Welcome to Adventureland Park!
A FUN Summer Job in 2018!!

We sincerely look forward to having you as a part of our team! We want all of our employees to enjoy their experience working at Adventureland Park. As a member of the Adventureland team, you are now part of a unique group whose goal it is to create fun for people of all ages!

This Manual has been designed to help you do a better job in your role at Adventureland. Read it carefully. It will help you define your role at Adventureland and make the season go smoothly for all of us.

We are glad to have you on our team and look forward to a successful season!

This Manual supersedes all previously issued Employee manuals for Adventureland Park. Your department will have specific provisions not outlined in this handbook. Please refer to your department manual for additional information, rules & regulations.

The Adventureland Way

Adventureland is a great place to mix fun with work for the 2018 summer!! We are one of Iowa’s top vacation destinations sitting on more than 200 acres, featuring Adventureland Park, Adventureland Inn, Adventureland Campground & Spectators Sports Bar & Grill.

Whether working with the guests or behind the scenes, as an employee of Adventureland, you will play an important role no matter what position you fill in the company.

You will be working with all types of people, both guests and fellow employees. Your job may require that you do some routine work or perhaps some new and unusual things. Working at Adventureland is a FUN experience. Your priority should always be giving great service and entertainment to our guests. Providing service to our guests is a highly disciplined field, which is not always easy to do at first. We work while others play.

The operation of Adventureland is a total team effort, requiring the work and cooperation of every employee involved. When we all work together as a team, it equals maximum work enjoyment with a minimum of frustrations. By reading this Manual, you will learn how we all work together here at Adventureland Park.

In this Manual, we have listed many things that you need to know. They are the day-to-day standards that Adventureland uses for entertaining our guests. If you familiarize yourself with this information, it can help eliminate misunderstandings that will affect teamwork and the service provided to our guests. With over 1000 employees to be hired for the 2018 season, we have to make sure that we all follow the same standards.

Throughout your experience here, we hope you learn and appreciate the Adventureland way.
Rules for Success

To our guests, you ARE Adventureland. Your attitude toward your job and our guests is the most important ingredient in maintaining the image of Adventureland. That is a tremendous responsibility but you were hired because we think you can fulfill it. Feel positive about yourself, about the Park and about the team you are now a part of and the summer will be a rewarding experience for us all. We want you to enjoy your work and your role in creating an atmosphere of family entertainment. To help you achieve success, we have created some guidelines to keep in mind during your time with us.

• Express an interested and helpful attitude. Our guests want to know that you care about them and are willing to help them enjoy their day!
• Stay alert! Keep your eyes open for possible problems, children that may be lost or any situation that may need attention.
• Make a commitment to the park and the goals we have established. If you believe in Adventureland and in the things we stand for, you will make the Park a better place and the summer more successful and fun for everyone!
• Feel energetic when you come to work each day. Our business is FUN and it is your enthusiasm and liveliness that makes the Park come alive with that excitement for our guests!
• Promptness and dependability are a must! Always arrive when you are scheduled for work.
• Take your break only when scheduled and return on time.
• Take the time to pick up litter on your way to and from your area. Keeping the Park clean is everyone’s responsibility! We pride ourselves on having a clean and attractive Park!
• Greet each guest with a smile and take the time to say hello. Remember to say “please” and “thank you” when waiting on a customer. Friendly phrases like “Have a Nice Day” will make each guest’s visit a little brighter!

General Information

Below is some basic Park information that will be useful when interacting with guests.

• Picnic tables are provided just outside the Main Gate but food may not be brought into the park.
• Strollers are available for rent at the School House by Guest Information for a nominal fee.
• Wheelchairs and ECVs are available for rent at Guest Information. It is recommended that you reserve this in advance of your visit to Adventureland.
• Guests can get their hands stamped at the Front Gate to re-enter the Park the same day at no additional charge.
• ATMs are located throughout the park. Locations can be found on the park map.
• Lockers are available for rent in Guest Information as well as Adventure Bay.
• Adventureland does not have a paging system. Please arrange meeting times and places for your group.
Uniforms and Appearance

The Right Image!

Projecting the right image for Adventureland is essential for everyone’s success. Following the uniform and appearance guidelines is the first step. This includes taking pride in your appearance by bringing out the best in yourself. As a representative of Adventureland you are one of the first and last things that our guests see. Keeping your appearance clean, neat and presentable is vital to the Adventureland way.

Below are the basic uniform and appearance guidelines:

- Uniforms are issued from the Uniform Room across from the HR Director’s office. You will be issued the following items before starting work: two polos; one hat/visor; one sweatshirt; and one nametag. These items may not be altered in any way.
- A $15 deposit for uniforms will be deducted from your first pay check. Upon returning uniforms, the $15 deposit will be refunded on your paycheck during the subsequent pay period. **All uniforms must be returned by October 19th, 2018 to receive the refund. Uniforms returned after October 19th, 2018 will NOT be eligible to receive a deposit refund.**
- At the end of your work experience with us, we ask that you promptly return the items issued to you. Hats and visors do not need to be returned.
- If you wish to purchase additional uniforms, you may do so at the uniform room. These purchased uniforms are yours to keep. We do not repurchase the additional uniforms.
- You are responsible for providing the following uniform items: Khaki shorts/pants, shoes & belt. Shorts and pants should be a plain design and light khaki in color. Cargo shorts and cargo pants are not allowed. **Shorts can be no more than four (4) inches above the knee and no lower than two (2) inches below the knee.**
- A complete, clean uniform is necessary to project the successful image our company is trying to achieve. The following items are part of a complete uniform:
  - Khaki shorts or pants
  - Uniform issued polo (tucked in at all times)
  - Adventureland hat/visor
  - Uniform issued nametag (worn on your left chest)
  - White tennis shoes with white shoe laces
    - White socks and brown belt
  - Black tennis shoes with black shoe laces
    - Black socks and black belt

**Supplemental Uniform Rules**

- Please do not modify or alter any items issued to you by the uniform room.
- Shirt sleeves may never be rolled up.
- You may wear a plain white T-shirt under your uniform. The T-shirt must not have print of any kind on it.
- You are responsible for having your own belt. Belts are to be a solid brown or black and not have patterns or embellishments of any kind. Belt buckles are to be conservative in size and nature without words, logos, or designs.
- Suspenders may be worn in lieu of belts – all belt requirements apply to suspenders.
- You are also responsible for having your own shoes and socks. Try to keep your shoes as clean as possible. The shoes should be a 100% white or black, low-cut athletic style tennis shoe with matching shoelaces. Socks should match your shoes (black or white).
Supplemental Appearance Rules

- Conservative make-up may be worn by female employees only.

- Hairstyles must be conservative, neat and clean. All hairstyles must be one natural color. Men’s hairstyles should not extend over the top of the uniform collar or below mid ear. Women’s hair longer than shoulder length must be tied back.

- Men may have a fully grown in, well-maintained mustache, beard or goatee. Otherwise you must be clean shaven daily. Mustaches may protrude no lower than the lip and sideburns no lower than the earlobe.

- Jewelry should be minimal and conservative:
  - Men are not permitted to wear earring(s).
  - For women, pierced jewelry will be allowed only in the ear and limited to no more than two per ear. Earrings may be no more than one inch in length and diameter.
  - Absolutely no other body piercings can be visible.
  - Rings may be worn with no more than one per hand.
  - Necklaces should be worn underneath the uniform top.

- Adventureland management reserves the right to determine if any uniform items or general employee appearance do not meet with the above guidelines. You may be asked to correct the issue(s) before being allowed to return to work.

Uniform Item Pricing

- Polo Shirt $9.00
- Hat/Visor $5.00
- Nametag $2.00
- Gray Sweatshirt $7.00
- Shorts $10.00
- Dickie Pants $15.00
- Rain Coats $10.00

Sunglasses may be worn with approval from your department head. They should be conservative in size and nature and may not be mirrored or distract from your appearance. Patterned frames, neon colors or colored tinted lenses may not be worn.

Adventureland branded sweatshirts, jackets and hats may be purchased for 40% off in the Clothing Store on Main Street. Any Adventureland logoed sweatshirt, jacket or hat sold in the Clothing Store may be worn. If purchasing items during park hours please be courteous to guests and allow them to check out first.

Uniform Room Policies

The Uniform Room asks that you observe the following policies this season:

- Before receiving your uniform, you must read this Employee Information Manual. Under no circumstances will you be issued a uniform without first reading this Manual.

- Check all personal items into the Uniform Room when you come to work. Do not take personal items into the park such as purses, lunches, backpacks or fanny packs.

- Cell phones must be turned off and checked into the Uniform Room before clocking in. You may not have a cell phone while working.
• Sweatshirts will be provided to wear over your uniform on chilly days. You are responsible for the return of the sweatshirt at the end of the season.

• The Uniform Room is open one hour after the park closes each night. If the Uniform Room is closed, your personal items will be taken to the West Gate guard station where you may pick them up on your way out.

• Please don’t expect the Uniform Room to provide you with a new clean uniform. You are responsible for the washing and upkeep of your uniform.

• Please come to work dressed in uniform. Adventureland does not have dedicated locker rooms or changing rooms for employees. You may change in the commissary bathrooms if you wish.

Safety on the Job
It’s Everyone’s Responsibility!

“Safety awareness” and “accident prevention” are important responsibilities of all Adventureland employees. Throughout Adventureland, the safest conditions have been designed for our guests and employees. Everyone must continually be on the alert to help protect our guests as well as fellow employees from possible accidents and mishaps.

There will be situations that arise that you need to be aware of while you are working. Some would be considered an emergency situation. Emergency situations would include a guest disturbance, an injury to a guest, a fellow employee, or yourself. Should such an emergency arise always remain calm. Immediately proceed to a telephone and call “0” (park operator). Tell the operator who you are, where you are, and what has happened. The operator will dispatch help to your location. If guests approach you with questions about the incident, do not discuss the situation with them. Reassure them that the proper people are taking care of everything. Any questions should be directed to those that responded to the incident.

There will be situations that arise that would not be considered an emergency. These situations could be a lost child, finding a “lost” item or a guest getting “sick” in your area. Even though these are not emergency situations, it is still your responsibility to contact your supervisor/manager or the park operator immediately.

Employee Guidelines

Lost and Found

When a guest reports a lost item, you may direct them to Guest Information (GI) or Adventure Bay Guest Services. GI has a green awning and is located on Main Street just before guests exit through the east tunnel. Adventure Bay Guest services is located across from the cabana office on the south side of the waterpark. Again, contact your supervisor/manager or the park operator if you find a “lost” item. Adventureland Park does not assume any responsibility for loss or damage to guest or employee personal property.
Smoking/Tobacco Free

Adventureland Park is a smoke/tobacco/vape free park. No vaping, smoking or tobacco products are allowed on Adventureland Park property. Please refrain from having any vaping, smoking or tobacco products in your possession when reporting to work. A designated vaping/smoking area, located in the grassy area to the North of the Corporate/Employment Office building, is provided for employees.

Maintaining a Drug and Alcohol Free Workplace

Prescription and other legal drugs are not prohibited when taken in standard dosage and/or according to a physician’s prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee’s responsibility to immediately notify their department head or Adventureland management to avoid unsafe workplace practices.

In order to protect the safety, health and productivity of all employees and our guests, the following actions are unacceptable conduct. A violation of any of these rules will be considered a major offense which, in Adventureland’s judgment, may result in probation, suspension subject to termination or termination.

1. Bringing any form of illegal drugs or prescription drugs, except when prescribed to you under the direction of a physician, onto Adventureland property, at any time.

2. Possessing, using, being under the influence of, distributing or attempting to distribute, manufacturing or dispensing any form of illegal drugs or prescription drugs, except when prescribed to you under the direction of a physician, or alcohol at any time during the hours between the beginning and the end of your work day, whether or not on company’s property.

3. Any possession, use, distribution, manufacture or dispensing of alcohol, illegal drugs or any other mind or perception-altering substance off Company premises outside your working hours, that could or does adversely affect your job performance, your or other persons’ safety, health, security or property or Adventureland’s reputation.

Parking

Please help everyone by parking in your assigned area and in the proper parking spaces. Specific areas have been designated for employee parking and we ask that you always park there. Parking passes are issued to certain personnel. Employees with parking permits should enter the parking lot off of 34th Ave NW and park in the lot in front of the park offices. Please refrain from parking in the 8 spaces directly in front of the Corporate Offices. These are reserved for staff and visitors. Employees without a parking permit should come through the main guest entrance. Each employee must be in uniform and show their name tag to the gate attendant and then proceed down to the employee parking lots.
**Parking On Heavy Attendance Days**

There will be select Saturdays and Sundays during the season that will be considered Heavy Attendance Days. During those days the employee parking lot will be closed to employees, but will be open for guest parking. Employees will be guided to park at the campground. There will be shuttle rides to the employment office and back to the campground during these days for all employees. This does not apply to personnel with parking permits.

**Cell Phone Usage**

Employees bringing cell phones to work must check them into the uniform room before clocking in. Please be sure that cell phones are turned off before checking them into the uniform room. Employees are not to be in possession of cell phones when clocked in. Employees may use cell phones while on break, but they must be turned off and checked back into the uniform room before clocking back in. **Note:** Only employees that are in a supervisory capacity will be allowed to use carry and use cell phones while clocked in.

**No Solicitation**

In order to ensure efficient operation of our business and to prevent annoyance to you, it is necessary to control solicitations and distribution of material. No one is permitted to solicit employees or distribute written material on Adventureland Park’s property at any time, except as provided below.

No employee may distribute literature to work areas at any time or solicit another employee in any area of the facility during his/her working time or during the other employee’s working time. No employee may solicit other employees at any time in areas open to guests and/or the public.

Non-employees who are patrons of restaurants or bars open to the public and off-duty employees may engage in such activities with off-duty employees, provided they act in a non-disruptive manner consistent with the customary use of those areas.

The purpose of these rules is to prevent interference with and disruption of the work of our employees and is to maintain our operation at peak efficiency at all times for the convenience and benefit of our employees, our guests and the public. Violation of this rule may result in disciplinary action or discharge of the employed individual.
Time Keeping & Attendance

Working your scheduled hours, reporting to work on time and working through the end of your shift is important to the successful operation of Adventureland Park and to your success as an employee.

Seldom does Adventureland close due to weather. Regardless of weather conditions, report to work as scheduled. You will be notified in a timely manner if you do not need to come to work because of poor weather conditions.

Unsatisfactory attendance, reporting late, leaving early, or failure to call in may be cause for disciplinary action and discharge. A supervisor or manager in your department may require a doctor’s note and/or release form before returning to work. Please refer to your department handbook for additional guidelines on attendance and time keeping.

Clocking In and Out Procedures

Check your weekly work schedule and make sure you report to work on the correct day, shift and time. You must be properly dressed in complete uniform to clock in.

Follow your department guidelines as to when you should check in. Some departments verify work assignments before you clock in; some verify after you have reached your work assignment. Clocking out procedures also vary with each department. Learn the proper procedures for your department during orientation. You will clock in at either the commissary or in your designated work area. You will be shown where to clock in and out by your department supervisor/manager.

Time Clock & Pay

You are paid from your time clock record, so make sure you clock in and out each day. No one can clock in or out for you. Any problems clocking in and out should be reported immediately to your supervisor/manager. Be sure to clock in and out for your breaks. If you do not clock your breaks 30 minutes will automatically be deducted for every 5 hours worked.

Work Schedules

Adventureland Park’s business depends upon the weather and the number of guests visiting our property. No minimum working hours are guaranteed on a daily or weekly basis. During the summer season, Adventureland is open seven (7) days a week. Work schedules can vary from day-to-day and from week-to-week.

Flexible work hours are necessary to meet the needs of our guests. However, we realize that there may be circumstances when you will need additional time off. Requests for time off should be made to your department’s scheduler far enough in advance to conform to their scheduling policy. Department scheduling practices vary. Please refer to your department’s manual for further direction.
**Wages / Paychecks**

**Your Pay:** Hourly employees will be paid at their established rate for all hours worked during a payroll period, which is two weeks in length. Pay periods begin on Monday mornings and end two weeks later on Sunday evening at midnight. Your pay will be either distributed by direct deposit to your checking account or to your rapid! Paycard account. All hours worked are paid at the employee’s straight rate of pay. If for any reason you feel an error has been made on your paycheck, contact your department supervisor/manager for assistance.

### 2018 SEASON PAY PERIODS

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**ADP**

ADP is a payroll service that handles all payroll and timekeeping for Adventureland employees. Using your ADP account you can accomplish many tasks such as viewing your previous pay stubs and updating your direct deposit information and viewing your time punches. This account is available to make changes while you are employed at Adventureland. After the summer season ends, this account will be available to view documents only. W-2s will be available on ADP shortly after the 1\textsuperscript{st} of the year. If you return to Adventureland in the future, the same account will be accessible every summer. If you have questions or problems with your account please talk to your supervisor/manager.

**rapid! Paycard Account**

If you did not provide the Human Resource office with information for direct deposit, or a bank account, by the end of your first pay period, your wages will be deposited onto a rapid! Paycard. The rapid! Paycard will allow you to access your wages and may be picked up in from your department director or manager during normal business hours. This card will be reloaded every pay period. If you return to Adventureland in the future, this card will still be on file for your direct deposit. Please do not dispose of the card if you are returning for the next season.

**Commissary Kiosks**

Employees may use one of two kiosks in the commissary to access their ADP accounts. Kiosks allow you to either view or print your paystubs and other documents while logged into your ADP account. Employees can also access schedules and other Adventureland related websites. Kiosks are located across from the uniform room next the rides desk.
Employee Incentives

Activities

Chapel Services every Sunday April 29th thru September 30th

May
Employee Potluck Dinner
Win Tickets to Des Moines Comic Con
Guess the Memorial Day Attendance Game
Workamper Welcome Tour & Dinner

June
Lucky Number Game
Movie Night at Copper Creek Theaters
Floats & More at the Gazebo Picnic Grounds
BINGO Night at the Palace Theater

July
Guess the July 4th Attendance Game
Watermelon Feed - Gazebo Picnic Grounds
Bingo Guessing Game
Jelly Bean Jamboree Game

August
Dippin’ Dots Day – Gazebo Picnic Grounds
Win Box Seats to the Iowa Cubs Baseball Game
You Can Only Win If You Work Drawing
Mini Golf at Toad Valley

September
Guess the Labor Day Attendance Game
Scenic City River Cruise
Golf Outing at Terrace Hills
Employee Appreciation Dinner

End of Season Bonuses

Dependent on your departments guidelines, each local employee that works through the Monday of Labor Day weekend will be eligible for an end of season bonus. For a list of Workamper bonuses, please refer to the Workamper brochure. Bonuses will be paid by October 25th, 2018 for all hours worked in the pay periods listed in the handbook.

14 thru 17 year olds  $.25 per hour worked
18 years and up  $.50 per hour worked

Employee Discount Card

Each employee is given a discount card upon receipt of their uniform. This card contains many discounts at local businesses around Adventureland. All discounts are good during Adventureland’s operating season. Some discounts may be used all year long at the discretion of each business.

In Park Discounts

All Adventureland Park, Adventureland Inn, and Adventure Bay employees receive a discount in the Retail stores. To receive the discount, the employee must be wearing their nametag at the time of purchase. Other employees cannot vouch for another person; a nametag is required every time.

The following discounts apply for all employees in the 2018 season:

25% off any regularly priced item in any Retail store.
40% off all Adventureland/Adventure Bay jackets, sweatshirts, and hats.

There are no discounts on the following items: stroller rentals; tube rentals; cabana rentals; locker rentals; or discounted/sale merchandise. Additional exceptions may apply.
**Employee Park Entrance Program**

As an employee, you will have a great opportunity to enjoy the park as a guest when you are not working!!

The employee entrance program is available all season long from May thru September. You may enter the park Monday thru Friday. The free admission program will NOT be available Saturday or Sunday at any time. This is a great benefit for all our employees and we ask that you come to the park and have fun. Help us maintain this great program by following the below guidelines:

- You must be employed at the park and not scheduled to work.
- You must enter and exit through the Front Gate.
- You must be wearing street clothes (not your uniform) and have your nametag on at all times.
- You need to have a photo ID to prove your identity along with your nametag.
- Please stay out of the commissary when you are a guest in the park.
- Please refrain from visiting with friends who may be working that day. Please do not loiter.
- You are not allowed to play games of skill at any time. Bingo and video games are allowed.

Please note entrance to the park and the above program is contingent on your departments specific rules and regulations and can be revoked at any time for any reason.

Finally, remember that you are representing Adventureland while you are enjoying your time in the park. Behavior that reflects poorly on Adventureland may result the revocation of this benefit.

**Friends and Family Ticket Program**

You have a great opportunity to bring your friends and family to the park for a day of fun and enjoyment and save them big bucks in the process! This benefit will be available for the entire season and each ticket costs only $28!

Guidelines for the Friends and Family Tickets Program:

1. Plan a date to visit the park with your friends and family and make sure you have requested and been given the day off in your department.
2. Meet all of your friends and family at the Front Gate to purchase tickets at one time. You must be visiting the park as a guest with your friends and family.
3. You must have your nametag and photo identification to verify you’re a park employee.
4. There will be a maximum of ten (10) tickets available per visit at the discounted price.
PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?
The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers “one-stop shopping” to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?
You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn’t meet certain standards. The savings on your premium that you’re eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?
Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer’s health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the “minimum value” standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?
For more information about your coverage offered by your employer, please check your summary plan description or contact _______.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the “minimum value standard” if the plan’s share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.
Health Care coverage is offered to all Full-Time employees working at Adventureland. A full time employee is defined as any person currently employed at Adventureland that works 1560 hours or more per year.
At-Will Employment/No Contract

The contents of the Employee Manual are presented as information only. Due to the variety of our business, Adventureland must reserve the right to modify, revoke, suspend, terminate, or change any or all such policies, plans, procedures, etc., contained in this Manual in whole or in part at any time, with or without notice. Nothing in the language of this Manual is to be construed as creating any form of contractual relationship between Adventure Lands of America, Inc., d.b.a. Adventureland Park and its employees. You should understand that employment at Adventureland is not contracted, offered or promised for any specific length of time. You are an at-will employee. You have the right to leave our employment at any time, and at the sole discretion of Adventureland Park, we have the right to terminate your employment at any time for any reason (not protected under state or federal law) or no reason at all.

Anti-Discrimination Policy

**Equal Employment Opportunity**

Adventureland is committed to the principles of Equal Employment Opportunity. We believe our continued success depends on the full and effective utilization of qualified persons without regard to race, color, creed, religion, national origin, sex, age, sexual orientation, gender identification, genetic information, disability or any other classifications protected by applicable federal, state or local laws.

All employee recruiting, hiring, training, compensation, benefits, transfers, promotions, and on-the-job treatment are to be administered in accordance with this commitment. Every employee is expected to comply with the spirit and intent of our Equal Employment Opportunity commitment.

If you feel you have not been treated in accordance with this policy, promptly contact one of the following people: Gary Pardekooper, HR Director; Devin Heger, CFO; or your department director. You need not fear retaliation as a result of good-faith reporting any action you feel was in violation of this policy.

**Discrimination**

It is Adventureland’s policy to strive to maintain a work environment free from verbal, visual, physical or other harassment because of race, color and religion, sex, national origin, age, sexual orientation, gender identification, genetic information, disability or any other basis protected by applicable federal, state or local laws. We expect the full cooperation of every employee in making this policy effective. If necessary, however, appropriate disciplinary action will be taken for violation of this policy.

The kinds of conduct prohibited by this policy include, but are not limited to, actions by any supervisor or employee who directly or indirectly threatens any employee’s employment, promotion, wages or other working conditions. Such unacceptable conduct includes verbal abuse (such as offensive racial, ethnic, disability or sexual “jokes”), visual abuse (such as offensive posters, jokes, e-mail message, etc.) and unwanted physical contact.

Any employee who feels he or she is being subjected to discriminatory behavior should object to the behavior and must promptly report the behavior to Gary Pardekooper, HR Director; Devin Heger,
CFO; or your department director. Any supervisor/manager who receives a complaint about discriminatory behavior or who has reason to believe discriminatory behavior is occurring shall promptly report those concerns to Gary Pardekooper, HR Director or Devin Heger, Financial Officer. All supervisor/manager reports must be made within 48 (forty-eight) hours.

Adventureland, where appropriate, will investigate complaints of discriminatory behavior promptly and will, when the facts warrant such action, take prompt and appropriate remedial action which may include termination. Adventureland prohibits any retaliation to be taken towards anyone who makes a good-faith complaint or participates in an investigation conducted pursuant to this policy. Employees who feel that they have been retaliated against for complaining about discriminatory behavior, or for participating in an investigation conducted pursuant to this policy, should report the conduct which they believe to be retaliatory to Gary Pardekooper, HR Director; or Devin Heger, CFO.

If you are unhappy with the outcome of your complaint, the conduct continues or you believe you are the victim of retaliation, contact Molly Vincent, Marketing Director.

Harassment

One (1) specific type of prohibited discriminatory behavior is harassment. Specifically, sexual harassment is unsolicited and offensive verbal comments and visual depiction’s (whether occurring directly or indirectly through the use of e-mail, memos or voicemail, etc.), gestures or physical contacts which are unwelcome. Harassment includes, but not limited to, the following:

- uses of suggestive comments, sexual language, offensive jokes and songs;
- pressure for dates or sexual activity;
- remarks about a person’s body or sexual activities;
- patting, pinching, or unnecessary touching;
- demanding sexual favors accompanied by implied or overt threats concerning one’s employment, compensation, promotion and/or job assignment;
- physical assault; and
- demeaning treatment of another due to that person’s gender.
- cyber bullying by any method on or off Adventureland property at any time.

Any instance of perceived sexual harassment must be reported immediately to one of the following people so that Adventureland can take prompt corrective action, if deemed necessary: Gary Pardekooper, HR Director; Devin Heger, CFO; or your department director.

Adventureland employees have a right to be free from harassment at work including harassment from any employee, vendor or third-party. If you have a concern about harassment, please report it. Any employee who engages in discriminatory behavior in violation of this policy may be subject to disciplinary action which may include termination.

Employees who encourage, “egg on” or participate in discriminatory or harassing behavior will also be subject to discipline under this policy, up to and including termination. It is no more appropriate to stand by and watch someone else make fun of a co-worker than it is to do it yourself. If you see a co-worker being harassed or discriminated against, we encourage you help them get out of the situation and then report it. Any employee who fails to promptly report possible discriminatory behavior of
which he/she is aware may be subjected to disciplinary action up to and including termination, for failure to comply with the policies of Adventureland.

This policy is not intended nor should it be construed as a contract. While Adventureland believes wholeheartedly in this policy, it reserves the right to interpret and/or review this policy and to modify it at any time.

**Social Media Policy**

Adventureland (the Company) respects the right of employees to use social media forums for self-publishing and self-expression on personal time. However, unless specifically authorized by the Company to do so as part of employee’s position, employees must limit use of social media to non-working hours, such as their lunch time. Employees are expected to follow the guidelines and policies set forth below to provide a clear line between you as the individual and you as the employee.

- You are personally responsible for your commentary. You can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just the Company.
- You should avoid any posts that could be considered harassment, bullying, discrimination or retaliation. If posts would not be permissible in the workplace, it is not permissible between co-workers online, even if it is after hours, from home and on home computers. The Company’s non-discrimination and harassment policies apply to all conduct by its employees, including posting on the Internet and social media sites.
- If you choose to identify yourself as a Company employee, please understand that some readers may view you as a spokesperson for the Company. Therefore, it is important that you expressly state that your postings are your own and do not represent the Company’s opinions.
- Use good judgement when using social media, including personal or non-personal web sites or blogs, and discussing the Company, employees, volunteers, guests or others related to the organization.
- Be smart about protecting yourself, your privacy and the Company. What you publish is widely accessible and will be around for a long time, so pause and consider the content carefully before posting.
- Failure to comply with the Company’s Social Media Policy may result in disciplinary action and/or termination.

Any violation of the social media policy must be reported immediately to one of the following people so that Adventureland can take prompt corrective action, if deemed necessary: Gary Pardekooper, HR Director; Devin Heger, CFO; or your department director.
Grounds for Termination

While rare, as an “at-will” employee of Adventureland, you may be terminated at any time for any reason not specifically protected under law. Here are a few specific incidences which result in termination:

1. Harassment: As outlined by your general Employee Manual, any form of harassment will not be tolerated and will be grounds for immediate employee suspension and possible termination upon review.

2. Theft: Includes, but is not specifically limited to, misappropriation of cash and company property, giving away or giving unauthorized discounts on merchandise or the taking of or unauthorized use of merchandise and “riding the clock” (knowingly being paid for time you are not supposed to be on duty). Any of these actions or suspicion of these actions will result in termination.

3. Knowledge of theft: If a theft problem arises resulting in termination and another employee is discovered to have previous knowledge of the incident and did not come forward to the Department Manager, the knowledgeable employee will be terminated.

4. Customer Complaints: If there is a complaint about a specific employee, that employee will be made aware of the complaint and the required action to resolve the situation. If there are further complaints about a specific employee, further action up to and including termination will be considered.

5. Graffiti: Defacement or destruction of any size, shape, or type of company property is immediate grounds for termination. Graffiti and other defacement are unacceptable and reduce the image of the park.

6. Absence: Failure to show up for scheduled shifts on a recurring basis, or repeated tardiness may result in your termination.

7. Cyber Bullying: Failure to abide by the social media policy and/or any form of cyber bulling may result in termination.

8. Not following company rules, disobeying any of the rules outlined in the general Employee Manual or your department’s handbook may result in immediate termination.

Please note that terminated employees, or employees that quit without proper notice, may not possess season passes during the current operating season.