

# SMITH FORK RANCH EMPLOYMENT GUIDELINES

These guidelines are intended to acquaint employees with Smith Fork Ranch and provide information about working here. These guidelines are not all inclusive, but should provide employees with a summary of our expectations. This edition replaces all previous editions. Employment with Smith Fork Ranch is at-will. Please read these guidelines carefully, initial next to each section, sign at the bottom, then return back to SFR. The reason for doing so, is so that both parties are clear about ranch & employee expectations.

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## EQUAL EMPLOYMENT OPPORTUNITY:

Smith Fork Ranch is dedicated to the principles of equal employment opportunity. We do not discriminate against applicants or employees on the basis of age, race, sex, religion, national origin, disability, or any other status protected by state or local law.

Smith Fork Ranch prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint, or your participation in an investigation, please speak to the ranch manager and the situation will be promptly investigated.

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## WORKPLACE ABUSE AND SEXUAL HARRASSMENT:

Workplace abuse, sexual harassment, or any actions that are inappropriate or intimidating to another - - whether they are physical, verbal, emotional- - are both inconsistent with our philosophy and unacceptable at Smith Fork Ranch. Conduct that is inappropriate includes but is not limited to: gestures, behaviors, and verbal or written material that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Actions based on an individual's race, color, national origin, religion, disability, gender, sexual orientation, age, or any other legally protected status will not be tolerated. You are expected to conduct yourself in a professional manner at all times.

Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited. Such conduct includes, but is not limited to sexually implicit or explicit communications whether in written form (cartoons, posters, calendars, notes, letters, e-mail) verbal forms (comments, jokes, foul or obscene language, gossip, questions about someone's sex life or repeated unwanted requests for dates) or physical gestures or nonverbal behavior (any unwanted touching).

Any incident should be reported to Andy Adams (Ranch Manager) or Alyssa Adams who will investigate the matter and take appropriate corrective action. Complaints will be kept as confidential as possible. If you feel you cannot go to either of these individuals with your complaint you should report the incident to Bob Isaacson (Head Chef).

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## COMPENSATION AND GRATUITY POLICY:

Compensation includes monthly flat rate, plus room and board. Partial months will be prorated on a daily basis. Employees will be paid a monthly rate twice monthly (on the 1<sup>st</sup> and 16<sup>th</sup> of each month). Required state and federal withholding taxes and social security payments will be withheld and paid by employer. Seasonal and part-time employees are not eligible for benefits or overtime pay.

There is a 15% service charge to guest rates. This charge is *already a part of your monthly wage*. Any gratuity left by guests is placed in the Staff Tip Pool then divided among staff in proportion to the number of days of employment.

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## HOUSING & MEALS:

Housing and meals are part of your compensation. We have two seasonal staff housing areas, the Staff House and the Safari Club. In both situations, you will be assigned same sex roommates. Changing of room assignments is not allowed without the permission of ranch management. Ranch guests are not allowed in staff living quarters under any circumstances. Candles, incense or any open flame are not permitted in the Staff House or Safari Club. We expect you to be respectful of your roommates and their belongings and to keep your living area picked up and clean. ***There will be a \$250 room cleaning deposit deducted from your first paycheck.*** If, at the end of the season, your room is in good condition the \$250 will be refunded to you. If your room is not satisfactory, the deposit will go toward housekeeping and maintenance. The Staff House and Safari Club may be checked by management periodically throughout the summer.

Each staff member is expected to contribute to our sense of community by keeping the staff dining room clean and will be assigned to this duty on a rotational basis. Also, each available staff member will participate on an evening dish schedule (doing dishes for both staff and guests) typically from 1 to 2 times per month.

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**COMMUNICATION:**

Telephone use is permitted during your time off. There is no cell phone reception at the ranch but we do have a phone for staff use in the Staff House & Safari Club. Personal calls are not allowed on the ranch lines except in the case of emergencies. Staff members may not use ranch computers for personal use or to check e-mail however you are welcome to bring a lap top computer and plug into the local line at the Safari Club or use the wireless connection at the Staff House or staff dining room. *Please note: There is a \$5.00 charge per staff member per month for telecommunications charges.*

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**VISITORS AND GUESTS:**

Relatives of staff members are allowed to visit and stay at the ranch as guests when space is available and with prior reservations. A 30% discount applies to staff relatives. Overnight visitors and friends are not allowed to stay at the ranch during guest season. Contact our office for information on local bed & breakfasts, camping areas, and motels.

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**WORK HOURS:**

A typical work week is approximately 60 hours- some weeks more some weeks less. You will be scheduled for one to one and a half days off per week. We try to keep days off the same each week. It is important that you arrive to work on time or early, ready to go. Any additional time off you need (wedding, etc.) must be approved at least a month ahead of time by ranch manager.

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**PERFORMANCE:**

Each Smith Fork Ranch employee may participate in a performance review during the course of the guest season; typically this occurs mid-summer. Our goal is for performance review to be conducted by the ranch manager and or department supervisor.

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**EMERGENCY LEAVES:**

The ranch manager may grant a leave of absence in the event of a death or serious illness in the family. The leave may not exceed three days without loss of pay.

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**DRUGS & ALCOHOL:**

Use or possession of illegal drugs is not allowed at Smith Fork Ranch, and may result in immediate termination of employment and prosecution to the fullest extent of the law. Any use of over-the-counter and prescription drugs, for uses other than their intended use, is also illegal and will be treated the same way. We reserve the right to drug test employees if there is reasonable suspicion of use.

The legal Drinking age in the state of Colorado is 21. Staff members 21 and over are not to obtain or provide alcohol to underage staff members. If over 21, drinking is only allowed after working hours and in moderation. Excessive drinking is not tolerated on ranch property. Consumption of alcohol while on the job is strictly prohibited. Immediate disciplinary action including termination of employment may result from anyone found to be drinking on the job or reporting to work while under the influence. Arriving at work "hung over" may also result in termination.

Drunk driving is also not tolerated either on or off duty. Employees need to be aware that a blood alcohol level of 0.05 is legally drunk in Colorado. This typically equates to about 2 beers or 2 glasses of wine. We care about your safety and the safety of others. Please do not put us in the position of having to choose between you and the law with regarding drugs or alcohol.

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**TOBACCO PRODUCTS:**

Smoking is not permitted while on the job or in any ranch buildings, including the Staff House, Safari Club, barn, ranch vehicles and shop. Chewing tobacco is also not allowed in front of guests or in staff housing.

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**EQUIPMENT & LIVESTOCK:**

The ranch has many different kinds of equipment and livestock, some of which require special training or skills to operate or use. Equipment is only to be used by authorized personnel, and only in the manner in which it is designed to be used. Always take safety precautions when dealing with any equipment or livestock, including wearing seat belts, protective gear, or eyewear. If you have any questions about proper safety procedures, immediately discontinue use and seek advice and/or training from the ranch manager before resuming or attempting use again. Any personal use of ranch equipment or livestock must be authorized by the ranch manager in advance.

You will not be required to drive a personal car as part of your responsibilities. However, the ranch does provide insurance for those who agree to be trained and screened to drive for ranch business. It is very important that staff members obey all driving laws, including wearing seatbelts and speed limits, while driving ranch vehicles or equipment. Smith Fork Ranch can take no responsibility for damage to personal belongings or equipment not being used for ranch business.

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#### **VEHICLES & TRANSPORTATION:**

Ranch vehicles are not allowed for personal use while working or on time off; therefore we strongly encourage staff members to bring a vehicle if possible. We discourage the borrowing of vehicles between staff members. Staff members must park personal vehicles in the designated parking areas. Staff vehicles can not be used for commuting to work. We schedule one pickup and drop off time for staff from the Safari Club; but, we encourage you to bring a bike (or a great pair of tennis shoes!)

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#### **REGULATIONS & FIREARMS:**

All staff members and guests must obey state and federal laws and regulations at all times. These include, but are not limited to, the following areas; motor vehicle operation, hunting, fishing, Health Department regulations, livestock handling and safety, use of chemicals and equipment, trash disposal, fire bans, water usage, etc. If there is any question about a law or regulation, or if a violation occurs, the ranch manager should be notified immediately.

Seasonal staff members are not permitted to possess firearms during the guest season.

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#### **SAFETY & REPORTING OF INJURY/ACCIDENT:**

Many of the activities undertaken on and off the ranch involve dealing with nature and the environment. We expect our staff to use common sense, restraint, and to know one's personal limit (as well as the limits of others in the group) to reduce risk, and make for a more enjoyable all-around experience for everyone involved. All organized activities have written safety, emergency and operation procedures which you will receive in your Staff Handbook and which will be reviewed during staff orientation. We may also hold periodic training meetings to ensure that everyone understands and can execute these procedures. If you have any safety questions, contact the ranch manager immediately.

Smith Fork Ranch is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to the head of their department or directly to the ranch manager. Immediately report any injury or illness of staff or guests to the ranch manager, regardless of whether it occurred on your time off or while on duty. If there is an incident or accident regarding staff members OR guests or both, you must fill out an incident/accident form and submit it to the ranch manager within 24 hours.

Smith Fork Ranch does not provide medical insurance to seasonal employees. It is your responsibility to contact your medical insurance company and confirm your coverage during your employment at SFR. Employees are responsible for their own medical expenses except in the case of an injury incurred on the job. If medical treatment is needed for an on-the-job injury, it must be obtained from one of the Ranch's designated physicians. You are required to accurately fill out a health form so that we have adequate information on file should a medical emergency arise.

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#### **ATTIRE & APPEARANCE:**

All staff members are expected to present a neat and clean appearance at all times in order to maintain a professional image to our guests. If, at any time, the appearance or personal hygiene of a staff member is deemed unacceptable by management, the staff member will be notified by the ranch manager, and then expected to correct it.

Staff members must wear the required apparel for their position while on duty. Each staff member receives a Dress Code for their position as well as SFR shirts (depending on position). We suggest that staff members purchase 2 additional shirts at discount. Faded or torn clothing is not allowed. Appropriate footwear must also be worn while on duty.

Male employees are expected to be clean shaven when reporting for their shift. Beards and mustaches must be neatly trimmed. If you do not arrive with a beard or mustache, you may not grow one while working on the ranch. Hair must be kept neat, clean and restrained if long while on duty. We do not allow dreadlocks or extreme hair color. Make-up, jewelry, cologne and

perfume worn while on duty must be conservative, and discreet. Strong perfume or cologne is prohibited. We do not allow visible tattoos or body piercing other than ears. Male employees may not wear earrings while on duty.

We also expect staff members to be dressed appropriately when on the ranch on their days off. You should be presentable in SFR logo clothing anytime a guest could come into contact with you, unless otherwise noted. You will have the opportunity to participate in all-ranch activities such as weekly dances at which you may chose to wear SFR clothes or “civilian” clothes within the specific dress code guidelines outlined in the Staff Handbook.

\_\_\_\_\_ **PERSONAL CONDUCT:**

We want everyone who visits SFR to feel like they are guests at our family’s private ranch. SFR is an extension of our home and we expect staff to share our standards and moral conduct while at the ranch. Though this is a comfortable environment, and a fun job, we expect each staff members to conduct themselves in a professional manner. Staff must be polite and courteous to guests at all times. Foul language is prohibited. Romantic involvement between staff and guests is not permitted. Staff may not transport guests in their personal vehicles at any time. Staff members are not permitted in guest accommodations and guests are not permitted in staff quarters. Staff shall not discuss issues regarding ranch business, management, other staff members, or ownership with the guests. This includes expressing dissatisfaction with any of the above.

We expect staff members to conduct themselves appropriately on or off the ranch whenever representing SFR. Any inappropriate behavior that in the opinion of management reflects negatively on the ranch, is grounds for dismissal.

\_\_\_\_\_ **DISCIPLINE/DISCHARGE:**

Occasionally performance or other behavior falls short of our standards or expectations. When this occurs, management takes action in a manner that seems appropriate. Consequences for any failure to comply with ranch rules, regulations, or expectations may include, but are not limited to a formal discussion with the ranch manager or termination of employment. Action taken by management in an individual case does not establish a precedent in other circumstances.

\_\_\_\_\_ **CONFIDENTIALITY:**

Smith Fork Ranch is an upscale vacation destination. The privacy of our guests is of the utmost importance. We often have high profile guests. We do not want our guest list or their actions here to be publicly known, therefore, staff members are not permitted to discuss our clients with anyone, before, during or after the guest’s stay with us. It is very important that every staff member, their family members, and personal guests understand the above guidelines and rules.

These rules and guidelines are designed to ensure the comfort and safety of all guests and staff members, and ultimately to ensure the quality and integrity of the ranch experience for all involved.

- \* I understand that these guidelines are not all inclusive but are intended to provide me with a summary of SFR’s employment expectations.
- \* I understand that employment with Smith Fork Ranch is “at-will.” Employees have the right to end their work relationship with their employer with or without advance notice for any reason. The employer has the same right. The language used in these guidelines and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a certain duration.
- \* I have read and completely understand the Employment Guidelines, and agree to fully comply with everything as outlined above. I further understand that non-compliance with these guidelines may compromise my employment.
- \* I was provided with the opportunity to ask any questions I have about the Employee Guidelines, my pay rate or any other job related matter.

(Print name) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_