



# Vail Valley Partnership

## Policy Manual

### *(Accompaniment to Employee Handbook)*

We prepared this policy manual as a compliment to the TriNet employee handbook. It is designed to assist you in finding the answers to many questions that you may have regarding your employment with Vail Valley Partnership. Please take the necessary time to read it.

We do not expect this policy manual to answer all your questions, and it is not designed to be all encompassing. Your Supervisor will be a major source of information.

Neither this policy manual nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation nor does it confer any contractual rights whatsoever. Vail Valley Partnership adheres to the policy of employment at will, which permits the Company or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

Employment at-will may only be altered **IN AN INDIVIDUAL CASE OR GENERALLY** in writing signed by the President or CFO of the Company.

Many matters are covered by the policy manual, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this policy manual or by any member of management.

This policy manual states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this manual, with or without notice, except for the rights of the parties to terminate employment at will.



## **Section 1 - Governing Principles of Employment**

### **1-1. Welcome Statement**

For those of you who are commencing employment with Vail Valley Partnership ("Vail Valley Partnership" or the "Company"), on behalf of Vail Valley Partnership, let me extend a warm and sincere welcome. We hope you will enjoy your work here. We are glad to have you with us.

For those of you who have been with us, thank you for your past and continued service.

I extend to you my personal best wishes for your success and happiness here at Vail Valley Partnership. We understand that it is our employees who provide the services that our customers rely upon, and who will grow and enable us to create new opportunities in the years to come.

Chris Romer,  
President & CEO  
Vail Valley Partnership



## **Section 2 - Operational Policies**

### **2-1. Working Hours and Schedule**

Vail Valley Partnership is a Results Oriented Work Environment (ROWE). Results Oriented Work Environment (ROWE) involves a cultural shift away from managing by the 40-hour, 8am-5pm workweek and toward giving employees more autonomy and control about where and when they work. Thus, employees are evaluated on the basis of the results they have achieved rather than set office hours. The focus is on achieving mutually contracted, clear work goals such that employees take ownership of their work and responsibility for its outcome.

Eagle County based employees are responsible for office hour coverage a minimum of two times per week.

Employees will be provided meal and rest periods as required by law. Your Supervisor will provide further details.

### **2-2. ROWE (Results Oriented Work Environment)**

#### **Summary/Purpose**

ROWE is a corporate culture initiative designed to improve employee productivity, accountability, and engagement. It respects the value of our diverse employee base by empowering people to work in whatever way they are most productive. In a ROWE, the emphasis shifts from how and when work is done to the results delivered. Employees are held accountable for their specific piece of the business.

We believe that ROWE will make teams more accountable for delivering results and empower employees to eliminate work that's not productive. As a positive byproduct of a ROWE, employees have more flexibility in their schedule, as long as their work gets done. To maintain high service levels, it is expected that all Eagle County based positions will work at least half of their hours per pay period within the physical Vail Valley Partnership offices (as job duties permit).

ROWE in no way means you are not part of a team; this includes being accessible to your team and being readily available to provide exceptional service delivery to meet organizational goals. This includes proper use of technology to be accessible to members and teammates (i.e., proper calendar usage, virtual office usage, etc).



### Benefit to Employees:

ROWE allows for flexibility along multiple dimensions by permitting workers to choose when, where, and for how long they work, as long as they are sufficiently productive and achieve target goals, while still maintaining organizational office administrative support.

### ROWE Standards:

- People are expected to be where they need to be, when they need to be there based on agreed-upon results and measures. Managers address performance issues, not attendance and tardiness issues.
- Core hours or schedules are not dictated by managers. Eagle County based positions are expected to spend at least half their working hours (as job duties permit) in the physical office and are held accountable to results.
- Vacation/time off is unlimited as long as results are achieved. No more than two consecutive weeks are allowed without supervisor permission.
- Every person is 100% autonomous and is expected to make the right decisions about how, when and where they work in order to achieve results.
- Every person is 100% accountable to achieving clear, measurable results.
- There are no flextime, telecommuting, or other flexibility policies in place.
- There is no judgment about how employees spend their time.
- ROWE is not a program; the focus is always on clear, measurable expectations and managing performance, while expecting employees to work together to achieve organizational targets and maintain service excellence.
- Efficiency is rewarded with control over time (autonomy), not punished with piling on more work.
- Non-performance is swiftly addressed. Continued non-performance means termination of employment.
- Performance management and performance conversations are ongoing and not relegated to a quarterly, bi-annual or annual review process; however, quarterly ROWE reviews are held with all team members.
- People never talk about how many hours they work.

### ROWE Procedures and Policies:

Monthly benchmarks will be established and employees are required to provide a monthly update to their manager. Benchmarks are performance criteria to help achieve success for each position within the organization but are not results; benchmarks are established to provide a roadmap to success and help identify productivity opportunities and obstacles.

Quarterly performance measures (results) will be established and employees are required to provide quarterly updates to their manager. Performance measures are tangible targets for each position within the organization and are measured; employees are held accountable to performance measures.



All employees are accountable to achieving quarterly performance measures; should these measures not be met:

1. Employees who have achieved monthly benchmarks within a given quarter will receive one-quarter leniency to achieve established performance measures.
2. Employees who have not achieved quarterly goals can be placed on a 90-day probation period.
3. Not achieving performance measures (goals) for two consecutive quarters will result in disciplinary action up to and including termination of employment.

Management reserves the right to take disciplinary action at any time based on workplace conduct standards.

ROWE Sabbatical Time Off:

Vail Valley Partnership recognizes that time off is important to the team and allows employee sabbaticals based on the following tenure:

- Between 7-10 years of service (and every 7 years thereafter): four weeks sabbatical available

*Note:* sabbaticals are designed for employees to disconnect from technology and from the office. Sabbaticals are paid time off and all employee benefits are maintained during the sabbatical time. Employees are required to develop (and have approved) sabbatical work plan to ensure all essential duties are covered.

## 2-3. Performance Reviews

Depending on your position and classification, Vail Valley Partnership endeavors to review your performance 90 days after your start date and on an ongoing quarterly basis related to established performance measures and goals. An annual review will also be held.

Please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Company encourages you and your Supervisor to discuss your job performance on a frequent and ongoing basis.



## **Section 3 - General Standards of Conduct**

### **3-1. Workplace Conduct**

Vail Valley Partnership endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Vail Valley Partnership property or a co-worker's property, and/or disclosure of confidential business information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. The unlawful or unauthorized use, abuse, solicitation, distribution, theft, possession, transfer, purchase, or sale of drugs, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises), or while representing the Company, reporting to work, or remaining on duty after using drugs or alcohol in any amount that adversely affects the employee's ability to perform the functions of the job. Please refer to your Company's specific policy (if any) for additional information.
6. Fighting, threatening or disrupting the work of others or other violations of Vail Valley Partnership's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Gambling on Company property.
9. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
10. Wasting work materials.
11. Violation of the Solicitation and Distribution Policy.



12. Violation of Vail Valley Partnership's Harassment or Equal Employment Opportunity Policies.

13. Violation of the Communication and Computer Systems Policy.

14. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Vail Valley Partnership reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Vail Valley Partnership will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

### 3-2. Punctuality and Attendance

Unreported absences of three consecutive workdays generally will be considered a voluntary resignation of your employment with the Company. This includes three consecutive days with an incomplete/empty calendar.

### 3-3. Event Attendance

As a membership based organization, the Vail Valley Partnership is dedicated to providing the highest levels of service to our member organizations. Events, both networking and educational, are an instrumental part of our operations and require VVP staff engagement in order to help achieve needed service levels and success.

VVP employees located in Eagle County, CO must work a minimum of 8 Vail Valley Partnership networking or educational events in addition to attendance at all Vail Valley Partnership signature programs (absence allowed with manager approval).



### 3-4. Use of Communication and Computer Systems

Vail Valley Partnership's communication and computer systems are intended for business purposes and may be used only during working time; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems.

Vail Valley Partnership may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

Further, Vail Valley Partnership may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since the Company's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations.

Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.





Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

### 3-5. Use of Social Media

Vail Valley Partnership respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. Company policies apply equally to employee social media usage. Employees should review their Employee Handbook for further guidance.

Vail Valley Partnership encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.



### 3-6. Personal and Company-Provided Portable Communication Devices

Company-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is terminated, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.



### 3-6. Inspections

Vail Valley Partnership reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

### 3-7. Smoking

Smoking of any kind is prohibited on Company premises and in all Company vehicles.

### 3-8. Personal Visits and Telephone Calls

Disruptions can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

### 3-9. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.



### 3-10. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Make it a practice to review it frequently. This will assist you in keeping up with what is current at Vail Valley Partnership. To avoid confusion, please do not post or remove any material from the bulletin board.

### 3-11. Confidential Company Information

During the course of work, an employee may become aware of confidential information about Vail Valley Partnership's business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers. An employee also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

### 3-12. Conflict of Interest and Business Ethics

It is Vail Valley Partnership's policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization.
2. Holding any interest in an organization that competes with the Company.



3. Being employed by (including as a consultant) or serving on the board of any organization which competes with the Company.
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal value. This includes courtesies extended to other members of the business community by a member organization.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

### 3-13. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.



### 3-14. Health and Safety

The health and safety of employees and others on Company property are of critical concern to Vail Valley Partnership. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

### 3-15. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Vail Valley Partnership may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.



For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### 3-16. Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well groomed and wearing the proper attire.

### 3-17. Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the President. Only the President is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by the President, are authorized to make those statements on behalf of Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the President.

### 3-18. Operation of Vehicles

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on Firm property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Firm-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving





Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

### 3-19. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to your Supervisor along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

#### **Procedures**

The employee attaches all original itemized receipts, as back up, in addition to the credit card receipt, which will be submitted as an attachment, to the stake holder (Vail Local Market District, Vail Valley Partnership and/or Beaver Creek and/or Vail Valley Partnership) expense reports.





Employee signs and dates the employee expense reimbursement form and submits it to the department manager for approval. Preference is that expense reports are submitted no later than one week and/or within the month that expenses are incurred.

The department manager reviews the employee expense reimbursement form and attachments to ensure that the expenses are business-related, and fall within the policies set forth by the following:

If questionable expenses are included on the form, the department manager should ask the employee for clarification, gaining mutual agreement whether or not the expense falls within definition or reasonable, reimbursable expenses. Approval is deemed given once the department manager signs and dates the form.

The department manager submits the employee expense reimbursement form to the President so that the employee can receive reimbursement of the business-related expenses in a timely manner.

### **Reimbursable/Covered Expenses**

The following expenses are considered reasonable employee reimbursable expenses.

#### **a. Business Mileage**

Mileage incurred with a personal vehicle as part of business travel. Employees must log their origination point and destination point on the reimbursement form.

#### **b. Business travel requiring overnight accommodations**

Expenses incurred for hotel/motel/etc. accommodations whenever overnight travel is required will be reimbursed for actual expenses incurred. Employees are expected to use best practices when booking lodging. For overnight stays in the Vail Valley, employees are expected to request complimentary/discounted lodging from our lodging partners or book through VailonSale.com, whichever is lowest. Employees will not be reimbursed for “wet-bar” expenses or movies at any time or in-room dining for stays less than five days in duration.

#### **c. Air Transportation**

Employees are expected to secure the lowest available fares for airplane, train, or other vehicle transportation. Airplane travel should be at economy, coach, or other lower travel rates. Airport parking and/or shuttle fees are reimbursable, as long as receipts are submitted. Vail based employees are expected to book flights to/from EGE airport, if less than \$300 in airfare difference from DEN airport or duration of flights out of EGE are not conducive in meeting the travel & tradeshow needs. In which case, employee will receive approval from department manager, prior to booking.

#### **d. Rental Cars, taxi service, parking, road tolls**



Employees are expected to use the most reasonable transportation services available to them. Rental cars should be limited to mid-class or smaller vehicles, unless the number of persons attending requires a larger vehicle. Employee will be reimbursed for taxi service, parking fees and/or road tolls, when applicable to business travel.

**e. Business Meals, luncheons**

Employee will be reimbursed for approved business meals. Reimbursement will not be made for more than two alcoholic beverages per day. Employees are expected to limit meals to a reasonable expense amount and should not include “high priced specialty meals.” Reimbursement will be based on actual expense. Employees are expected to use reasonable discretion in their selection of menu items.

**f. Entertainment**

Employee is expected to complete the Entertainment Form 101 for all business entertainment. Forms must be complete with the date, place of entertainment, full name, title and organization of person being entertained, business relationship, cost of entertainment and full description of the nature of business.

**Non-Reimbursable Expenses**

The following expenditures incurred by an employee in the course and scope of their duties shall not be reimbursed:

- More than two alcoholic beverages including liquor, beer and wine
- Family expenses, including those of a partner when accompanying employee on company business, child or pet care
- Entertainment expenses, including theatre, shows, movies, sporting events, sightseeing, tours, golf, spa treatments, etc.
- Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations
- Personal losses incurred while on company business
- Expenses paid for by any other organization
- Mileage while traveling as a passenger in a privately-owned car
- Personal travel insurance
- Medical or hospital expenses
- Theft, loss or damage to personal property while on company business
- Personal toilet articles, reading material, or personal telephone calls while on company business

**Employee Misconduct**

Disciplinary or corrective action should be taken whenever it is determined that an employee falsified an employee expense reimbursement form.



When it has been determined that an employee has knowingly and purposefully falsified an employee expense reimbursement form or misused company funds, Vail Valley Partnership may take disciplinary action up to and including termination. This includes, but is not limited to, expense reports submitted prior to this agreement.

If the employee has violated a local, state or federal law, proper authorities will be contacted.

### **Exceptions to Policy**

Exceptions to this policy may be approved by the Department Head and/or President of the Vail Valley Partnership.

## **Section 4 – Family Friendly Workplace**

Employers play a critical role in the lives of their employees and their employees' families. After all, the average person in the United States spends 8.9 hours a day at work and should feel supported in the workplace. Research indicates family-friendly workplace policies and practices result in increased productivity, improved loyalty and commitment, and resilient, happier and healthier employees. Bottom-line benefits to employers include improved on-boarding, less turnover and lower absenteeism.

### **4-1. Leaves of Absence**

#### **Medical Leave and Family Care**

Vail Valley Partnership provides leaves of absence without pay to eligible employees for any of the following reasons: (1) the birth of a son or daughter and to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care and to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter or parent ("covered family member") with a serious health condition; or (4) because of your own serious health condition which renders you unable to perform an essential function of your position. Leave because of reasons (1) or (2) must be completed within the 12 month period beginning on the date of birth or placement.

For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical



conditions. In the event that state or federal law provides for greater rights than provided by this policy, it is the Company's policy to govern its actions in accordance with those laws.

### **How to Request Leave**

Employees may request leave only after having been employed for one year. Exceptions to the service requirement will be considered to accommodate protected disabilities. Eligible employees should make requests for leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

### **Certification Requirements**

Employees must provide written documentation from their health care provider supporting the need for leave including a detailed explanation of the medical reason why the employee requires a leave of absence, any accommodations that might enable the employee to return to work, and the health care provider's opinion (supported by medical reasoning) as to the likely date the employee will return to work, if known. In the case of leave to care for a covered family member, the employee must also provide documentation substantiating the need for leave. This would include, for example, a statement from the family member's healthcare provider indicating that the family member is unable to care for his or her own basic medical, hygienic, or nutritional needs or safety.

Any changes in this information should be promptly reported to Vail Valley Partnership.

### **Company Communications with Medical Professionals**

We seek to work cooperatively with medical professionals to make informed individualized assessments about our employees' ability to work and/or be at work. To accomplish this goal, from time to time, and as permissible by law, we may need to obtain additional medical information from your treating physician or other medical professionals we might retain to offer an opinion on your ability to work or be at work. While we expect you to comply with these requests, if you have any concerns about providing such information, you should contact Chris Romer so we can attempt to address them. While we will assist you in whatever ways we can, it is your responsibility to see that your treating physician provides the information we request.

### **Amount of Leave Available**

Eligible employees are normally granted leave up to a maximum of 16 weeks within a 12 month rolling period measured backward from the date of any leave usage. For purposes of this policy, leave usage includes leave previously granted under state or federal leave laws (i.e. FMLA) for the same reasons provided by this policy or leave previously provided pursuant to this policy. VVP has elected to pay 100% of the employee's salary for 8 weeks, in addition to benefits paid out by the Short Term Disability insurance policy as applicable.



Leave must be used in one-week increments. Exceptions to this minimum increment requirement will be considered to accommodate protected disabilities. Employees will also be required to exhaust any accrued paid leave time while taking unpaid leave. Eight (8) weeks of leave will be paid and eight (8) weeks are available unpaid.

If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Extensions will be provided based on operational requirements and business needs. However, benefits will only be provided for the initial maximum of 16 weeks after which time the employee may apply for benefits continuation under COBRA.

### **Continuation of Health Insurance Benefits while on Leave**

Health insurance benefits will be provided by Vail Valley Partnership for a maximum of 16 weeks under the same terms that would have applied had the employee not taken leave. Employees remain responsible for payment of the employee contribution while on leave. Payment must be received by the 5th of each month. Failure to make timely payments may result in a termination of health insurance benefits.

Employees who exceed the 16-week maximum period of leave will become responsible for the full costs of these benefits and may apply for benefits continuation under COBRA. When the employee returns from leave, benefits will again be reinstated on the first of the month following the employee's return to work.

### **Returning from Leave / Job Restoration**

An employee on leave is requested to provide Vail Valley Partnership with at least two weeks advance notice of the date the employee intends to return to work so that an employee's return to work can be properly scheduled.

Employees returning from leave for the employee's own serious health condition must submit a health care provider's verification of their fitness to return to work.

Job restoration is not guaranteed. However, when a leave ends, Vail Valley Partnership will make reasonable efforts to reinstate the employee to the same position previously held by the employee if it is available. If it is not available, Vail Valley Partnership will make reasonable efforts to reinstate the employee to an equivalent position for which the employee is qualified and if an equivalent position is not available, then to a lower level position.

If an employee fails to return to work on the agreed upon return date, Vail Valley Partnership may assume that the employee has resigned.



## Bereavement Leave

We know the death of a family member is a time when you wish to be with the rest of your family. If you are a full-time employee and you lose a close relative, you will be allowed paid time off of up to ten (10) days to assist in attending to your obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, sibling or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. You must inform your Supervisor prior to commencing bereavement leave. In administering this policy, the Company may require verification of death.

## Lactation Support

In recognition of the well documented health advantages of breastfeeding for infants and mothers, the VVP provides a supportive environment to enable breastfeeding employees to express their milk during work hours. The VVP subscribes to the following worksite support policy.

- The VVP will provide an area within a private room (not a toilet stall or restroom) that shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet.
- If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.
- Expressed milk can be stored in the breakroom refrigerator or the employee's personal cooler.
- The employee is responsible for scheduling the time needed to express milk and to communicate with their supervisor as needed.
- The employee is responsible for keeping the lactation area clean and organized at all times.
- It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

## Dog Friendly Workplace Policy

The VVP understands that dogs are your family too. We hope you enjoy the benefit of bringing your dog to work. Please use this benefit responsibly by adhering to the following terms.



- Each Employee will be fully responsible for his or her dog at all times while on company premises.
- Dog must be clean, well-groomed and free of illness and disease.
- Current (renew annually) veterinary record proving wellness, heartworm prevention, parasite control and vaccine compliance must be provided upon request.
- Dog must be potty-trained/house broken.
- Dog must have no history of aggressive behavior or biting, and be well socialized to people and other dogs.
- Any display of aggressive behavior will require immediate removal from the premises. Any employee asked to take their dog home must do so immediately.
- Employee must comply with all “leash laws” outside of the office.
- Water, comforts and food must be provided for the dog.
- Toys that produce loud sounds or squeaking are prohibited.
- Employees are totally responsible for cleaning up and sanitizing immediately after accidents and for supplying effective products. Feces and poop bags must be sealed and discarded outside the building in the dumpster.
- Employees will be held fully responsible for any damage that is done to the property or its employees.
- Dogs must be accompanied by the employee owner at all times.
- Dogs may only attend short business meetings if they are quiet and do not distract participants or owners.
- Employee pet owners will provide a safe and comfortable place for their dogs within their workspace by “dog proofing” the area.
- Dogs must not be allowed to chew on waste or any form of office equipment (i.e. electric wire, cords, carpet, etc.)

## **A Few Closing Words**

This policy manual is intended to give you a broad summary of things you should know about Vail Valley Partnership. The information in this manual is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this document and in the employee handbook, Vail Valley Partnership, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this document. Changes in federal or state law will supersede any policy outlined in this manual. Please do not hesitate to speak to management if you have any questions about the Company or its personnel policies and practices.