



EMPLOYEE HANDBOOK

Pinnacle Golf Club

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Golf Shop	614-539-3050
Golf Course Maintenance	614-348-6067
Accounting	614-539-3061
Banquet	614-264-2576
Payroll	614-361-7879 Ext. 111

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INTRODUCTION

Welcome to Pinnacle Golf Club. We are pleased to have you join our staff and we hope that your employment here will prove to be long and fruitful. Pinnacle Golf Club is an outstanding club, and our underlying goal is to provide our Members with the finest of facilities and the best of service in keeping with the highest standards of gracious hospitality and the fine reputation and traditions of excellence at Pinnacle Golf Club. To achieve our goal, we work together as a team. Please give your fullest cooperation to your supervisor and fellow employees at all times. Exercise the three C's - Courtesy, Consideration and Common Sense - not only when dealing with our Members, but also with your fellow employees. Working in harmony with everyone in all departments will create the team spirit which is so vital to our success.

Management earnestly feels that employees who know what is expected of them will make better employees. Therefore, this handbook has been prepared so that you will understand Pinnacle Golf Club's policies and conditions of employment. You are expected to know and understand its contents. We encourage you to ask your supervisor or member of the management staff if you have any questions concerning the handbook.

The contents of this handbook constitute only a summary of the employee benefits, human resources policies, and employment practices and expectations in effect at the time of publication. The contents of this handbook should not be construed as creating any kind of employment contract or contractual rights, since Pinnacle Golf Club has the ability to modify, eliminate, add or change wages, benefits, policies, and other working conditions at any time as it deems appropriate, with or without notice, in its sole discretion. Pinnacle Golf Club will make every effort to provide written updates as policies and guidelines are modified or changed. The handbook and any updates are provided for informational purposes only and should not be relied upon by you to your detriment.

The contents of this handbook constitute only a summary of the employee benefits, human resources policies, and employment practices and expectations in effect at the time of publication. The contents of this handbook should not be construed as creating any kind of employment contract or contractual rights, since Pinnacle Golf Club has the ability to modify, eliminate, add or change wages, benefits, policies, and other working conditions at any time as it deems appropriate, with or without notice, in its sole discretion. Pinnacle Golf Club will make every effort to provide written updates as policies and guidelines are modified or changed. The handbook and any updates are provided for informational purposes only and should not be relied upon by you to your detriment.

Nothing in this handbook or in any other policy or document of Pinnacle Golf Club creates or is intended to create a promise or representation of continued employment. Employment, position, and compensation at Pinnacle Golf Club are at-will and may be changed or terminated at the will of Pinnacle Golf Club. You have the right to terminate employment at any time for any reason not contrary to law and Pinnacle Golf Club has a similar right. Your status as an at-will employee may not be changed except in writing, signed by a Co-Manager of Pinnacle Golf Club. Employment at-will is the sole and entire agreement between you and Pinnacle Golf Club concerning the duration of your employment and the circumstances under which your employment may be terminated.

This handbook applies to all personnel, unless noted otherwise, including personnel governed by an employment agreement to the extent that the handbook does not conflict with, or cover a subject mutually addressed by, the express terms of the applicable employment agreement. A copy of this handbook will be available for your review on the employee section of Pinnacle's website. This handbook supersedes all other and prior employee handbooks and/ or manuals.

EQUAL EMPLOYMENT OPPORTUNITY

As an equal employment opportunity employer (EEO), Pinnacle Golf Club is committed to providing equal employment opportunity to all applicants and employees. Pinnacle Golf Club is committed to providing equal opportunity on the basis of individual qualifications and job performance.

This policy is applied to all aspects of the employer-employee relationship including hiring, promotion, training, compensation, benefits, discipline and termination. Pinnacle Golf Club forbids discrimination and expressly prohibits retaliation. Discrimination on the basis of race, religion, national origin, age, color, sex, pregnancy, citizenship status, uniform service member status, veteran status, disability, or any other status protected under applicable federal, state and local laws is strictly prohibited. If any employee has a question about this policy or the EEO practices of Pinnacle Golf Club, they should speak with their supervisor or a member of the management staff.

EMPLOYMENT AT-WILL

All employees of Pinnacle Golf Club are employed at-will. This means that employees are free to resign their employment at any time, just as Pinnacle Golf Club is free to terminate their employment for any lawful reason, at any time, with or without notice. An employee's at-will status may not be changed except in writing, signed by a Co-Manager of Pinnacle Golf Club.

VERIFICATION OF EMPLOYMENT ELIGIBILITY

Pinnacle Golf Club is committed to meeting its obligations under U.S. immigration laws. Accordingly, Pinnacle Golf Club neither hires nor continues to employ any individual who is not legally authorized to work in the United States.

RELEASE OF EMPLOYEE INFORMATION

Pinnacle Golf Club collects and retains information that it is required to in accordance with applicable federal and state laws. Pinnacle Golf Club, at its discretion, may also retain information directly relating to each employee's employment and work history such as employment applications, disciplinary and counseling reports, performance appraisals and benefits documents. Personnel files and benefit records are the property of Pinnacle Golf Club and are maintained on a confidential basis. No employee is authorized to review, copy or obtain copies of any file or record, unless otherwise required by law.

EMPLOYMENT OF MINORS

It is the policy of Pinnacle Golf Club not to hire anyone less than 16 years of age. When required by law, prospective employees under 18 years of age must submit a valid work permit prior to being hired. Any employee twenty one years of age or older may participate in any manner in the handling, sale, or delivery of wine, mixed beverages, or spirituous liquor. Any employee nineteen years of age or older may participate in any manner in the handling, sale, or delivery of beer, and when working in the capacity of a waiter, waitress, or beverage cart server, may participate in the handling, sale, or delivery of wine, mixed beverages, or spirituous liquor. Any employee eighteen years of age or older may handle beer, wine, mixed beverages or spirituous liquor in sealed containers in connection with manufacturing, storage, warehousing, placement, or delivery, and in open containers in connection with cleaning tables or handling empty bottles or glasses.

SAFETY AND HEALTH POLICIES

SAFETY POLICY

Pinnacle Golf Club provides and maintains a work environment conducive to the safety and health of its employees. If an employee observes anything he or she perceives to be a safety or health hazard, the employee is required to immediately report it to their supervisor or a member of management. Additionally, Pinnacle Golf Club expects that employees will make every effort to prevent workplace accidents.

THREATS AND VIOLENCE

In order for Pinnacle Golf Club to maintain a safe and healthful workplace, threats will be investigated. Any employee who experiences and/or observes any type of threat or act of violence has the responsibility to report the incident as soon as possible to their supervisor or a member of management. Any employee who engages in an act of workplace violence or threatens to commit an act of violence may be subject to disciplinary action up to and including termination and may be referred to the appropriate law enforcement agency.

Pinnacle Golf Club's policy is to investigate thoroughly and remedy any known incidents of intimidation or violence against an employee or Pinnacle Golf Club's property. To accomplish this, the intimidation or violence must be brought to the attention of Pinnacle Golf Club. Individuals who feel intimidated or threatened, or who believe prohibited weapons are present on any Pinnacle property, should communicate such information immediately to their supervisor or other member of Management. If Pinnacle Golf Club determines that a violation of this Policy has occurred, appropriate disciplinary action, up to and including discharge, will be taken.

WEAPONS POLICY

Pinnacle Golf Club prohibits the use and possession of any weapon on its property unless express written permission is provided by a Co-manager. Prohibited weapons include, but are not limited to, firearms, handguns, rifles, semi-automatic firearms, automatic firearms, sawed-off firearms, zip-guns, explosive devices, incendiary devices, knives, and dangerous ordinances. Such weapons are prohibited regardless of whether the employee is licensed to carry the weapon. Appropriate disciplinary action will be taken promptly against any Pinnacle Golf Club personnel carrying a weapon onto any property controlled by Pinnacle Golf Club. For the purposes of this Policy, "Pinnacle property" includes any premises owned or leased by Pinnacle Golf Club and Pinnacle Golf Club-owned or leased vehicles, buildings, parking lots, yards, offices, lunchrooms, break areas, restrooms, Pinnacle-sponsored events, and any sites where Pinnacle employees perform services for Pinnacle Golf Club. This Policy applies any time an employee is conducting business for Pinnacle Golf Club.

As a condition of employment, each employee must abide by the terms of this Policy. Any employee, who, in the view of Pinnacle Golf Club, has violated this Policy, will be subject to discipline, up to and including discharge.

GUIDELINES

The health, welfare, and safety of our employees are of the utmost importance, and therefore, it is the policy of Pinnacle Golf Club to strive for the highest possible safety standards. Safety does not occur by chance. It is the result of careful attention to all operations by those who are directly and indirectly involved. Employees at all levels must work diligently to execute Pinnacle Golf Club's policy of maintaining a safe workplace.

Prevention of injury, accidents, and illness is a goal well worth achieving. Safety in the workplace depends to a large degree on your common sense. Listed below are a number of "do's and don'ts" to be used as a guide for safe work habits.

This list is not all-inclusive:

1. In case of injury, no matter how slight, notify your supervisor. Pinnacle Golf Club reserves the right to require that you see a doctor. If you are uncertain as to whether you may need medical attention, see your supervisor immediately. Further, injury reports should be immediately filled out, if possible and as soon as possible.
2. Adjust chairs and furniture heights to reduce fatigue and to encourage good posture.
3. Be sure no materials or furniture block fire exits, fire fighting equipment, power panels, valves, etc.
4. Allow suitable space to permit movement: do not block aisles and passageways.
5. Keep work areas clean.
6. Do not operate or attempt to repair equipment without appropriate training. Additionally, if certain equipment or machines require licensure or training before operation you are not to operate unless you have such licensure or training.
7. Lift properly - bend with your knees not your back. When you are lifting heavy loads, ask for assistance. Use mechanical lifting equipment to move heavy objects.
8. Do not attempt to repair, adjust, or clean moving machinery.
9. Do not defeat or override any safety devices.
10. Report or clean up any spilled liquids.
11. Do not run extension cords across passageways or where they may result in fire or entanglement hazards.
12. Do not dispense any kind of drug or medication, prescription or otherwise, to another employee.
13. When in doubt, call 911 and then contact your supervisor.
14. Use all safety equipment as recommended by Pinnacle Golf Club or a manufacturer. All required safety and protective equipment must be worn.
15. Know where fire extinguishers and exits are located.
16. Place all refuse in the proper containers.
17. Obey all warning and safety signs.
18. Do not operate machinery unless its machine guards are in place.
19. No horseplay is allowed.
20. Do not operate unsafe/ defective equipment.
21. Report all unsafe chemical conditions to your supervisor as soon as the condition is noticed.

PRESCRIPTION DRUGS

Any employee using a prescribed or over-the-counter medication must notify his or her immediate supervisor if the substance may interfere with the employee's job performance and Pinnacle Golf Club's safety standards — it is not necessary to specifically name the type of medication however. For example, some substances may cause drowsiness or impair motor activities. An employee may be required to provide a physician's statement regarding his or her ability to safely perform his or her job duties while taking such a drug.

PAY GUIDELINES

WORK HOURS

Pinnacle Golf Club has the option to schedule employees as needed and may require a reasonable amount of overtime when necessary to operate the business. Work schedules are set on Friday for the week beginning the following Sunday. Employees are responsible for knowing their schedules.

RECORDING HOURS WORKED

All employees who are paid on an hourly basis are required to use the time clocks/POS provided within their department. Employees are not to clock-in more than five minutes ahead of their scheduled starting time. Employees are expected to be in uniform and ready for work when they clock in. Employees are to clock-out within five minutes after: (i) their scheduled working time has ended or (ii) when directed by a supervisor, manager, or Co-manager. Uniform changes are to be made after clocking out.

All employees are responsible for the proper punching of their own time cards. It is a violation of Pinnacle Golf Club's policy for anyone other than the employee to mark his or her time records. Recording work hours or punching the time clock for another employee, or asking another employee to do so, will result in discipline up to and including termination. If a double print should occur on a timecard, the employee should have their supervisor make the necessary corrections and initial same. No hourly employee may alter or erase any printing on a timecard. A time card is an official record required by law. If the time card is missing, do not panic. Time cards are removed and audited periodically. Check with the Human Resources office or the supervisor.

PAY DAYS

All employees will be paid every other Friday for the two-week period ending on the previous Sunday.

DEDUCTIONS FROM PAY

Deductions are made from an employee's earnings only to the extent permitted or required by law. Deductions from pay which are required by law include:

- Federal Withholding Tax
- State and Local Tax
- Federal Social Security Tax
- Federal Medicare Tax
- Federal, State and/ or Local Wage Garnishments as ordered by a Court or Judge.

Pinnacle Golf Club, in accordance with federal, state and local laws, may also make other deductions from an employee's pay for other reasons (such as medical and dental insurance premiums). Should there be an inaccurate deduction on a pay stub; an employee should advise their supervisor or a member of management as soon as possible.

OVERTIME PAY

Non-exempt (hourly) employees will be paid for overtime work according to the Fair Labor Standards Act and applicable state laws. Overtime pay to non-exempt employees at one and a half times the base rate will be paid for each hour in excess of 40 hours in the work week.

Overtime will not be paid for hours over eight in a single work day, but for hours that such non-exempt employees are required to work in excess of 40 in the work week. All overtime must be approved in advance by the department head. Voluntary, unauthorized overtime on the part of non-exempt employees is not permitted. Disciplinary action will be taken against an employee that works unauthorized overtime.

ADVANCES

It is the policy of Pinnacle Golf Club not to give any advances.

EMPLOYEE CLASSIFICATIONS

- **Individual Contractual** – Managerial and Supervisory Personnel.
- **Central Staff** – It is intended that these be the employees who fill the core positions at Pinnacle Golf Club; those who keep Pinnacle Golf Club running year around. These positions will require at least 32 hours or more per week year round. Hours will be summarized semi annually and distributed to the supervisors for evaluation. If an employee has not met the Central Staff criteria at the time of the evaluation they will be notified and have a 90 day grace period to correct. If not corrected they will become Auxiliary Staff, and Central Staff status and benefits will be discontinued.
- **Auxiliary Staff** – All supplemental (seasonal and part-time) employees.

EMPLOYEE BENEFITS

BENEFITS, GROUP HEALTH, AND OTHER INSURANCES

From time to time, Pinnacle Golf Club may offer group health and other benefits to eligible full-time employees and central staff. In some instances, you may not become eligible to receive benefits, if offered, until you complete a specified number of days of continuous employment from your date of hire. Employees may participate in these plans so long as they meet the eligibility requirements of the plan.

Additional information regarding benefit coverage should be obtained from Pinnacle Golf Club. Once implemented, Pinnacle Golf Club may change, suspend or terminate the benefits put in place in whole or in part at any time to meet its needs in its discretion pursuant to the governing plan documents and applicable law.

Employees meeting the specified criteria are eligible to enroll in our benefits program, which includes 401K program, group health and other insurance options.

To qualify, individuals must meet all of the following requirements:

- i. Completion of one full calendar year of employment at Pinnacle Golf Club.
- ii. Attainment of at least 21 years of age.
- iii. Work a minimum of 35 hours of per week.

For further details and enrollment assistance, consult with your supervisor.

WORKERS' COMPENSATION

Pinnacle Golf Club provides benefits under the Ohio Bureau of Workers' Compensation. To assure proper protection for employees, any accident that occurs on the job must be reported immediately, even if there are no injuries apparent at the time. Absences for which Workers' Compensation benefits are provided are not charged against the employee's paid time off.

INDIVIDUAL CONTRACTS

The fringe benefits of employees with individual contracts are set forth in those contracts and none of the foregoing is applicable to them unless specifically set forth in their contracts.

TIME OFF & LEAVE POLICES

VACATION

Management believes that an annual vacation is necessary as a period of rest and relaxation. Employees are expected to use their full vacation each year. Pay in lieu of vacation is not permitted. Vacation time cannot be carried over into the next year.

Completed time of service equals days of paid time off of Vacation Time:

- After 1 year of full time service employee is eligible for 10 days per year
- After 5 years of full time service employee is eligible for 15 days per year
- After 11 years of full time service employee is eligible for 20 days per year

Paid vacation time at Pinnacle Golf Club is for full time employees and central staff working at least 35 hours per week and not for part-time or seasonal employees. Employees with seasonal or part-time status are required to request time off a **minimum of (2) two weeks before the commencement of their leave in the Homebase App.**

While every attempt will be made to schedule vacations in accordance with an employee's request, Pinnacle Golf Club's schedules and provisions of departmental operations will have foremost priority. Therefore, vacations must be scheduled with the approval of the supervisor. Due to the seasonal nature of our operation, vacations should be scheduled during the off-season for your department. Full time employees should submit a VACATION REQUEST FORM to your immediate supervisor indicating the time to be taken off and the hours to be paid. The amount of advance notice required will depend upon the scheduling and staffing requirements of your job responsibilities, but, in general, full time employee vacation requests should be submitted at least four (4) weeks prior to the start of the requested vacation time.

SICK LEAVE

Sick Leave is intended to provide continuity of income to the employee in the event of health related issues that prevent the employee from working his or her regularly paid hours. All full-time employees are allotted forty (40) hours of paid Sick Leave per calendar year. Part-time employees are allotted twenty four (24) hours of Sick Leave in a calendar year. Sick Leave may not be taken in excess of the hours accumulated and may not be taken in increments of less than two hours. Employees who have exhausted their Sick Leave accumulations but who require additional leave time may be granted use of other types of leave with their supervisor's approval. Sick Leave may not be converted to other types of leave and employees will not be compensated for unused Sick Leave under any conditions.

Sick Leave may be used for the following reasons:

- Temporary illness or disability.
- Medical or dental appointments.
- Attendance to temporary illnesses, temporary disabilities, medical appointments or dental appointments of the employee's immediate family members where the employee's assistance is required. (Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild or immediate in-laws. Other relationships may be approved on a case-by-case basis by a co-Manager.)

Anticipated absences should be reported to the employee's supervisor (or designated representative) by the start of the work period if not earlier. Employees with unreported absences may be denied pay for work hours missed and be subject to disciplinary action.

Employees who take Sick Leave should also notify their supervisor of their ability to work their next scheduled workday. Suspected abuse of Sick Leave may lead to disciplinary action. Pinnacle also reserves the right to require documentation from the employee to support the use of Sick Leave. Such supporting documentation, however, will not negate Pinnacle's right to discipline any suspected abuses of Sick Leave.

The use of Sick Leave will be suspended without proper authorization by a doctor when an employee has given Pinnacle notice of intent to resign or retire. The use of Sick Leave will also be suspended without proper authorization by a doctor when an employee has been notified of separation or termination.

Worker's compensation insurance provides salary compensation to employees who are injured while performing their work duties after the employee has missed seven consecutive, calendar days of work. The employee will use Sick Leave until worker's compensation benefits begin.

HOLIDAYS

All employees may be required to work on holidays when Pinnacle Golf Club is open.

There are no paid holidays and no overtime pay will be paid for working a holiday unless you have already worked a 40-hour week.

Recognized holidays at Pinnacle Golf Club are as follows:

- New Year's Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- Christmas Day

MILITARY DUTY

Pinnacle Golf Club supports the efforts of its employees who participate in military activities and makes all decisions regarding military leave in accordance with applicable federal and state laws.

Regular employees, either full or part-time, who enter military service, will be granted a military leave by notifying their supervisor in writing. Generally this time is unpaid. As indicated above, however, all payments, rights and benefits required to be provided under applicable law will be followed. Employees are requested to provide at least two weeks notice or as much notice as possible. An employee involuntarily called to active duty because of their participation in the uniformed services will be granted a military leave by providing their supervisor written notice as soon as possible.

BEREAVEMENT LEAVE

Employees are entitled to unpaid bereavement leave due to a death in the employee's immediate family. For consideration for bereavement leave, an immediate family member is defined as: spouse, child, stepchild, child for whom the employee has parenting responsibilities, mother, father, sister, brother, grandmother, grandfather, grandchildren, and in-laws (to include: spouse's mother, father, sister, brother, grandmother, and grandfather).

FAMILY AND MEDICAL LEAVE

1. Medical Leave

A. Eligibility

Pinnacle Golf Club provides eligible employees up to 12 weeks of Family and Medical Leave in a 12-month period. An employee is eligible for Medical Leave if he or she meets all of the following three criteria:

- i. The employee works in a facility that employs 50 or more employees at or within 75 miles of the facility,
- ii. The employee has completed at least one full year of service with Pinnacle Golf Club, and
- iii. The employee has worked a minimum of 1,250 hours in the twelve-month period preceding the leave.

Pinnacle Golf Club will provide an eligible employee up to a total of 12 weeks of Medical Leave during any "rolling" 12-month period. The 12 weeks of Medical Leave that employees are provided will be reduced by the amount of Family Leave that an employee takes which is designated as leave pursuant to the Family and Medical Leave Act ("FMLA") and applicable state and local laws.

An eligible employee may take Medical Leave for a serious health condition, which makes the employee incapable of performing his or her job.

An employee taking Medical Leave may take leave consecutively or, if it is medically necessary, intermittently or on a reduced leave schedule.

An employee taking Medical Leave must first use all accrued Sick Leave and paid vacation as part of the Medical Leave. After the employee has exhausted his or her vacation, the remainder of the leave will be without pay.

Leave taken pursuant to this policy is designated as leave pursuant to the FMLA and applicable state and local laws.

B. Notice and Documentation

An employee requesting Medical Leave must provide Pinnacle Golf Club with at least 30 days notice of the employee's intention to take Medical Leave by completing the Leave of Absence Request Form, unless the need is unforeseeable in which case the employee must provide Pinnacle Golf Club as much notice as practicable (usually within two days of learning of the need) by completing the Leave of Absence Request Form and notifying the employee's supervisor.

An employee requesting Medical Leave to undergo scheduled treatment shall make a reasonable effort to schedule such treatment in a manner that is not unduly disruptive to Pinnacle Golf Club.

An employee requesting Medical Leave shall, at the same time that the employee requests the leave, provide Pinnacle Golf Club with a certification issued by the employee's health care provider stating the medical facts regarding the condition, the date on which the serious health condition commenced, the probable duration of the condition, and a statement that the employee is unable to perform the functions of his or her position. Medical Leave may be delayed if the employee fails to give certification in a timely manner.

An employee requesting Medical Leave which is intermittent or on a reduced schedule for planned treatment shall provide a certificate from the employee's health care provider of the dates on which such treatment is expected and the duration of such treatment.

Pinnacle Golf Club has a right, at Pinnacle Golf Club's expense, to request a second medical opinion from a health care provider designated by Pinnacle Golf Club regarding whether the employee has a serious health condition which qualifies the employee for leave.

An employee on Medical Leave must report every 30 days to Pinnacle Golf Club regarding the employee's status and intention to return to work, and also provide a re-certification of the employee's medical condition.

C. Benefits during Leave

Pinnacle Golf Club's benefits that operate on an accrual basis will not accrue during any period of unpaid Medical Leave.

All group health benefits (e.g. major medical and dental insurance) will continue during the Medical Leave provided the employee continues regular employee contributions to those plans. Such contributions must be made at the same time as they would be made if by payroll deduction. Health benefits will be terminated if the employee's contribution is more than 30 days late.

An employee who does not return to work following Medical Leave may be required to reimburse Pinnacle Golf Club for the cost of Pinnacle Golf Club's share of the health benefit premiums paid on behalf of the employee during the Medical Leave.

D. Return from Leave

An employee returning from Medical Leave must provide Pinnacle Golf Club with a certification from the employee's health care provider that the employee is able to return to work, with or without reasonable accommodation. Pinnacle Golf Club will accommodate an employee consistent with applicable federal, state, and local laws. Pinnacle Golf Club may delay restoration of employment until the employee provides such certification.

An employee returning from Medical Leave will normally be reinstated to the employee's former position or an equivalent position provided the employee's combined Family and Medical Leave taken during the 12-month rolling period does not exceed 12 weeks. An exception exists for certain highly compensated employees when reinstatement would cause substantial and grievous economic injury to Pinnacle Golf Club.

2. Family Leave

A. Eligibility

Pinnacle Golf Club provides eligible employees up to 12 weeks of Family and Medical Leave in a 12-month period. An employee is eligible for Family Leave if he or she meets all of the following three criteria:

- i. The employee works in a facility that employs 50 or more employees at or within 75 miles of the facility,
- ii. The employee has completed at least one full year of service with Pinnacle Golf Club, and
- iii. The employee has worked a minimum of 1,250 hours in the twelve-month period preceding the leave.

Pinnacle Golf Club will provide an eligible employee up to a total of 12 weeks of Family Leave during any "rolling" 12-month period. The 12 weeks of Family Leave that employees are provided, will be reduced by the amount of Medical Leave that an employee takes which is designated as leave pursuant to the Family and Medical Leave Act ("FMLA") and applicable state and local laws.

An eligible employee may take Family Leave to care for a child following the birth of a son or daughter, for adoption or foster care placement of a son or daughter, or to care for a family member (defined as a parent, spouse, son, or daughter) with a serious health condition.

An employee taking Family Leave following the birth, adoption, or foster care placement of a son or daughter must take Family Leave in consecutive weeks. An employee taking Family Leave to care for a family member may take leave consecutively or, if medically necessary, intermittently or on a reduced leave schedule.

An employee taking Family Leave must first use all accrued paid vacation leave as part of the Family Leave. In addition, an employee taking Family Leave to care for a family member with a serious health condition must also use all sick leave as part of the Family Leave. After the employee has exhausted his or her vacation and, if applicable, sick leave, the remainder of the Family Leave will be without pay.

Family Leave taken pursuant to this policy is designated as leave pursuant to the FMLA and applicable state and local laws.

B. Notice and Documentation

An employee requesting Family Leave must provide Pinnacle Golf Club with at least 30 days notice of the employee's intention to take Family Leave by completing the Leave of Absence Request Form, unless the need is unforeseeable in which case the employee must provide Pinnacle Golf Club as much notice as practicable (usually within 2 days of learning of the need) by completing the Leave of Absence Request Form and notifying the employee's supervisor.

An employee requesting Family Leave to care for a family member undergoing scheduled treatment shall make a reasonable effort to schedule such treatment in a manner that is not unduly disruptive to Pinnacle Golf Club.

An employee requesting Family Leave to care for a family member shall, at the same time that the employee requests the leave, provide Pinnacle Golf Club with a certification issued by the family member's health care provider stating the medical facts regarding the condition, the date on which the serious health condition commenced, the probable duration of the condition, and a statement that the employee is needed to care for the family member and the amount of time that is needed for such care.

An employee requesting Family Leave which is intermittent or on a reduced schedule for planned treatment of a family member shall provide a certificate from the family member's health care provider of the dates on which such treatment is expected and the duration of such treatment, and a statement that the employee's leave is necessary for the care of the family member, or will assist in the recovery, and the expected duration of the intermittent or reduced schedule. Family Leave may be delayed if the employee fails to give certification in a timely manner.

If an employee is requesting Family Leave to care for a family member, Pinnacle Golf Club has a right, at Pinnacle Golf Club's expense, to request a second medical opinion from a health care provider designated by Pinnacle Golf Club regarding whether the family member has a serious medical condition which qualifies the employee for leave.

An employee on Family Leave must report every 30 days to Pinnacle Golf Club regarding the employee's status and intention to return to work. An employee on Family Leave to care for a family member must also provide a re-certification of the family member's medical condition and the employee's need to care for the member.

C. Benefits during Leave

Pinnacle Golf Club's benefits that operate on an accrual basis will not accrue during any period of unpaid Family Leave.

All group health benefits (e.g. major medical and dental insurance) will continue during the Family Leave provided the employee continues regular employee contributions to those plans. Such contributions must be made at the same time as they would be made if by payroll deduction. Health benefits will be terminated if the employee's contribution is more than 30 days late.

An employee who does not return to work following Family Leave may be required to reimburse Pinnacle Golf Club for the cost of Pinnacle Golf Club's share of the health benefit premiums paid on behalf of the employee during the Family Leave.

D. Return from Leave

An employee returning from leave will normally be reinstated to the employee's former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. An exception exists for certain highly compensated employees when reinstatement would cause substantial and grievous economic injury to Pinnacle Golf Club.

EMPLOYEE RELATIONS POLICIES

OPEN DOOR POLICY

Pinnacle Golf Club is committed to a safe and productive work environment in which employees can excel. Pinnacle Golf Club also is committed to addressing problems and concerns that employees may have. In that spirit, Pinnacle Golf Club has an "open door" policy. Employees are encouraged to bring work-related concerns, problems and questions to the attention of their supervisor. If their supervisor cannot resolve the problem, employees are encouraged to speak to another member of management. If the employee's supervisor or another member of management still cannot resolve the problem, employees are encouraged to speak to a Co-Manager about the problem or concern.

Pinnacle Golf Club is committed to addressing all problems and concerns in a timely manner. Pinnacle Golf Club believes that through its open door policy, as well as its policies prohibiting discrimination, harassment and intimidation, all employees will be treated with respect and open lines of communication will be maintained with all employees.

HARASSMENT AND DISCRIMINATION PROHIBITED

Pinnacle Golf Club supports the principle of equal opportunity employment and strongly disapproves and expressly prohibits any form of unlawful harassment or discrimination based on race, religion, national origin, age, color, sex, pregnancy, citizenship status, uniform service member status, veteran status, disability, or any other status protected under applicable federal, state or local law.

Pinnacle Golf Club also specifically prohibits sexual harassment of our employees in any form. It is our policy to provide an employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment as defined and otherwise prohibited by federal, state or local law.

All persons associated with Pinnacle Golf Club are expected to conduct themselves at all times so as to provide an atmosphere free from harassment and discrimination. Any person who engages in harassment or discrimination will be in violation of this policy, and subject to appropriate disciplinary action, up to and including discharge.

DEFINITIONS

I. Sexual Harassment

- A. Threatening or insinuating, either explicitly or implicitly, that an individual's refusal to subject to sexual advances will adversely affect that individual's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.
- B. Other sexually harassing conduct in the workplace that creates an intimidating, hostile, or offensive working environment. This includes, but is not limited to, any conduct of a sexual nature, including verbal conduct, touching or solicitation where there has been an indication that such conduct is unwelcome. Examples include, but are in no way limited to, terms of endearment, jokes, repetitive flirtations, verbal abuse of a sexual nature, graphic commentaries about an individual's body, sexual questions and pictures.

II. Other Harassment

- A. Physical, verbal, or any other behavior, including pictorial expression, that either recklessly disregards the harmful effect of the behavior on, or the intent to hurt a specific individual, group of individuals, or organization by referring in a derogatory and/ or insulting fashion to that individual's or organization members' race, religion, national origin, age, color, sex, pregnancy, citizenship status, uniform service member status, veteran status, disability, or any other status protected under applicable federal, state or local law. What may be regarded by some as an innocent statement or joke may be perceived as offensive by others.

PROCEDURES

It is our policy to investigate thoroughly and remedy any known incidents of harassment or discrimination. In order to accomplish this, however, a complaint must be brought to the attention of management. Accordingly, employees who feel aggrieved because of harassment or discrimination have an obligation to communicate their problem immediately.

The following steps should be taken by an employee who has such a complaint:

- Any individual that believes that he or she has been subjected to unlawful harassment or discrimination, or witnessed unlawful harassment or discrimination, should promptly file a written report of that fact with their supervisor. If the individual alleges harassment or discrimination against their supervisor, the individual need not report the incident to the alleged harasser and, instead, may report the incident in writing to a Co-Manager.
- The written report should identify the alleged incidents of harassment or discrimination, the alleged perpetrators of the harassment or discrimination (if known), and any witnesses to the harassment or discrimination. The report will be kept confidential to the extent possible consistent with a thorough investigation and any remedial action required.
- Upon receipt of a written report, Pinnacle Golf Club will investigate the allegations. If Pinnacle Golf Club determines that an individual has violated this policy, we will take appropriate disciplinary action, up to and including termination.

Pinnacle Golf Club encourages individuals who believe that they have been victims or witnesses of harassment or discrimination to come forward and report such actions. Pinnacle Golf Club will not take any adverse action against an individual who in good faith comes forward to report harassment or discrimination, regardless of whether the allegation is substantiated. Likewise, Pinnacle Golf Club will not take any adverse action against any individual who cooperates in any investigation of a report of harassment or discrimination. Finally, Pinnacle Golf Club prohibits alleged harassers from taking retaliatory action against individuals who report harassment or discrimination, or who cooperate in an investigation.

ATTENDANCE POLICY

Because each employee is a valuable member of Pinnacle Golf Club, it is critical for all employees to maintain consistent attendance and to arrive on time and ready to perform their job duties. An unscheduled absence from work affects our productivity and quality of work as well as our ability to meet our Members' needs. If an employee will be late to work, for whatever reason, they must notify their supervisor immediately if possible. In the case of absence, **employees must contact their supervisor at least two hours before the start of the regularly scheduled work shift.**

If an employee is absent for a period of three (3) consecutive days and does not call in to notify Pinnacle Golf Club and explain the reason for the absence, Pinnacle Golf Club will consider the employee has voluntarily resigned his or her position.

An employee must obtain approval from their supervisor for an absence for a personal reason at least forty-eight (48) hours in advance, except in emergency situations. Requests for additional time off may be denied and/or the employee may be asked to provide doctor's excuses or other appropriate documentation substantiating the need for the absences.

Employees who abuse the rules regarding tardiness, unexcused absence, or personal appointments will be subject to discipline, up to and including termination. Attendance records will also be taken into account when considering employees for promotion, advancement or pay increases.

SERVER TRAINING MEAL

Each server that is training will receive one (1) complimentary meal during their first day of training. This complimentary meal will not exceed Ten Dollars (\$10), after employee fifty percent (50%) discount (i.e. no meal that is listed on the menu for more than Twenty Dollars (\$20) can be included as a complimentary Server Training Meal).

BANQUET FOOD

Any banquet food that is leftover may be eaten by the employees when the time is appropriate and when approved by a Manager. No banquet food is to be taken off site.

EMPLOYEE ALCOHOL CONSUMPTION

During working hours, all employees are prohibited from consuming alcoholic beverages. However, when off duty and not attired in any Pinnacle Golf Club, Cimi's Bistro, or Pinnacle Event logoed staff uniform, employees will be regarded as 'customers' and are permitted to order and consume food and beverages in the same manner as any other customer. It is important to note that even when not on duty, employees are representatives of the Pinnacle brands and are expected to uphold the highest standards of representation.

Management reserves the right to terminate any employee who fails to uphold the professional image of the Pinnacle brands. Acts such as being intoxicated or displaying behavior indicative of being under the influence of illegal substances while on club property may result in disciplinary action or immediate termination of employment. **This is considered your verbal and written warning regarding Employee Alcohol Consumption.**

From time-to-time, Managers and/ or employees may be asked to taste wine, beer or liquor while updating our menus. This must be approved in advance by the General Manager or Co-Manager of Pinnacle Golf Club.

Additionally, throughout the year, there are 'special events' with a social focus organized for our members and invited guests, such as the Member-Guest events. During these occasions, the General Manager of the Pinnacle brands holds the authority to permit employees to consume alcoholic beverages in moderation while working their scheduled shifts or performing employment duties. This discretion is entirely at the direction of the General Manager, who may communicate such permissions or revoke them at any time. Employees are expected to adhere to the guidelines communicated by the General Manager during these events.

The entire Pinnacle Brands management and ownership team is committed to maintaining open communication with members regarding the employee alcoholic consumption policy. As an employee, you may encounter situations where members offer to purchase drinks for you. It is essential to communicate to members that employees are not allowed to consume alcoholic beverages while on duty. However, members are permitted to purchase drinks for employees to enjoy when they are off duty. It is imperative for employees to adhere to all federal, state, and local laws, ensuring that they are of legal age to consume alcohol.

EMPLOYEE FOOD & BEVERAGE CONSUMPTION

As an employee of Pinnacle Golf Club you are permitted to purchase food at a fifty percent (50%) discount up to Ten Dollars (\$10.00). All food, including snacks and candy, must be rung up in the POS and paid for by the employee. **Any employee that does not have a server or bartender ring in their food will be terminated, after one (1) written warning.** Similarly, any cook that prepares food for an employee without a ticket being printed or any server or bartender that allows an employee to take snacks, candy, etc., will also be terminated, after one (1) written warning.

- No staff member, while on the clock – should be eating in view of Pinnacle Club members or guests. Food Breaks should be taken in the Private Dining Room (PDR) or in the kitchen area.
- No staff member is a “CLUB MEMBER” and therefore is not entitled to member privileges.
 - No “FREE” Member Pretzel Bites!

- All staff members should enter food orders into the computer and should be “cashed” out at the end of their shifts at employee discounted prices – this includes soup!

Employees who are designated by Management to receive a meal must eat at the location designated by Management and at the time most convenient for the kitchen staff.

COURTESY

In conversation with Members, guests, and fellow employees, you must always maintain a courteous and respectful attitude. Always address a Member of Pinnacle Golf Club or a guest as "Mr. _____" or "Mrs. / Ms. _____" or "Dr. _____." If you do not know a Member's name, use "Sir" or "Ma'am." Never use a Member's first name, even if requested to do so. Under no circumstances should an employee discuss any information learned or overheard about any Member at any time with anyone, including another Member, except as required by his or her duties. Use good judgment and proper decorum during all employee/ Member situations.

DRESS AND HYGIENE POLICY

Employees are expected to be clean, neat, and professional at all times and should dress accordingly. Uniform shirts are provided for you, and you are expected to arrive to work in an approved uniform, including your nametag. The cost to replace your nametag will be charged to you in the event that it is lost. Your uniform must be clean, appropriately sized, and shirts must be tucked into your pants at all times. Pants are not provided by the club, but must meet policy requirements. Pants may not be cargo-style, low rise, or cropped and must be properly hemmed to avoid being walked on. No hats (unless employee is kitchen staff), scarves, or bandanas are allowed. Employees assigned to beverage carts/ comfort stations are permitted to wear shorts or skort bottoms. Uniforms of inside employees should be worn only when on duty - not back and forth to work. All employees who are not Greens or Outdoor Maintenance employees must pay particular attention to personal hygiene. Hands and fingernails should be kept clean at all times. Low-heeled shoes in good condition are to be worn by all personnel and are to be kept polished. Greens and Outdoor Maintenance employees must wear uniform shirts and be as neat in appearance as is reasonable under the circumstances.

Food handlers must wash their hands thoroughly before starting work, when returning to work after a break, and whenever necessary, especially after using the restroom or after smoking. Since food handlers are constantly handling food in full view of our Members, they must avoid putting their hands to their face, hair, or skin.

All staff members' hair must be clean and neatly styled. Food service employees whose hair is shoulder length or longer must be pulled back so as not to fall forward. Any extreme color and or/ style must have management approval as we deal with the public and their perception. Facial hair is permitted as long as it is neat and trimmed. Only stud earrings are acceptable; however, no more than one earring may be worn in each ear while working. In our pursuit to maintain a professional image, we ask that our male staff not wear earrings while on-duty. No employee may have rings through the nose (unless the ring is a stud), eyebrow, tongue or body parts (other than the ear lobe) visible to the public while working. Visible tattoos are not allowed. Your uniform must cover any and all tattoos, unless approved by management. Food service employees may wear one watch and one ring while working. Necklaces in excess of 18" are not permitted for food service employees. Nail polish may not be chipped and the color should not be considered to be gaudy or otherwise inappropriate at the discretion of management.

Due to close contact with guests and other staff members, please refrain from using colognes and perfumes excessively because of sensitivity and allergies to them.

Employees failing to adhere to proper standards with respect to appearance and uniforms are subject to disciplinary action or possible termination. Any manager or supervisor may send an employee home and direct them to return to work in proper dress or dismiss a team member for the day if they are in violation of this policy. Employees will not be paid for the time away from work.

If you have a question about the attire you want to wear, please ask your manager.

CLEANLINESS

At all times, employees are responsible for keeping Pinnacle Golf Club clean. Employees should pick up anything they see on the floor and grounds and replace anything which is out of place. Employees must keep their working areas and equipment clean.

SUBSTANCE ABUSE

Pinnacle Golf Club requires all employees to report to work without any alcohol, or illegal, mind altering, or unauthorized controlled substances in their systems. In addition, all employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs or other unauthorized or mind altering or intoxicating substances while on Pinnacle Golf Club's property (including parking areas and grounds), or while otherwise performing or engaging in their job duties. Further, outside conduct that affects an employee's work or an employee's relationship with other employees or the public or which reflects badly on Pinnacle Golf Club, including the use, possession or sale of illegal or unauthorized controlled substances, is prohibited. Included within these prohibitions are lawful controlled substances that have been illegally or improperly obtained.

The proper use of medication prescribed by an employee's health care provider is not prohibited. However, Pinnacle Golf Club does prohibit the misuse of prescribed medication. Because an employee's drug use may affect his or her job performance, employees must report to their supervisor the use of prescription or nonprescription drugs which may affect their job duties. Employees are responsible for determining from their health care provider whether a prescribed drug may impair job performance.

In order to enforce this policy and investigate potential violations, Pinnacle Golf Club may require current employees to undergo screening or tests to determine the presence of prohibited substances. Current employees may be asked to participate in reasonable suspicion, random, post-accident, or follow-up testing, in accordance with all applicable federal and state laws as well as any guidelines established by Pinnacle Golf Club. Any employee who seeks professional medical attention for a workplace incident will be screened by the medical provider at the time of treatment for prohibited substances. Employees who refuse to submit to drug and/or alcohol testing or who test positive for drugs or alcohol are subject to disciplinary action, up to and including termination of employment. In accordance with applicable state laws, employees who violate this policy may jeopardize Workers' Compensation benefits, medical and indemnity benefits, and/or eligibility for unemployment compensation benefits.

SEARCH POLICY - NO EXPECTATION OF PRIVACY

In order to protect the safety and security of Pinnacle Golf Club employees and property, Pinnacle Golf Club reserves the right to inspect vehicles, lockers, cabinets, offices, work areas, desks, purses, briefcases, tool boxes, computerized files, hard drives and other storage media, and other locations or employee belongings without prior notice. There is no individual expectation of privacy in the workplace and all employees should act accordingly.

Pinnacle Golf Club is not responsible for any loss of personal belongings. Employees should keep their lockers in sanitary condition and not put food or beverages in them.

ELECTRONIC COMMUNICATIONS - EMAIL, VOICEMAIL, & INTERNET

Pinnacle Golf Club's email, voicemail and Internet access should be used solely for business purposes and not for personal or private messages or information unless approved by management. Email, voicemail and Internet access is and remains at all times the property of Pinnacle Golf Club. As such, all email and voicemail messages and information from the Internet created, sent and received are and remain the property of Pinnacle Golf Club. Pinnacle Golf Club reserves the right to retrieve and review any message or material composed, sent or received. Notwithstanding, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email messages that are not sent to them.

Pinnacle Golf Club will not tolerate the use of the email, voicemail or Internet access for sending, receiving or viewing any messages or information which, in its sole discretion, is determined to contain obscene or discriminatory material. Pinnacle Golf Club's harassment and intimidation policy strictly prohibits the sending or receiving of any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, religion, race, sex, national origin, disability or any other status protected under federal, state or local laws.

TELEPHONE / MOBILE DEVICE USAGE

Pinnacle Golf Club recognizes that it may be necessary to make or accept a limited number of personal phone calls while at work. However, the frequency and duration of personal calls must be kept to a minimum. Employees must have permission to make/ take a personal call or do so on your break. Cell phones will not be allowed during working hours.

SMOKING

Pinnacle Golf Club believes in providing the safest environment possible for all employees, Members, and guests. Accordingly, smoking is prohibited in any public areas indoors or outdoors or where food is being handled. Employees may not smoke on the Clubhouse Grounds except in designated smoking area(s). Clubhouse Grounds is bordered on the West by the creek on No. 7 and the West Parking Lot, on the North from South of No. 9 Green to Pinnacle Club Drive (including the event space surrounding the Banquet facility), and on the East front the West edge of No. 18 Green and the East Parking Lot. Employees working outside of the Clubhouse Grounds should refrain from smoking in the view of members. The use of vaping devices is strictly prohibited on Pinnacle's premises.

SOLICITATION AND DISTRIBUTION

Solicitation and distribution by employees are prohibited during scheduled working time and in working areas. Solicitation and distribution by non-employees are prohibited on Pinnacle Golf Club premises at all times. Working time does not include breaks, lunch periods, and time before and after an employee is scheduled to work. Distribution is not permitted in work areas at any time.

Generally, distribution refers to the act of passing out something tagine, and solicitation refers to the act of soliciting a person for a cause or purpose that is not work related.

LOITERING

All employees are only permitted on the property of Pinnacle Golf Club when on duty, except with the permission of their supervisors. Employees waiting for a ride should wait near the employee entrance and waiting time must be minimal. Employees are not permitted in other departments unless their duties take them there.

MISCONDUCT

Misappropriate or willful destruction of the property of Pinnacle Golf Club, falsification of records, theft, or the commission of a criminal offense on the property of Pinnacle Golf Club, and immoral, indecent or disorderly conduct are strictly prohibited.

EMPLOYEE ENTRANCE

All employees are to enter and depart only by the designated employee entrance. All employees are to proceed directly to the locker room, change, clock-in and report for duty. Similarly, all employees are to clock-out, change, and depart from the designated entrances.

NO EMPLOYEE IS TO USE THE MAIN CLUBHOUSE ENTRANCE.

PARKING

All employees are to park their cars only in the designated area of the parking lot.

VISITORS

Visitors (relatives or friends) are not permitted to enter Pinnacle Golf Club building unless specifically approved by the employee's supervisor. If the visitor urgently needs to see an employee, the visitor is to check with the receptionist who will contact the employee.

EMPLOYEE GOLF

Employees are permitted to play golf during restricted times set forth by a Co-Manager. Employee golf will only be granted to those who accrue at least 20 hours in a work week. This privilege does not include family members or the use of the driving range or putting greens.

LOST AND FOUND ARTICLES

Misplaced or lost items found on Pinnacle Golf Club's premises, regardless of value, are to be turned into the office or your supervisor immediately.

PINNACLE GOLF CLUB'S FACILITIES

The use of Pinnacle Golf Club's facilities by employees is prohibited, except with the express permission of Management.

CARELESS OR DELIBERATE DESTRUCTION

Destruction of property or equipment, either through carelessness or negligence, will not be tolerated. Deliberate destruction may lead to prosecution.

THEFT

Employees found with Pinnacle Golf Club's property or equipment in their possession without authorization are subject to immediate dismissal and may be prosecuted.

INSUBORDINATION

Employees should perform their duties as directed by Management, and then bring any concerns to the attention of their supervisor. Complaints by employees about supervisors, Pinnacle Management, or Pinnacle policy made to Members other than the Owners are insubordination and are prohibited. If a Member gives an order which is in violation of Pinnacle Golf Club's rules, an employee should advise the Member politely and check with his or her supervisor before following the order, even if the Member insists.

ABUSIVE BEHAVIOR

Use of abusive, profane, or obscene language or abuse or misuse of Pinnacle Golf Club's property or equipment, or conduct unbecoming a lady or gentlemen is prohibited.

WORKING PERFORMANCE AND EVALUATION / CORRECTIVE DISCIPLINARY PROCEDURE

The performance of all employees is informally evaluated on a continuous basis. Formal evaluations may be held from time to time at the discretion of Pinnacle Golf Club. If it becomes necessary to discipline an employee due to poor or inadequate work performance, the following steps may, in appropriate cases, be initiated. However, Pinnacle Golf Club retains complete discretion as to the type of disciplinary action taken and may deviate from the normal procedure whenever Pinnacle Golf Club deems it appropriate.

- i. Notification to the employee that the work performance is inadequate, and that if satisfactory improvement is not made within a defined period of time, the employee may be disciplined or terminated.
- ii. If improvement is not realized within the specified time period, or if performance is severely deficient or negligent, immediate notice of termination may be given.

Whenever a group of people work together, rules are necessary to create an orderly, safe and enjoyable work environment. People work best when they are working together and follow the same standards of conduct. To prevent any misunderstanding as to what standards of conduct are expected, the following rules have been established to serve as examples. These rules are designed to protect and benefit everyone and to insure the orderly operation of our business. This list is not exhaustive and is not intended to cover all possible situations. We retain complete discretion as to the type of disciplinary action taken and may deviate our approach due to the nature and severity of the violation whenever Pinnacle Golf Club deems it appropriate. This list is only intended as a guideline and is not exhaustive. Violation of the following may result in discipline, up to and including discharge.

1. Possession, consumption or use of hallucinogens, narcotics, marijuana or mood altering drugs of any type on the premises, or introducing any of the above on the premises, or reporting to work under the influence, is strictly prohibited.
2. Making false statements on any employment application, personnel record or document, absence, sickness or production-related records.
3. Dishonesty, cheating, theft or misappropriation of the property or funds of Pinnacle Golf Club, customers, or any employee. Sleeping or the appearance of sleeping during actual work hours.
4. Negligent or willful acts which result, or could result, in damage to Pinnacle Golf Club's property or equipment.
5. Failure to perform accurate and correct job related skills, failure to complete assigned tasks and/or insubordination (the refusal or failure to perform work assigned).
6. Fighting or other disorderly conduct, threatening or intimidating or interfering with fellow employees, distraction of other employees by unnecessarily shouting or demonstrations, using obscene or abusive language to fellow employees, supervisors, Members or guests.
7. Immoral or indecent conduct on Pinnacle Golf Club's property.
8. Discourteous or disruptive behavior toward Members, or not treating Members or employees with professional courtesy; failing to act in a way to promote business development and retention.

ETHICS POLICIES

BUSINESS CONDUCT GUIDELINES

Pinnacle Golf Club is committed to conducting all business matters in conformity with the law and in keeping with the highest ethical standards. Pinnacle Golf Club also wants to set an example for and encourage those whom it deals with to do the same. Such general principles should guide Pinnacle Golf Club and all of its employees in every transaction and relationship.

CONFIDENTIALITY

Employees should not discuss internal business affairs with anyone outside the organization except as required in the normal course of business. Employees whose job duties may require them to discuss confidential information with Members or individuals not employed by Pinnacle Golf Club are required to obtain permission from their supervisor before making such disclosures. Confidential information must never be used for the personal benefit of any employee or for the benefit of a third person outside the normal course of business.

Pinnacle Golf Club considers confidential all information related to Members, guests, employees of Pinnacle Golf Club (eg., disciplinary actions, performance evaluations, personal information such as home address and telephone number, marital status, number of dependents, information in personnel files, etc.); technology; proprietary, private and/or personal data; the contents of mail; Pinnacle Golf Club's records (e.g., Pinnacle Golf Club's policies and procedures; internal memos and communications not intended for public consumption); financial and statistical information and records; medical records; business plans; marketing plans; or other information that is proprietary to Pinnacle Golf Club or any of its Members.

Any material or information that is marked confidential must be handled with special care. Employees responsible for the control of such material must ensure that no one sees it except those people to whom it is addressed. Further, any and all materials (including, but not limited to, formula, recipes, documents, records, reports, data, memoranda, notes, customer lists, supplier lists, pricing data, computer access or use, software or licenses, and other equipment) given to or prepared by either Pinnacle Golf Club or the employee which pertains in any way to Pinnacle Golf Club or its business is, and will always remain, the property of Pinnacle Golf Club.

Employees must abide by this confidentiality policy (and any other confidentiality agreements, if applicable) or face discipline, up to and including discharge. Further, specific employees may be asked to review, sign and abide by a specific confidentiality agreement.

CONFLICT OF INTEREST

It is the policy of Pinnacle Golf Club to require that all employees avoid any situation which may involve a conflict between their personal interests and the interests of Pinnacle Golf Club. Each employee has a continuing obligation to promote Pinnacle Golf Club's best interests at all times and to avoid the use of a position with Pinnacle Golf Club for

personal gain. A conflict of interest arises whenever one's personal interests conflict with those of Pinnacle Golf Club or where because of some direct or indirect involvement or activity that person's judgment in working on Pinnacle Golf Club's business might be adversely affected. This is especially so if such interest, involvement or activity might in any way adversely affect Pinnacle Golf Club or place Pinnacle Golf Club in an embarrassing or ethically questionable position, or personally benefit an employee of Pinnacle Golf Club.

GIFTS & GRATUITIES

In business, employees are often entertained or receive gifts, favors, or gratuities from companies seeking to strengthen business relationships or create new ones. No employee shall solicit or accept any gift, gratuity, favor, entertainment, reward or any other thing of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his or her job. Employees can accept gifts or entertainment only in cases where the gifts or entertainment are of nominal value, are customary in the industry, will not violate any laws, and will not influence or appear to influence the employee's judgment or conduct. Please direct any questions to a member of Management.

PINNACLE GOLF CLUB'S PROPERTY

All employees are expected to exercise care in the use of Pinnacle Golf Club's property. Unapproved or incorrect use or care of that property or unauthorized removal of property is strictly prohibited by Pinnacle Golf Club. Pinnacle Golf Club's property issued to employees, including computers, software, cell phones, manuals and proprietary information, must be returned when the employee leaves Pinnacle Golf Club, unless other arrangements have been approved by Management.