

Rockywold-Deephaven Camps, Inc.

# SEASONAL EMPLOYEE MANUAL



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Rockywold-Deephaven Camps, Inc.  
SEASONAL EMPLOYEE POLICIES

## Table of Contents

STATEMENT OF PURPOSE .....	2
STANDARDS OF CONDUCT .....	3
EMPLOYMENT .....	3
WORK HOURS.....	3
WORK ATTIRE .....	3
PERSONAL CELL PHONES.....	4
EMPLOYEE MEALS.....	4
WAGES.....	5
END OF SEASON BONUS SYSTEM .....	5
TIME CARDS AND PUNCH CLOCKS .....	6
BIOMETRIC DATA POLICY .....	6
Computer, Email, and Internet Use Policy.....	7
PRIVACY AND CONFIDENTIALITY.....	8
RESOLVING PROBLEMS .....	8
EQUAL EMPLOYMENT OPPORTUNITY.....	9
HARASSMENT POLICY .....	10
DISCIPLINARY SANCTIONS.....	10
TERMINATION & SEPARATION OF EMPLOYMENT .....	11
SAFETY AT WORK .....	12
WHAT SHOULD I DO IF I GET INJURED AT WORK?.....	14
FIRE SAFETY.....	14
USE OF CAMP VEHICLES .....	14
EMPLOYEE LIVING ACCOMMODATIONS .....	15
DORM SAFETY .....	16
ROOM CHECKOUT .....	16
EMPLOYEE LAUNDRY .....	17
QUIET HOURS.....	17
EMPLOYEE GUESTS.....	18
ALCOHOL & OTHER DRUG POLICY.....	18
SMOKING & TOBACCO PRODUCTS .....	18
PERSONAL VEHICLES ON CAMP PROPERTY.....	19
CARE AND PROTECTION OF CAMP PROPERTY .....	20
GUEST AREAS.....	20
EMPLOYEE RECREATION.....	21
ORGANIZED EMPLOYEE RECREATION ACTIVITIES.....	22
SWIMMING .....	22
POWER BOAT USE AT RDC.....	23
RDC BOATING REGULATIONS.....	23
CAMP STORE & ZODIAC (GAME ROOM) .....	25

Dear RDC Employee:

We are very happy to welcome you to Rockywold-Deephaven Camps (RDC).

You have joined an organization that is highly regarded by its guests, staff and the camp/resort community. The Camps are proud of their traditions and quality services; but most important to the success of RDC is the friendly and accommodating nature of its staff toward its guests and each other. At RDC, teamwork is key – **T**ogether **E**veryone **A**chieves **M**ore!

This manual provides answers to most of the questions you may have about the policies and procedures we follow. If anything is unclear, please discuss the matter with your supervisor. You are responsible for reading and understanding this Seasonal Employee Manual, and your performance evaluations will reflect your adherence to RDC's policies. In addition to clarifying responsibilities, we hope this manual also gives you an indication of RDC's interest in the welfare of all who work here.

From time to time, the information included in our Seasonal Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including staff meetings, email and postings on Camp bulletin boards, and/or notices sent directly to you or your supervisor.

We extend to you our personal best wishes for your success and happiness at Rockywold-Deephaven Camps. Thank you for joining us!

Sincerely,

*Natalie*

Natalie Ward  
RDC General Manager

## STATEMENT OF PURPOSE

RDC's purpose is to serve as a vacation community where people of all ages can enjoy the company of family and friends and refresh their minds and bodies in a place of great natural beauty. The Camps seek to maintain a simple but comfortable environment that values continuity and lasting friendships but welcomes newcomers and promotes diversity.

## GUIDING PRINCIPLES AND LEADERSHIP

To fulfill this purpose, RDC must preserve the essence of what has made this place unique, especially the extraordinary natural setting. The Camps must practice responsible stewardship of our lands and watershed and show leadership in the region's social and environmental affairs. We must also continue to be a responsive enterprise, seeking continually to improve services and facilities to meet the needs of our community through the careful and sensitive adaptation of traditional operations. We must ensure that persons of all backgrounds who cherish nature can find enrichment on our shores, in a place where coming together and being alone are equally respected.

RDC's success relies on the preservation of each of the five key Foundational Pillars defined below:

- *Extraordinary Guest Experience* - Our extraordinary guest experience is defined by comfortable, historic accommodations set in a beautiful, natural setting. RDC provides a simple, wholesome, restorative vacation where multigenerational loyalty is built on cherished memories and lasting bonds for families and friends.
- *Responsible Fiscal Management and Organizational Stability* - Operate profitably and responsibly reinvesting in Camp, adhere to good corporate governance principles, including full and transparent communication with shareholders.
- *Outstanding Workforce Recruitment, Engagement, and Satisfaction* - Employment opportunities that attract and retain high-quality staff who are engaged, energetic and valued.
- *Preservation and Protection of Camp Setting* - The preservation and protection of the health and well-being of our setting, including our property, the lake, the surrounding natural area, and the broader Holderness community.
- *Comprehensive Health, Safety, and Risk Management Practices* - Prioritizing healthy, safety, and emergency protocols and practices to minimize life safety risks of both employees and guests.

These Foundational Pillars are invaluable to the preservation of Rockywold Deephaven Camps and form the foundation of RDC's decision-making process. Using these five Foundational Pillars, each of equal importance, RDC has been able to thrive since its founding in 1897.

## STANDARDS OF CONDUCT

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. At RDC, we hold ourselves to a high standard and our conduct assures that quality work and an amicable environment are maintained.

By accepting employment with us, you have a responsibility to RDC and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

### AT RDC, IT'S EVERYONE'S JOB TO...

- \* Ensure guests a safe, relaxing, carefree, and enjoyable camp experience.*
- \* Provide quality services.*
- \* Maintain a positive and flexible attitude.*
- \* Help make this season the most rewarding it can be for both guests and staff.*

RDC expects an honest day's work from each of its employees. Employees are expected to report to work on time and prepared to start work at that time. It is important to set a good example for all who will observe you over the course of the summer by showing them that hard work, honesty, and perseverance are admirable qualities.

## EMPLOYMENT

### WORK HOURS

Full-time RDC hourly employees are expected to work an average of 35-45 hours per week. Additional hours will need supervisor approval. Work schedules vary considerably from department to department. Your specific work schedule and days off will be worked out with your supervisor shortly after your arrival at Camp. Work hours may vary during the early and later parts of our season due to changes in work load. Changes to your schedule, including switching shifts and/or adding shifts must be approved by your supervisor.

### WORK ATTIRE

While on duty, employees are required to wear khaki or tan colored pants, shorts or skirts and plain, dark blue shirts with a nametag. RDC will issue staff shirts and sweatshirts according to which department you are assigned. To help guests identify you as an RDC employee when the weather is cool, please bring a dark blue sweater or sweatshirt (these items may also be purchased at the Camp Store at a reduced price). No ripped, torn, or patched clothing is permitted.

Tank tops are permitted when the weather is hot, but they must be long enough to be tucked in and the straps should not be less than 1 inch (2.5cm) wide. No mid-drift should be showing.

Shorts must be khaki or tan colored with a minimum 3-inch (7.6cm) inseam. Food Service employees working in the kitchen (Cooks, Bakery, Pantry, Prep) may wear black or dark blue pants. Choose rugged, comfortable work shoes, sneakers or lightweight hiking boots to wear while on duty. For safety reasons, open toe shoes are not permitted when working in any department and socks are required for food service employees.

To help leave a positive impression on our guests, employees must arrive to work well groomed, clean and neat. Facial jewelry is not permitted while on duty, unless approved by your supervisor. If wearing a cap, it is to be an RDC cap and worn with the visor in front. While on property, during off-duty hours, we ask that your clothes be **appropriate and in good taste** (no alcohol or tobacco advertisement, sexually provocative clothing, no profanity, racial slurs or otherwise inappropriate clothing). Thong or cheeky bathing suits are not permitted. Please keep in mind that this is a *family* camp.

### **PERSONAL CELL PHONES**

Employees are permitted to keep their cell phone with them during the course of their work day. Cell phones should not be used in front of a guest at any time. Occasional review of emails and text messages are permitted so long as it does not interfere with productivity and performance. Cell phones must be set to silent during work hours. Excessive use of cell phones during work hours may result in the loss of the privilege to keep your cell phone with you during your work day. RDC will not be liable for lost or damaged cell phones brought into the workplace.

### **EMPLOYEE MEALS**

Staff will be served in Rock dining hall and eat in the adjacent Staff Dining Room. Staff are required to eat during the scheduled staff meal hours. Any change in employee meal times will be announced or posted in the Staff Dining Room and Roswell Staff Lounge. *Employees are responsible for the care and cleanliness of the Staff Dining Room and Roswell Lounge.*

Please be on time to ensure yourself a meal. Take all you want but not more than you NEED to limit waste. If scheduling requires employees to work late, department heads should arrange in advance with the Food Service Managers for members of their department to eat late. Be sure to dress appropriately in all dining facilities.

On-site employees (those living on RDC premises) are entitled to three meals per day. As a general rule, employees who live off-site are entitled to meals if the mealtime is within their work schedule; for example, if an off-site employee begins work at 8:00 a.m. and ends at 4:30 p.m., that employee is entitled to lunch. Employees are generally not paid for meal breaks. Snacks throughout the day are your responsibility. Off-site employees may purchase meals, outside of their working hours, at the following rates; breakfast \$4.50, lunch \$8.50, and dinner \$12.50. Please stop at the Rockywold Office to purchase a meal ticket prior to these meals.

## DINING HALL DRESS CODE

On occasion, it may be necessary to be in the dining hall during the guest meal hour, employees must abide by the dining hall dress code which is: No caps, tank tops, bathing suits or bare feet at any meal. Casual sportswear is acceptable for breakfast and lunch, but more appropriate dress is recommended for dinner (non-athletic shorts, pants, collared shirt for men; dresses, skirts, pants, non-athletic shorts for women).

## WAGES

The bi-weekly pay period begins on Saturday morning and ends on Friday evening. All RDC employees will be paid every other Friday. Paystubs can be accessed through your ADP account either through a web browser or the ADP app. RDC encourages all staff to enroll in direct deposit, however, if preferred, physical checks are available.

## PAYROLL DEDUCTIONS (MANDATORY)

Rockywold-Deephaven Camps is required by law to make certain deductions from your paycheck. Among these are your federal income taxes, Social Security, and Medicare. These deductions are itemized on your paystub. The amount of the deductions may depend on your earnings and the information provided on your W-4 form. Any change in name, address, telephone number, marital status, or number of exemptions must be reported to the Human Resources or the Accounting Manager.

International staff may have different deduction requirements based on their employment status. For specific information, consult with Human Resources or the Accounting Manager.

## GRATUITIES

Guests may wish to reward employees for exceptional service; however, employees are paid with the understanding that gratuities are not required. RDC encourages guests to contribute to the "all staff tip" to reward not only those who directly interact with guests but also the staff behind the scenes. Gratuities addressed to a specific individual will be distributed accordingly.

## END OF SEASON BONUS SYSTEM

Providing RDC has a successful season operationally and financially, we often wish thank our employees who have performed exceptionally well by offering a bonus at the end of the Camp's fiscal year (October 31<sup>st</sup>). Seasonal staff who work more than 10 weeks and average 35- 40 hours per week may earn up to \$300 if they meet the all of the following (4) criteria:

- 1) **Performance:** You will receive a mid-season evaluation and an end of season evaluation. The average of your score will determine your bonus potential.
- 2) **Conduct:** Adhere to our policies on acceptable behavior, especially at night, on Camp property. If behavior is egregious, this may preclude you from receiving a bonus in its entirety

- 3) **Leave all RDC property in good condition:** Particularly employee living accommodations, common areas and bathrooms, and return all RDC equipment in good condition.
- 4) **Stay to their end date established at the time of their interview:** This is critical for a successful season. Staff members who leave earlier than expected put a tremendous burden on the remaining staff. Employees who do not live up to their commitment may not be asked to return to RDC for future employment.

Performance evaluation scores (1-5 scale) will determine the maximum potential of your bonus; \$300. Score: 5 = \$300, Score 4 = \$150, Score 3 = \$75. Anything below a score of 3 will result in NO bonus potential.

Once an employee's maximum potential is determined. Your bonus potential will be reduced by one point for infractions on items 2-4 or for any other violation of camp policy as determined by your Manager.

Part-time employees who work more than 10 weeks may earn a pro-rated bonus based on average number of hours scheduled.

***Any End of Season bonus is awarded at the discretion of RDC.***

## **TIME CARDS AND PUNCH CLOCKS**

All hourly employees are obligated to clock in and clock out daily. Timekeeping is managed digitally through RDC's payroll software, accessible by logging into your employee account via an app or web browser. Meal periods (thirty minutes) will be automatically deducted if working for more than 5 hours. RDC employs digital punch clocks with three methods for clocking in and out. The assigned method is determined at the time of hire, with the possibility of changes during employment. Employees will be assigned one or more of these methods:

- 1) Physical Punch Clocks: Using facial recognition or a 4-digit code.
- 2) Web Browser: By logging into their ADP Time and Attendance account.
- 3) ADP App: Employees without immediate computer or kiosk access may be assigned to use the ADP app. Clocking in on the ADP using geolocation and you must be within and certain distance to clock in.

"Buddy punching" or clocking in for another employee is strictly forbidden. Employees found to be "buddy punching" will be subject to disciplinary actions, up to and including termination.

If an employee forgets or is unable to clock in or out, they must promptly notify their supervisor. Employees should manually track their time on the sign in/out sheet located on a clipboard next to the timeclock. Employees can access their time cards via their ADP account.

## **BIOMETRIC DATA POLICY**

RDC will comply with all applicable laws and regulations related to biometric data to ensure the lawful, ethical, and secure handling of this information and to safeguard the privacy and rights



of employees. Prior to collecting biometric data, RDC will obtain explicit written consent from individuals.

Biometric data refers to measurable physical or behavioral characteristics, such as fingerprints, facial recognition, voiceprints, and other biologically derived data. This data will only be collected for timekeeping.

Biometric data will be securely stored in the ADP cloud server using industry-standard encryption methods. Access to this data is restricted to authorized personnel only. Biometric data will be retained for the duration of employment. Once your employment ends, this data is permanently deleted.

Biometric data will only be accessed and shared with individuals or entities with a legitimate need and in compliance with applicable laws. It will not be sold, leased, or otherwise disclosed without explicit consent.

Any concerns or requests related to biometric data should be directed to the General Manager or Human Resources. RDC uses biometric data for time tracking purposes only, therefore, all employees subject to time tracking, will be asked to complete a biometric consent form.

### **Computer, Email, and Internet Use Policy**

RDC recognizes the essential role of computers, the internet, and email in the workplace and expects employees to use these resources responsibly and for work-related purposes only. Misuse of this technology can lead to significant security risks and legal issues for both RDC and its employees. The following are examples of prohibited uses of company technology.

- Sending, storing, or accessing illegal, offensive, discriminatory, harassing, or pornographic content.
- Sharing confidential information with unauthorized individuals.
- Visiting websites that could jeopardize the safety of our network and computers.
- Engaging in any form of illegal activities, including piracy, hacking, or copyright infringement.

This list is not exhaustive, and any activities deemed inappropriate or jeopardizes RDC's network may lead to disciplinary action.

RDC advises employees who use this technology to follow cyber security best practices. It is essential to use strong passwords, lock computers when not in use, and promptly report any suspicious activity or emails. Always be vigilant for email phishing schemes and know how to identify them. Be cautious opening emails from unknown senders or emails asking for personal and/or confidential data. Check the senders email address for unusual language or requests that seem out of place and avoid clicking on suspicious links or opening unknown attachments. If you encounter a suspicious email, immediately notify your supervisor without interacting with the message. Quick reporting is key to minimizing potential damage.

## **PRIVACY AND CONFIDENTIALITY**

RDC must collect confidential personal information required for your employment. RDC recognizes the nature of this information and will respect employee confidentiality by ensuring its collection, storage and disclosure will reflect this nature.

Personal information collected by RDC may include employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee files are considered confidential and are not used by the company in the course of its business operations.

Additionally, maintaining confidentiality in the workplace is a critical facet of RDC's business operations and it is important to protect the business, employees, and customer data. It is important to ensure that computers and email access is password protected, access to confidential information is granted on a need-to-know basis, and company files or data should not be removed from the premises without explicit permission.

As an RDC employee, it is important to respect the privacy of your co-workers and that personal and professional information is not disclosed without the need to know. This information includes but is not limited to personal information as listed above, professional information such as performance reviews, disciplinary notes or actions, termination data; administrative documents such as pay-stubs, direct deposit forms, tax forms, personnel files, and personal medical information.

## **RESOLVING PROBLEMS**

Our goal is to maintain a comfortable work environment for everybody. We do this in several ways:

- By treating each of you as an individual and encouraging your maximum development.
- By recognizing that each person at RDC has a role that is essential to the success and growth of RDC.
- By maintaining direct communications with all of our employees and ensuring that each and every one of you can speak directly and openly with our management team.

If you have any concerns, problems, or suggestions, either with work or regarding personal issues outside of work, please know that our door is always open, and we are ready to listen. We encourage you to speak with your manager or a member of RDC's management team you are comfortable with for any issues or challenges, no matter their size. If you are not comfortable meeting in person, send us an email or text us. We are here to support you! We will address any problems or concern with due respect for the privacy of any individual/s involved.

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. You can take the following steps:

1. First, talk to your immediate supervisor. Your supervisor is most familiar with you and your job and is, therefore, in the best position to assist you. Your supervisor works closely with you, and is interested in seeing that your questions are answered.
2. If your supervisor cannot help you resolve the matter, you can speak to the General Manager who will give your problem or complaint prompt consideration.
3. If the General Manager feels that the situation warrants further review, he/she will ask RDC's board of directors for assistance.

It is best to resolve problems right away. Otherwise, little concerns tend to turn into big problems; facts become confused; resentment and anger may build up. It is always best to get things off your chest before they get out of hand.

## **EQUAL EMPLOYMENT OPPORTUNITY**

RDC will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, political belief, or status as a veteran. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of RDC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). RDC will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. RDC also will make reasonable accommodations wherever possible for an employee or applicant with a disability, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job or a reasonable accommodation can eliminate any safety risk, and provided that any accommodations made do not create an undue hardship.

Equal employment opportunity notices are posted on appropriate employee bulletin boards as required by law. If you have any concerns regarding what you believe may be discrimination, we encourage you to speak to RDC's Human Resource Director or General Manager.

Management is primarily responsible for seeing that RDC's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring by their personal actions that the policies are effective and apply uniformly to everyone. Any employees, including managers, confirmed to be involved in discriminatory practices after investigation will be subject to discipline up to and including immediate discharge.

## HARASSMENT POLICY

RDC intends to provide an environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance.

Harassment of any sort – verbal, physical, visual – and on any basis will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, signs, pictures, jokes, pranks, intimidation, physical contact, or violence. Harassment may be, but is not necessarily, sexual in nature. Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of their position. It can also create an intimidating, hostile or offensive working environment.

All RDC employees have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, management will take prompt and appropriate action, whether or not the victim wants RDC to do so.

Once any incident of harassment has been reported to a manager or other management representative, appropriate investigation and disciplinary action will be taken.

All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action or a possible discharge. RDC will also take any additional action necessary to appropriately address the situation. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

## DISCIPLINARY SANCTIONS

*RDC has been fortunate to attract employees who are hardworking, conscientious, honest, sincerely friendly and accommodating. We, as employees, have an enormous influence on the quality of the experience for both guests and staff. It is up to each of us individually to make each summer the best that it can be for everyone associated with RDC. We are all capable of this and we expect that each summer will be a huge success. To ensure a successful season, we must live by the policies and rules contained in this Seasonal Employee Manual. RDC has built a solid reputation for having outstanding employees. Unfortunately, it does not take many negative actions to tarnish a reputation. More importantly, these policies are in effect to help ensure the health, safety and general well-being of the entire RDC community, and to maintain a degree of efficiency in our operations. Therefore, if an employee does not abide by the policies contained in RDC's Seasonal Employee Manual, the following steps will ordinarily be taken:*

A typical course of action may include verbal warning, a documented verbal warning, a written warning, performance improvement plan (PIP), suspension without pay and ultimately termination if performance and/or behavior are not corrected.

However, the type of discipline administered and the notice given will be determined on a case-by-case basis at the Camp's discretion, based upon the nature and circumstances of the violation. To the extent that the Camp publishes any steps of discipline, those steps are offered as guidelines that the Camp may, but need not necessarily, follow.

The list of incidents which may give rise to disciplinary action cannot be completely set forth in this manual. RDC reserves the right to discipline or discharge employees for other reasons, whether or not the incident at issue is listed in this manual or in any other publication as being one which might result in disciplinary action. Examples of VIOLATIONS OF CAMP POLICY include, but are not limited to:

- Use of Guest Cottages without permission
- Failure to observe safety guidelines or other rules or policies of RDC, including those contained in this manual.
- Arriving late or not showing up for work.
- Failure to perform job duties satisfactorily.
- Smoking or using candles in or near any RDC facility.
- Use of any tobacco products while on RDC property.
- Repeated failure to observe quiet hours.
- Inviting or allowing unauthorized employee guests to use RDC facilities.
- Stealing or destruction of any Camp, guest or employee property.
- Speeding or driving any vehicle inappropriately.
- Taking part in any action that has a recognizable risk of causing harm to another.
- Failure to provide common courtesy to guests.
- Reporting to work out of uniform and/or ungroomed.
- Failure to abide by RDC's alcohol and other drug policy statement.
- Failure to abide by RDC's COVID-19 safety requirements.

It is in the best interest of RDC and of its employees that there is flexibility in the administration of policies and procedures. However, RDC is hopeful that disciplinary sanctions will not be necessary during this season!

## **TERMINATION & SEPARATION OF EMPLOYMENT**

Employment with RDC is voluntary and subject to termination by RDC or the employee at will, with or without cause, and with or without notice at any time. Nothing in this manual will conflict with, modify or eliminate an employee's at will status.

### **VOLUNTARY TERMINATION**

A voluntary termination of employment occurs when the employee submits a written notice of resignation including intent to retire to the Human Resources Manager or General Manager. A voluntary termination will also occur when an employee is absent from work for 3 consecutive work days and fails to contact his or her supervisor, Human Resources or the General

Manager. This will be considered job abandonment. The Human Resources Manager and the General Manager will coordinate the employee's departure from RDC.

## **INVOLUNTARY TERMINATION**

Involuntary termination is a management-initiated dismissal with or without cause, including a layoff. Involuntary terminations may also be implemented due to poor performance or disciplinary actions. If terminated, you will be asked to leave property immediately. If necessary, RDC will provide transportation to the nearest bus station.

## **LAYOFF & RECALL**

In the unlikely event of a reduction in workforce, employees will be retained based on skills and abilities as well as seniority. Please understand that if the qualifications and abilities of two employees are equal, seniority will be the determining factor in the layoff decision.

## **FINAL PAY**

Hourly employees who are voluntary or involuntarily terminated will be paid through the last day of work less any outstanding loans, advances or other agreements the employee may have with RDC in compliance with state and federal laws. Salaried employees will receive their full two-week payment if terminated before the end of the bi-weekly pay period.

If the termination is voluntary, or in the case of a layoff, your final pay will be processed during the next regularly scheduled payroll cycle. If your employment is terminated involuntarily, you will receive payment via direct deposit or physical check that will be processed within 72 hours from the time of your termination.

If you have any questions about anything in this manual, please be sure to ask your supervisor, Human Resources, or the General Manager.

## **RETURN OF RDC PROPERTY**

Employees must return all RDC property at the end of their employment or when requested by the General Manager such as keys, laptops, credit/expense cards, tools, or other equipment. Failure to do so may result in deductions from the employee's final pay where state law allows. Employees must sign a wage deductions authorization form. In some cases, RDC may pursue criminal charges for failure to return items.

## **SAFETY AT WORK**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all RDC activities to protect against injury and illness, as well as minimize the potential loss of production or damage to equipment or property. Your supervisor will do their best to alert you to any potentially dangerous situations. However, it is your responsibility to follow all safety instructions given to you by your supervisor(s), read and

follow all safety related materials given to you by Camp Administration, and use common sense while on and off duty during your employment at RDC.

All equipment, tools, vehicles and chemicals are to be used safely and as directed based on the manufacturer's guidelines. You are responsible for using any required personal protective equipment and complying with RDC's established work place practices to ensure everyone's safety. Your supervisor may post other safety procedures in your department or work area. Failure to adhere to safety rules will be considered serious infractions and will result in disciplinary action.

The following is a list of some general safety advice to observe while working and living at RDC:

- Staff must observe RDC's COVID-19 safety requirements at all times while working and in any public or common space on-site. All staff must test as directed by management. COVID-19 testing may increase as warranted.
- Headphones are not to be used during work hours for safety reasons as well as communication reasons during the guest season. Exceptions may be made with permission from your supervisor.
- Practice good housekeeping to avoid slips and falls. Clean up spills and keep all areas free of clutter, especially in heavily traveled areas.
- Use caution, proper techniques, or ask for assistance when lifting and moving heavy objects.
- Always read the Safety Data Sheets (SDS) and labels before using cleaning chemicals, paints, etc.
- When driving a motor vehicle on Camp property, always drive at a speed under 10 miles per hour. Never drive motor vehicles or boats recklessly.
- Do not operate Camp power tools or equipment unless given permission and instructions by one of our year-round Maintenance Staff.
- Notify your supervisor or the Maintenance staff of any hazards you become aware of i.e., rotten boards, loose railings, protruding nails, hanging tree limbs, faulty electrical equipment, etc.
- Always wear the appropriate personal protective equipment for the job (i.e. eye and ear protection, proper footwear, gloves, etc.).
- Do not sit or stand on railings.
- Report all accidents and injuries for staff or guests if known to your supervisor or the administrative staff as soon as possible.
- Refer to the RDC Safety Manual for more information.

## WHAT SHOULD I DO IF I GET INJURED AT WORK?

*In a life-threatening situation, seek emergency treatment immediately.* Otherwise, if you get injured on the job, immediately notify your supervisor or one of the Administrative Staff. Employees should see Julie Kelsey, Natalie Ward at Roswell, or Becky Kneeland at the Rock Office and fill out an incident report and, if appropriate a "First Report of Injury" form.

## FIRE SAFETY

Most RDC facilities are old wooden structures, susceptible to fire; therefore, **do not use open flames**, i.e. candles, lanterns or grills in or near any RDC facility. Learn the location of fire extinguishers and fire escapes and know how to use them. When using Camp fireplaces, be sure the screen is snug against the fireplace and a full bucket of sand is next to it. Do not leave a fire unattended. Please stop fueling the fire long before you plan on leaving. If coals are still hot when leaving, separate the coals with a poker, again being sure the screen is snug against the fireplace and always keep flammable objects, such as newspapers, kindling, wood, rugs, etc., a safe distance from the fire. The bucket of sand is to be used for emergency situations only.

Electrical maintenance is to be done only under supervision of RDC year-round Maintenance Staff and licensed electricians. Report any electrical defects immediately to the Maintenance Department. *Turn off computers, lights, heaters and appliances when not in use, or when leaving rooms.*

## FIRE BELL

The meal time bell will ring for only 20-30 seconds if there is a fire in Camp. Become familiar with the Employee Fire Emergency Procedures. You will find these procedures posted throughout Camp at all RDC intercom/phone stations.

## USE OF CAMP VEHICLES

Any use of Camp vehicles on property, including golf carts, must be cleared by your supervisor. Vehicle operations are limited to holders of a current driver's license and who pass a test with one of the Maintenance Managers. RDC vehicles are to be used by on-duty employees during work hours only. When operating a Camp vehicle, be sure to follow these safety guidelines.

1. Always wear a seatbelt while operating a vehicle (when available).
2. Always drive carefully and at a speed under 10 miles per hours, 5 miles per hour where posted, while on property.
3. Never stand or dangle appendages outside of a vehicle.
4. Do not use cellphones while operating a vehicle or golf cart.
5. Do not load a vehicle beyond its capacity (golf carts are restricted to no more than four people at a time).
6. Golf carts and vehicles are not allowed on walking paths.
7. Do not drive unlicensed vehicles or golf carts to transport guests unless given specific permission.
8. Keep vehicles and golf carts clean.



**9. Please be aware that the golf carts accelerate and drive in reverse very fast. Use caution!**

Serious harm and damage can result from the improper use of vehicles and caution must be exercised at all times. Wired or wireless Bluetooth headphones usage is prohibited at all times. Speeding or reckless driving of any kind, on or off camp property may be grounds for immediate dismissal. Transporting alcohol, unless explicitly for business purposes, is prohibited. RDC will ensure all vehicles permitted on public roads are inspected and road-worthy.

RDC requires employees to use company vehicles whenever possible while working. If you are required to use a personal vehicle and it has been approved by your supervisor, the owner will be reimbursed for mileage at the current federal rate.

If an employee receives a ticket for any equipment violation while operating a Camp vehicle, RDC is liable for the citation and will remedy the situation immediately. If an employee, while operating a camp vehicle, has a driving violation such as speeding, running red lights, distracted driving, or other driving related offense, the individual will be responsible for such citations and their driving privileges will be re-evaluated.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending text messages while driving is strictly prohibited.

Staff use of Camp vehicles off property is restricted to a limited number of assigned drivers only. From time to time, with permission from Natalie, Camp vehicles may be used by authorized drivers for staff outings when the vehicle is not needed for business purposes.

Vehicles must be signed out at the Rockywold Office. To become an authorized RDC driver, employees must possess a U.S. driver's license or international driver's license, pass an in-house driver's test, must have a clean driving record, must agree to be responsible for the care and cleanliness of the vehicle, and must see that gas money is collected from the passengers. Money envelopes and forms listing the required amount due can be found in the vans.

RDC vehicles, used for staff outings, must be back on property no later than midnight. As a general rule, to justify the use of a Camp vehicle for a staff outing, there must be enough staff interested in that outing to fill the vehicle to at least 75% of its capacity. **Transporting alcohol in a Camp vehicle is not allowed.** Speeding or reckless driving of any kind, on or off Camp property, may be grounds for immediate dismissal.

## **EMPLOYEE LIVING ACCOMMODATIONS**

On-site employees are responsible for the care and cleanliness of their assigned rooms, bathrooms, employee common areas and the immediate area surrounding the facility in which they live. These areas are to be cared for during the employees' off-duty hours. Each dorm should create a cleaning schedule so that responsibilities are divided up equally. If you can't

come up with a cleaning schedule on your own, RDC will set one up for the dorm. Most employee living accommodations are located in highly visible areas adjacent to guest pathways. Untidy areas disrupt the natural character and beauty of our environment (for example, clothes hanging from windows and railings, bottles and cans lined on window sills or strewn haphazardly in and around staff areas, graffiti, etc.). All employee areas must be kept in presentable condition at all times. Remember this is a family camp, not a college dormitory.

Employee quarters are furnished with an appropriate number of beds, dressers, tables and chairs. If additional furniture is needed, it is important **not to take it from another location** unless a request has been made and approved by Natalie Ward or the Housekeeping Director, Zoe Frentress. To reduce the wear and tear on our mattresses, they are to be kept on bed frames, not on the floors. Soiled mattresses must be reported and will be replaced. While RDC provides clean linens for staff use, it is up to the staff to make their beds, keep their bathrooms clean, return dirty linens and get clean staff linens from the Laundry porch. Please clean up spills and report leaks or items you believe need repair to either camp office as soon as possible. For logistical and emergency reasons, on-site employees should not change rooms unless a request has been made and approved by Natalie Ward or Alex Chelstowski.

## DORM SAFETY

Employee living accommodations are checked periodically for your health and safety by Camp Management. The following is a list of the most common room safety hazards:

- Blocking Heaters (both portable and built-in heaters) with chairs, clothes, boxes, furniture, etc. Always maintain at least two feet (60 cm) of clearance, in all directions, from the heater.
- Leaving Heaters Running While Unattended. For safety and conservation reasons, heaters should be turned off or unplugged before leaving your room.
- Hanging Tapestries or Sheets from the ceiling or the walls of your room is a fire hazard.
- Blocking Exits and Hallways. All exits and hallways must remain clear at all times.
- Overloading Electrical Outlets.
- Tampering with or Removing Batteries from Smoke Detectors. If a smoke detector is sounding an alarm, check the building for any signs of fire or smoke. If you cannot find the reason for the alarm sounding, notify the Maintenance Department, the Manager, or the Night Watch Person as quickly as possible.
- Use of Candles, Incense and Oil Lamps. Most RDC facilities are old wooden structures susceptible to fire; therefore, *Do Not Use These On RDC Property.*
- Dorm Room Capacity. Large social gatherings in dorms are discouraged and not allowed on the second floor of any dorm for weight bearing reasons. For safety and noise related reasons, no more than five (5) individuals should congregate in any dorm room at the same time.
- Roof Tops are off limits except for emergency and maintenance purposes. Furthermore, screens from dorm windows should not be removed, except for emergency and maintenance purposes.

## ROOM CHECKOUT

It is each employee's responsibility to arrange for a time to meet with Housekeeping Director, Zoe Frentress, to inventory furniture and check that their room, bathroom and adjacent common area have been left clean and have been cared for over the course of the season. Each employee should contact Zoe **prior** to their last day on Camp to set up an appointment. If an employee fails to meet the above responsibilities, one point will be deducted from their year-end bonus. In addition, if RDC property under the employee's care has been damaged or is missing, then that employee will be responsible for the cost of repairing or replacing such property.

## **PETS**

Seasonal employees are not allowed to have pets on Camp property.

## **EMPLOYEE LAUNDRY**

Employees may wash their personal clothing at the coin operated laundry facility (RDC Map #114). Guests and staff use this facility. Please do not leave dirty linens in the coin operated laundry room. To avoid overcrowding at this facility, employees should do their laundry between the following hours:

Monday through Friday: 6:00 a.m. to 10:00 a.m. and 7:00 p.m. to 12:00 a.m.

Saturday and Sunday: 6:00 a.m. to 12:00 a.m.

## **QUIET HOURS**

Because many of our guests come to RDC to experience a peaceful and relaxing environment, and because many have children who go to bed quite early and take frequent naps, it is very important that all employees avoid making excessive noise at any time on or near RDC's property. Please no music broadcast through speakers outdoors. Employees must be especially considerate while observing quiet hours between 10:00 p.m. and 8:00 a.m., and in the afternoon from 2:00 p.m. to 3:00 p.m. Most staff living accommodations are in close proximity to guest cottages. On calm nights, even casual conversations can be heard across the lake. Therefore, be aware of the volume at which you speak and turn off radios/stereos well before 10:00 p.m. Employees living in dining room dorms are also expected to observe quiet time during guest meals.

## **QUIET DORMITORIES**

Quiet dorms are designated staff housing intended for individuals who prefer or require a quieter living space. In such dorms, residents are required to be mindful of noise levels, limit gatherings, and will have strict adherence to RDC's quiet hours (10 p.m. to 8 a.m.) to ensure that everyone can enjoy a peaceful living experience. Violation of quiet dormitory policies may result in disciplinary actions.

## **ALCOHOL- FREE DORMITORIES**

All employee living accommodations occupied by employees who are under 21 years of age are considered to be alcohol-free. Depending on the interest of employees who are of legal

drinking age, a number of additional dorms will be designated alcohol-free. This arrangement is voluntary for employees who are 21 years of age or older. Those who choose to live in an alcohol-free dorm simply agree to not enter the building with alcohol or consume alcohol in the building.

## EMPLOYEE GUESTS

Employee guests must be cleared with Natalie or Becky prior to their arrival. Guests must register at Rock Office and take a COVID-19 test upon arrival. Visits should only take place during off duty hours and should not infringe on the privacy of room and dorm mates. Employee guests are allowed to visit for a maximum of three days in a row. *Guests under 18 years of age are not permitted in staff dorms.* Employees are held responsible for the actions of their visitors. This is a privilege RDC is not obligated to extend. If an employee wishes to have a guest join them for a meal, the employee must pay for their meals. Guest meal rates are listed in the meals section of this manual.

## ALCOHOL & OTHER DRUG POLICY

New Hampshire's legal drinking age is 21. Employees who are under 21 years of age are not allowed to drink or be in possession of alcohol on RDC property. RDC is a unique community committed to providing a wholesome family Camp environment for its guests and staff. The responsible and discreet use of beer and wine is allowed at designated areas on RDC property and only by off-duty staff that are of legal drinking age. Employees are not allowed to have any other type of alcohol in their possession at RDC. If hard alcohol is found, it will be confiscated and disposed of. *The inappropriate or illegal use of alcohol and other drugs by RDC employees may result in immediate dismissal.*

RDC strongly encourages its off-duty staff to take advantage of the many healthy recreational opportunities our area has to offer.

The designated areas where employees of legal drinking age can possess and responsibly consume beer and wine are: in the confines of their room or the room of an employee of legal drinking age (unless the room is located in an alcohol-free dorm) and at the Staff Pavilion. This privilege will only be extended at RDC as long as alcoholic beverage containers are disposed of promptly and properly, underage drinking does not take place, and abusive or disturbing behavior does not occur as a result of the use of alcohol. If, at any time, your work performance is affected by the use of illegal drugs or alcohol, immediate action will be taken in accordance with RDC's disciplinary sanctions. Drinking is not allowed at Roswell, except with permission from Natalie Ward

## SMOKING & TOBACCO PRODUCTS

For health and safety reasons, RDC forbids smoking (of any substance, including electronic cigarettes) and the use of tobacco products on or near RDC property. Failure to comply with this rule is grounds for immediate dismissal.

## E-MAIL FACILITIES & INTERNET ACCESS

RDC has free Wi-Fi throughout property. Our bandwidth is limited and used by many guests and staff. Please limit using video streaming services such as Netflix, Hulu, or Amazon Prime, downloading music, movies or other large files.

If a fast Wi-Fi network is needed, we recommend using Roswell lounge or Staff Dining. Ma Bell internet connections are reserved for guest use from **9 a.m. to 4 p.m. Monday through Friday**.

## **EMPLOYEE VALUABLES**

We encourage employees to leave valuables at home; however, should you need to temporarily store a small valuable possession, a safe is available at each Camp office. To avoid keeping large sums of money in dorm rooms, employees should consider opening a savings or checking account with a local bank.

## **FIREARMS**

Seasonal employees are not allowed to possess firearms/guns, ammunition or any other weapons on RDC property.

## **TRASH AND RECYCLING**

Each dorm has two containers; one for recyclable items and one for trash. A list of recyclable items will be posted in each dorm. An assigned person from each dorm should empty these containers on a daily basis at Camp's recycling facility near the Staff Pavilion or at the Deephaven Holding Area (Map #64). These same recycling rules apply to all staff and guest areas, including Ball Field picnics and Staff Pavilion.

## **LOST AND FOUND**

Any items found by an employee should be turned in immediately to either Camp Office. The item **must be tagged stating when, where and by whom** it was found. Found items of any value will be stored at RDC's Main Office for one year in hopes that its owner will claim it.

## **PERSONAL VEHICLES ON CAMP PROPERTY**

Personal vehicle use is unnecessary on Camp property, since all facilities and activities are generally within comfortable walking or bicycling distance and you are expected to walk or cycle to work. Employees are to park personal vehicles at designated parking areas only. Staff living in Rockywold will park their cars in the lot behind the Rock Ice House. Staff living in Deephaven will park in the lot near the Oakridge woodshed or Deephaven lot. **DO NOT** park at any staff dorms other than Lyford and Baldwin.

When you arrive at Camp, you must register your vehicle. Employees are expected to help maintain the natural character of Camp by using personal vehicles only to leave or return to Camp property, unless Natalie specifically approves other use. Employee vehicles should have properly working exhaust systems. Noisy mufflers are neither appreciated nor allowed.

## CARE AND PROTECTION OF CAMP PROPERTY

To ensure the safety of our community, and to maintain a degree of efficiency in our operations, please report damages or needed repairs as soon as possible. Employees add to their own reputation and well-being when they use supplies and equipment properly. We are proud to say that it is rare to have property stolen or vandalized; *however, if anyone is caught vandalizing property or stealing equipment, supplies, food, guest or employee belongings, etc., that employee may be dismissed immediately.*

Employees are expected to help set an example for the entire RDC community by picking up litter when it is noticed and by turning off lights, heaters, etc., when not in use.

At RDC, we intend to maintain the rustic integrity of our facilities. Graffiti, no matter how tastefully done, rarely enhances the natural character of our Camps. Therefore, we ask for your help in protecting our facilities by reporting any form of vandalism or graffiti to Camp Administration.

## CHURCH SERVICES

Off-duty employees are invited to the non-denominational services at Church Island. For those whose work schedules do not allow morning attendance, RDC will do its best to assist employees with weekly transportation to and from church.

## GUEST AREAS

We are here to serve our guests and to help make their time here the most enjoyable and memorable experience possible. Without our guests, we would not have the opportunity to be a part of this special environment or to meet the unique people that associate themselves with RDC. While we as employees are able to spend the better part of the summer here, and get paid for our service, the guests are only here, in most cases, for one or two weeks. Guests also pay a fair price for their experience at RDC.

Therefore, guests have priority concerning the use of all recreational facilities. RDC has set aside various facilities for employee use. When off duty, we encourage employees to use their designated facilities, while also respecting guest privileges.

Guest Dining Halls may be used only during designated staff meal times. The guest dining halls and kitchen areas are closed to guests and staff (who are not assigned to work there) after the evening meal and in between meals. *RDC does not provide snacks for employees outside of the designated meal hours.* However, snacks may be purchased in Zodiac (Map #47) daily until 9:00 p.m. and beverages are available at the Employee Dining Room (Map #25) 24 hours a day.

Camp Offices are very busy areas; use them for business purposes only. *The offices are not to be used by employees for socializing or for making personal phone calls.* Phones are available for employee use at the Ma Bell buildings (Map #40 and #93A). Ma Bells are reserved for guest use from **9:00 a.m. to 4:00 p.m. Monday through Friday.**

Main Docks and Floats are for guest use only. Employees may use Needle Point and its float for swimming and the Finger Docks (aka Staff Docks) in Rockywold. Please keep these areas clean. The Finger Docks are also used as an overflow area for docking guest boats. In keeping with Camp quiet hours, these areas are not to be used after 10:00 p.m. **Please no music broadcast through speakers outdoors.**

Guest Cottages – **Employees are NOT permitted to use guest cottages.** This includes times when the cottages are not occupied.

## **EMPLOYEE RECREATION**

RDC encourages staff to make the most of their time at camp by enjoying the many recreational amenities available. Work takes up a significant part of your day, so it's important to enjoy your downtime! Our staff often form close friendships, and there is plenty to do both on property and in the nearby area.

### **ON-SITE RECREATIONAL AREAS**

Gatherings at dormitories are highly discouraged and at the discretion of the night watch and Camp Management. Staff are encouraged to use the Employee Dining Room (Map #25), Staff Weight Room (Map #28), Staff Pavilion (Map #118), and the Roswell Staff Lounge (Map #115) are places for gatherings and socializing with other employees. Ping pong, billiards, weight lifting equipment, various board games, TV and a fireplace are available to employees in their free time at these locations. These facilities are yours to enjoy; please keep them clean and dispose of trash and recycling in the appropriate containers. Because we have minors on our staff, alcohol is not allowed in any public or common area with the exception of the Staff Pavilion.

Roswell Staff Lounge (Map #115) is available for employees to watch TV or movies, play games, cook, get together, have a fire, and relax. This lounge is attached to the Main office so please be respectful during regular work hours (8:00a.m.– 5:00 p.m.). Alcohol is not permitted in Roswell unless explicitly approved by the General Manager.

The Staff Pavilion (Map #118) is a staff lounge area with billiards, ping pong tables, and a place to socialize and relax. The “Staff Pav” is located further from guest accommodations, giving a bit more latitude for nighttime activities. Employees using the Staff Pav should be considerate of those who live in the adjacent dormitories. Entering these dormitories and using bathroom facilities is strictly forbidden unless you are a resident of these dorms. Music at these facilities must be turned off no later than **12:00 a.m.** We ask staff to leave powerful sound systems at home and remember not to use powerful car stereos when on Camp property. RDC reserves the right to direct the removal of any device used in a way which disrupts the experience of our guests and staff.

The staff pav is for the use of current staff only. However, after approval from Natalie Ward or Becky Kneeland, former staff members are allowed at the pavilion as a guest of a current staff member. They **MUST** also be signed into the Employee Guest Book at the Rockywold Office. Current staff members are responsible for the actions of their guests. Organized parties with

music are allowed on Saturday nights only. The parties must be approved by Natalie. Pavilion parties are a privilege RDC is not obligated to extend. This facility is yours to enjoy as long as it is kept clean and in good repair. Please dispose of recyclables and trash promptly and properly.

***This privilege will only be extended at RDC as long as alcoholic beverage containers are disposed of promptly and properly, underage drinking does not take place, and abusive or disturbing behavior does not occur as a result of the use of alcohol. Do not store alcoholic beverages in the refrigerators at Roswell.***

Basketball Courts and Pickleball Courts may be used when guests do not wish to use them. However, guests will often ask staff to join their game. We encourage this!

Piano at Music Hut may be used when guests do not wish to use it. Please sign out the key at either Rock or Deep Offices and be sure to return it **before the offices close**. The Music Hut is available from 8:00 a.m. to 8:30 p.m., when not in use by guests.

Ball Field – Check with the Recreation Staff Supervisor regarding times in which the ball field is free from scheduled activities.

Picnics – On occasion, food for picnics or other special activities can be substituted for regular meals, with permission from Natalie Ward and the Food Service Director.

Tennis Courts – Employees may use the Deephaven Courts during the following times:

Sunday: All afternoon until darkness

Monday through Friday: 6:00 p.m. until darkness

Other courts may be used if guests have not signed up for that particular time slot. The court schedule is located at the Playhouse. To help keep our clay tennis courts in top condition, *never play on the courts when the nets are down, and only play in smooth-soled sneakers.*

## **ORGANIZED EMPLOYEE RECREATION ACTIVITIES**

Participating in organized staff activities, “STAFF REC”, are strongly encouraged at RDC. The Program Director or Staff Rec Coordinator, will help organize activities for staff during their off-duty hours. RDC will assist employees wishing to organize wholesome group activities for staff. Activities from past years include: hiking or bicycling trips, various field games, pizza parties, shopping excursions, theme dinners, etc. Staff and guests under 18 years of age are not permitted on staff outings.

## **GENERAL RECREATION ACTIVITIES**

When participating in a recreational activity at RDC, please remember that the primary goal of any such event is to have fun. Please do not participate in games that may be above your physical capability.

## **SWIMMING**



Because RDC swimming areas and cottage docks have multiple uses (swimming, docking boats, picnicking, sunning, etc.), it is essential that precautions are taken to avoid potentially dangerous situations. Precautions include:

- a) DO NOT swim beyond 150 ft. from shore without being accompanied by a canoe, kayak or rowboat. It is very difficult for a boat moving at even a reasonable speed to see or hear a swimmer in open water.
- b) It is advisable to swim with someone who has the ability to help if necessary.
- c) Never substitute the use of floating devices for swimming ability.
- d) The lake bottom slopes steeply in many places; non-swimmers should take extreme care.
- e) Do not use breakable objects such as glass, near docks or swimming areas.
- f) No child should be left unattended at cottage docks or swimming areas. There are no lifeguards; parents/babysitters are responsible for the supervision of their children.
- g) Observe personal safety rules, such as not swimming when overheated, exhausted or during an electrical storm and diving only in known and safe depths.

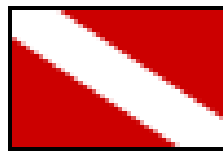
## **POWER BOAT USE AT RDC**

Unless given special permission by the General Manager, Camp power boats are to be used only for work purposes, during work hours. Boating can be both a joy and a hazard. Safety must be every boater's highest concern. RDC work boat operators must have a New Hampshire Commercial Boat License. On the following pages are RDC's Boating Rules and Regulations, along with key provisions of the New Hampshire State boating law. *For the protection of individuals and the Camps, motorboat operators must read and observe these regulations and are strongly urged to review the complete New Hampshire State boating laws found in the "Boater's Guide" located at either Camp office.*

## **RDC BOATING REGULATIONS**

- 1) RDC prohibits the docking and use of boats with motors above 25 horse power. RDC guests and staff are advised not to dock or moor boats with motors above 25 horse power elsewhere on the lake. Visitors operating boats with motors above 25 horse power may not dock or pick-up and drop-off passengers without permission from management.
- 2) NH state law prohibits operating a motorboat at a speed greater than six mph (headway speed) within 150 feet of the shoreline. *RDC asks employees and guests to operate motorboats at headway speed within 300 feet (100 yards) of the shoreline.*
- 3) RDC employees and guests should operate boats at headway speed and avoid any form of high-speed boating in Bennett Cove or in the vicinity of the Deephaven shoreline.

- 4) The State of New Hampshire does not set an age limit for the operation of motorboats 25-horsepower or under. RDC, however, does not permit guest children under 12 years old to operate a motorboat unless accompanied by someone at least 18 years old. *It is the responsibility of all adult RDC guests to ensure that their children of all ages know and understand these regulations.*
- 5) Do not exceed the maximum capacity of the boat.
- 6) If the weather seems threatening, please limit your boating activities and stay near the shoreline.
- 7) All boats including: canoes, kayaks, stand up paddleboards and hydro-bikes must carry Coast Guard approved life preservers (one per person) of a size appropriate for the intended user. Children 12 years old or younger MUST wear a life preserver while the boat is in operation. Failure to comply could lead to a fine up to \$85.
- 8) All powerboats must have a fire extinguisher and horn or whistle on board.
- 9) All boats, including canoes and kayaks, must operate proper running lights after sundown. Boat lights can be rented through the office or the harbormaster.
- 10) All motorboats and sailboats 12 feet or longer must be registered.
- 11) To prevent the spread of invasive aquatic weeds, anyone who brings a boat to RDC must remove all aquatic weeds from their boat and trailer before launching and before transporting to another body of water.
- 12) Operating any type of boat while under the influence of alcohol is extremely dangerous and illegal. The penalty for boating while intoxicated includes fines and loss of motor vehicle license for no less than nine months.
- 13) Scuba divers and snorkelers display a “Diver Down” flag to mark the diving area. Divers and snorkelers must stay within 150 feet of their diver’s flag. Vessel operators must stay at least 150 feet away from a displayed flag. The diver’s flag (*See below*) is a rectangular red flag with a white diagonal stripe used to indicate diving activities are in progress on New Hampshire state waters.



Diver’s Flag

- 14) All RDC guests and staff renting or using an RDC water craft of any kind, MUST sign the RDC Boating Agreement form available in either office or from the Harbor Master.

- 15) Be aware that anchoring boats overnight without a state-issued mooring permit is a violation of state law and may result in impoundment by the Marine Patrol.

RDC's Board of Directors are dedicated to the principle that the 25hp limit for powerboats is essential to ensuring a truly *inclusive* Squam Lake community and a *sustainable* ecosystem for future generations to enjoy.

### CAMP STORE & ZODIAC (GAME ROOM)

Seasonal employees receive a 30% discount on all clothing items, hats, glassware, and a 10% discount on all gift items in the Camp Store. An additional 10% discount (40% total) is extended for all clothing items that can be worn as part of your uniform. Check with the Manager for a list of qualifying uniform items. At Zodiac, all food, drinks, sundries, and fishing equipment are available at retail price. Other items such as gifts, crafts, and toys are discounted at 10%.

The Zodiac Game Room is available for guests to play pool, ping pong, and socialize. Employees may use the game room during their time off, when not in use by guests. Bikes, tennis rackets, and pickle ball equipment can also be rented at Zodiac. The Camp Store and Zodiac hours are posted outside the buildings and around Camp.

### BICYCLING

A limited number of bicycles are made available for employee use. Bicycles **must be checked out and checked back in by the staff at Zodiac** (Map #47). A \$20.00 refundable deposit is required when a bicycle is checked out. Bicycles cannot be signed out for more than 48 hours at a time and for not more than two days per week. Employees must read and sign a release form and must wear a helmet when riding bicycles owned by RDC. If an employee using an RDC rental bike is seen riding without a helmet, that employee will lose bicycle use privileges.

If the bicycle is not returned on time, or if the employee is riding without a helmet, the \$20.00 deposit will not be refunded but will be added to the "All Staff Tip Pool". While we encourage our staff and guests to walk or bicycle in place of driving on Camp property whenever possible, we expect our bicycling staff and guests to be considerate of pedestrians (walkers or runners) by following these guidelines:

- 1) Pedestrians always have the right of way. Slow down when approaching pedestrians, or any group of people. Please be courteous when passing pedestrians or other bicyclists.
- 2) Bicyclists should obey New Hampshire traffic laws and avoid reckless behavior. Bicycles are NOT allowed on interstate highways.
- 3) Bikes are not permitted on Camp footpaths.

### HIKING TRAILS

At RDC we are fortunate to have many pleasant hiking trails extending from our property into the surrounding area and into the White Mountain National Forest. Trail maps, guidebooks and compasses can be purchased at Zodiac (Map #47). Hiking info is also available at either of the Camp offices and the Rec. Hall. Many staff members at RDC are quite familiar with area hiking trails.

If planning a hike, please use their knowledge by asking questions or having them accompany you. Some guidelines for hiking on or off Camp property are:

- When walking or running on trails, be aware of poison ivy, ticks, protruding rocks and roots, etc.
- Be sure to carry a flashlight at night. It is a good idea to carry one on any hike or after dinner at Camp in case you are unexpectedly caught in the dark.
- Campfires are against the law, except by permit.
- If going on an extended hike, be sure to carry and know how to use a map, compass and guidebook. Take the time to learn about your hike before starting out. Time your hikes, be aware of your direction, and prepare for any adverse situations.
- Always carry water, a first aid kit, flashlight, cell phone and emergency overnight gear for any lengthy hike. It is advisable to hike with at least one other person and to let someone at Camp know your plans.
- RDC strongly recommends enrolling in the New Hampshire Hike Safe program. [www.hikesafe.com](http://www.hikesafe.com)

We hope that this manual has given you a comprehensive understanding of what it's like to work and live at Rockywold Deephaven Camps. While we cannot anticipate every possible scenario, this document serves as a guide to outline RDC's policies, practices, and expected conduct during your tenure here. RDC reserves the right, at any time and without notice, to revise, change, or eliminate any policy or benefit described in this manual.

By signing below, you, the employee, have reviewed a copy of RDC's Seasonal Employee Manual and understand all of Camp's rules, policies, terms, and conditions and agree to abide by them. I understand that failure to do so may result in disciplinary action or termination. I understand and agree that my employment is at will and both RDC and I remain free to choose to end our work relationship at any time. I also understand that RDC can change, revise, or eliminate any or all of these employment policies at any time. I understand that nothing in this Seasonal Employee Manual in any way creates an expressed or implied contract of employment between RDC and myself.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_