employee is required to indicate the correct time on the record and obtain manager approval. Missed clock in/out records should not occur frequently. If you arrive early for a shift, do not punch in unless authorized by management to begin work. Be sure to clock in and out when you take your unpaid meal breaks. It is recommended that you keep track of your hours worked to verify any discrepancies.

Employees may not work off the clock, and all time worked by non-exempt employees must be reported. Employees are prohibited from clocking in/out or recording time for someone other than themselves. Altering, falsifying, or tampering with time records in any manner may result in disciplinary action, up to and including termination.

5.4 TIPPED EMPLOYEES

Employees who earn gratuities/tips are required to report the amount received to the Company and to the Internal Revenue Service for tax purposes. Employees who receive under \$20 in tips in any month are not required to submit a report; however, they must include tips on their tax return. Employees are responsible to be informed of current IRS regulations and adhere to relevant reporting requirements.

5.5 SEASON SKI PASS

All employees of Wild Mountain receive an individual ski season pass, excluding individuals classified as on-call status. In addition, certain positions may receive a season family ski pass. Volunteers/ambassadors at Wild Mountain also receive an individual season ski pass. Company-provided ski passes are an employee benefit, valid only while employed at Wild Mountain, and are non-transferrable. Employees who separate prior to the end of the ski season are required to return the Company-provided ski pass prior to separation unless approved otherwise by the President.

Employee Season Pass Privileges

- Must consistently work the minimum hours agreed upon at time of hire.
- Turn in your signed copy of the Employee Season Pass Contract.
- Once it has been determined by payroll and your supervisor that you have met the obligations of your employment, you can receive your Employee Season Pass.
- The Employee Season Pass privileges set forth above are revocable at Wild Mountain's sole discretion.

Misuse or transfer of your pass or pass privileges may result in termination of employment, revocation of your pass and suspension from Wild Mountain premises for 365 days.

Employees who are off duty are permitted to remain at the area. Off duty employees should change out of uniform and will be treated as regular paying guests. Any off-duty employees found in unauthorized areas (including offices, kitchen and ticket areas) will be subject to disciplinary action, including possible termination.

5.6 LEVEL 1 (SEASONAL EMPLOYEE) DISCOUNTS AND BENEFITS

All Seasonal employees in good standing will receive the following benefits. These privileges may be discontinued at any time.

WINTER STAFF PRIVILIGES			
Items	Employee Benefits	Dependent Benefits*	Guest Benefits**
Winter Season Passes	Free Season Pass	Free Season Pass for each dependent	N/A
Lift Tickets	N/A	N/A	Two (2) guest tickets per season at \$35 each, excluding holidays.
Daily Ski/Snowboard Rental	\$5 (plus tax) per day	\$10 (plus tax) per day for each dependent	\$10 (plus tax) per day for one (1) guest.
Seasonal Equipment Lease	\$100 rental, plus a \$100 refundable deposit (Tax not included.)	\$100 rental, plus a \$100 refundable deposit, for each dependent (Tax not included.)	N/A
Group Lessons and Programs	50% off	50% off	N/A
Tubing Tickets	Free with Season Pass	\$10 (plus tax) per session for each dependent	One (1) guest ticket per day at \$10 (plus tax)
Food & Beverage	50% off, excluding alcohol. Staff ID required.	50% off, excluding alcohol. Must be accompanied by employee.	N/A
Retail Store	25% off	N/A	N/A
SUMMER STAFF PRIVILIGES			
Items	Employee Benefits	Dependent Benefits*	Guest Benefits**
Summer Season Passes	Free Season Pass	Free Season Pass for each dependent	N/A
Superday Tickets	N/A	N/A	Two (2) guest tickets per day at \$10 each, excluding holidays.
Food & Beverage	50% off, excluding alcohol. Staff ID required.	50% off, excluding alcohol. Must be accompanied by employee.	N/A
Retail Store	25% off Some exclusions may apply	N/A	N/A
ALL DISCOUNTS ARE BASED ON AVAILABILITY AND MAY BE CHANGED WITHOUT NOTICE.			

* Dependents are defined as the employee's legal spouse and/or children 18 and under who are living in the home.

** Guests MUST be accompanied by the employee. Guest privileges may not be used while the employee is on duty.

Guest Privileges:

All guests of employees must check-in and purchase their ticket at the ticket counter. All visitors participating in varying activities, whether they are friends, relatives, or business associates, must have a ticket of some form. Employees must accompany family members or guest to receive discount.

5.7 GROUP INSURANCE BENEFITS

Wild Mountain offers group insurance benefits to eligible employees and their dependents. Eligible employees are full-time, year-round employees who have completed any applicable waiting periods. Insurance coverage is effective on the first of the month following the hire.

The following insurance benefits are currently available under the plan: medical and long-term disability insurance coverage. Different eligibility and enrollment requirements may apply to each benefit. The Company pays a portion of the monthly premium costs for certain programs.

Core Employee:

100% of premium for employee and family members paid by Wild Mountain

Full-Time, Year-Round Employee:

60% of premium for employee and family members paid by Wild Mountain

Employees may obtain coverage for eligible dependents under some programs for an additional charge. For additional details regarding eligibility, participation, coverage and benefits, consult the appropriate Summary Plan Description or contact Human Resources with any insurance-related questions.

The Company reviews group insurance benefits and its related costs from time to time. Based on this review, and at the discretion of management, Wild Mountain retains the right to modify, continue, or terminate any of the employer-sponsored benefit plans or any benefit or right under the plans at any time.

Additionally, Wild Mountain offers a short-term disability insurance which will replace 60% of your weekly wages up to \$750 per week for both Core and Full-Time, Year-Round employees at no cost to the employee.

Wild Mountain Cliff Notes - Benefits

FTYRS – Full-Time Year-Round Salary
 FTYRH – Full-Time Year-Round Hourly

Health Insurance – Medica

FTYRS – Wild Mountain covers 100% of premium for you
 AND spouse/dependents
 FTYRH – Wild Mountain covers 60% of premium for you AND
 spouse/dependents

Age	Silver 2800-20% HSA Actual Monthly Rate
	\$339.00
	\$360.90
	\$382.42
	\$399.04
	\$399.18
	\$414.04
	\$426.23
	\$432.32
	\$441.46
	\$450.61
	\$456.32
	\$462.41
	\$465.46
	\$468.51
	\$471.55
	\$474.60
	\$480.70
	\$486.79
	\$495.93
	\$504.69
	\$516.88
	\$532.12
	\$559.02
	\$571.35
	\$595.35
	\$622.77
	\$649.82
	\$680.29
	\$710.38
	\$743.52
	\$777.04
	\$813.22
	\$849.41
	\$886.64
	\$928.25
	\$970.53
	\$991.48
	\$1,033.76
	\$1,070.33
	\$1,094.35
	\$1,124.42
	\$1,142.70

Health Savings Account – Further

- Wild Mountain will only contribute to an HSA IF employee is enrolled in our Medical Coverage
- The money in your HSA is carried over from year to year and is yours to keep; even if you leave the company.

FTYRS – single \$1500/family \$3000 (annually, but paid monthly by Wild Mountain)
 FTYRH – single \$1000/family \$2000 (annually, but paid monthly by Wild Mountain)

Employees can contribute to their own HSA pre-tax.

2022:
 Single – up to \$3650 annually
 Family – up to \$7,300 annually
 2023:
 Single – up to \$3850 annually
 Family – up to \$7,750 annually

Life Insurance/AD&D/Long Term Disability - Reliance Standard

Wild Mountain provides \$50,000 in group life and AD&D insurance at no cost to employee.

Wild Mountain pays 50% LTD cost.

	Long Term Disability
Eligibility Period	90 days
Benefit Period	SSNRA
Benefit Amount	60% of Monthly Earnings
Benefit Maximum	\$6,000
Benefit Minimum	\$50
Exclusions	3/12: Disabilities that occur during the first 12 months of coverage due to a pre-existing condition during the 3 months prior to coverage are excluded

Dependent Life Insurance – dependents covered if employee is covered

Dependent Life	Spouse	Children
Benefit Amount	\$2,500 (spouse amount may not exceed 50% of employee amount)	14 days to 6 months: \$100 6 months to age 10 or age 20 if full-time student: \$1,500

401K – ADP

Eligible after 90 days employment

5.8 HEALTH SAVINGS ACCOUNT

Eligible employees enrolling in Wild Mountain's benefits shall receive one of the following cash benefits deposited into a Health Savings Account (HAS).

Core Employee:

Single \$1500 annually / family \$3000 annually (paid monthly by Wild Mountain)

Full-Time, Year-Round Employee:

Single \$1000 annually / family \$2000 annually (paid monthly by Wild Mountain)

5.9 COBRA

The Company offers employees and their covered dependents the opportunity for a temporary extension of health coverage ("continuation coverage" or "COBRA coverage") where coverage under the plan would otherwise end due to separation of employment or other specified events. In such instances, employees receive detailed notices explaining their rights and responsibilities under COBRA, when the employee becomes eligible to participate in or enroll in the group health plan and when the employee loses coverage due to a COBRA qualifying event.

5.10 401K

To be eligible to join the 401(k) Plan, an employee must complete 90 days of service, be 18 years of age or older and have full-time, year-round status. The employee may join the Plan on the first day of the quarter following completion of 90 days of service — January 1, April 1, July 1 or October 1. Prior to eligibility, the employee will be given the Plan's summary plan description for review and all necessary forms to complete to participate in the Plan.

Subject to statutory limits on tax deductibility, the Plan allows employees to elect how much of their pay they want to contribute to the Plan and to direct the investment of their funds into professionally managed investment funds. The Company will, but is not required under the Plan, make a matching contribution of 100% up to 3% of the employee's annual salary at plan year-end. An employee is fully vested in his or her own contributions and entitled to those contributions following termination of employment regardless of the length of employment. The Company's matching contributions are vested at a rate of 20% for each year of employment and will be fully vested after five years of employment.

The Company reserves the right to amend or terminate the Plan at any time.

6.0 TIME AWAY FROM WORK

6.1 PAID TIME OFF (PTO)

Wild Mountain offers a Paid Time Off (PTO) benefit to provide active full-time, year-round employees with paid time away from work. The purpose of Paid Time Off is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal, or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice.

Each full-time, year-round employee will accrue PTO bi-weekly in hourly increments based on their length of service. PTO is added to the employee's PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank in one-hour increments. Time off taken in excess of accrued PTO amounts will be unpaid.

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave, short or long-term disability leave, or workers' compensation leave is taken.

Utilizing PTO requires two days of notice to the supervisor or President unless the PTO is used for legitimate, unexpected illness or emergencies.

Each employee may carry their maximum hours of accrued PTO over into a new calendar year. Once the maximum PTO amount has been accrued, no more PTO will be accrued until some of those hours are utilized by the employee.

Accrual:

Eligible employees begin to earn PTO hours immediately, however, may not use PTO hours until after completing 90 days of employment, unless approved by his/her Supervisor and the President. Eligible employees accrue PTO each pay period based on length of service as outlined below.

Years of Service	Accrual*
<3 years	80 hours (1.54 per week)
>3 and <10 years	120 hours (2.31 per week)
>10 years	160 hours (3.08 per week)

**Employees hired prior to 6/3/20 continue to receive grandfathered accrual rates in accordance with the PTO policy of the previous employer of Wild Mountain.*

Use of PTO:

- Non-exempt employees must use PTO in hourly increments; exempt employees must use PTO in increments of 4 or 8 hours.
- If time off is requested but PTO hours are not available, the PTO request may be declined or the time off may be granted without pay.
- Use of PTO may be denied based on business need, including seasonal work or schedule requirements.
- PTO will not be paid before it is accrued.
- PTO must be used for absences when available and before taking any time off without pay. PTO does not count as hours worked when calculating overtime for a given Monday through Sunday workweek.

- PTO does not accrue when an employee is on an unpaid leave of absence.

Any time off that is not approved in advance is considered unscheduled. PTO is not intended to waive or replace any Company attendance requirements. Unscheduled absences may be subject to discipline, even if paid under this policy.

PTO balances can be accrued and maintained up to a maximum of the employee's total current annual accrual hours. Once the employee has reached the annual maximum, PTO stops accruing until the employee has taken additional time off, then PTO accrues as normal.

PTO Handling at Termination of Employment:

Unused PTO up to a maximum of 80 hours will be paid out to employees with one or more years of service (including grandfathered service), who give at least two weeks' notice and work the entire notice period. Employees who are terminated due to policy violation or cause or who have less than one year of service are not paid for unused PTO at termination of employment.

6.2 EARNED SICK AND SAFE TIME

Employees in Minnesota are entitled to Earned Sick and Safe Time (ESST), a form of paid leave. Employees are eligible for sick and safe time if they work at least 80 hours in a year.

PTE's and Seasonal Employees will accrue 1 one hour of earned sick and safe time for every 30 hours worked, up to 48 hours in a calendar year. A year for purposes of the employee's ESST accrual is defined as the calendar year starting January 1, 2023, or the employee's date of hire, whichever is sooner. Employees can carry over unused ESST into the next year. However, at no time can an employee's accrued ESST exceed 80 hours.

Full-time employees have a separate PTO accrual benefit system separate from ESST. Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform the direct supervisor by phone, email, Homebase message or in person as far in advance as possible, but at least 3 days in advance. In situations where an employee cannot provide advance notice, the employee should contact their supervisor as soon as they know they will be unable to work. Requests to use ESST must be made as soon as possible, but no later than 72 hours of documented absence. ESST is paid leave from work. If an employee is not scheduled to work, the ESST law does not require an employer to allow employees to use ESST.

Any accrued and unused ESST will be forfeited if an employee leaves their job, either voluntarily or involuntarily. Employees who transfer positions or departments will retain their accrued ESST. An employee who returns to work within 180 days of separation is entitled to the ESST hours accrued before leaving the employer.

6.3 OVERTIME

Overtime is paid at 1.5 times an employee's normal hourly rate to full-time, year-round non-exempt (hourly) employees for any hours worked over 48 in a Monday through Sunday workweek. PTO does not count as hours worked when calculating overtime.

Overtime is not available to any other employees nor is overtime available to exempt (salaried) employees.

6.4 JURY DUTY

Wild Mountain encourages employees to fulfill their civic responsibilities by serving on jury duty when required, and employees will receive necessary time off to do so. Time away from work for jury duty for active full-time, year-round employees is paid for up to two days with appropriate documentation. Any additional time off is unpaid, or an employee may use accrued PTO hours. Employees are expected to show the jury duty summons to their manager as soon as possible so that he/she may make arrangement to accommodate the absence. Employees are also expected to report for work whenever the court schedule permits, including within a reasonable time after being excused from jury duty if during regular working hours.

6.5 FUNERAL/BEREAVEMENT LEAVE

Funeral or bereavement leave allows an employee to take time away from work to make funeral or final services arrangements, attend a funeral or final service, and/or make any necessary arrangements associated with a death in his/her immediate family. An employee must notify his/her supervisor of the need for funeral/bereavement leave and obtain approval for the time off. Time away from work for funeral or bereavement leave requires the use of accrued PTO. If insufficient accrued PTO is available, the time off is without pay. The Company defines immediate family member for purposes of this policy as spouse/partner, child, brother, sister, parent, grandparent, or grandchild of an employee or of the employee's current spouse. Any exception to this policy requires Supervisor approval.

6.6 FAMILY & MEDICAL LEAVE

Pregnancy and Parental Leave:

In order to be eligible for Pregnancy or Parental leave, an employee must have worked for Wild Mountain on a half-time basis for at least 12 months and have been with the Company for at least 12 months.

Unpaid family or medical leave may be taken for up to 12 weeks for the following reasons:

- Birth of a child of the employee;
- Placement of a child into the employee's family by adoption or by a foster care arrangement;
- A serious health condition which renders the employee unable to perform the functions of his or her position;

Medical Leave:

Employees who have worked for Wild Mountain for 12 or more consecutive months for at least half-time are eligible for up to 8 weeks of Medical Leave for a serious health condition which renders the employee unable to perform the functions of his or her position; Although, Wild Mountain is not required to comply with the

Federal FMLA laws, we will use their definition of serious health condition to determine an employee's eligibility for medical leave.

Administration:

Wild Mountain uses a "rolling" 12-month period to calculate an employee's leave entitlement. This method means that the first time an employee takes FMLA leave, his/her leave year begins. Thereafter, should the employee request additional leave, the Company will look backward 12 months and determine how much leave has been used during that time and how much leave remains.

In the case of leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted. If both spouses are employed by the Company, the combined leave will not exceed 12 weeks.

Requesting Leave: Applications for family or medical leaves of absence must be submitted in writing. Applications must be submitted at least 30 days before the leave is to commence or as soon as practicable if 30 days' notice is not possible. Employees requesting a leave because of a serious health condition are required to provide Wild Mountain with an appropriate medical certification in support of the request. If the Company has reason to doubt the validity of the medical certification, it may require a second opinion at its expense. If the two opinions differ, the Company may request a third opinion, at its expense, from a health care provider mutually agreed upon by the Company and the employee. The third opinion shall be binding and final.

The Company also requires a fitness for duty report prior to the employee's return to work which addresses the employee's ability to perform the essential functions of his/her job. A request for leave may be denied and/or restoration to employment delayed if the requirements as set forth above have not been satisfied.

Employee Benefits: During a leave of absence under this policy, Wild Mountain will continue to pay its portion of the health insurance premiums for qualifying employees, and the employee must continue to pay his or her share of the premium. Failure of the employee to pay his or her share of the health insurance premium may result in a loss of coverage.

If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse Wild Mountain for payment of health insurance premiums during the family leave, unless the employee does not return because of circumstances beyond the control of the employee.

During family/medical leaves of absence under this section, the employee will not accrue PTO. However, employment benefits accrued by the employee up to the day on which the family/medical leave of absence begins, will not be lost. Employees are required to use their earned PTO, during the family/medical leave.

Status Reports and Recertification: While on FMLA Leave, the employee must report to the Company as requested with respect to the employee's status and intention to return to work.

Certification of Reason for Leave:

An employee requesting FMLA Leave for the employee's own serious health condition or the serious health condition of a family member must provide the Company with written certification from a health care provider of the need for leave. An employee must finish the required written certification when requesting leave or soon after the leave is requested, but no more than 15 calendar days after the start of the requested leave, unless the Company agrees that it is not possible under the particular circumstances.

The requesting employee must respond to a certification or verification request within 15 days of the request or provide a reasonable explanation for the delay. Failure by the employee to provide certification may result in a denial of Leave and/or continuation of Leave and could result in termination of employment.

The Company may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, leave administrator or management official. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Company will obtain the employee's permission for clarification of individually identifiable health information.

Returning From Leave:

Certification for Return to Work: When FMLA Leave is taken because of the employee's serious health condition, the employee is required to provide the Company with an approved fitness-for-duty certificate from a health care provider indicating or documenting that the employee is able to resume work and if the employee has any work-related restrictions. Failure to provide this documentation with 15 days, as described above, may result in termination of employment.

Job Restoration: Upon return from FMLA Leave, the employee is restored to his/her original position held when the Leave began or given an equivalent position with like employment benefits, pay, and other terms and conditions of employment, unless the employee's position has been eliminated through the ordinary course of business (i.e., reduction in force). The employee is not entitled to any right, benefit, or position of employment other than those he/she would have been entitled to if he/she had not been on Leave.

Expiration of Leave: An employee on FMLA Leave is expected to return to work promptly at the conclusion of the Leave, provided the employee is medically able to do so. If an employee fails to promptly return to work at the end of the FMLA Leave, the Company assumes that the employee has resigned.

6.7 MILITARY LEAVE

Military leaves are governed by federal and state law, and are treated in accordance with applicable regulations. Military leaves are unpaid; however, employees may use accrued PTO hours for the absence if desired. Where reasonably possible, employees should give advance notice that he/she will be taking a military leave of absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing for reasonable travel time. Employees on longer military leave apply for reemployment in accordance with all applicable state and federal laws. Employees are responsible for keeping their manager updated on the status of their leave. Upon completion of military service and notice of intent to return to work, employees are returned to either in the position held prior to military leave or a comparable position, provided they have met USERRA re-employment eligibility requirements.

6.8 PERSONAL LEAVE

Situations may arise occasionally that require an employee to request a leave of absence due to a personal situation. Full-time, year-round employees are eligible to request a personal leave of absence in such situations. Personal leaves of absence are unpaid, approval is not guaranteed, and approval is required by the employee's General Manager. Considerations for approval are solely at management's discretion and may include the

reason for the request; the length of the request; the business needs and staffing requirements of the Company; and the employee's work record, performance, and length of service.

All accrued PTO must be used as part of taking Personal Leave. Personal leaves of absence may be requested for up to 30 calendar days. Requests for more than 30 days personal leave are generally denied; however, the Company, at its discretion, may make an exception based upon specific circumstances. Efforts are made to keep the employee's position available for him/her upon return from leave; however, unless required by law, it is not guaranteed.

7.0 HEALTH & SAFETY

7.1 SAFETY

The safety and health of employees at Wild Mountain is of primary importance. It is Wild Mountain's policy to provide safe and healthful working conditions and operating practices that ensure a safe working environment for all employees. Employees are responsible for complying with all general safety rules while on Company property.

Failure to comply with safety rules, regulations, or procedures may result in disciplinary action, up to and including termination. In a preventable accident, the employee is made aware that the Company does not tolerate unsafe work practices. Preventable accidents include those caused by:

- Failure to use required personal protective equipment;
- Failure to use proper lifting techniques or observe hazardous footing conditions;
- Careless or thoughtless acts and horseplay or practical jokes;
- Misuse of tools or equipment; and
- Being under the influence of alcohol or drugs.

General Safety Rules:

Following established safety rules, regulations, and procedures is a condition of employment. Before starting any job, employees should receive and understand instructions in order to perform their jobs properly and safely. Employees are required to know the safety requirements of their jobs. Employees are responsible to:

- Understand and observe the safety rules and measures offered by your supervisor.
- Follow specific safety instructions that may be given to them by their supervisor.
- Be responsible for their own safe conduct, and do everything possible to safeguard others in the area or with whom they are working.
- Be constantly alert to unsafe conditions and report them immediately to their supervisor.
- Use common sense in all their daily activities, and at no time do anything they know could result in an accident or injury.
- Not attempt to do their job when their physical or mental condition does not permit safe performance of that job.
- Take care of any tools or equipment placed in their charge, and report to their manager any needed repair or replacement necessary for safe operation.

Managers have a primary responsibility for the safety of employees. Employees, in turn, are expected to adhere to the regulations and policies outlined by Wild Mountain. If an employee becomes aware of a potential safety or health hazard, he/she is expected to immediately report it to his/her supervisor.

Failure to comply with safety rules, regulations, or procedures may result in disciplinary action, up to and including termination.

7.2 ACCIDENT REPORTING

Employees must follow Company procedures for timely reporting of any injury, accident, or illness as a result of a work-related incident. Employees are responsible for reporting any of the following to their supervisor immediately following the incident, (but no later than the end of shift):

- accidents or incidents resulting in injury or illness of any magnitude (even if medical attention is not necessary);

- accidents or incidents resulting in property or equipment damage of any magnitude; and
- any near-miss incidents that could have potentially resulted in either injury or illness to an employee or in property damage.

In the event of an accident or injury, follow this procedure:

- Notify a supervisor as quickly as possible, even on minor injuries.
- If medical attention is required, ask your supervisor to call ahead. All Wild Mountain team members should be treated at the St. Croix Regional Medical Center, which is located in St. Croix Falls, WI. During regular business hours, use the clinic entrance. Use the ER entrance after hours.
- Wild Mountain will provide you with necessary paperwork for a clinic-visit.
- Any team members injured while working may be subject to drug and alcohol testing. A positive test result will be grounds for immediate termination.

A *First Report of Injury* form must be completed within 24-48 hours of an injury or accident and forwarded to your Supervisor. Reporting an injury/illness starts the necessary paperwork to apply for Workers' Compensation coverage. An employee may be eligible for Workers' Compensation benefits if he/she is injured or becomes ill as a result of a work-related incident. Failure to report injuries in a timely manner could jeopardize an employee's Workers' Compensation benefits.

7.3 DRIVING

Employees in certain positions may be required to operate Company vehicles within the scope of their job responsibilities, which may include vehicles, snow cats, snowmobiles, ATVs, or any other type of registered rolling stock. Employees must be designated as an "authorized eligible driver" by Wild Mountain in order to operate a Company vehicle. Employees must not operate a Company vehicle, snowmobile, or ATV if not an authorized eligible driver. Eligibility requires a Motor Vehicle Record check and a resulting determination by the Company's insurance carrier. Questions regarding eligibility should be directed to Human Resources.

All Company vehicles are to be used for business purposes only; no personal use is authorized. Employees are required to comply with all traffic regulations, laws, and ordinances that apply to motor vehicle operations. Drivers and all passengers are required to wear seatbelts. Employees must not allow persons not authorized or employed by the Company to operate or ride in a Company vehicle. Employees are responsible for paying any and all moving or parking violations received.

In accordance with Minnesota's hands-free law, employees are prohibited from holding their phone or using their phone at any time for reading texts, emails, accessing the Internet, scrolling or typing on the phone as well as for video calling, video live-streaming, gaming, looking at video or photos stored on the phone, and using non-navigation apps.

Employees are required to maintain a current valid driver's license and may be asked to submit a copy of his/her driving records from time to time or to authorize the Company to re-check his/her driving record. Employees authorized to operate Company vehicles are required to report any moving violations using non-company vehicles to their supervisor within two working days.

Wild Mountain's insurance carrier periodically reviews the driving records of employees authorized to operate Company vehicles. Employees must maintain eligibility as an authorized driver for the Company. Employees who fail to maintain such eligibility may be re-assigned to another position, or if driving is an essential function of the position, it may result in termination of employment.

7.4 WORKPLACE VIOLENCE

Wild Mountain strictly prohibits violence in the workplace. Threats of physical harm, physical abuse, vandalism, arson, sabotage or other use of criminal acts; engaging in any inappropriate or threatening behavior involving firearms or other dangerous weapons while on Company property; or any other related act which in management's opinion is inappropriate in the workplace, are violations of this policy.

It is also a violation to engage in any act outside of the workplace, while on or off duty, involving violence or the threat of violence against coworkers, guests, vendors, or others associated with the Company.

Employees who are aware of policy violations or who receive threats of violence while performing Company business are encouraged to promptly report the violations or threats to the General Manager or President.

7.5 PROHIBITED SUBSTANCES & DRUG TESTING

Wild Mountain has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Drugs and alcohol use may impose serious safety and health risks to our employees or guests and may also impair the efficient operation of the Company's business. For these reasons, the Company has established the following policy with respect to the use, possession, or sale of alcohol or drugs. Employees must be free from the presence of such unauthorized substances as outlined below and be capable of exercising good judgment and safe work behavior.

The Company specifically prohibits the following:

- The manufacture, consumption, distribution, dispensing, purchase, sale, possession or being under the influence of any illegal drug during working hours, on Company premises, while conducting Company business, or while using Company vehicles.
- The presence of unauthorized substances in an employee's system during scheduled work hours, on Company premises, or while engaged in Company business.
- Being under the influence of or consuming alcoholic beverages during working hours, while conducting Company business, or while operating Company vehicles or equipment.
- Misuse of inhalants or prescription drugs or possessing prescription drugs that have not been prescribed for the employee by a physician while on Company premises, while conducting Company business, or while operating Company vehicles or equipment.
- Refusing to test; any adulteration, substitution, or dilution of a specimen collected; or any conduct obstructing the Company's drug testing process.

Employees using or being under the influence of legally-obtained drugs while performing Company business or on Company premises may continue to work if the employee does not pose a threat to his/her own safety or the safety of others, and if job performance is not significantly affected by the legal drug.

As a condition of employment, each employee must abide by the workplace drug and alcohol restrictions of this policy. Employees may be subject to search of their person, property, desk, vehicle, or work area as necessitated in the Company's judgment to enforce this policy. Violations of this policy result in disciplinary action, up to and including termination.

7.6 DRUGS, INTOXICATION AND/OR SMOKING BY GUESTS

All employees are obligated to report to management situations involving alcohol or drugs on the premises. Any guest intoxicated to the point that he/she is not in full control of their faculties is a safety hazard and/or nuisance to both himself and other guests. Signs are posted throughout the area stating, "Intoxicated behavior will not be tolerated." If you see a problem or potential problem:

- Call management and let them confront the problem.
- If you are confronted, be friendly, but firm, and wait for management to arrive.

Guest smoking, including the use of e-cigarettes, is not allowed in any building or while waiting in any lines.

7.7 SUSPICION-BASED DRUG TESTING:

Wild Mountain may require any employee to undergo a drug and alcohol test if, in the Company's opinion:

- there is a reasonable suspicion that the employee is under the influence of drugs or alcohol or,
- the employee has suffered a work-related injury requiring medical treatment or caused another employee to be injured, or
- the employee has violated the above rules against use, possession, sale, manufacture, distribution, or transfer of drugs or alcohol while on the job, on premises or while operating Wild Mountain vehicles or equipment or conducting Company business off-premise.

The decision to test with regard to being under the influence must be based on specific describable observations concerning the appearance, behavior, speech, body odors, etc. of the employee.

Employees who refuse to submit to a test will be deemed to have voluntarily resigned their employment. A positive result from the testing of a Wild Mountain employee will be considered the employee's voluntary quit of his/her employment.

8.0 Environmental

8.1 ENVIRONMENTAL TARGETS

Wild Mountain is working to reduce its impact on the planet through numerous endeavors to reduce greenhouse gas emissions, eliminate waste and reduce energy consumption. To remain focused on this important work, it's critical that the company sets targets, works to achieve those goals and monitors its results annually. Below are targets that Wild Mountain hopes to achieve through August 31, 2023. (reporting period September 1, 2022 to August 31, 2023)

Greenhouse Gas Emissions from Electrical Generation

Our goal is to reduce our Scope 2 emissions caused by electrical generation consumed on-site by 5% from 1,007 tCO₂e (both location-based and market-based) to 957 tCO₂e.

Additionally, we hope to reduce total kwh purchased from the grid 5% from 1,694,942 kwh to 1,610,194 kwh.

Waste Reduction

Our goal is to reduce our Scope 3 emissions attributed to waste removal by 5% from 191 to 181 tCO₂e.

Virtual Offices

Working from a home office is rare for Wild Mountain employees, but in the case that an employee works from home we trust the employee will consider the following guidelines for their home office.

1. Maintain a paperless office, as much as possible.
2. Reduce energy use and purchase energy that is produced from renewable sources if available locally.
3. Avoid the use of plastic (folders, bags, boxes, bottles, cups, plates and cutlery) by adopting reusable alternatives and using materials made from environmentally friendly resources.
4. For those working from home, Wild Mountain will share resources and information on how to offset carbon emissions generated by work from home practices (inquire with the President).
5. Any e-waste created from virtual offices can be given to Wild Mountain for responsible recycling or disposal.

8.2 BUSINESS TRAVEL

Wild Mountain asks its employees to consider the environment when planning business travel. In general, we seek to reduce the amount of business travel, and the overall carbon emissions from necessary business travel. Employees are encouraged to travel for business on an “as needed” basis and use virtual meetings as a substitute for travel when available. Employees should consider using public transportation, carpooling or the lowest carbon-intensity travel option when traveling for business.

8.3 PURCHASING POLICY

Wild Mountain purchases millions of dollars of products each year. From accounting to marketing, and from maintenance to our culinary department, our organization is constantly consuming products. As a larger purchaser, we can influence the marketplace with what we purchase. Making buying decisions based on the below criteria, we can reduce our impact on the planet, strengthen our local economy and even save money.

When making purchases, we ask our managers to consider the following:

1. **Purchase locally:** Purchase products locally when possible. This helps eliminate greenhouse gases caused by shipping and it strengthens the local economy. Our goal is to be purchasing 40% of our consumable products (food, office supplies and other disposables) from companies with offices located in Minnesota.
2. **Purchase used:** When appropriate, please consider purchasing used products. Things like vehicles, office furniture and cooking equipment are typically available used. Not only do you save money versus buying new, but you also extend the life of a product and keep virgin natural resources from being made into a new product.

3. **Purchase From Under-Represented Populations:** When possible, purchase good and services from organizations that are lead by under-represented groups like women-owned, minority-owned or indigenous-owned or led businesses.
4. **Recycled Content:** When purchasing disposable items, office supplies and retail products, please consider items with some or all recycled content.
5. **Underrepresented Communities:** When possible, please consider making purchases from companies with ownership from underrepresented or marginalized community members.

9.0 Photo and Video Release

All employees and volunteers grant to Wild Mountain Inc(dba Wild Mountain), Cashmere Properties, Cashmere Mountain Company and their agents, the absolute and irrevocable right and permission with respect to photographic portraits, pictures and video that Wild Mountain may take of the employee. This includes the right to copyright, re-use, publish and re-publish in whole or in part individually or in conjunction with other photos. Wild Mountain has my full express consent to utilize an employees' photos in any and all media now or hereafter known for any purpose whatsoever without restriction as to alteration, and to use the employees' name in connection therewith if he/she chooses to.

All employees release Wild Mountain and their agents from any and all claims and demands arising out of or in connection with the use of a photograph and likeness of any and all employees' including without limitation any and all claims for libel or invasion of privacy.

This release and authorization shall also inure to the benefit of the heirs, legal representative, licensees, and assigns of Wild Mountain.

HANDBOOK ACKNOWLEDGMENT

I acknowledge receipt of the Wild Mountain Inc. (“Wild Mountain” or “the Company”) Employee Handbook, which outlines the policies, procedures, and benefits for Wild Mountain as well as employee responsibilities. It is my responsibility to familiarize myself with the contents of the Handbook and to meet my obligations under the policies in the Handbook. I have been offered an opportunity to ask any questions regarding the Handbook.

I understand this Handbook supersedes all prior oral or written policies, procedures, and practices published and/or distributed by Wild Mountain Inc. or Wild Mountain’s prior owners or operators. I agree to abide by Wild Mountain’s policies and procedures, whether written or unwritten, including but not limited to the policies included in this Handbook.

Wild Mountain reserves the right to modify, update, or eliminate any policy in the Handbook at any time, in its sole discretion. The Company may also provide updates or reminders of policies or procedures, which I agree to become familiar with.

The Handbook is not a contract of employment, nor does it create contractual terms of employment, and I should not interpret it as creating a contract of employment, contractual terms of employment, or a guarantee of continued employment with Wild Mountain for any definite term. I acknowledge that I am an “employee at will,” which means that my employment with Wild Mountain may be terminated by the Company or by me at any time, with or without cause, and without prior notice. I understand that no manager or other employee of Wild Mountain is authorized to enter into any agreement, express or implied, contrary to the provisions of this Handbook or alter the at-will employment relationship, except the President, in a written, signed contract.

I understand that any information I may obtain in connection with my employment at Wild Mountain regarding guests, personnel, financial data, strategic planning initiatives, or electronic data is considered confidential. I understand and agree that I will not disclose at any time any confidential information gained during my employment with Wild Mountain. This will begin with my first date of employment and will continue indefinitely even if my employment with Wild Mountain is later discontinued for any reason.

Name Printed

Signature

Date