



STONEHOUSE GOLF CLUB EMPLOYEE HANDBOOK

Stonehouse Golf Club

EMPLOYEE HANDBOOK

INTRODUCTION

This Handbook is intended to provide employees with a general understanding of Stonehouse Golf Club (SGC) Work Environment, Compensation and Benefits, and Personnel Policies. It is not intended to be an employment contract, promise, or guarantee of any kind or to contain all information employees need to know. Consult your supervisor for further information. SGC reserves the right to change or revoke any of its benefits, conditions or privileges of employment, policies, practices, procedures, or guidelines contained in this or any other manual, at any time with or without notice or for any reason and without a written revision of the Handbook. This Handbook replaces and supersedes any prior handbook, policy, procedure, statement or understanding that an employee may have regarding the employment relations. Whether or not the Acknowledgment of Receipt of the Employee Handbook is signed, an employee's continued employment is consideration enough for and evidence of the employee's agreement to all the terms and conditions of employment established by SGC herein or otherwise and in the future.

WORK ENVIRONMENT

AT-WILL EMPLOYMENT

Employment at Stonehouse Golf Club is "at-will" and is for no definite or specified period, regardless of the time and manner of payment of wages or salary. Any employee may choose to leave and SGC may terminate any employee at any time without notice and for any reason not prohibited by law. No representative of SGC other than the Owner/General Manager/Golf Professional has authority to enter into any agreement contrary to the foregoing and any such agreement must be in writing and signed by the Owner/General Manager/Golf Professional to be effective.

While SGC practices a policy of "employment-at-will" in which neither the employee nor SGC is bound to one another, SGC strives to establish an atmosphere of trust and stability that provides a positive working environment. Our work and the efforts of all employees on behalf of SGC are essential to SGC's continued success.

EQUAL OPPORTUNITY

SGC is committed to providing all employees and job applicants equal consideration without regard to race, color, religion, sex, sexual orientation, pregnancy, age, genetic information, disability, citizenship status, national origin, ancestry, marital status, or any other prohibited basis. The Company complies with applicable regulations established by Federal, State, and local agencies and its obligation to provide reasonable accommodation to qualified

individuals with disabilities. Complaints from employees or applicants alleging violations of this policy are given immediate attention and review. If an investigation reveals the complaint has merit, the matter will be resolved, and appropriate action taken.

SEXUAL HARASSMENT POLICY

SGC intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or other offenses, which might interfere with work performance. Sexual harassment adversely impacts the morale and productivity of an employer's most valuable asset, its employees. State and federal law protects employees, visitors, contractors, vendors, and all those who enter the workplace from sexual harassment. SGC will not tolerate sexual harassment in the workplace. This policy shall apply to all employees, vendors, volunteers, and elected officials. Further, an employee who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. SGC will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed. SGC accepts no liability for harassment of one employee by another employee if such a complaint is made, processed, or filed outside of the framework of SGC. However, SGC may take appropriate measures to respond to such a complaint if that situation interrupts or impacts the workplace.

Definition of Sexual Harassment- Sexual harassment is generally defined as conduct which shows disrespect, hostility or aversion to an employee, visitor, or contractor through the use of sex-based comments or actions of a sexual nature. Sexual harassment may involve verbal, visual or physical conduct which results in an employee or employees (or others present in the workplace) being subjected to an environment that is uncomfortable and unnecessary.

DRUG-FREE WORKPLACE

By subscribing to the principle of the Drug-Free Workplace Act of 1988, the Company hereby reaffirms its long-standing policy of NO TOLERANCE for, among other things, the possession, use, and/or distribution of controlled substances or alcohol in the workplace. It is our goal to provide a safe and drug-free working environment and employees are expected to avoid any condition that will adversely affect conduct or performance. Employees violating this drug-free workplace policy will be subject to, among other things, a strong recommendation of rehabilitation or discipline up to and including discharge.

COMPENSATION AND BENEFITS

PAYROLL DEDUCTIONS

The following mandatory deductions will be made from every employee's gross wage: federal income tax, Social Security FICA tax and applicable state taxes. Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at any time when his or her circumstances change. Employees

who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption from Withholding Certificate, IRS Form W-4E.

Every employee will receive an annual Wage and Tax Statement, IRS Form W-2, for the preceding year on or before January 31. Any employee who believes that his or her deductions are incorrect for any pay period, or on Form W-2, should check with the Accounting Department immediately.

MANDATED BENEFITS

SGC provides and pays for certain benefits that are legally required by either Federal or State laws including Social Security, Worker's Compensation and Unemployment Insurance.

INSURANCE

Stonehouse Golf Club will not have health insurance for employees.

OVERTIME - HOURLY EMPLOYEES

Under normal circumstances, work will be performed during regular working hours. However, employees may be required to work before and/or beyond their normally scheduled workday. When this is necessary, Supervisors will attempt to give advanced notice.

1. Overtime is paid for actual hours worked and does not include any hours away from work such as commuting time unless such travel was performed on behalf of and at the request of the supervisor.

2. All overtime must be approved in advance by the employee's Supervisor.

3. Overtime will be paid and is calculated at one and one-half the normal rate of pay for all hours worked in excess of 40 hours per week. Exempt employees are not subject to this policy by law.

VACATION

After one year of work, all full-time employees are entitled to one-week paid vacation. It is an average of hours worked per week for 52 weeks. If vacation is not taken during the calendar year it is forfeited.

New employees become eligible to take vacation after they have worked one year. Part-time employees are not entitled to paid vacation. Employees who are not entitled to paid vacation may request permission from their supervisor/manager to take up to one week of unpaid vacation time.

All vacations must be scheduled in advance with the employee's supervisor. Employees are responsible for planning ahead for vacation and working out a complete schedule with their supervisor/manager. Vacation entitlement is administered by the Accounting Department.

HOLIDAYS

Stonehouse Golf Club will be closed Christmas Day, so you can spend time with your family and friends.:

If a holiday falls within an employee's vacation period, the holiday is not considered a vacation day. Prior approval in advance must be obtained from the employee's supervisor/manager before vacation can be assigned.

SICK LEAVE

In the best interest of all employees, if an employee is ill or injured the employee must not remain at work. It is the supervisor's responsibility to send the employee home if the employee is incapacitated.

Employees are encouraged to make their routine doctor or dentist appointments before arriving for work or after leaving work for the day, if possible. If time off is required for such appointments, arrangements should be made in advance with the employee's supervisor or manager.

An employee is expected to notify his or her supervisor/manager at the beginning of each workday during illness or injury. Exceptions to this include a serious accidental injury or hospitalization, or when it is known in advance that the employee will be absent for a certain period of time.

A medical statement from the employee's doctor may be requested by the company when an employee is absent from work for more than five working days.

BEREAVEMENT LEAVE

If employees want to arrange for and/or attend the funeral of an immediate family member, permission will be granted to be absent, without pay, for up to three days. The immediate family consists of the employee's spouse, child, parent, sister, brother, and grandparent.

MILITARY LEAVE

Employees who are members of the National Guard, Reserve Corps of any branch of the Armed Forces of the United States or the Naval Militia will be granted a leave of absence of up to 15 calendar days each calendar year for purposes of training, encampment, exercise, etc. During such absence, SGC will pay the difference between the employee's regular straight time pay (eight hours) and his/her military pay. Employees who are called to active duty are guaranteed the same or comparable job, provided they are honorably discharged and apply for reinstatement within 90 days of discharge. SGC encourages and supports employees who choose to serve our nation in the armed forces. In certain cases where an employee is called to military service, either for active duty or annual training, that employee may be entitled to reinstatement/reemployment and other rights under the Uniform Services Employment and Reemployment Rights Act of 1994 ("USERRA") and subsequent amendments.

USE OF GOLF FACILITIES

Personal use of Stonehouse Golf Course will be permitted only upon approval of your Supervisor and Head Golf Pro. The use of the facility will be dictated by the current golf operation policy. Understand that we are in the business that provides a service to Members and guests, therefore the clients will receive preferential treatment. Proper conduct and dress as defined by

Pro-Shop operations, will be required of all employees who exercise this privilege and course rules must be observed. The Superintendent, Golf Pro, and General Manager retain the right to revoke this privilege at any time and for any reason.

Rules for Employee Golf Play:

1. Employees will be put into two categories: part-time and full-time.
2. Full-time employees will receive golf privileges at no charge. Any guest will pay a cart fee at the public rate of \$25.00. Employees will not be allowed to make tee times for guest play without the employee playing with them.
3. Part time employees will be entitled to 4 rounds of golf per month at no charge. Any guests playing with the employee will pay the cart fee at the public rate of \$25.00. If a part-time employee wishes to play golf more that his allotted times, he/she will pay the public cart rate of \$25.00 per round, as well as any guests playing with that employee. Employees will not be allowed to make tee times for guests at the employee rate without the employee playing with them.

General Rules:

1. Tee Times may be made three (3) days in advance and are subject to being bumped without notice.
2. Tee times for weekend play will not be allowed until 1pm or unless authorized by the Pro-Shop.
3. Tee times on Tuesday and Wednesday will not be allowed until 1pm or unless authorizes by the Pro-Shop.
4. Heavy tournament play for a particular day may cause a "no employee play day." Check with the Pro-Shop to identify those days.

TERMINATION NOTICE

When an employee intends to terminate his/her employment, he/she should give SGC at least two weeks' notice.

TERMINATION – COMPANY PROPERTY

When an employee is separated, all SGC files, record, keys, and other materials belonging to SGC shall be returned.

PERSONNEL POLICIES

PERSONAL APPEARANCE OF EMPLOYEES

It is important that an employee's dress and grooming be appropriate to the work situation. Radical departures from conventional dress or personal grooming standards are not permitted, regardless of the nature of the job performed.

Employees often have contact with the public and therefore represent SGC in their appearance as well as by their actions. The properly attired employee helps to create a favorable image for SGC. Accordingly, the personal appearance of workers is to be governed by the following standards:

Employees are expected to dress in a manner that is normally acceptable in business. The wearing of suggestive attire or casual attire is not permitted as they do not present a business-like appearance. Clothes should be clean and without tears or holes.

Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches, and beards should be neatly trimmed. Eccentric styles of hair will not be permitted.

If an employee reports for work improperly dressed or groomed, the Supervisor should instruct the employee to return home to change clothes or to take other appropriate corrective action. The employee will not be compensated during such time away from work, and repeated violations of this policy will be cause for disciplinary action up to and including termination.

SUPPLIES – EXPENDITURES – OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of SGC and no employee shall incur any expenses on behalf of SGC or bind SGC by any promise or representation without prior approval.

COMPUTERS AND ELECTRONIC EQUIPMENT

In accordance with workplace privacy laws, computer hardware, software, information obtained there from or inputted thereon are SGC property. The same is true for voicemail, email, or other electronics or other electronic technology. Accordingly, the company retains the right to access, review, delete or retain any material placed on these devices by employees or others and monitor the use thereof. Such technology should be used for business purposes only and specifically may not be used to solicit for personal business ventures or for personal, political, or religious causes.

Sending offensive or improper messages or other non-business-related material is prohibited. While at work please refrain from viewing any social media avenues on SGC property (computers, internet, etc.). This policy applies to multi-media, social networking websites, blogs, and wikis for both professional and personal use. When using social media, please respect your audience and your co-workers. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.), but also topics that may be considered offensive or inflammatory. SGC reserves the right to request that certain subjects are avoided, withdraw certain posts, and remove inappropriate comments.

DISCIPLINARY ACTION GUIDELINES

All employees are expected to conduct themselves in a lawful and productive manner which is consistent with the highest ethical and moral standards prevailing in the community in which we operate and in accordance with SGC requirement. Also, employees are expected to reflect and uphold SGC's integrity by performing their duties in a professional manner. It is the responsibility of every Supervisor to fairly evaluate employees conduct and to administer discipline when necessary. Violations of SGC policies or rules, unproductive or incompetent performance, or other actions that are detrimental to SGC cannot be condoned. The following rules are not intended to include all rules of conduct and SGC shall, when it deems appropriate, change them, establish additional rules, or eliminate some with or without notice.

INAPPROPRIATE CONDUCT WHICH MAY RESULT IN DISCIPLINARY ACTION

Neglect of job responsibilities; (e.g., sleeping, horseplay, long lunches, leaving the area, unsatisfactory performance, violating rules).

Theft, fighting, gambling, immoral conduct, violation of criminal laws, indecency, use of profane language on SGC premises, or causing damage to property of SGC or others.

Use or possession of firearms or illegal weapons on SGC property.

Possession, distribution, advertisement, use of illegal drugs (controlled, counterfeit or look-alike substances) or unauthorized alcohol, abuse of alcohol or legal or illegal drugs or the misuse of substances to attain a similar effect while on SGC premises or while conducting SGC business.

Being at work under the influence of alcohol, drugs (legal or illegal) or other misused substance in a condition adversely affecting conduct or job performance or for any other reason in a physical or mental condition unfit to perform work.

Insubordinate conduct or refusal to follow a supervisor's directive to perform work.

Restricting or interfering with others in the performance of their job, adversely distracting or disrupting the well-being or safety of others. Excessive or unexcused absences or lateness.

Posting notices, signs, or other material.

Abusing, misusing, damaging, destroying, sabotaging, or stealing SGC property, machines, tools or equipment, or the property of employees, customers, suppliers, or visitors.

Punching another's timecard or completing another's time report.

Engaging in unsafe practices Falsifying or destroying applications, time sheets, expense reports or other records. Personal use of SGC property.

Failure to dress in an acceptable business-like manner. Harassing or otherwise interfering with the exercise of the civil rights of other employees.

Not exercising reasonable care to maintain and protect SGC property and equipment, trade secrets and proprietary information, confidential information, computer information and general corporate records.

Smoking in unauthorized areas.

THE THREE STEPS OF CORRECTIVE DISCIPLINE

STEP #1 – WRITTEN WARNING

For minor offenses, employees will generally be given a written notice called a Corrective Action that indicates that further or similar conduct will receive more severe discipline.

STEP #2 – SUSPENSION

The next step in the Progressive Discipline process is time off without pay, called a suspension. It is intended to point out to the employee the seriousness of the offense.

STEP #3 – DISCHARGE

The ultimate actions taken against any employee, for a major offense or a continuation of other problem, is termination.

Accordingly, misconduct that involves a violation of SGC policy, procedure, programs, rules, instruction, past practice, etc., or that is detrimental to SGC, customers or employees, or performance that does not meet standards should be documented on a Corrective Action Form. Appropriate corrective action generally follows the progression outlined below in the diagram. Variances from the three-step program may be implemented as the matter warrants.

PRIVACY

ADDRESS AND TELEPHONE NUMBERS

Since it may become necessary to contact employees after regular hours, SGC must be notified of any changes in residential addresses, telephone numbers and emergency contact information.

EMPLOYEE PRIVACY RIGHTS

Stonehouse Golf Club recognizes our employees' rights to privacy. In achieving this goal, the company adopts these basic principles:

1. The collection of employee information will be limited to that which the company needs for business and legal purposes.
2. The confidentiality of all personal information in our records will be protected.
3. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.
4. Internal access to employee records will be limited to those employees having an authorized, business-related, need-to-know basis. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
5. The company will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so.

6. Employees are permitted to see the personal information maintained about them in the company records. They may correct inaccurate information or submit written comments in disagreement with any material contained in their company records.

PERSONAL PROPERTY

All employees are responsible for the security and safeguarding of their personal property. SGC does not assume responsibility for the loss, theft, or damage to personal belonging of employees while on SGC property or in use on Company business. In order to deter theft, drug usage, etc., an employee's personal property including, but not limited to, lockers, tool or lunch boxes, package, desk, purses, briefcases, computers and vehicle may be inspected.

SAFETY POLICY

The health and safety of employees and other on SGC property are of the utmost concern. Therefore, it is SGC's policy to strive constantly for the highest possible level of safety in all activities and operation, and to be committed to compliance with all health and safety laws applicable to our business. SGC requests that all employees help to ensure that both public and work areas of SGC are kept free of hazardous conditions.

SGC will make every effort to provide working conditions that are as healthy and safe as feasible. Employees are expected to be equally conscientious about workplace safety including proper work methods, reporting potential hazards, and abating known hazards. Unsafe work conditions in any work area that might result in an accident should be reported immediately to a supervisor. Employees expressing concern, or making comment, suggestions or complaints about safety-related matters will be protected from reprisals or other job discrimination.

SAFETY EQUIPMENT

Employees who are exposed to hazardous working conditions are required, as a condition of employment, to wear the provided personal protective equipment while working. This may include steel toed shoes, safety glasses and hard hats. SGC also provides other safety-related tools and equipment. Bypassing or negating the purpose of safety equipment will not be tolerated. These devices are provided to protect each employee from known hazards. Employees should utilize the equipment provided.

INJURIES

Any injury on the job or on company property, no matter how minor, must be reported to a supervisor immediately. If medical attention is needed, the employee will be sent or taken to a doctor for treatment. After treatment, a doctor's report must be submitted to the Supervisor. Supervisors must complete the required accident reports and provide it to the person SGC has designated to gather and process employee injury and Worker's Compensation.

SAFETY RULES

SGC follows applicable State and Federal laws regarding workplace safety. Established and enforced safety rules are intended to promote a safe, injury-free work environment. The violation or disregard of safety rules may be cause for disciplinary action up to and including termination. The following are general safety rules that apply to all SGC work areas. A work unit may prepare specific safety rules which apply to their specific tasks or hazards if the specific rules do not conflict with these general rules:

1. If an employee believes their equipment or machinery is not working properly or needs repair, the matter should immediately be reported to their supervisor.
2. Every injury, no matter how minor, must be reported to a supervisor.
3. An employee should not operate any equipment or machinery unless they have been instructed by their supervisor and have authorization to do so.
4. Strict attention must be paid to work. Practical joking and horseplay will not be tolerated.
5. Obstruction of access to fire extinguishers, first aid facilities, exits, aisles, or passageways must not occur.
6. An employee must walk, not run, on SGC property.
7. Smoking will be permitted only in designated areas.
8. Danger and warning signs must be obeyed.
9. All scrap and refuse must be deposited in trash cans provided for disposal.
10. Lifting any excessively heavy objects without assistance must not occur.
11. Good housekeeping conditions must be maintained in all work areas.
12. Loose clothing or jewelry must not be worn while working around machinery.

EMERGENCY SITUATIONS

Should a serious emergency occur, such as a fire or tornado, employees should leave their work areas in order to find a place of safety. If the situation requires leaving the building, all employees should meet in the main parking lot once normal conditions have resumed.