



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Name: _____

Date: _____

IN ACCORDANCE WITH S.C. CODE § 41-1-110, THIS HANDBOOK IS NOT AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. KIAWAH ISLAND GOLF RESORT EMPLOYEES ARE AT-WILL. THIS MEANS THAT YOU OR KIAWAH ISLAND GOLF RESORT MAY CHOOSE TO END OUR EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE.

I acknowledge access to the electronic version and receipt of the Employee Handbook through Kiawah Island Golf Resort's Employee Website. I acknowledge that I am responsible for reading this information on my first day of employment at Kiawah Island Golf Resort and I can obtain a paper copy of the Employee Handbook in Human Resources.

Employee Signature: _____

HR Representative Signature: _____

Note: This page should remain in your Employee Manual for future reference. Another copy of this form should be signed and dated for inclusion in your personnel file.

Welcome to the Team!

It is a pleasure to welcome you to Kiawah Island Golf Resort and to wish you success in your new role. We hope that you will quickly feel at home.

Starting a new job is an important event and means as much to us as it does to you. Whatever position you hold on our team is important. We have built our Resort to be a leader in the industry through teamwork and caring, gracious service in the traditions of southern hospitality. Your commitment to these ideals is absolutely necessary for us to continue our mutual success.

The following pages will provide newcomers, and those of you who have been with us for some time, a better understanding of the privileges and responsibilities that go with employment at the Resort. Please note that the Resort's policies, as stated in this handbook, will act as guidelines for our activities.

This booklet was prepared to make you aware of what you can expect from the Resort and what the Resort will expect of you. It is not meant to cover everything. If you have questions, please ask. Your supervisor or a member of Human Resources will be glad to talk with you about your job or the Resort.

We are proud to have you as a part of our team. We hope you will share with us in our sense of pride in our Resort and grow through your experience with us. Please share your handbook with your family and those individuals that have a vested interest in your employment. They, too, will learn important information about your new job, our Resort, and the benefits of working with us.

Sincerely,

Jennifer Bozard
Director of Human Resources

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CORE VALUES

HONESTY

We hold truth and integrity to be the cornerstones of Kiawah Island Golf Resort

RESPECT

We treat our guests and fellow employees as we wish to be treated

LOYALTY

We are dedicated ambassadors of Kiawah Island Golf Resort

OWNERSHIP

We are personally responsible and accountable for our actions

TEAMWORK

We establish a positive environment through communication, partnerships and the sharing of resources

EMPOWERMENT

We have the authority to make decisions to ensure guest satisfaction

ANTICIPATION

We are proactive in servicing the needs of our guests and fellow employees

INITIATIVE

We value and encourage individual creativity, innovation and self-motivation

EFFICIENCY

We meet our financial goals through timely and cost effective performance

STEWARDSHIP

We take pride in the cleanliness of and caring for our natural environment



Resort Vision

Kiawah Island Golf Resort will set the standard of excellence by which all other golf resorts will be measured.

Mission Statement

We are empowered to provide each guest with an unparalleled experience through our caring, gracious service in the traditions of genuine southern hospitality.

Employee Mission Statement

Kiawah Island Golf Resort is committed to providing our employees a safe environment, competitive compensation and benefits, education and training, opportunity for advancement, and personal and professional growth.

As individual employees we are committed to our guest mission and will hold one another accountable for delivering on that promise with unselfish team unity.

An Equal Opportunity Employer

The Resort is, and always has been, an equal opportunity employer. It is the Resort's policy to ensure equal employment opportunities in all aspects of employment. The Resort strives to employ and promote the best qualified person for each job, regardless of race, color, religion, sex, national origin, age, physical or mental disability, or veteran status, and will conform to all applicable state and federal laws and regulations.

Classification of Employees

KIGR follows the mandates of the Fair Labor Standards Act (FLSA) in regards to the keeping, reporting and paying for the time worked.

At the time of your offer of employment, you will be notified of your initial employment classification and status. If you change positions during your employment at KIGR, you will be notified of any change in your status. Please direct any questions regarding your employment classification or exemption status to the Human Resources Department.

Non-Exempt Employee- An employee whose job description/duties matches the federal and state requirements for non-exempt status as determined by the Human Resources Department. Non-exempt employees must be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked in excess of forty (40) hours in a workweek. All non-exempt hours worked must be documented by properly clocking in and clocking out, regardless of how paid.

Exempt Employee- An employee whose job description/duties matches the federal and state requirements for exempt status as determined by the Human Resources Department. Exempt employees are not required to receive overtime pay for work performed in excess of forty (40) hours in a workweek. Exempt employees are paid on the basis of a Monday thru Friday 8 hour day, 40 hours per week. Weekend days and actual hours worked are not considered when processing payroll for exempt salaried staff. This applies regardless of shifts or hours worked, and is applied when processing payroll starting dates, termination dates, and vacation days.

Full-time- Employees who regularly work 30 or more hours per week on an annual basis.

Part-time- Employees who regularly work less than 30 hours per week on an annual basis.

Seasonal- Employees who work on a seasonal or quarterly basis.

On Call- Employees who are not regularly scheduled and are called in to work as needed.

Change of Status

A quarterly report will be run to determine if employees, who are classified as full-time, are working an average of 30 or more hours per week. If it is found that a full-time classified employee is not working 30 or more hours per week, he/she will be given one quarter to increase his/her hours above 30 hours per week. If he/she fails to do so, he/she will be reclassified as part-time, with a 30-day grace period for continuation of health insurance only (if applicable). The employee will then be offered COBRA (if applicable). The reclassified employee will be paid out vacation hours on a pro-rated basis once a status form has been submitted.

In addition, the same report will be run for part-time employees to verify part-time hours are being worked. If it is found that a part-time classified employee is working an average of over 30 hours per week, he/she may be reclassified to full-time. This reclassification is based on business demands throughout the year and a rolling 12 month report. If an employee returns to full-time status in less than a year, vacation hours would be granted based on an adjusted service date.

Promotions and Transfers

Human Resources regularly maintains a list of open internal positions. Positions available to external candidates may be seen on our KIGR Employee Website and www.kiawahresort.com/careers.

It is our policy to fill positions with the best qualified candidates available. Whenever possible, consistent with our policy, the Company will attempt to fill job vacancies by transfers and promotions of employees who can meet the requirements of the opening involved. Employees may be considered for a promotion and transfer after successful completion of six months in his/her current position or both departments agree that the transfer should occur. In addition, the employee must not have written warnings in his/her personnel file dated in the past six months. Requests must first be discussed with your manager and the Human Resources Department. A "Request for Transfer or Promotion Form" should be completed by the employee and sent to his/her Manager. The Manager and Department Head will complete the appropriate sections of the form and forward to Human Resources for processing.

Adjusted Service Date

When KIGR rehires an employee, or accepts a transfer from a sister property, credit will be given for prior service. This is used in determining vacation time, service awards and other service-based benefits.

An employee will be eligible for an adjusted service date upon rehire or transfer by KIGR, providing the break in service has not exceeded one year. If the break in service exceeds one year, the employee will not be eligible for an adjusted service date.

Human Resources will use the “Original Date of Hire”, “Termination Date” and “Rehire Date” to determine an employee’s “Adjusted Service Date”. The break in service time period is added to the “Original Date of Hire” to determine the “Adjusted Service Date”.

Example:

When an employee is eligible for an “Adjusted Service Date”, the new service date will be calculated as follows:

Original Date of Hire	07/29/89
Termination Date	05/25/00
Rehire Date	03/19/01
Break in Service	298 days
Adjusted Service Date	05/23/90

Employees are responsible for notifying Human Resources regarding prior service with the Company.

Open Door Policy

We hope all employees share a feeling of pride in the Resort, and that your spirit of cooperation and enthusiasm will be apparent in all your relations. However, just as in any other organization there may be times when you have a problem or an honest difference of opinion that you would like resolved. The Resort has an open door policy, which gives you the opportunity to express your concerns, needs and problems. We will give full consideration to your views

and suggestions. The only way we can help you answer your questions is for you to ask them.

Performance Appraisals

Employees are evaluated daily on their work performance. Employees are given written reviews annually. Performance appraisals are guides to help you set and attain goals and to improve in areas and confirm your strengths in other areas. Annual performance reviews serve as a basis for possible financial review (excluding tipped employees) and promotional opportunities.

Resignation

It is suggested that any employee who wishes to resign from his or her position give a two-week notice, in written form. This allows the Resort to find a suitable replacement and also reflects well on your employment record. You are requested to schedule an exit interview with your Recruiting Manager or complete an exit interview survey online at <https://www.surveymonkey.com/s/KIGRExitInterview> prior to leaving the Resort. It is also suggested that full-time employees who participate in any of the Resort's benefits, i.e., health insurance, 401(k), flexible spending, life insurance, contact the Benefits Manager before their last day of work. Please note that final pay is mailed to the employee and cannot be submitted through direct deposit.

PAYROLL

Payroll Period

The payroll period consists of a two-week pay period that begins on Sunday and ends on Saturday. The department manager distributes paystubs the Friday following the end of the pay period if employees opt to receive a paper paystub. Any questions or

concerns regarding your pay should be brought to the attention of your supervisor.

Time Cards

Time cards are not to be “swiped” earlier than five minutes before the start of any scheduled shift or later than five minutes after the end of any shift. Employees must use their designated time clock to clock in for shifts. Any variations must have your supervisor's approval. Employees shall not swipe a time card for any other employee. Time cards are the responsibility of the employee and must be in the employee's possession while on Resort property. If you lose your time card please come by the Human Resources Department for a replacement card as soon as possible.

Hours and Overtime

Each employee is designated as either non-exempt or exempt from the Federal and State wage and hour laws. Non-exempt employees are entitled to overtime pay under specific provisions of the Federal Fair Labor Standards Act, for hours worked in excess of 40 hours per week, excluding benefit pay (vacation, sick, etc.). Exempt employees are excluded from these provisions.

The Resort establishes its work schedules and hours to best meet the needs of its guests. These work hours have been set to ensure that superior service can be provided during our operating hours.

All employees are expected to report to work early enough so that they are at their workstation and ready to start work at the scheduled start time.

Overtime is only paid based on actual hours worked. Time off for sick, vacation, holiday or any other leave will not be considered

hours worked for purposes of performing overtime calculations. Overtime will only be paid for hours worked in excess of forty hours per week and only to those in non-exempt positions. It will be paid at one and one half times the hourly rate. Your supervisor must approve overtime hours in advance.

Deductions

An improper deduction is a rare event. However, it is the Resort's policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all Resort managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the Resort does not allow deductions that violate the FLSA.

What To Do If An Improper Deduction Occurs:

In the rare event that you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, the Payroll Department, or to the Human Resources Department.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Pay Advances and Personal Checks

The Resort does not advance pay or cash personal checks.

Pay

All Employees must be paid by direct deposit or the KIGR Paycard Program.

Direct Deposit

The Resort strongly encourages direct deposit. Signing up for direct deposit guarantees that your payroll will be deposited to your bank account on pay day without risk of your check being misdirected or lost in the mail.

Employees are solely responsible for notifying the Payroll Office of any changes in their banking information, such as account number changes, closed accounts, or bank routing number changes. Failure to notify may result in a delay in payment or replaced check fee.

Paycards

The paycard is a stored-value card and a safe and convenient alternative to a paper check which the employee can choose to use for direct deposit. Funds are available on the morning of the pay date just as they would be using direct deposit to a financial institution.

Earnings Statements

Earnings statements are available online via Employee Self Service Portal up to three days prior to pay day. However, if an employee prefers to receive printed pay statements, he/she may select this option in Employee Self Service. Printed statements will be available on pay day in the employee's respective department. Printed pay statements and/or any live paychecks will be given to another person only upon written request of the employee.

Off Cycle/Manual Checks

Payroll corrections or additions will be added to the next payroll cycle. Exception requests must be made by the Department Manager to the Payroll Department, and will only be considered in limited financial hardship situations only.

Tip Reporting Policy

If you are a tipped employee, you are required by Federal law to report all of your tip income for tax purposes. Any employee who receives tips for service is required by law to claim all tips received. The Resort will provide forms and/or record keeping documents for employees to use to declare cash tips received that satisfy IRS reporting requirements, and will add the amount reported to the employee's earned wages and deduct the appropriate taxes. Employees may also enter their tip amounts at any time clock on property. Please note that charge tips are added to your paycheck.

The purpose of the Tip-Out Policy is to allow for proper withholding from employees' paychecks to cover necessary deductions that are required by IRS regulations, particularly contributions for benefits, i.e., 401(k), flexible spending accounts, medical insurance contributions, etc.

Report-in/Call-in Pay

Employees will be paid for report-in or call-in pay according to federal, state, and local guidelines. At a minimum, all hourly employees will be paid for two hours.

If an employee requests to leave before completion of his or her shift, the employee will NOT be entitled to minimum report-in pay and will only be paid for those hours actually worked.

Effect on Overtime Pay

Report-in/Call-in Pay

All hours actually worked on a scheduled day off will count as hours worked in that workweek for overtime purposes. Any of the report-in period not actually worked will not be counted as hours worked in that week for overtime purposes.

Meeting Attendance on Scheduled Day Off

All hours spent attending a mandatory meeting on a scheduled day off will count as hours worked in that workweek for overtime purposes. Hourly employees who attend such mandatory meetings on their days off will receive a minimum of two hours pay.

BENEFITS

The Resort offers its employees an outstanding package of benefits. The Company pays many benefits in full and some are "subsidized", that is, the Company pays a portion and you, the employee, pays a portion. This Benefits section provides a brief overview of the current benefits provided by the Resort. You should consult the official plan documents for plan details as all matters regarding the Resort's benefits will be governed by the official plan documents. Also, these benefit programs are subject to amendment or termination by the Resort at any time and at the Resort's sole and absolute discretion.

If you have any questions, please contact your Human Resources Benefits Manager.

Accidental Death and Dismemberment (AD&D)

Currently, the Resort provides an accidental death and dismemberment (AD&D) benefit to eligible full-time employees on the first day of the month following one year of full-time employment (365 days). If an employee suffers an accident outside of work and they lose a limb or lose sight in either eye, they will be paid a dollar amount based on a schedule set forth in the plan. The AD&D benefit also matches the life benefit amount in the event of an accidental death that occurs outside of work.

Basic Life Insurance

Currently, the Resort provides basic life insurance coverage to all eligible full-time employees on the first day of the month following one year of full-time employment (365 days). The amount of coverage is equal to one, two or three times the employee's annual

salary, depending on the length of service, to a maximum of \$500,000.

Employee Assistance Program

KIGR's Employee Assistance Program is available for all employees.

An Employee Assistance Program (EAP) is a free service available 24 hours a day in which employees and their immediate household family member can obtain professional counseling, advice and resources for the following:

- Parenting & Childcare
- Eldercare
- Relationships
- Work and Career
- Financial
- Legal
- In-person counseling – Up to 4 sessions
- Personal Health and Wellness Topics
 - Alcoholism
 - Mental Health
 - Grief and Loss
 - and much more....

To access KIGR's EAP, employees may contact Human Resources or log onto the KIGR Employee Website for details.

Flexible Spending Account

Currently, the Resort allows eligible employees to participate in a Flexible Spending Account (FSA), which is an IRS-approved tax-free account that allows you to put aside a portion of your salary as pre-tax dollars to be used for certain health and dependent care expenses you and your family incur. When you enroll in a FSA, you authorize per-pay period deposits to your account(s) with salary

dollars that have not been taxed. Then, when you incur eligible expenses, you request tax-free withdrawals from the account(s) to reimburse yourself. There are two types of accounts, health care and dependent care. You may enroll in either one or both on the first of the month after 60 days of full-time employment.

Medical Insurance

Currently, employees are eligible to enroll in the Company's Group Health Insurance Plan the first of the month after 60 days of full-time employment. Medical, dental, and prescription drug insurance is available for the employee and dependent family members. Enrollment applications must be completed and submitted prior to the employee's effective date of coverage. Failure to enroll during the initial enrollment period will delay enrollment until annual open enrollment periods.

Employees who participate in the medical plan pay their premiums on a pre-tax basis.

Options for continued health coverage under the COBRA Act are available for up to eighteen months in the event of your resignation, reduction of hours, layoff, or termination (except where termination results from gross misconduct) and for up to thirty-six months for your spouse and/or dependent children in the event of your death, divorce, or separation. We will provide you additional details of your rights under COBRA in a separate letter.

Mini Medical/Dental Insurance

The Resort offers a discount plan that assists employees with medical, dental and pharmaceutical expenses. Employees are eligible the first of the month after 30 days of employment. Thereafter, enrollment is at open enrollment. The premium is deducted biweekly. A description and details about each plan are available in Human Resources.

Voluntary Insurance

Currently, the Resort offers various voluntary insurances at a group rate (Life, Accident, Cancer, etc.) Full-time and part-time employees are able to enroll at annual enrollment. The premium is deducted bi-weekly. A description and details about each plan are available in Human Resources.

401(k) and Profit Sharing Retirement Plan

Eligibility:

Employees are eligible to start their own contributions any time after the 1st of the month following date of hire.

The Resort offers eligible employees the opportunity to contribute a percentage of their salary on a pre-tax basis in to a retirement plan. After 12 months and 1000 hours of service, employees are eligible for matching and profit sharing. The Resort, at its sole discretion, may make a profit sharing contribution, as well as a Company match contribution, to the employee's account.

Tax Deferred Contributions:

The contributions employees make to their retirement plan are tax-deferred, which means they do not pay income taxes on that money until they take it out of their account, usually at retirement. Employees may contribute from 1% to 50% of their salary to their 401(k) plan, subject to the IRS annual limit on pre-tax contributions. Once an employee decides how much to contribute, that amount is automatically deducted from each paycheck and is not included in their taxable income for the year.

Employees age fifty or older by the end of the calendar year will be allowed to defer an additional amount per year over the current statutory limit.

Profit Sharing:

Each year, KIGR may make a discretionary profit sharing contribution to an employee’s account. The amount the Resort contributes is determined each year by the Board of Directors. Employees will be eligible for Profit Sharing after 12 months and 1000 hours of service. A summary plan document is available in Human Resources for further details.

Vacation Leave – Full Time Employees

Eligibility:

First Year of employment:

<u>Month Hired</u>	<u>Days Available</u>
January/February	40 Hours
March/April	32 Hours
May/June	24 Hours
July/August	16 Hours
September	8 Hours
October/November/December	0 Hours

1 st full calendar year of full time service	40 Hours
2 - 4 years of continuous full time service	80 Hours
5 – 9 years of continuous full time service	120 Hours
10+ years of continuous full time service	160 Hours

No vacation shall be taken until 60 days of full-time employment is successfully completed.

Vacation accrues and is to be taken on a yearly basis based upon pay periods and cannot be carried over from one year to the next. Vacation balances renew during the first full pay period in January of each year. Please note that pay period dates will change from year to year.

Vacation requests must be approved in advance, by a manager, with approval based on business demands. Hours can be taken in 4 or 8 hour increments. Requests can be submitted via a status form or requested in Dayforce.

Vacation and sick balances can be viewed online in Employee Self Service and Dayforce.

Vacation pay is computed at each employee's straight-time pay rate. All paid hours (including hours worked, vacation, holiday, etc.) cannot exceed 40 hours per week when used as benefit pay. Piece rate, productivity bonuses and overtime do not apply.

Terminations:

All employees, other than those terminated for cause, who provide a two-week notice and work throughout the notice period, may be paid their accrued, unused vacation at the discretion of KIGR, provided he/she ends employment in a professional manner.

All unused vacation hours for voluntary terminations are paid out on a pro-rated basis. If the notice is given prior to January 31st, no vacation time will be paid out. If the notice is given after January 31st, the accrued and unused vacation will be prorated based on the date the notice is given. If the notice is given after September 30th, the employee who satisfies the above qualifications would be paid 100% of unused vacation time.

Accrued and unused vacation pay will not be paid out in lieu of regular hours as pay during the notice period and will be paid out only after employment is terminated.

In order to request accrued and unused vacation hours upon voluntary termination, employees are to submit a signed status form to Human Resources for review and final approval.

EMPLOYEES TERMINATED FOR CAUSE OR WHO OTHERWISE DO NOT MEET THE CRITERIA ABOVE, WILL NOT BE PAID ANY ACCRUED AND UNUSED VACATION UPON TERMINATION.

Unused sick hours and any other earned benefit pay hours available, other than vacation, are not paid out upon termination.

The President must approve any exceptions.

Holiday Pay

The Resort observes the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

Full-time, regular employees who have worked ninety (90) days or more are eligible for holiday pay. Employees who receive the holiday off will receive one day's holiday pay equaling the hours normally worked, excusing overtime. If business does not permit a day off, the employee will receive holiday pay in addition to their regular pay. Holiday pay will not be calculated into overtime. If the employee is out on vacation, the employee will receive holiday pay for that day instead of vacation.

Holiday pay will be forfeited if the holiday occurs during an employee's absence from duty for reasons other than vacation.

Part-time employees who have completed ninety days of employment with the Resort are eligible to receive holiday pay. Part-time employees, who work on a holiday, will receive holiday pay up to a maximum of eight hours worked. This would equate to double time pay for hours worked: for example, if the employee worked six hours, he or she will receive six hours of regular pay and six hours of holiday pay.

Seasonal and on call employees do not qualify for holiday pay.

If a recognized holiday occurs during the first ninety days of employment, the employee will receive their regular pay for time worked or be given time off without pay. Holiday pay does not constitute wages. Holiday pay is deemed to be a gratuitous benefit offered by the Resort. In the event of an employee's termination or resignation, the employee will not be paid for any remaining holidays of the year.

Sick Leave

Sick Leave Eligibility and Uses:

Paid sick leave is provided to all full-time employees. New employees are eligible to take sick leave following ninety days of service. Sick leave is provided for the exclusive purpose of allowing employees to take paid time off for medical reasons. Acceptable medical reasons include the employee's own incapacitating illness or injury, a child who is sick, a seriously ill parent or spouse, or for necessary medical treatment or medically advised rest. Visits to doctors and dentists also are acceptable reasons for taking sick leave. Sick time can be taken in increments of two hours. Requests for sick leave should be made to the employee's immediate supervisor, and indicated with documentation on a status form or requested in Dayforce. All paid hours (including hours worked, sick,

vacation, holiday, etc.) cannot exceed 40 hours per week when using benefit pay.

Sick Leave Accrual:

Full-time employees earn sick leave at the rate of .92 hours every paycheck. Employees can carry over up to eighty hours of sick leave into the start of their full-time anniversary date.

Proof of Need for Absence:

An employee absent on sick leave for three days in a row must bring in a note from a health care practitioner certifying that the employee was unable to work for health reasons.

Family and Medical Leave and Unpaid Medical Leave:

Under certain circumstances, employees may be eligible for unpaid leave under the Family and Medical Leave Act (FMLA). In addition to FMLA leave, employees may also be eligible for paid leave - short-term disability. These policies are discussed on the following pages. For more information, contact the Benefits Manager.

Short-Term Disability

General Requirements and Procedures:

Currently, the Resort provides short-term disability benefits to eligible employees in the event of an illness or injury that prevents the individual from working. An employee is eligible for short-term disability after ninety days of full-time employment. Short-term disability benefits begin after you have exhausted all accrued sick leave and/or vacation time or after a ten day waiting period whichever is greater. Paid leave can be used during this waiting period. If your leave spans over a new calendar year you are able to use your vacation hours at 100% compensation instead of the normal 50% of your base pay. Sick time will not be accrued while on

short-term disability. Employees claiming short-term disability benefits must be under a doctor's care and must be approved by the Benefits Manager.

Benefit Payments:

Short-term disability benefits are fifty percent of your base wage. Benefits from short-term disability insurance do not cover absences that are covered by another insurance or benefit plan, such as worker's compensation, Social Security, state disability plans, or private insurance policies. Benefits also are not paid if the disability is caused by or related to any work-related incident involving the use of alcohol, illegal drugs or fights with other employees. Short-term disability benefits are paid biweekly. Health insurance premiums or other deductions will be deducted from your short-term disability payments.

Duration and Medical Certifications:

Short-term disability benefits continue for the length of the disability or for a maximum of 180 days. If you are still unable to return to work after 180 days, you may be eligible for long-term disability benefits per approval from the insurance carrier. You must remain under a doctor's care for the duration of benefits and must submit a monthly medical certification of continuing disability.

While out on short-term disability you cannot engage in any other employment and are expected to refrain from other activities that might delay your recovery and return to work.

Short-Term Disability Benefits for Pregnant Employees:

Employees unable to work due to pregnancy or pregnancy-related conditions are eligible for short-term disability benefits on the same basis as any other disability. Benefits are payable for the period that the employee's doctor certifies that she is medically unable to work, up to a maximum of 180 days.

Return To Work:

You are required to return to work as allowed by your doctor. The Resort attempts to accommodate employees released by their doctors for light duty. Please note that the light duty offered may be a different position or a position in a different department. If you refuse to return to work, following doctor's approval, the Resort will consider your failure to return to work as a voluntary resignation and disability payments will end.

Long-Term Disability

Currently, the Resort provides long-term disability (LTD) to full-time employees following 365 days of continuous, active employment at work and 180 days of continuous absence. LTD coverage is provided to protect the income of covered employees in the event of a long-term disability, after they have exhausted the short-term disability benefits. After 180 days of continuous absence, the employee may be eligible to receive sixty percent of their base annual salary. At the time LTD begins, the employee will be terminated from the payroll, but will continue to be eligible for LTD benefits if all conditions under the LTD group insurance policy are met as determined by the LTD insurance carrier. Health insurance coverage may be continued under the provisions of COBRA.

LEAVES OF ABSENCE

Personal Leave of Absence

A Personal Leave of Absence/Voluntary Time-Off without pay may be granted when an emergency or personal crisis demands an employee's time or presence off the job. Leaves will be granted on an individual basis at the sole discretion of KIGR, taking into

consideration the purpose of the leave, the employee's work record, the length of the leave requested, and the needs of the location at that particular time.

Generally, an employee must have completed twelve consecutive months of service, and be in good standing to be eligible for a Personal Leave of Absence/Voluntary Time-off. If the Federal Family and Medical Leave Act (FMLA) is applicable to the leave sought, and the employee is eligible for FMLA leave, the employee must first exhaust all applicable FMLA leave before he/she is eligible for a Personal Leave of Absence/Voluntary Time-off.

The Personal Leave of Absence/Voluntary Time-off request must be specific about the reason and length of the leave (starting and ending dates). Personal Leaves of Absence/Voluntary Time-off are limited to four weeks in duration. Under unique circumstances a Personal Leave of Absence/Voluntary Time-off may be extended beyond four weeks with prior management approval from your Department Head and Director of Human Resources.

A Personal Leave of Absence/Voluntary Time-off must be applied for in writing, through the Department Head and Director of Human Resources at least two weeks before the leave begins. All Personal Leaves of Absence/Voluntary Time-off shall be granted without pay.

If the employee is covered by KIGR's group health plan and the employee's leave is for less than four weeks, he/she may not be required to pay more than the normal employee contribution currently being deducted from their paychecks. If the leave is more than thirty-one days, the employee may elect to continue coverage typically for up to eighteen months while on Personal Leave of Absence/Voluntary Time-off through COBRA coverage.

If the Personal Leave of Absence/Voluntary Time-off has been granted beyond thirty-one days and/or the employee does not wish to pay the required amount of premium, the employee's insurance will be cancelled and COBRA benefits may be elected. If the

employee returns to work full-time, the employee may re-enter the plan the first day of the following month.

During a Personal Leave of Absence/Voluntary Time-off, the employee will not accrue/earn any sick or vacation benefits and will not be eligible for holiday pay. Employees may not engage in gainful employment while on a Personal Leave of Absence/Voluntary Time-off. Failure to return from a leave on a designated date will be deemed job abandonment. During any Personal Leave of Absence/Voluntary Time-off, absence under the Family Medical Leave Act, or Short-term Disability Leave, the employee is still an active employee to whom all KIGR rules apply (e.g. policies regarding drug use).

Family and Medical Leave (FMLA)

The Resort recognizes that our employees occasionally may be required to take extended leave for family and medical reasons and desires to accommodate eligible employees. In accordance with the Federal Family and Medical Leave Act (FMLA) of 1993, the Resort will provide eligible employees up to 12 weeks of unpaid leave during a 12-month period for reasons as defined by law.

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- a. for incapacity due to pregnancy, prenatal medical care or child birth
- b. to care for the employee's child after birth, or placement for adoption or foster care
- c. to care for a sick spouse, son, daughter or parent with, who has a serious health condition
- d. for a serious health condition that makes the employee unable to perform his or her job.

Military Family Leave Entitlements:

Eligible employees whose spouse, son, daughter or parent is on

covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Military Family Leave Entitlements:

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

(1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness* or

(2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition

of “serious health condition”.

Definition of Serious Health Condition

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

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

Eligibility Requirements:

Eligible employees include those who: have been employed for at least 12 months and performed at least 1250 hours of service during the 12 month period immediately preceding the leave.

Paid/Unpaid Leave:

The Resort requires that employees first use any and all available paid vacation and sick time and short-term disability (when applicable) as part of the unpaid leave. Once any/all paid leave is used, the remainder of the leave will be unpaid. The use of paid leave will not extend the total amount of leave to which an employee is entitled.

Benefits during the leave:

1. Employees will continue to receive group health coverage on the same basis as during active employment for up to a

total of 12 weeks. Employees will be required to pay their portion of the health benefits by the 15th of each month. In some circumstances, employees who fail to return from leave may be responsible to reimburse the company for the health coverage premiums paid by the Resort during leave.

2. Seniority and other benefits do not accrue during leave. (If an employee with six years, seven months employment is on leave under FMLA, they will return with six years, seven months of employment.)

Procedure:

1. Required notice:
 - a. Eligible employees must provide a written request 30 days prior to the expected leave, or where the leave is unforeseeable, as soon as the need for leave is known.
 - b. Eligible employees must submit written certification, using company Physician Certification Form, where the leave is due to the employee's serious health condition or that of a family member. The employee must return the Certification Form within 15 days unless the employee is unable to do so for medical or other legitimate reasons. Failure to provide Certification in a timely manner may result in the delay/denial of leave approval.
 - c. The written request and the completed Physician Certification Form should be reviewed with the Benefits Manager and forwarded to the Director of Human Resources for approval.
 - d. If the duration of the leave is not known at the time the leave begins, the employee is required to inform the Benefits Manager of the expected return date as soon as it is known.

- e. Employees will be required to provide timely, complete, accurate medical documentation and status prior to and periodically (to be determined based on the reason and expected return date) during the leave. An employee may lose leave status and/or employment privilege for failure to keep the company adequately informed.

- f. The Resort, at its own expense, may require an employee to submit to an examination by a company selected physician to verify the condition and expected length of disability.

2. Return to work:

- a. Before returning to work after an extended illness or injury, an employee must provide The Resort with a return to work certification signed by the physician and describing any work restrictions.

- b. An employee who takes leave in accordance with the Policy will be entitled to return to his or her same or equivalent position after the leave. Although The Resort will attempt to return employees to the same or an equivalent position, we may not be able to do so in individual cases where prevented by business conditions or situations having nothing to do with the leave itself.

Points of information:

- 1. Where medically necessary, an employee may take leave on an intermittent or reduced schedule basis. Employees must notify the Benefits Manager of the need for such leave as soon as possible so that an accommodation can be reached which best suits both parties and does not compromise

service. The physician must certify the need for, and nature of, intermittent or reduced schedule leave.

2. Where a husband and wife are employed at The Resort, they are entitled to a combined total of 12 weeks leave if the leave is for the birth or placement of a child or to care for a sick parent.
3. In the case of the birth and placement of a child, the entitlement to leave expires at the end of the 12 month period beginning on the date of the birth or placement.
4. The Resort, in its discretion and in accordance with applicable law, may grant an employee's request for illness or injury leave beyond 12 weeks. Such requests must be made in a timely manner and will be granted in unusual circumstances and where guest service will not be disrupted. ***See the Extended Leave of Absence Policy for further details***

Extended Leave of Absence

In order to encourage employees to return to work, plan production in an orderly and efficient fashion, and give employees who need extended leave for reasons of illness or injury a reasonable time to recuperate and recover, KIGR is adopting the following policy:

If an employee's illness or injury requires a leave of absence for more than 12 weeks, (the maximum amount of leave associated with FMLA) the Resort will, with satisfactory medical evidence, extend an employee's leave for an additional 14 weeks, or a total of 26 weeks in an 18-month rolling period. The Resort will grant the employee reinstatement to his/her job (assuming it has not been eliminated or filled) at the end of the twenty-six week period, if the employee can continue to perform the job with or without reasonable accommodation.

The employee will be responsible for the total cost of the health insurance premiums on any health insurance coverage the

employee or the employee's family is receiving through the Resort during this extended leave period, unless otherwise provided by law. KIGR reserves the right to cancel health insurance with thirty days' notice for nonpayment of premiums. Employees will not accrue vacation or sick leave while on Extended Leave.

While on Extended Leave, employees are required to report periodically to their supervisor, at least every thirty days, regarding the status of their medical condition and their intent to return to work. Employees may be required to provide satisfactory medical evidence substantiating their need for continued leave. Failure to give reports on a timely basis can result in disciplinary action, up to and including termination.

If at the end of the Extended Leave, an employee is still not able to return to their job because they are unable to perform the job, either with or without reasonable accommodation, due to illness or injury, then the Resort will allow the employee to apply for any unfilled position that the employee is qualified for and capable of performing with or without accommodation. In all events, if an employee is unable to return to either their job or an unfilled position, which they are qualified for and capable of performing, because of illness or injury for a period of twenty-six (26) weeks within an 18-month rolling period, the employee shall be separated from employment.

REGARDLESS OF ANY LEAVE GRANTED, YOU ARE EXPECTED TO ABIDE BY ALL OTHER RULES AND POLICIES INCLUDING THOSE GOVERNING ATTENDANCE AND PERFORMANCE. FROM TIME TO TIME, AND IN ACCORDANCE WITH APPLICABLE LAW, KIAWAH ISLAND GOLF RESORT MAY MODIFY, AMEND OR RESCIND THESE LEAVE POLICIES.

Other Types of Leave

Bereavement Pay

Bereavement leave is provided to all employees following ninety days of full-time employment. In the event of the death of an

employee's spouse, child, parent, sibling, grandparent or in-law (mother, father, sister or brother) you will be granted three days off work with pay. Vacation days may be used, if additional time off is needed. Requests for bereavement leave should be made to the employee's immediate supervisor, and indicated with documentation on a status form or requested in Dayforce. All paid hours (including hours worked, sick, vacation, holiday, etc.) cannot exceed 40 hours per week when using benefit pay.

Military Leave

If you are required to serve in the armed services for periods of more than ten working days for call-up in active duty, draft, etc., you will be placed on military leave. Upon your return, you will be reinstated in your former position or a position of like status, and pay under the following conditions:

1. The person must have held a civilian job
2. The person must have given notice to the Resort that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable
3. The cumulative period of service must not have exceeded five years
4. The person must not have been released from service under dishonorable or other punitive conditions
5. The person must have reported back to the civilian job in a timely manner or have submitted a timely application for re-employment.

A military leave granted to an employee who is drafted or whose guard or reserve is recalled to active duty, or National Guard or Reserve employees participating in a training camp is classified as a non-paid leave.

Immediately upon receipt of orders to report for military duty, you should submit a copy of the orders with a letter requesting a leave to your supervisor.

Jury Duty

The Resort will grant you time off for mandatory jury duty. A copy of the court notice must be submitted to your manager to verify the need for such leave. You will receive the difference between jury duty pay and your normal salary or wage for each day of jury duty up to a maximum of two weeks per year in addition to any other paid leave. All paid hours (including hours worked, sick, vacation, holiday, etc.) cannot exceed 40 hours per week when using benefit pay.

You are expected to report to work when doing so does not conflict with court obligations. It is your responsibility to keep your supervisor or manager informed about the amount of time required for jury duty and to provide documentation regarding the amount of jury duty pay received in order to receive the Resort-provided compensation supplement. Documentation and status form should be submitted to Payroll.

RESORT RULES AND REGULATIONS

Disciplinary Procedures

The success of our Resort is based on cooperation and teamwork, and it is everyone's responsibility to conduct him or herself in a mature and professional manner.

In order to sustain KIGR's high service standards and industry leadership, we will address disciplinary problems in an efficient, fair, and timely manner. Discipline for performance and behavioral problems may range from verbal warnings to termination, as determined by the Resort in its sole discretion. The objective is, where possible, to correct performance and discipline problems proactively to achieve positive results while protecting the interests of KIGR and its employees. If an employee refuses to sign a disciplinary warning, it does not decrease the validity of the warning. If the employee feels that the warning was given unjustly, he/she should contact his/her Director or the Human Resources Department.

Listed below are some of KIGR's rules and regulations. **This list is not to be viewed as all-inclusive.** In addition, the Resort reserves the right to discipline or discharge for conduct not listed below. Examples of behavior and conduct that KIGR considers inappropriate and which could lead to disciplinary action up to and including termination of employment and/or prosecution without prior warning at the sole discretion of our Company include, but are not limited to, the following:

- Falsifying or altering employment or other KIGR records, including supplying false or misleading information when applying for employment or at any time during employment

- Violating KIGR's nondiscrimination, harassment, or retaliation policy
- Violating any of KIGR's policies, whether or not contained in the Employee Handbook
- Establishing a pattern of excessive absenteeism or tardiness
- Leaving a shift early without prior authorization from a supervisor
- Discussing confidential Resort matters with unauthorized personnel or guests or in any areas where guests or other unauthorized individuals could overhear the conversation
- Disclosing without authorization or misusing confidential KIGR, guest, or personnel information
- Reporting to work intoxicated, under the influence of non-prescribed drugs, or otherwise unfit for duty
- Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs
- Bringing or using alcoholic beverages on KIGR property or using alcoholic beverages while engaged in KIGR business off Resort premises, except where authorized
- Using obscene, abusive, or threatening language or gestures
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on KIGR premises or while representing the Resort
- Threatening, intimidating, or coercing fellow employees or guests on or off Resort premises at any time for any purpose
- Stealing property from or unauthorized possession of the property of co-workers, guests, or KIGR
- Possessing unauthorized hotel property in an employee's locker
- Fighting or horseplay or provoking a fight on Resort property
- Having unauthorized firearms or other weapons on KIGR's premises or while on Resort business off property. This includes guns and weapons stored in vehicles.
- Disregarding health, safety, or security regulations
- Failing to report any personal injury sustained while on the job

- Engaging in an act of sabotage or willfully or with gross negligence causing the destruction or damage of Resort property or the property of guests or fellow employees
- Removing, duplicating, or transferring possession of hotel master keys
- Altering a check or credit card voucher, making unauthorized charges to a guest or customer credit card, or knowingly overcharging a guest or customer
- Failure to follow Resort policy regarding handling of cash banks, deposits, or other established accounting procedures
- Unauthorized use of KIGR facilities, telephones, or equipment
- Unauthorized social conduct or fraternization with guests
- Unprofessional appearance or conduct
- Making or publishing false, vicious, or malicious statements concerning any employee, guest, supervisor, or manager, director, owner or KIGR
- Engaging in insubordination
- Loitering or sleeping on the job
- Leaving the Resort without permission or failing to remain at your work station until the end of your shift unless released earlier by your supervisor or manager
- Refusing to allow packages, lockers, vehicles, desks, or offices to be examined
- Refusing to undergo a drug or alcohol screen upon request
- Failing to respect guest privacy
- Improper recording of hours worked, punching in more than five minutes before a shift or punching another employee's time card
- Entering a guest room, villa, or home without proper authorization

If an employee's performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of KIGR based on violations of either the above or any other of KIGR's policies, rules, or regulations, the employee will be subject to

disciplinary action up to and including termination of employment. A disciplinary warning need not be given prior to termination.

Alcohol, Drug and Substance Abuse Policy

The possession, use or sale of an illegal drug or misuse of legal drugs or alcohol may pose serious safety and health risks not only to the user, but to all those who work with the user. The purpose of this policy is to advise our employees of the Resort's intent to have a drug-free and alcohol free workplace and to provide our employees with the Resort's guidelines on drug and alcohol usage.

On-The-Job Use, Possession or Sale of Alcohol and Drugs:

The Resort strictly prohibits the use, possession, sale or solicitation of drugs, including the unauthorized use of prescription drugs, and controlled substances while on the job, including breaks or meal periods, on or about Resort property, including parking lots, or while conducting Resort business. The use of alcohol during working hours or reporting to work under the influence of alcohol is prohibited. Where there are reasonable grounds for believing that an employee is in violation of this policy, the employee may be immediately suspended pending investigation. Any violation of this policy will result in termination of employment.

Pre-Employment Screening:

An applicant to whom an offer of employment has been made agrees to submit to a drug screening test. The offer of employment from the Resort will be conditioned upon

the applicant completing the test within 48 hours of the made offer and passing the drug test.

Post-Accident Testing:

Employees whose performance either contributed to an accident or incident or cannot be immediately discounted as a contributing factor to the accident or incident may be tested for the presence of drugs or alcohol. The employee must take the test within 24 hours of the accident. If the test result is positive, the employee will be subject to disciplinary action up to and including termination.

Reasonable Suspicion Testing:

Employees may be tested when the Resort determines that there is reasonable cause to believe that a specific employee is under the influence of drugs or alcohol. For this purpose, reasonable cause is defined as a belief that the employee is under the influence of a prohibited drug or alcohol. This assessment will be made at the Resort's sole discretion and will be based upon the employee's specific physical, behavioral, or performance indicators of probable drug or alcohol use. The employee must take the test immediately. If the test result is positive, the employee will be subject to disciplinary action up to and including termination.

Random Testing:

The Resort may conduct random testing of all employees at various times. The employee must take the test within 48 hours of notification. If the test is positive, the employee will be subject to termination. Refusing or failure to submit to any of the testing explained within this policy may result in termination.

Attendance & Punctuality Policy

If an employee is not at work for a scheduled shift, they will be considered absent. The Department Head may request

documentation to support the absence. An absence may only be excused by the employee's Department Head or Manager.

Continuous unexcused tardiness or absenteeism of any time frame may result in disciplinary action up to and including termination of employment. When an employee exhibits a pattern of poor attendance, the manager should meet with the employee in a timely manner to address the issue. If no improvement is shown, disciplinary action can occur, including termination.

Call-In Procedure – If an employee is not able to be in for their scheduled shift they must call in at least TWO (2) hours prior to their start time. All call-ins must be made to their Manager or Department head. Sending a text message or leaving a message on a Manager or Department Head's voicemail does not constitute an appropriate call-in. The employee should speak with their supervisor regarding their absence. Failure to follow this procedure may result in disciplinary action, up to and including termination. See your Department Head for any additional call-in Procedures specific to your position or department.

Since the employee is responsible for proper notification to their Department manager, calls from relatives or fellow employees reporting an absence for the employee will not be accepted, unless an emergency exists that results in the employee being unable to make the call.

No Call/No Show – A no call/no show for an employee's scheduled shift will result in disciplinary action, up to and including termination.

Tardiness – Employees are required to be punched in at the start of their scheduled shift. Employees who need to change into a

uniform will be given a seven (7) minute grace period to be in his/her position.

Harassment and Discrimination Policies

KIGR will not tolerate any behavior that constitutes harassment or discrimination based on a person's sex, gender, race, color, national origin, citizenship, religion, marital status, veteran status, age (over 40), or disability. Each employee of the Resort will strictly comply with this policy. Violations may result in disciplinary action, up to and including termination.

Examples of conduct that may constitute sexual harassment include, but are not limited to, the following: threatening adverse employment action if sexual favors are not granted; promising preferential treatment in return for sexual favors; making unwelcome physical contact; making use of unwelcome offensive, sexually explicit, or sexually suggestive language, gestures, or humor; displaying sexually offensive or suggestive objects or materials; and condoning or encouraging such conduct of or directed to any Resort employee or guest. Such conduct may also constitute harassment if based upon the person's race, color, national origin, citizenship, religion, gender, marital status, veteran status, age (over 40), or disability.

Any employee who believes that he or she has been or is being subjected to (or has witnessed or otherwise has knowledge of) harassment or discrimination by any Resort employee, vendor or guest or any other person in connection with his or her employment will immediately report it to any of the following: the Manager or the Division Manager, Executive Committee Member, or Human Resources. The recipient of a report of harassment will immediately notify Human Resources.

An employee must report harassing or discriminating conduct as soon as he or she believes it exists so that the Resort can investigate

and take steps to stop it. All investigations will be conducted promptly, thoroughly, and discretely so as to protect, to the fullest extent possible, the confidentiality of the persons involved. Thereafter, the Resort will promptly take appropriate remedial action, which will ordinarily be communicated to the complaining employee. A complaining employee may submit to the Director of Human Resources a written statement of specific concerns he or she may have regarding the outcome of an investigation.

KIGR will not tolerate any behavior that constitutes retaliation against an employee who in good faith reported harassment or discrimination or has otherwise participated in the investigation of a report of harassment or discrimination. Any employee who believes that he or she has been or is being subjected to (or has witnessed or otherwise has knowledge of) retaliatory treatment will immediately report it in the manner described above. Retaliatory conduct is grounds for immediate dismissal.

TO KEEP YOUR WORK ENVIRONMENT FREE OF HARASSMENT AND DISCRIMINATION, IT IS YOUR RESPONSIBILITY TO REPORT HARASSING, DISCRIMINATING OR RETALIATORY CONDUCT AS SOON AS YOU BELIEVE IT EXISTS.

Relationships in the Workplace

Employees are required to act professionally and to respect the privacy of guests and fellow employees on KIGR property at all times (during working hours and off-duty).

KIGR is committed to ensuring conflicts of interest do not exist in our working relationships and specifically in the employment decisions regarding relatives and close personal relations.

KIGR prohibits romantic relationships where there is a direct or indirect supervisor relationship between employees regardless of whether the relationship is voluntary and/or welcome by both parties. Such relationships can be disruptive to the work environment, create a conflict or the appearance of a conflict of

interest, and lead to charges of favoritism, discrimination, and claims of sexual harassment. While KIGR has no desire to interfere with the private lives of our employees, or their off-duty conduct, where such conduct impacts upon the work environment in a negative manner (such as noted above) the Resort reserves the right to take whatever action is appropriate, in its sole discretion, to protect KIGR's interests. Such action may include reassignment or termination of employment.

Resort Guests

Although we encourage employees to be friendly to all guests, they must refrain from any behavior which is inappropriate, or which could be perceived as using their position in the Resort to initiate a personal relationship. Conversation with guests should be friendly, courteous, and consistent with excellent guest service, and should not be used to create a personal relationship. Personal conversations with fellow workers on duty should not interfere with or prevent the performance of an employee's day-to-day functions. To the extent that personal employee conversations take place, such conversations should be brief, and immediately cease whenever a guest is present.

Any behavior that is inconsistent with our Resort standards regarding guest courtesy and service and fraternization is prohibited. Violation of this policy could result in disciplinary action up to and including termination of employment.

Workplace Violence

KIGR has a policy of zero tolerance for violence. The purpose of this policy is to provide a safe workplace free from aggressive, threatening, or violent acts. KIGR expressly prohibits any acts or threats of violence (verbal or physical) by any KIGR employee, former employee, or person affiliated with or related to a current or

former employee, against any other person in any KIGR department, including other employees, guests, vendors or visitors.

If an employee engages in any acts of violence, including threats of violence, as described below, employment will be terminated immediately for cause.

Acts or Threats of Violence Defined

For purposes of this policy, “violence” includes threats or threatening behavior or conduct against persons or property that is sufficiently severe, offensive, or intimidating. It also includes creating a hostile, abusive, or intimidating work environment for one or more KIGR employees. The following definitions are intended to provide further guidance:

“Threat” includes a communicated intent to inflict physical or other harm on any person or property.

“Threatening Behavior” is any behavior that is provoking and unsafe, which by its very nature could cause physical or other harm to any person or property. It may or may not include an actual physical attack.

“Physical Attack” includes aggression resulting in a physical assault with or without the use of a weapon.

Specific Examples of Prohibited Conduct

Specific examples of conduct that may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening to harm an individual, his or her family, friends, employees, or their property

- The intentional destruction or threat of destruction of property owned, operated, or controlled by KIGR
- Making harassing or threatening telephone calls, letters, e-mail messages, text messages, or other forms of written or electronic communications
- Harassing surveillance, also known as “stalking”, which is the willful, malicious, and repeated following of another person and creation of a credible threat with intent to place the other person in reasonable fear for his or her safety
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on KIGR property

Responsibilities and Implementation

In keeping with the spirit and intent of this policy, and to ensure that KIGR’s objectives in this regard are attained, it is the responsibility of both the Company and all employees to help prevent violence in the workplace. It is the commitment of KIGR to:

- Take prompt and remedial action, up to and including termination of employment, against any employee who engages in any of the conduct defined above
- Take appropriate action in dealing with guests, former employees, vendors, or visitors to KIGR facilities who engage in such behaviors. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- Prohibit employees, former employees, guests, vendors, and visitors from bringing unauthorized firearms or other weapons onto KIGR premises
- Establish appropriate security measures at the property to promote safety and security

Employee reports made pursuant to this policy will be held in confidence to the maximum extent possible. KIGR does not tolerate

any form of retaliation by anyone against any employee making such a report.

GENERAL INFORMATION

Change of Employee Information

Employees are to promptly report changes in any of the following to the Human Resources Department: name, address, telephone number, marital status, dependents, formal education, courses completed, other training or skills acquired, selective service status, person(s) to notify in case of emergency, physical or other limitations that may affect his/her ability to perform the essential functions of his/her job and/or change your benefit requirements. Employees may also use Employee Self Service to make an assortment of personal changes online.

It will be the employee's responsibility to notify the company, through the Human Resources Department, of any changes in their status.

Conflicts of Interest

Employees shall avoid outside employment, activities, investment, relationships and other interests that constitute competition or are in conflict with the interest of the company. A conflict of interest can arise in dealings with anyone involved in business transactions with the Resort, including but not limited to guests, owners, buyers, suppliers, banks, insurance companies, and people in other organizations with whom we contract and make agreements.

Conflicts of interest should be avoided and may include the following examples:

- Working for any of the groups mentioned above for personal gain
- Engaging in a part-time activity for profit or gain in any field in which the company is involved/engaged
- Borrowing from, or lending money to, individuals representing organizations with whom business dealings are conducted

Should you have any questions as to what constitutes a conflict of interest, please contact the Human Resources Department. Violations of the above policy may result in discipline up to and including discharge.

Network and Workstation Access Policy

The Internet contains millions of pages of information some of which include offensive, sexually explicit, malicious and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Having an e-mail address may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and Kiawah Island Golf Resort is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Kiawah Island Golf Resort is governed by the following policy:

PCI Compliance – Credit Cards

KIGR follows the standards set forth by the PCI council as we handle credit card data. All employees with access to credit card data must be diligent in the handling of the card data to prevent theft of the

data whether it is received physically or through electronic means. Card data should never be stored in unauthorized or unencrypted locations in any KIGR system. Credit cards must be received through approved KIGR network systems and never written down on paper, pictures taken, or any unauthorized copying of the credit card data. Credit card data is never to be sent outside of the KIGR network.

Permitted Use of Internet and Company Computer Network

The computer network and associated workstations connected are the property of Kiawah Island Golf Resort and may only be used for legitimate business purposes. Users are provided access to the computer network and workstations to assist them in the performance of their jobs. Additionally, certain employees ("Users") may also be provided with access to the Internet through the computer network. All Users have a responsibility to use Company's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network, or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability. The term "network" references all computers, laptops, storage devices, file servers, data lines, fiber connections, wireless access points, copiers, printers, email devices (e.g. Blackberries, Droids, Smart Phones, Exchange, Outlook, Outlook Web Access, etc.) and any other devices or applications deemed to be a part of our workplace network.

Computer	Network	Use	Limitations
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PROHIBITED USES. Without prior written permission from the Company, the Company's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Employees may not

use the Company's Internet connection to download games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, you may not use the computer network to display, store or send (by e-mail or any other any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Attempting to work around such blocked sites is strictly prohibited. Furthermore, anyone receiving such materials should notify their supervisor immediately. Company supplied computer, telephone, laptop, Blackberry and Droid configurations are not to be modified to connect to the guest network while at Kiawah Island Golf Resort.

PROHIBITED STORAGE. Storage of personal data on company computer (network, desktop, or laptop), whether stored in emails or in files saved to the network, including but not limited to photos (or albums of photos), music in any format (MP3, WAV, or other file types), movies (whether personal 'home movies' or copies of copyrighted materials.), personal documents or non-company related financial information are not permitted.

ILLEGAL COPYING. Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of KIGR.

DOWNLOADING SOFTWARE. Users are not permitted to download or install software of any kind. Installation of software is to be performed by the Information Technology department only. Any installations of software not approved by the Information Technology department will be removed automatically.

DOWNLOADING INTERNET BROWSERS. Users are not permitted to download any type of internal or external internet/intranet browsing software. Internet Explorer is the only permitted browser for use on the company network and workstations.

COMMUNICATION OF TRADE SECRETS. Unless expressly authorized to do so, Users are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to Company.

Unauthorized dissemination of such material may result in severe disciplinary action, up to and including termination, as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

Duty Not to Waste Computer Resources

ACCESSING THE INTERNET. To ensure security and avoid the spread of viruses, users are permitted to access the Internet through KIGR computers only.

Bypassing Company's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to the KIGR network.

FRIVOLOUS USE. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on

network traffic associated with non-business-related uses of the Internet.

VIRUS DETECTION. Files obtained from sources outside the company, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the Company's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Company sources, without first scanning the material with Company-approved virus checking software. If you suspect that a virus has been introduced into the Company's network, notify Company immediately.

GUEST INTERNET. Under no circumstances are employees authorized to access the guest internet with a company owned computer.

NO EXPECTATION OF PRIVACY. Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the company's computer equipment. The computer network is the property of the Company and may only be used for work related purposes and tasks.

WAIVER OF PRIVACY RIGHTS. User expressly waives any right of privacy in anything they create, store, send or receive using the Company's computer equipment or Internet access. User consents to allow Company personnel access to and review of all materials created, stored, sent or received by User through any Company network, Company phone, or Internet connection.

MONITORING OF COMPUTER AND INTERNET USAGE. The Company has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

BLOCKING SITES WITH INAPPROPRIATE CONTENT. The Company has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Social Media Policy

The Company permits infrequent personal use of its computer system for emails or other lawful activities, provided that personal, lawful use does not violate any of the company's policies, including, but not limited to the company's policy prohibiting harassment and discrimination. Any such activities and any posting, blogging or similar activities on any social networking or social media site, including but not limited to MySpace, Facebook, Twitter, LinkedIn and similar sites, whether during or outside of Company time, and whether on a company computer or on an employee's personal computer, is subject to the rules set forth below. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

(a) All Company policies contained in this Handbook and elsewhere apply to any social networking activities, including but not limited to the Harassment and Discrimination policy.

(b) Personal blogs should not represent, infer or reflect that any views expressed by the author in the blog or posting represent the views of the Company. Employees must make clear that they are speaking for themselves and not on behalf of the Company.

(c) Employees are prohibited from publishing, revealing or otherwise disclosing any confidential, proprietary or trade secret information of the Company.

d) Employees are prohibited from publishing, revealing or otherwise disclosing any personal or confidential information regarding guests of the Resort.

(e) Employees should be respectful to the Company, its employees and its guests.

(f) Company logos and trademarks may not be used without written consent of the Company.

(g) Employees are not to make statements that are defamatory to the Company, its employees or its guests.

Employees should consult with their manager or supervisor if they are uncertain whether an activity is permissible. Failure to abide by this policy may result in discipline, up to and including termination.

Meals and Breaks Policy

It is the policy of KIGR to comply with state and federal laws regarding meals and breaks.

Employee Schedules

Employees must follow their work schedule. It is the employee's responsibility to check their work schedule on a daily basis in case of changes due to business. Schedules are posted in each employee's work area. Any questions regarding your work schedule should be addressed with your supervisor.

Standards for Employee Professional Appearance

Purpose:

Our purpose is to set professional dress and appearance standards in accordance with the Resort's Service Commitment and Core Values. Managers are responsible for monitoring and ensuring compliance with each standard provided in this document.

Policy:

The Resort standards for grooming and appearance reflect the Resort's desire to make an exceptional impression on our guests. It is essential for our employees to take pride and great care in projecting a polished, well-groomed and conservative image in their overall appearance.

Uniformed Employees:

Where applicable, uniforms will be issued by your immediate supervisor. You are required to take care of your uniform as you would your own clothing. Repeated loss or extensive damage to uniforms issued by the Resort will result in disciplinary action and possible termination.

Some departments may require you to furnish your own uniform or parts of it (e.g. shoes). As part of the uniform standard, you must furnish your own shoes. The manager is responsible for advising you on specific footwear standards for your work area and checking daily to ensure proper footwear is worn and maintained in a proper manner (cleaned and/or polished). For safety purposes, no extreme shoe styles, such as sandals, thongs, platform shoes or moccasins, are allowed. In some instances, hosiery color is specified. Department heads and managers are responsible for ensuring a uniform dress code.

Non-Uniformed Attire:

Employees who are not required to wear a uniform are expected to dress conservatively, in appropriate business attire that reflects the Resort's prestigious environment. With department head approval, managers are permitted to wear solid colored slacks or skirts and a Kiawah logo golf style shirt. A solid colored sports jacket must be available to wear over the shirt if the situation warrants one. In keeping with that standard, the following guidelines are recommended as a minimum:

Nametags:

You are required to wear a nametag at all times. The Engineering Department provides nametags for employees of The Sanctuary. Human Resources provides nametags for all other employees.

Males:

- Suits or blazers should be conservative in style and color.
- Shirts must have a collar, and where applicable, a tie is required.
- In the company of guests, jackets are worn, when applicable.

Females:

- Dress pants, skirted suits, skirt and blouse, or dress should be conservative in style and color.
- Hosiery may be required, for each of the above, in a color that is neutral and well-coordinated with attire. Please see your department manager for details as to how this applies to your department.
- Extreme, unprofessional fashions with trendy colors or styles are not acceptable.
- Casual, evening styles, strapless, backless, sheer blouses, shirts or dresses are not acceptable.
- Skirts or dresses that are more than two inches above the knee are not acceptable.
- Exposed midriffs are not acceptable.

- Skorts, stretch pants, leggings or tights are not acceptable.

Employees who work in Recreation, Golf, Tennis, and other outdoor oriented positions, should wear polo shirts in conservative colors and patterns, and crisp slacks or shorts. Hats and shirts should consist only of approved Resort logos. The adornment of buttons or pins that advertise or symbolize anything other than official Resort logos or special events sponsored by the Resort are not permitted.

Professional Grooming and Hygiene Standards:

Personal appearance contributes to the guest's impression of you, as well as your supervisor's and the Resort. It is important that you look your best at all times. Teeth are to be brushed daily and hair is to be kept clean. Deodorant is to be used, as necessary. If you use perfume or cologne, they are to be used in moderation. Visible tattoos must be covered, and body piercing must be removed or covered.

General Hair Standards:

- Hair must be neat, conservative, clean and in place throughout the day.
- Hair coloring or highlighting must be "natural color" that compliments the employee's overall appearance.
- Unnatural hair color, streaks or sparkles are not acceptable.
- Hairstyles should not be distracting, obtrusive or cover the eyes.
- Excessive gels, lotions or mousse in hair is not acceptable (hair must not look wet).
- Dreadlocks, braids, corn rows, feather locks and rat-tails are not acceptable.
- Carved, sculptured hair must be conservative in style. Distinct weighted lines or shaven styles are not acceptable.

Females:

- Acceptable hair accessories are a headband or hair band (not wider than one inch), a small hair bow and hair clip, barrette or ponytail holder.
- Hair accessories must be a solid color and match the uniform/attire.
- Long hair must not fall across the face.
- Braids must not exceed a half-inch in width and must be styled close to the head (unless it is a single hanging braid or French braid).
- If braids are longer than shoulder length, they must be pulled back in one unit.
- Braided bangs must be pulled back off the forehead if they touch the eyebrow.
- Braids must be maintained.
- Beads, trinkets, and clips are not allowed to adorn braids.

Males:

Sanctuary:

- Male employees are permitted to have a mustache. If worn, mustache must be neatly trimmed and well groomed. No portion of the mustache shall extend below the corners of the mouth. Handlebar mustaches, goatees, soul patches and beards are not permitted.
- Sideburns must not extend beyond the earlobe, be flared in a bushy style or carved in a faddish style.

Villa:

- Front of House - Male employees are permitted to have a mustache. If worn, mustache must be neatly

trimmed and well groomed. No portion of the mustache shall extend below the corners of the mouth.

- Back of House – Goatees and beards are allowed. If worn, they must be neatly trimmed and well groomed. Handlebar mustaches and soul patches are not permitted. Sideburns cannot be grown lower than the earlobe.
- Sideburns must not extend beyond the earlobe, be flared in a bushy style or carved in a faddish style.

Golf/Recreation/Tennis:

- Male employees are permitted to have a mustache. If worn, mustache must be neatly trimmed and well groomed. No portion of the mustache shall extend below the corners of the mouth. Handlebar mustaches, goatees, soul patches, and beards are not permitted. Sideburns cannot be grown lower than the earlobe.
- Back of House – Goatees and beards are allowed. If worn, they must be neatly trimmed and well groomed. Handlebar mustaches and soul patches are not permitted.
- Sideburns must not extend beyond the earlobe, be flared in a bushy style or carved in a faddish style.

Internal Departments:

- Male employees are permitted to have a mustache. If worn, mustache must be neatly trimmed and well groomed. No portion of the mustache shall extend below the corners of the mouth. Handlebar mustaches, goatees, soul patches, and beards are not permitted.
- Sideburns must not extend beyond the earlobe, be flared in a bushy style or carved in a faddish style.

Note:

- Facial hair should be grown when the employee has an extended time off work or while on vacation.
- If appropriate medical authority prescribes beard growth, the length required for medical treatment must be specified on medical documentation.
- Hair must be neat, trimmed and above the standard collar line.

Cosmetics:

- A conservative application of makeup is allowed to enhance natural features.
- Bright lipsticks, eye shadows, eyeliners, or lip liners are not acceptable.

Fingernails:

- Fingernails are to be neatly trimmed to a conservative length and clean at all times. Females may wear conservative shades of polish, but it must be maintained at all times; chipped polish is not acceptable.
- Sculptured nails, if worn, must be trimmed at a conservative length and maintained.
- Extreme colors, styles and nail art are not acceptable.

Jewelry:

- A maximum of two simple rings on each hand is allowed. A wedding band and engagement ring are considered one ring. However, thumb rings are not acceptable.
- One bracelet or wristwatch is allowed on each arm.
- Extreme style necklaces are not acceptable. No necklace may show outside the uniform.
- Decorative teeth caps and/or grills are not acceptable.
- Only the nametag and/or other approved pins may be worn on the uniform.
- Earrings larger than a quarter are not allowed. Dangling or extreme styles are not acceptable. Females may wear only one pair of earrings.
- Tongue studs, nose rings, visible tattoos and body piercings are not acceptable.
- Male employees are not allowed to wear earrings.

Food Service Employees:

- Kitchen employees must wear hats or hairnets for sanitary purposes.
- Female servers and kitchen staff must confine shoulder length or longer hair.

Important Note:

The manager will establish standards that need further interpretation or definition, such as fingernail length, with the concurrence of the specific executive committee member.

Resort Property

You may not take Resort or guest property, even if discarded from the premises, without authorization from your supervisor. At the time of termination of employment, all Resort property must be

returned (uniforms, nametags, keys, cell phones, etc). The value of property not returned or monies due the Resort will be deducted from your final wages due at the time of termination.

Sustainability

At Kiawah Island Golf Resort we believe sustainable initiatives are vital to our guests and employees. Sustainability has been at the core of the resort's mission since it was established. As a sustainable hospitality destination, we strive to provide an unparalleled experience today while protecting the resources that ensure an even better experience for guests in the future.

Solicitation

Any type of donation, fund raising, lottery tickets, or other money raising or soliciting activity is not permitted at work. Certain instances may be allowed, if approved by Human Resources. Solicitation of employees during work time, by or on behalf of any individual, organization, club or society is prohibited. The distribution of any literature, pamphlets or other material in Resort work areas is also prohibited.

Employees may not solicit gifts, gratuities or other personal benefits or favors from guests.

Smoking

Kiawah Island Golf Resort is a smoke free environment and we encourage our employees to be smoke free as well. In order to protect the Resort's work and natural environment, the following guidelines must be observed:

- You are not allowed to smoke in parking lots, along pathways or in any public area regardless of whether you are a uniformed or non-uniformed employee. The outlet or department manager will determine areas designated for smoking. Generally, the location will be outside in a well-ventilated area and out of the sight of guests.
- You must wash your hands before returning to your work area.
- Where smoking is allowed, you are required to use ashtrays or similar receptacles to guard against fire and maintain clean public areas. Do not toss cigarette or cigar butts on the ground.
- Any employee observing a guest smoking in an area that is not designated for smoking will politely inform the guest that the area is nonsmoking and offer to escort them to the nearest area designated for guest smoking.
- The appropriate duration and frequency of smoke breaks are determined by each department.
- You are required to cooperate in maintaining a clean and smoke-free environment.

Cell Phones and Pagers and Other Electronic Devices

Once on the job, you are not permitted to have cell phones on your person unless approved by your manager or department head for business purposes. If you are using a company cell phone, the personal use of the phone still applies to after work hours, on breaks or in an emergency situation.

The IT department and department manager will monitor usage of all cell phones to ensure they are being used appropriately. Upon termination of an employee, company cell phones must be returned to the department manager.

SAFETY AND SECURITY

Security

Security Agents are available 24 hours a day, 7 days a week by contacting the Security Dispatch Center at extension 82060. From an outside line, you must dial (843) 768-6006. In the case of a health emergency please call 911 first and then contact the agent on duty.

Health and Workplace Safety

It is the goal of the Resort to promote safe working conditions and to maintain continuity of employment. Employees are to notify their supervisor in the event they become aware of any unsafe working conditions. The Resort will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violation of Resort rules and regulations will result in disciplinary action.

When it is believed that an unsafe act was willful and/or flagrant, the Resort will immediately separate employees for acts that result in bodily injury to self or coworkers and/or destruction of property.

You are responsible for observing safe working conditions and for observing the requirements of this policy and of all applicable laws and regulations. You are also responsible to preserve your health and to advise your supervisor about major changes in your condition.

Accidents and Injuries

If you suffer a work-related injury or illness on the job, you must report it immediately to your supervisor. The supervisor then must contact the Safety and Security Department immediately so a report can be completed, and, if necessary, arrangements can be made for transportation to the local medical center. Failure to report an accident or injury within 24 hours, no matter how minor, may result in disciplinary action. In case of an emergency, managers should call 911 prior to calling the Safety and Security Department.

Following treatment for injury or work-related illnesses, you must:

- Contact your immediate supervisor and Resort Security to have an injury report completed
- Keep medical appointments as scheduled
- Return to work when cleared by our medical provider. You must provide certification indicating that you will be able to work satisfactorily and safely before you can return to work. If you fail to return to work after receiving medical clearance, you may be terminated.

In certain cases the Resort may offer modified duty on a temporary basis to returning injured or recovering employees.

Personal Protective Equipment

Speak with your manager or supervisor in reference to personal protective equipment necessary to the performance of your job. Safety shoes or shoes with the appropriate soles, gloves, eye and hearing protection, or any other equipment provided to you must be worn while performing your duties. Human Resources has partnered with Shoes for Crews to offer the purchase of safety shoes via payroll deduction. Please stop by Human Resources for additional information.

General Workplace Safety Rules

- Never operate any machine or equipment unless specifically authorized and trained to do so by the supervisor responsible for that equipment.
- Do not use defective equipment or tools. Report defects immediately to your supervisor.
- Obtain full instructions and training for operating machinery with which you are not familiar.
- Never begin any hazardous job unless you are completely familiar with the proper techniques and precautions that apply to it. Check with your supervisor when in doubt.
- Make sure all guards and other safety attachments are properly installed and adjusted before operating any piece of equipment or beginning any hazardous job.
- Do not operate any piece of equipment or machinery in excess of its rated capacity.
- Wear all protective clothing, non-skid shoes, and equipment required for the job. Avoid clothing or other items that offer poor protection or that might be caught in machinery.
- Never attempt to repair, adjust, or lubricate a machine unless you have been authorized to do so. Never attempt to repair or adjust electrical equipment unless the power switch has been properly turned off.
- Put tools and equipment away when not in use.
- When lifting, use your legs as opposed to using your back. Do not try to lift any item that is too heavy or bulky to be handled by one person. Ask for assistance.
- Keep all aisles, stairways and exits clear of stored items.
- Do not place equipment or materials where they would block emergency exit routes, fire extinguishers, sprinkler controls, machine controls or electrical control panels.
- Store all working material neatly, and make sure the piles are stable.
- Keep your work area and all Resort facilities that you use clean and neat.
- Do not run, participate in "horseplay" or distract fellow workers.

Fire Rules

If a fire occurs, remain calm under all circumstances. Exercise good judgment and be considerate of the welfare of others.

If pull stations are installed in your area, activate them immediately and call 911 to notify the proper authorities.

You are expected to be familiar with emergency exits and emergency equipment. Do not block the exits or impede emergency equipment.

Fire extinguishers should be located in strategic spots throughout the workplace. All extinguishers should be labeled with operating instructions and explanations of the type of fire they are designed to contain.

Familiarize yourself with the locations of the fire extinguishers in your area. Do not block fire extinguishers.

All flammable and combustible liquids must be kept in closed and approved containers. Such containers must be labeled according to their contents.

Rags saturated with flammable liquids must be kept in approved and closed containers.

Never pour oil, flammable liquids, or any other chemical into a sewer or drain.

Smoking is always prohibited in restricted areas.

In case of a fire emergency, dial 911, give your name, exact location of the fire and/or emergency, and any other information requested by the operator.

If the fire and/or emergency cannot be handled by an employee, instruct all personnel to leave the building immediately and call 911.

All personnel should walk, not run, to the nearest exit, and calmly evacuate the building so the Fire Department can have free access.

Vehicle Operation

Only trained and authorized employees will be permitted to operate Resort vehicles. While operating a vehicle owned by the Resort, or while operating your personal vehicle in the performance of your job, you are responsible for your actions. When operating a vehicle on Kiawah Island, the state of South Carolina and the Resort requires you to have a valid driver's license and vehicle registration in your possession. You are personally responsible for any convictions, fines, or other costs associated with an accident while operating a Resort vehicle.

Accidents and Careless Driving

It is the responsibility of Resort employees to drive company vehicles or personal vehicles in a professional, courteous and cautious manner at all times. Resort employees must have a valid driver's license in their possession and obey all traffic laws of South Carolina.

While you are driving a company vehicle, you are covered under the Resort Auto Insurance Policy. If an employee in a company vehicle damages a company vehicle, company property, OR vehicle or property not owned by the company, they must:

- Report the incident to Resort Security immediately
- Fill out an incident report with Security
- Report the incident to your manager immediately

- Submit to a drug and alcohol test immediately

Each accident involving a company vehicle will trigger an investigation conducted by the Director of Security and Director of Finance. If it is determined that the accident was not the fault of the employee, no action will be taken. If it is determined that the accident was the result of employee negligence, the employee will be required to pay 50% of the damages, up to \$500. Two estimates will be reviewed by the Vehicle Maintenance Manager to assess the best and most reasonable bid for the repairs. Should this amount exceed the dollar amount you would normally pay as a deductible under your own insurance, you can file the claim with your own insurance company and only have to pay your deductible.

A payroll deduction will be set up to repay the employee portion of the damages. Any employee having more than 2 accidents in a company vehicle will be stripped of all driving privileges until a safe driving course is completed with the DMV at the employee's expense. Proof of this course should be sent to Human Resources.

Multiple accidents may result in disciplinary action, up to and including termination.

Worker's Compensation

Benefits for on the job illness or injuries are paid in accordance with The South Carolina Worker's Compensation laws. In the event of an on-the-job injury, the Company will not pay for time lost during the waiting period. However, an employee may elect to use accrued sick leave during the applicable stated waiting period. Benefits will be paid by the Worker's Compensation Insurance carrier, provided they accept the claim, only based on statutory requirements and in accordance with the Industrial Commission.

All on-the-job injuries or illnesses must be immediately reported to your supervisor and the Resort Security Department. It is also your responsibility to provide the details of how the accident occurred to Security by completing an accident report. Any accident, even minor incidents, must be reported. Failure to do so within 24 hours can result in disciplinary action up to termination. The Company cannot guarantee payment of benefits to an employee who fails to report an injury on the day it occurred.

Employees missing time from work due to a work-related injury will be required to pay their monthly insurance premiums. Failure to pay premiums can result in loss of coverage. Family Medical Leave can run concurrent with Worker's Compensation. For details on Family Medical Leave, please see the Benefits section.

In the event an employee is out of work longer than six months, their employment will be terminated. Health insurance coverage may be continued under the provisions of COBRA. The employee can reapply for work when released from medical care.

Lost and Found

All lost and found items must be turned into the Resort Security Department. It is the policy of the Resort to attempt to return any lost articles to the respective owner. Any item not claimed after two months will become the property of the person turning it in. The person turning in the item must contact security on the 60th day after turning the item in, if they would like to have possession of the item.

Packages, Parcels, Handbags

Security has the right to check all packages, parcels, vehicles and handbags when entering or exiting the property. The unauthorized

removal of items, from Resort premises, may result in termination. Failure to consent to a security search may result in immediate termination. Random searches may be conducted.

Inclement Weather

In the event of inclement weather or disastrous conditions, such as hurricanes and floods, the following guidelines are to be used:

- If the Resort is opened for business, you are expected to contact your supervisor to be advised of your work schedule.
- If you are not required to report to work, you will not be paid for the day.
- You will be paid for actual time worked if you report to work late.
- You will be paid for actual time worked if you are required to stay over during inclement weather or during disastrous conditions. You will not be paid during sleeping hours. The managing director must approve any exceptions.
- Overtime will be paid only if you have worked more than forty hours in the pay period.

You may call the Safety and Security Hotline at 1-866-323-6901 to receive updated information on any approaching inclement weather or to receive emergency instructions.

The Resort will not be responsible for any personal injuries or property damage to an employee attempting to report to work. Above all, employees are to use their best judgment in deciding whether it is reasonable to report to work.

Immigration Act Compliance

The Company must verify that all employees are either United States citizens or are otherwise authorized to work in the United States. All new hires are required to produce documents demonstrating their employment eligibility and to complete the U.S. Immigration Service "Form I-9", indicating that he or she is eligible for employment with the Company. In some cases the employee may be required to participate

with the Company in re-verification of eligibility to work or in validating a Social Security number. Failure to maintain proper immigration status, participate in employment verification or Social Security number validation as required by law is an offense against federal law and is cause for immediate termination of employment.