



Horn Creek Conference Grounds

*6758 County Road 130
Westcliffe, CO 81252*

Seasonal Employee Manual

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INTRODUCTION

Welcome to Horn Creek! We are delighted that you have accepted a position on our team. This manual will help you understand our organization in a well thought-through manner. However, at any time that you have a question or concern about a point in this manual, please do not hesitate to contact the Human Resources Department. We will be happy to help you understand the policies as they relate to you and your family at Horn Creek.

Sincerely,

The Executive Director

These rules and policies set a standard of behavior required of all employees. These guidelines have been established to ensure courteous and efficient service to all guests as well as safe and congenial working conditions for all employees.

You are responsible for reading through this manual and making sure you understand its contents. If any policy or statement is unclear now, or if at sometime in the future you are uncertain whether specific activities may violate a rule or policy, it is your responsibility to ask your manager or the Executive Director for clarification. Engaging in any practices that violate the policies, rules or guidelines of this manual may result in disciplinary action up to and including immediate termination.

The information in this manual is published as a guideline only and should not be interpreted to establish any express or implied contractual rights in any term, condition or aspect of the employment relationship, or in any way to contradict the terms and conditions set forth in the employment application. Horn Creek Conference Grounds regards the employment relationship as mutual, one that can be severed at any time by either party without notice and without cause. Employees of Horn Creek Conference Grounds are expected to abide by the rules and policies set forth in this manual, but doing so does not in any way guarantee continued employment at Horn Creek Conference Grounds.

The Horn Creek policy manual is not intended to address every circumstance of inappropriate behavior. Generally speaking, Scripture gives us the guidance that is the highest standard possible, which we are all called to grow into, through the sanctification of the Holy Spirit. Romans 13 addresses this issue rather completely. It is commended to each employee's reading. Theoretically, as believers, we are called to "be in subjection to the governing authorities", for "rulers are not a cause of fear for good behavior". At Horn Creek, we expect that employees will obey the federal, state, local and employee rules that govern us. Employees who engage in illegal and/or disobedient behavior in respect to any governing authority having appropriate jurisdiction, will be subject to disciplinary action up to and including termination without warning at the discretion of the Executive Director.

Horn Creek Conference Grounds will amend, supplement, or rescind any provisions in this manual as it deems appropriate.

GENERAL PHILOSOPHY

Horn Creek Conference Grounds is a nonprofit religious organization founded on Christian principles as outlined in our "Statement of Faith And Principles That Guide Our Work" and dedicated to the preservation of the family and the spiritual growth of our campers. It is of utmost importance for the proper functioning of Horn Creek Conference Grounds that our employees be committed to these principles. It is expected therefore that you be a professing Christian and that you perform your work with individual loyalty as measured by the highest standards of the Christian faith.

Horn Creek Conference Grounds views its employees as ministers of the Gospel. All of us, no matter what our job description, must be a responsible member of the body of Christ and minister to each other and to those with whom we come in contact where appropriate and when appropriate.

MISSION, VISION AND VALUES

Employees are highly encouraged to understand and live by our mission, vision and values. Being able to articulate the vision and values to anyone who might ask is advantageous.

Mission: *(Horn Creek Conference Grounds is...)*

A ministry setting in the Rocky Mountains providing Christ-centered hope and renewal to families and the Christian Community.

Vision: Cultivating generations committed to Christ.

Values: *(We value...)* *(the BIGGIES)*

Biblical Spirituality:

We have faith in Christ and the sufficiency of His Word in all we are and do.

Impact:

We impact people with a relevant and personal Christ-centered focus through teaching, fellowship and recreation.

Glory:

We endeavor to bring Glory to God in all that we say and do.

Guests:

We commit to make the guests' stay memorable, comfortable and affordable while being sensitive to their needs.

Integrity:

We will maintain a positive name with those whom we associate.

Employees (Staff):

We shall be an equitable employer committed to a workplace that supports the hiring and retention of those called to service at Horn Creek Conference Grounds by providing opportunities for spiritual and professional growth.

Stewardship:

We will care for the resources that God has entrusted to us in a way that honors Him.

STATEMENT OF FAITH AND PRINCIPLES THAT GUIDE OUR WORK

- We believe in the verbal and complete inspiration by God of the original writings of the Old and New Testament Scriptures, the only infallible rule of faith and practice.
- We believe in one God, eternally existing in three persons – Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is the true God and true man.
- We believe that the Holy Spirit is God at work in the world to execute all divine activity and especially to reveal Jesus Christ and to glorify Him.
- We believe that man was created in the image of God and is loved by Him, but through sinful inheritance and choice is alienated and separated from God and under His righteous judgment.
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a substitution and complete sacrifice, and that all who repent and believe in Him are justified wholly apart from human merit and works on the grounds of His shed blood and resurrection.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate.
- We believe in the second visible and personal coming of our Lord and Savior Jesus Christ to establish His worldwide kingdom on the earth.
- We believe in the bodily resurrection of the just and the unjust, the eternal blessedness of the saved, and the everlasting separation from God of the unsaved.
- We believe that all who receive the Lord Jesus Christ by faith are born of the Holy Spirit and thereby become children of God and members of the body of Christ, the one true church, whose life is visibly expressed whenever even two or three are gathered in Christ's name.
- We believe the church is commissioned to evangelize the world by proclaiming Jesus Christ as Lord and by living as His servants among men.

Church and Worship Services

In order to ensure the spiritual growth of its employees so they can minister to its guests, Horn Creek Conference Grounds expects all employees to be active participants in the Christian Church of their choosing. This expectation can change slightly from season to season. Horn Creek Conference Grounds is committed to setting a reasonable and fair Sunday morning schedule for its employees in order to allow employees opportunity to attend a worship service.

STATEMENT OF COMPELLING INTERESTS

The principles that are encompassed by the “Statement of Faith and Principles That Guide Our Work” lie at the core of what Horn Creek Conference Grounds is about, form its ministry, and provide guidance for those who would be associated with Horn Creek Conference Grounds. These compelling interests are central to the mission of Horn Creek Conference Grounds. They relate to and maintain the moral integrity of the ministry. Horn Creek Conference Grounds directs all of its activities and programs, the emphasis of its ministry, its hiring practices, and develops its goals around those principles. It measures its success and evaluates its effectiveness by the degree to which its activities achieve and further those principles.

Horn Creek Conference Grounds believes it has a compelling interest in maintaining the religious and moral integrity of its ministry through its insistence that all employees maintain lives that are congruent with and complementary to the principles announced in the “Statement of Faith and Principles That Guide Our Work.”

It is the goal of Horn Creek Conference Grounds to achieve coherence and unity within the ministry, to assure that the work of the ministry is conducted in a manner worthy of Horn Creek Conference Grounds’ calling, to maintain fidelity to the announced purposes of the organization, even as described in its articles of incorporation; to advance these compelling interests of the organization, and to foster a loving, supportive and redemptive work environment within the ministry.

Horn Creek Conference Grounds evaluates all prospective employees according to these principles and requires that they enthusiastically embrace the “Statement of Faith and Principles That Guide Our Work” both in and out of the workplace.

Management Open Door Policy

Horn Creek Conference Grounds employees are expected to use the grievance process outlined in Section 10 in this manual to resolve a problem. However, if the problem or complaint is of a personal nature, or a very delicate matter, employees are encouraged to meet with the Executive Director to discuss the matter. Horn Creek Conference Grounds management is here to help in any way possible.

EMPLOYMENT EXPECTATIONS

As a Horn Creek Conference Grounds employee, you are expected to have a basic knowledge of the organization, its purposes and its policies.

As a Horn Creek Conference Grounds employee, you are expected to attend staff meetings.

As a Horn Creek Conference Grounds employee, you are a representative of a Christian ministry in both your work life and your private life. You are expected to be sensitive to how others see you biblically, spiritually and ethically. We encourage all employees to live a life that sets an example of his/her relationship with God and his/her shared belief in the "Statement of Faith and Principles That Guide Our Work."

As a Horn Creek Conference Grounds employee, you are expected to perform your work with the highest degree of professionalism while maintaining an attitude conducive to good relationships among guests, co-workers and Managers. You are expected to promptly follow through on all work assignments. You are expected to accept reasonable direction and/or criticism.

If a problem arises during your work experience, you are to address it with your Manager, the Executive Director respectively. If an acceptable resolution is not achieved within that structure, a Grievance Policy Process and procedure policy is in place. Refer to Section 10 in this manual for details.

EMPLOYMENT AT WILL

Your employment at Horn Creek Conference Grounds is based on the mutual consent of you and Horn Creek Conference Grounds. You may voluntarily leave employment or may be terminated at will with or without cause or advance notice at any time. No employee may make an agreement with another Horn Creek Conference Grounds employee to the contrary. Thus, no employee may make any oral or written employment contracts.

EQUAL OPPORTUNITY EMPLOYER

It is our policy as an employer to achieve equal employment opportunity in all human resource actions and procedures including but not limited to recruitment, hiring, training, transfers, promotions, compensation, benefits and all other terms and conditions of employment. Each employee hired and promoted shall be selected solely on the basis of qualifications deemed essential to job performance. This is done without regard to race, color, sex, age, handicap, national origin, ancestry, marital status or physical condition.

Our equal opportunity policy is at all times subject to the Christian principles and purposes upon which the ministry was founded. It is of the utmost importance for the proper functioning of Horn Creek Conference Grounds that its employees be professing Christians committed to the principles listed in the "Statement of Faith And Principles That Guide Our Work. "

PERSONNEL RECORDS

Personnel Records

Horn Creek Conference Grounds requires that you provide certain personal information for your personnel files. You are responsible for keeping information current by promptly notifying the Human Resources Department of any changes (i.e., marital status, telephone number, number of dependents, etc.)

There are two files maintained by the HR Department for each employee as mandated by the State of Colorado. All personnel files are considered property of Horn Creek Conference Grounds. The "closed" private file is for HR and Executive Director level viewing only. The "open" personnel file is for employee, Manager and director viewing. This file will include employee application, references and evaluations. All other information will be maintained in the "closed" file. You may schedule an appointment with the Human Resources Department if you wish to view your "open" personnel file. Viewing will be in the presence of someone from the Human Resources Department.

Note: Employees will receive a copy of ALL evaluations and disciplinary notations.

Employee Health Records, Background Checks and Child Sexual Abuse Video

Because of its involvement with youth and youth camps, government regulations require Horn Creek Conference Grounds to have on file for each of its employees a physical examination record, a medical history record, a background check, a fingerprint record and watch the Child Sexual Abuse video.

Requests for Employment or Personal Information and References

All outside requests for information about past or current employees must be directed to the Human Resources Department. It is imperative to strictly adhere to this procedure as violations could be legally harmful to Horn Creek Conference Grounds as well as to the employee. Requests for salary information concerning current or past employees will be granted only with the written consent of the employee.

PAYROLL

Timekeeping

Full-time employees are paid a monthly salary and must keep a monthly time sheet. All full-time employees are responsible for keeping track of their workdays (in ½ day increments) and must have his/her manager sign the time sheet before submitting it for payment.

The time sheet must have work days totaled (in ½ day increments) and turned in to the office by 9:00 AM on the designated date posted each month (typically four business days before the end of the month). The time sheet must have ½ day increments worked for each day and/or ½ day increments taken as paid time off for each day.

The ever-changing demands of camp work require Horn Creek to be creative with its limited workforce. Therefore, “flex” time is a procedure that has been developed to assist salaried employees in meeting the demands of the “camp schedule” while endeavoring to keep the work week as close to 5 days and 40-45 hours a week as possible. Employees should work closely with their manager to get “additional hours/days” scheduled for camp activities as needed and then exchange them for “flex time off” as accrued. Flex time can be taken before or after necessary camp scheduling as approved by the employee’s manager.

Part-time employees are paid an hourly salary and must keep a monthly time sheet. The time sheet must be signed by the Manager and turned in with the hours totaled to the office by 9:00 AM on the designated date posted each month (typically four business days before the end of the month).

Payday

You will be paid by 3:00 PM on the last business day of every month for the current month’s work. Paychecks will be put in an envelope in your mailbox at the office. It is the responsibility of each employee to maintain confidentiality with his/her salary.

Payroll Deductions

Deductions are taken from your gross pay for money owed by you for federal and state income tax and Social Security tax (FICA). It is your responsibility to complete tax information (W-4 Form) in compliance with current tax laws. To change your status or number of deductions, contact the Human Resources Department. Some employees may have additional obligations under a State Income Tax Lien, Federal Income Tax Lien, and/or Garnishment of Wages.

Expense Reimbursement

You must have authorization from the Accountant prior to incurring any expense on behalf of Horn Creek Conference Grounds. To be reimbursed for all authorized expenses, you must submit receipts.

Tips

Tips are distributed to all full-time employees equally and are distributed to seasonal employees based on the percentage they worked towards a full-time employee’s monthly hours. If a time sheet is turned in after the designated due date, the employee will be paid for the hours worked but will forfeit any tips earned for that month. Tips are only paid for the time turned in for the period the tips were collected, i.e. if a seasonal employee carries over hours worked in March to be paid in April, they will only be paid April tips based on the amount of hours worked in April and not including March hours. If a seasonal employee has questions regarding tips, they are to address their questions with the Accountant.

All employees are required to turn in tip money left by the guests. Employees are not allowed to accept personal tip money. Horn Creek recognizes that non-monetary “special gifts” will be given by guests to employees on occasion. If there are any “special giving” situations between a guest and an employee, please discuss this with the Executive Director for approval before receiving a special gift. Examples: Providing the employee’s education, taking an

employee (and family) on a vacation, giving an automobile to an employee, etc. When in doubt, please ask the Executive Director for approval.

EMPLOYMENT CATEGORIES

In order to determine eligibility for various benefits, Horn Creek Conference Grounds has established the following employment categories:

Full-time Employee

An employee who works at least forty hours per week on a salaried basis is considered a full-time employee. Most Horn Creek Conference Grounds' benefits listed in this manual are for full-time employees unless otherwise specified.

Pro-rated Full-time Employee

An employee in this category is expected to work an average of at least 20 hours per week throughout the course of any given month. These employees will receive salary and benefits, commensurate with the proportion of an average 40 hour week, which they work in any given month. Since these employees would be working less than full-time, the benefits package would be structured to enable employee contribution, if necessary. Values of housing and utilities will be made by the Executive Director. Horn Creek reserves the right to grandfather employees into this category as it sees fit.

Part-time Employee

An employee who works less than forty hours per week and is paid hourly is considered a part-time employee. Part-time employees are not eligible for most Horn Creek Conference Grounds' benefits listed in this manual except as granted on occasion or to the extent required by provision of state and federal laws.

Seasonal and Temporary Employees

Seasonal and temporary employees are classified as hires specifically working for less than a 90-day period (Seasonal) or for more than a 90-day period (Temporary). Horn Creek Conference Grounds hires seasonal and temporary employees to facilitate the completion of specific tasks and/or projects. The job assignment, work schedule and duration of the position will be determined on an individual basis. Seasonal and temporary employees are not eligible for most Horn Creek Conference Grounds' benefits listed in this manual except as granted on occasion or to the extent required by provision of state and federal laws.

BENEFITS

Visiting Family or Friends

A limited number* of relatives or friends may eat and/or stay at Horn Creek Conference Grounds when dining and/or housing accommodations are available. Horn Creek Conference Grounds requests that the employee ask for a donation for each meal with a general guideline of \$5.00/meal for adults, \$2.50/meal for children (3-11). Children under three years of age should be considered free. Lodging will be offered for a maximum stay of five days at a reduced rate to be determined by the Executive Director. You as the host/hostess are responsible for meal sign ups for your guest(s) and for cleaning the housing accommodations at the conclusion of the visit.

*Horn Creek Conference Grounds reserves the right to determine the definition of 'limited number' on a case-by-case basis.

Employee Purchases

All employees are eligible for a discount on gift shop and snack shop purchases with the exception of drug, sale, candy, and consignment items. Employees may charge purchases and pay for them at the end of the current month. The gift shop/snack shop discount is a benefit offered only to Horn Creek Conference Grounds employees and to the employee's spouse and children. Should this privilege be abused, Horn Creek Conference Grounds will payroll deduct the amount(s) owed and revoke the charge privilege

Staff Horseback Riding Policy

Staff may ride on any ride as long as there are extra horses already saddled from another ride and they are not filling spots that could be used by Horn Creek guests. In order to make this most effective, staff may show up 15 minutes prior to a scheduled ride in order to see if there is space available. If not, then staff may wait until there is an opening. If staff would like to have a guaranteed spot for a ride, they must pay for the ride but will receive their 30% staff discount at the Rec Center and sign up at that time.

Staff is not allowed to ride horses on their own or at their free will and pleasure. The only exception to this rule is if a staff member owns their own horse that is boarded on Horn Creek property. (See staff horse boarding contract for more details.) They still must clear it with the Head Wrangler prior to riding.

Horseback rides for staff guests are regular price. Staffs' extended families may receive their regular 15% discount. The day before the scheduled ride, staff guests or families may go to the Rec Center and sign up for a scheduled ride. Horn Creek guests have priority in the sign up process. Please give them the first opportunity to sign up for rides.

Any special requests not mentioned in this policy must be directed to the Head Wrangler for consideration. In every case, the final decision is up to the Head Wrangler and the Executive Director.

Meals

Horn Creek Conference Grounds offers its employees complimentary meals whenever meals are scheduled. Please note:

- If you are not working at a kitchen for a given meal, kindly stay out of the kitchen to avoid traffic congestion. Be seated at a designated staff table and stay seated. If you run out of crackers, butter, sugar, etc., ask your server for assistance.
- Children 14 years of age or younger **are not permitted in the kitchen at any time due to insurance and government regulations.**
- At the conclusion of a meal, completely clean your table and table area to facilitate the serving staff in preparing for the next meal.

Please be respectful of this policy; our serving staff will greatly benefit from everyone's participation in the dining and kitchen policies.

TIME AWAY FROM WORK

Definition of a Leave of Absence

Circumstances may require that the employee request a leave of absence. A leave of absence is designed to accommodate employees in a time of personal stress, to fulfill military duties, maternity consideration, medical needs, or family needs. A maternity leave of absence is available on a paid basis, while all other leaves of absence are available on an unpaid basis. An employee ordinarily must provide a 30-day advance notice when the leave is foreseeable.

In most cases, employees will be restored to their original positions upon returning from leave; however, there may be circumstances that would necessitate placing a returning employee in a different but equivalent position with equivalent pay, benefits and other employment terms.

There are five instances that can cancel the leave of absence and terminate employment: 1) the individual is placed on permanent disability; 2) the individual moves out of state; 3) the individual informs Horn Creek Conference Grounds that he/she does not intend to return for work; 4) the individual takes another job; 5) the individual fails to return to work on the return date.

Military Leave of Absence

Full-time employees are eligible for a military service leave of absence to fulfill their military duties. The Executive Director will approve a military leave of absence upon receipt of the employee's military orders. The leave will last the duration that is required by law to fulfill the tour of duty. A voluntary extension beyond this period will automatically cancel the leave of absence and will thereby be taken as a resignation from employment at Horn Creek Conference Grounds. An employee has the option to use accrued vacation time to fulfill part or all of his/her military obligations.

Medical Leave of Absence for Occupational Disabilities (Injury At Work/Worker's Compensation)

Horn Creek Conference Grounds carries worker's compensation insurance for employees injured on the job or who suffer job-related illnesses. Any injury, no matter how minor, must be reported immediately to the Executive Director, to the Horn Creek Conference Grounds EMT for medical consideration and to the Human Resources Department for worker's compensation claim consideration. Generally, worker's compensation will pay for any medical treatment required and will also pay a portion of lost wages.

A leave of absence shall be granted upon the notification from a physician to any full-time or part-time employee who sustains a work-related disability. The leave of absence will be granted for the duration of the disability as determined by the physician. Before returning for work, an employee must submit a physician's verification stating his/her ability to return to work, the date that he/she is able to return to work and any required restrictions or rehabilitation processes deemed necessary.

Funeral Leave

Horn Creek Conference Grounds recognizes that the circumstances surrounding the death of an immediate family member are very difficult. In order to accommodate employees during a period of bereavement paid time off will be granted to attend to family matters. Employees must contact the Executive Director as soon as they are aware of the need for funeral leave.

Employees who are other than full-time may request up to five days off without pay for funeral leave.

Voting Time Off

Horn Creek Conference Grounds encourages all employees to exercise their voting privileges in local, state and national elections. Employees wishing to vote are encouraged to exercise this privilege outside regular working hours.

SAFETY AND WELL BEING

Safety

The safety of all employees is a high priority at Horn Creek Conference Grounds. While the Horn Creek Conference Grounds management shares the responsibility for your safety, each employee is responsible for performing work in the safest manner possible and for reporting any unsafe conditions to his/her Manager immediately upon discovery.

Injury at Work/Worker's Compensation

Horn Creek Conference Grounds carries worker's compensation insurance for employees who are injured on the job or for employees who suffer job-related illnesses. Any injury, no matter how minor, must be reported immediately to the Executive Director, to the Horn Creek Conference Grounds EMT for medical consideration and to the Human Resources Department for worker's compensation claim consideration. Generally, worker's compensation will pay for any medical treatment required and will also pay a portion of lost wages. Refer to section 07 in this manual for further information regarding this matter.

Safety Rules When Operating Machinery and Equipment

Employees who have been properly trained and who have obtained permission from Horn Creek Conference Grounds management may use powered machinery and equipment. Employees using powered machinery or equipment must follow all safety rules associated with that machinery or equipment. Employees must be 21 years of age to drive any Horn Creek vehicles (excluding golf carts) on or off the property.

Guest Safety and Health

The safety and health of our guests is paramount in importance. In an emergency immediately notify the Horn Creek Conference Grounds EMT and the Executive Director.

Personal Property

Horn Creek Conference Grounds is not responsible for loss of or damage to your personal property whether due to fire, natural disaster, guest negligence or for any other reason.

Company Property

Employees are responsible for the safekeeping and regular maintenance of Horn Creek Conference Grounds property. This includes tools, vehicles, supplies, equipment, keys, materials, and other items. Employees are responsible for using these materials so that waste, carelessness and misuse do not occur. Please return tools and equipment to their proper place upon completion of a task. An employee may not use or keep company property in his/her home for personal use unless given permission to do so by management.

Instructions will be given on the proper care and operation of equipment and tools. Please report faulty equipment and tools to the maintenance manager. If an item breaks or an accident occurs report it to management. Please do not attempt to repair equipment and tools unless properly authorized to do so.

A fine to cover the replacement cost will be imposed on the employee responsible for the loss or destruction of property due to gross negligence, willful misconduct or dishonesty. Upon termination of employment all Horn Creek Conference Grounds issued items must be returned. The former employee will be held responsible for the cost of

any items not returned and the cost will be taken out of his/her final paycheck. The employee must make arrangements for the prompt payment of costs which exceed the amount available in his/her final paycheck.

COMMUNICATIONS

Computers and E-mail

There is a computer available for all employees and guests in the conference room of the office building. Please limit usage to 15 minutes when others are waiting to use this computer.

Personal Mail

Each employee will have an assigned mailbox at the office. Employees may purchase postage stamps from the office when available. For large mailings please use the local post office.

Please note: Due to post office regulations, employees using the Horn Creek Conference Grounds general delivery mailing address (6758 CR 130) are not eligible for mail forwarding after leaving Horn Creek Conference Grounds. Former employees are solely responsible for changing addresses with all creditors, magazines, etc. If you furnish a forwarding address, Horn Creek Conference Grounds will forward your mail to you for a one month period following your last day of employment.

Faxes and Copies

Employees are allowed to use the copy machine and the fax machine in the office when not being used for Horn Creek Conference Grounds business. Black and white copies are \$.10 per copy. Color copies are \$.20 per copy. Incoming faxes are set at the following rates: First 5 pages are free; each additional page is \$.10. Outgoing faxes are \$.10 per page.

Personal Telephone Calls

Horn Creek Conference Grounds is aware that its employees work a variety of hours and that emergency calls might be received at any time. While emergency calls should be taken when received, non-emergency calls should be answered and returned during personal time.

Horn Creek Conference Grounds requests that calls on camp telephones be limited to three minutes.

Employees and guests must use a long distance calling card when placing long distance calls on camp or office telephones.

Telephone Etiquette

When answering the telephone at Horn Creek Conference Grounds, remember you are its representative. Be courteous and helpful at all times. Direct the call to the appropriate person or take a detailed message to be given to the appropriate person. Refer all inquiries for new business, including reservation and fee structuring to our Marketing Department. Do not give out any employee's personal information or home telephone number.

The proper introduction is, "CURRENT LOCATION, this is EMPLOYEE NAME."

Example: "Horn Creek Lodge, this is John."

WORK PERFORMANCE AND CONDUCT

Standards of Conduct

The Horn Creek Conference Grounds goal is to achieve coherence and unity within the ministry and to assure that the work of the ministry is conducted in compliance with these principles. To this end, Horn Creek Conference Grounds evaluates each prospective and current employee according to his/her willingness to subscribe, embrace and actively live these principles in his/her day-to-day life both on and off Horn Creek Conference Grounds premises.

The following list is not intended to nor does it address all instances of conduct that are not in compliance with the stated principles or policies of this organization. However, it does provide specific examples of types of conduct that are considered terminable offenses without the benefit of Horn Creek Conference Grounds progressive discipline process. Horn Creek Conference Grounds retains full discretion to determine the acts that warrant termination and to immediately terminate for such acts as:

- Obtaining employment based on false or misleading information.
- Falsifying or destroying information or making material omissions in any documents or records including time sheets, application materials, accident reports, personnel information, etc.
- Destruction of or damage to Horn Creek Conference Grounds property or supplies or to the property of another employee or a guest.
- Theft or inappropriate removal of property that belongs to or is in the possession of Horn Creek Conference Grounds, a fellow employee or a guest. This includes taking Horn Creek Conference Grounds tools and equipment for home use without permission from management. Theft of any kind is punishable by law.
- Possession or use of firearms, weapons or any other hazardous or dangerous devices on Horn Creek Conference Grounds property. While firearms are permitted in an employee's home, they must be kept under lock and key when not in use. No firearms are allowed in areas frequented by guests.
- Unsatisfactory job performance including inappropriate conduct/behavior or insufficient production.
- Fighting or provoking a fight with another employee or guest.
- Insubordination, including refusal to do assigned work or refusal to perform work in the manner described by your supervisor.
- Possessing, using or being under the influence of alcohol or any unlawful drug while on duty or while on Horn Creek Conference Grounds premises.
- Noncompliance or disregard for any established safety rule, violating any Horn Creek Conference Grounds policy or engaging in conduct that creates a safety or health hazard.
- Leaving Horn Creek Conference Grounds premises or one's work area for an extended period of time during work hours without obtaining permission from your supervisor except during an established or approved lunch or break time.
- Horseplay or any other action that endangers others or Horn Creek Conference Grounds property or that disrupts normal workflow.
- Using abusive language or participating in immoral, indecent or undesirable conduct on or off Horn Creek Conference Grounds premises.
- Intimidating, coercive, harassing or threatening conduct, whether verbal, physical or visual, towards any other employee or visitor to Horn Creek Conference Grounds.
- Failure to abide by the set standards for lunch and break periods.
- Concealing or failing to report an error or mistake.
- Making false, vicious or malicious statements concerning any employee, Horn Creek Conference Grounds or its services.
- Carelessness that causes work delays, or damage to or destruction of materials, Horn Creek Conference Grounds property, tools, equipment or the property of other employees or visitors.
- Misuse or unauthorized removal or use of employee lists, business records, contribution records or confidential records of any kind.
- Excessive incoming or outgoing personal calls, or making long-distance calls or other toll calls on any Horn Creek Conference Grounds telephones without permission.

- Performing personal business during working hours and/or on company premises without the knowledge and permission of the Manager.
- Sleeping on the job.
- Failing to report to work without notifying the Manager of your intent to be absent.
- Unauthorized failure to report to work on the first scheduled workday following an approved vacation period or holiday, or immediately following an authorized leave of absence or an extension of leave of absence.
- Excessive tardiness that has become a pattern or is not in compliance with Horn Creek Conference Grounds standards.

Moral Behavior

Due to the Horn Creek Conference Grounds commitment to biblical moral principles, acts of immorality are inconsistent with our foundational principles as well as a breach of the "Statement of Faith and Principles that Guide our Work," Statement of Compelling Interests, Core Values and Employee Expectations. Consequently, acts of immoral behavior will not be tolerated.

Acts of immoral behavior include but are not limited to sexual promiscuity, adultery, theft, drug or alcohol abuse, lying, child and/or spousal abuse, assault, and battery.

The Disciplinary Process

Should an employee fail to meet the expectations outlined in the Standards of Conduct, perform at an unacceptable level, violate a policy or commit an inappropriate act, he/she may be entered into the progressive disciplinary process which may include:

- Oral Warning, from the employee's Manager.
- Written Warning, from the employee's Manager. This will involve receiving specific instructions outlining areas of improvement required and clarification of management's expectations. An employee may be directed to applicable resources that will assist in successfully resolving concerns and accomplishing those expectations.
- Meeting with the Human Resources Director and/or the Executive Director.
- Written Probation, which will involve receiving notification of the consequences of failing to correct the identified weaknesses and deficiencies within a reasonable period of time. Such consequences may involve additional disciplinary action up to and including suspension or termination.
- Written Suspension
- Termination of Employment

Although one or more of these steps may be taken in conjunction with a particular employee, the specific circumstances and seriousness of the violation of the Horn Creek Conference Grounds policy will dictate at which level an employee is entered into the progressive disciplinary process. Horn Creek Conference Grounds may also terminate your employment without following any particular series of steps whenever it determines at its own discretion that a violation of policy warrants immediate termination. The State of Colorado allows for "at will" employment, which states an employer may discharge an employee at its discretion for any reason without the benefit of progressive discipline. Horn Creek Conference Grounds reserves the right in all cases with or without cause to terminate employment without notice and without progressive discipline as it deems appropriate.

The Horn Creek Conference Grounds Board of Directors has developed a grievance policy to guide the process for making a formal complaint. Matters that may be raised through these guidelines include conflicts with co-workers, with Managers, with the Executive Director, personnel decisions affecting the employee and suspected or actual improprieties involving property, guests or other employees. Employees who feel they are the subject of sexual harassment or other inappropriate behavior by Managers, co-workers or others should use these guidelines to make a complaint. For further details regarding the grievance policy process, refer to the Grievance Policy Process heading in this section of this manual.

Attendance

In connection with an employee's responsibilities to Horn Creek Conference Grounds and to its guests each employee is expected to be at work as scheduled, to arrange his/her personal calendar to accommodate the established hours of work and to give proper notification of absence or tardiness.

An employee who cannot report to work due to illness must contact their Manager at the beginning of the scheduled shift. This procedure must be followed on the first and each subsequent day of an unscheduled absence. The employee must indicate the reason and probable duration of the absence. A physician's verification is requested for a period of illness that lasts beyond five working days.

Rest (Break) Periods

Horn Creek Conference Grounds grants a 15-minute break period within each four-hour shift worked in a day. Break periods cannot be accumulated, nor can they be substituted for a later start time, lengthened lunch break or shortened work day.

Because of our industry, breaks for the field staff may be given in a lengthened break in the afternoon. Please carefully follow the scheduled break period your Manager arranges so proper coverage in your work area is maintained and others are not inconvenienced.

Scheduling

An employee cannot change his/her schedule or trade scheduled time with another employee without permission from his/her Manager.

Conflict of Interest

It is the policy of Horn Creek Conference Grounds to practice the highest ethical standards of honesty and integrity in its business dealings. Therefore it is imperative that employees refrain from taking part or exerting influence in any transaction or relationship where personal interests may conflict with the best interest of Horn Creek Conference Grounds. Employees are expected to act legally and ethically without any consideration to personal preference or advantage.

Employees are advised of the following standards in order to avoid a conflict of interest with Horn Creek Conference Grounds:

- Do not accept or give gifts or personal favors in connection with the performance of the employee's duties at Horn Creek Conference Grounds.
- Inform your Manager when there is reason to believe a conflict of interest is present or may develop.
- Do not own a financial interest in any business that does or seeks to do business with Horn Creek Conference Grounds unless approved in writing by the Executive Director.
- Do not conduct business on behalf of Horn Creek Conference Grounds with immediate family members or extended family members or with any business organization or enterprise in which the employee or a member of the employee's family has any ownership or profit interest.
- Do not promote any products or services to any guests if there is the possibility of personal gain. Some employee-produced products may be sold in the gift shop, with the expressed written permission of the Rec/Retail Manager.
- "Consulting" with guests must occur on personal time and off of the main camp property.

Horn Creek Conference Grounds expects its full-time employees to consider their positions as their primary employment. Outside activities (Search & Rescue, other community events, outside employment, etc.) must not interfere with the ability to properly perform job duties at Horn Creek Conference Grounds.

Dress Standard

The atmosphere at Horn Creek Conference Grounds is maintained in part by the image its employees present to other employees, guests and vendors. Employees should use good judgment in dress at all times and maintain a neat and clean appearance, dress modestly and moderately conservative. Employees are required to dress in a

manner consistent with his/her work responsibility. He/she must dress as perceived to be appropriate in a Christian organization with the Horn Creek Conference Grounds unique ministry objectives. Full-time employees are encouraged to wear his/her Horn Creek Conference Grounds nametag any time guests are in camp. In an effort to provide clarification as to what is modest and moderately conservative, the following guidelines have been provided but are not limited to the following examples:

- No skirts two inches or more above the knee when in a standing position.
- No shirts where your midriff is visible standing OR reaching. All shirts must be able to be tucked in; you must be able to stretch your arms as high up as possible and have your shirt still fall below your belt line. All articles of clothing must move freely across the body when in a standing position, i.e., no tight shirts, shorts or pants.
- Jeans are allowed if they are clean and without holes (with the exception of maintenance projects).
- Shorts are allowed in the summer; they can be no shorter than six inches from the top of the knee and are not to be worn during dinner.
- Clean and neat T-shirts without offensive sayings may be worn but not during dinner.
- Nothing immodest
 - For Example: scoop backs, shoulders uncovered, low necklines, spaghetti straps or shirts that reveal undergarments, slits on a skirt higher than two inches above the knee, spandex (pants, shorts, skirts or tops) or tank tops.
- No earrings for male employees and only small modest earrings for female employees.
- For female employees, small, clear studs are acceptable as nose rings.
- No lip rings, eyebrow rings, tongue rings or any other visible body part that is pierced (the only exceptions are listed above).
- No atypical colored hair, i.e., blue, purple, green, etc.
- When serving in the dining room:
 - No gum or other objects in mouth
 - No open toed sandals
 - For female employees, long hair must be tied back
 - No hats
- No visible body tattoos.
- Men must not have hair longer than shoulder length.
- Male mustaches and beards must be trimmed and neat
- No two-piece bathing suits or one-piece suits that reveal the midriff. No low cut or high thigh cut bathing suits.
Note: If an employee is coming or going from the pool, they must "cover up" with shorts and t-shirt.
- If in doubt, please ask someone to help you decide if your attire will be appropriate at Horn Creek.

Horn Creek Conference Grounds reserves the right to determine if an article of clothing or an outfit is inappropriate for the workplace. If it is deemed inappropriate, Horn Creek Conference Grounds reserves the right to send an employee home to change clothes and then report back to work. Horn Creek may require its employees to wear a uniform. Notification will be given well in advance of these occurrences.

Fraternization

Horn Creek Conference Grounds recognizes that romantic relationships may occur between employees. In order to promote its efficient operation as an organization and to avoid misunderstanding, complaints of favoritism, other problems of supervision, security and morale, as well as possible claims of sexual harassment, Horn Creek Conference Grounds requires that all employees maintain relationships that are above reproach, honest, pure, and accountable with other employees. If a relationship does develop, public display of affection is prohibited.

Harassment

Horn Creek Conference Grounds is committed to providing a work environment that is free of discrimination. In keeping with this commitment harassment is strictly prohibited. Harassment is considered an act of misconduct and will subject an individual to disciplinary action. Harassment is defined as unwelcome or unsolicited verbal, physical, visual or sexual conduct that interferes with an employee's job performance or that creates an intimidating, hostile or offensive work environment.

If an employee feels a co-worker, Manager, outside vendor/contractor or guest has harassed, the employee must immediately report the facts of the incident and the names of the individuals involved to his/her Manager. The Manager, and/or the Executive Director will investigate the claim and will take appropriate action.

If the employee desires, and when the harassment cannot be handled in this prescribed course of action, he/she may "grieve" to the designated board member. At the time of the writing of this document, the board member is Andrew Zeller (719) 783-2447.

Policies for Reducing the Risk of Child Sexual Abuse and False Allegations

The two-adult rule is in effect - employees cannot be alone with any child (18 years of age or younger) staff, staff family member or guest.* There is to be no public display of affection playful or otherwise. There is to be no verbal comment of sexual context. Pornographic videos and/or materials are prohibited on Horn Creek Conference Grounds. Exhibitionism, defined as sexual perversion marked by a tendency of indecent exposure, is prohibited. Staff children as well as guest children are not permitted in Horn Creek Conference Grounds' housing unless attended by their parents. Report any questionable behavior to the Executive Director. You will be asked to submit a written statement giving details, date(s) and time(s). The Executive Director will then act accordingly. An employee who feels his/her case has not been addressed properly can submit a claim to the grievance committee. For further details regarding the grievance policy process, refer to the Grievance Policy Process heading in this section of this manual.

*Employees are welcome to baby-sit staff children when arrangements have been made with the parents.

Homes/Housekeeping

Horn Creek Conference Grounds provides housing for all full-time employees and it expects all housing to be treated with respect and care inside and outside. Horn Creek Conference Grounds homes and the areas around them are the responsibility of the occupants. Keep all trash inside until disposed of. Trash left outside attracts bears and other unwanted wildlife. Horn Creek Conference Grounds reserves the right to ensure that homes are kept to standard and reserves the right to inspect housing for any reason at any time.

When vacating housing any damages not listed on the initial home inspection report or not previously reported to management will be the employee's financial responsibility and will be deducted from the employee's final paycheck. If damages are greater than the final paycheck, the employee is still responsible to pay back the damages. When vacating the staff house, the housing and carpets must be thoroughly cleaned by the employee before departure. If the necessary cleaning is not done, Horn Creek Conference Grounds will bill the vacating employee for the labor rate of \$25 per hour plus materials and will be deducted from the employee's final paycheck.

No modifications, improvements or alterations may be made to Horn Creek Conference Grounds housing without the consent of the Executive Director.

An employee's personal property is not insured by Horn Creek Conference Grounds and it is recommended that employees obtain renter's insurance to protect against damage and/or loss.

Single employees are allowed in the living quarters of the opposite sex (excluding bedrooms) but must leave by 11:00 P.M. to be considerate of the other residents and to maintain a positive moral image.

Liquor and Illegal Drugs

The possession or use of alcohol is prohibited for the duration of the seasonal contract.

The possession and/or use of illegal drugs is prohibited at all times and will not be tolerated for the duration of the seasonal contract.

Horn Creek Conference Grounds reserves the right to perform alcohol and/or drug testing at its discretion at any time.

If medication is required by a doctor's prescription an employee should be able to do his normally assigned tasks. If you must take prescription medication and are unable to do your normally assigned work tasks, notify your Manager.

Tobacco Use

All tobacco use including smoking, chewing and/ or dipping is prohibited on Horn Creek Conference Grounds property (including ALL Horn Creek staff housing). * See Last Page of this Section.

Firearms

The use and/or storage of firearms on Horn Creek property by seasonal employees is prohibited.

Music

Music that is played on Horn Creek Conference Grounds property must be consistent with our conservative Christian values. All music must be played at a reasonable volume, and management reserves the right to change the music and/or adjust the volume. Exceptional care should be taken when guests are on property.

Parties

Horn Creek Conference Grounds, as an organization, does not recognize birthdays, weddings, baby showers, etc., due to the difficulties in fairness. However, employees of Horn Creek Conference Grounds are encouraged to fellowship with one another in these settings while not on company time. These parties may be held in Horn Creek Conference Grounds buildings as long as the activity does not interfere with guests' activities. Simply submit a request to the Executive Director for his consideration and approval at least 24 hours prior to the event.

Camp Vehicles/Traffic Violations

The Executive Director will determine to whom a camp vehicle will be assigned for company use. In order for a camp vehicle to be assigned or permission given to use a camp vehicle, the driver must be at least 21 years old, must be licensed, must be on the Horn Creek Conference Grounds payroll and must have a good driving record.

Cautious driving, common sense and courtesy will avoid accidents, personal injuries and vehicle damage. If an employee causes an accident while driving a company vehicle, report the accident immediately to the appropriate authorities. Horn Creek Conference Grounds does not assume liability for any loss or damages sustained, thus, it is the employee's financial responsibility for repairing any damages due to his/her negligence. Not reporting an accident may result in disciplinary action.

Horn Creek Conference Grounds will not take responsibility for a traffic violation issued to an employee who is driving a company vehicle on public thoroughfares.

Conduct on National Forest Land

Employees may be asked to guide groups of guests on hikes on National Forest Land. Guides must at all times be respectful of the land, the guests' abilities, and of other persons using the trails. Littering, shouting, or screaming (unless in trouble) should always be avoided. Guides must stay on established trails and keep close watch on all guests. These rules are important for the employee's and guests' safety and for the image of the camp to the community around us.

Lost and Found

All lost and found items should be taken directly to the lost and found bin at each camp. In no case may an employee take lost and found items for personal use. The Lost and Found Coordinator will periodically designate an employee "free for all" event at which time employees make take possession of unclaimed lost and found items.

The Grievance Policy Process

An employee is to take his/her written complaint to his/her Manager. The Manager will then seek to reply within three working days.

If the employee is not satisfied with the response from the Manager the employee should then submit the written complaint to the Executive Director stating all details and actions taken thus far. The Executive Director will then seek to reply within five working days.

If the employee is not satisfied with the response from the Executive Director the employee should then submit the written complaint to the Grievance Committee Chairman (who is a current member of the Horn Creek Conference Grounds Board of Directors) stating all details and actions taken thus far. The employee must submit the complaint to the Grievance Committee Chairman within five working days of receiving the response from the Executive Director.

The complaint may be sealed and marked confidential but to assure its receipt it must be sent to the Grievance Committee Chairman via the Executive Director. The Grievance Committee Chairman will then seek to answer the grievance as soon as possible, usually within three weeks.

The Grievance Committee ordinarily consists of three members: The Director of Horn Creek Conference Grounds and two members of the Horn Creek Conference Grounds Board of Directors who are appointed by the President of the Board of Directors with the approval of a majority of the board. The president shall designate one of the board members to act as the chairman of the committee. The chairman shall be responsible for all correspondence. The members of this committee shall be appointed upon the passage of these guidelines by the board and shall serve for the calendar year. New members shall be appointed at the last board meeting each year. If the Executive Director of Horn Creek Conference Grounds is the subject of a complaint, the President of the Board shall appoint another board member to serve in the director's place. The Grievance Committee may determine the method by which it will conduct its review of complaints brought to it. The committee may conduct meetings via telephone conference calls if in-person meetings are not convenient. The chairman of the committee shall make a report of any action taken at the Board meeting following the committee's meeting. Copies of all correspondence shall be considered and kept as board correspondence and records.

Employees making complaints are expected to provide all relevant information to the Grievance Committee at the time of making the complaint.

Investigation -

At its discretion, Horn Creek Conference Grounds may modify the timelines or other procedures above to permit closer review or investigation of the matters alleged. All employees including those expressing a complaint are expected to cooperate with any review or investigation conducted by Horn Creek Conference Grounds.

Confidentiality -

Horn Creek Conference Grounds will seek to maintain confidentiality in processing and if necessary investigating any complaint made so far as maintaining confidentiality is not inconsistent with processing or investigating the complaint, eliminating or remedying any misconduct found to have occurred or otherwise resolving the complaint, and/or preventing future misconduct or other circumstances that gave rise to the complaint. Horn Creek Conference Grounds will notify those individuals it determines have a need to know about the complaint or whose involvement is necessary for processing, investigating or otherwise addressing the complaint. Horn Creek Conference Grounds may also notify law enforcement personnel as it determines appropriate in the circumstances.

Remedies -

Horn Creek Conference Grounds may at its discretion transfer, relocate, place on leave of absence, discipline or terminate any employee who is the subject of a complaint made and in the process of review or investigation under these guidelines.

Any employee who fails to cooperate with a review or investigation conducted according to these guidelines or otherwise acts in a manner inconsistent with these guidelines may be immediately terminated or subjected to disciplinary action all at the discretion of Horn Creek Conference Grounds.

A complaint made under these guidelines will not delay the effective date of a disciplinary action or termination decision.

TERMINATION OF EMPLOYMENT

Voluntary Termination

Horn Creek Conference Grounds employees are free to end their employment with Horn Creek Conference Grounds with or without cause or advance notice. Because the resignation or retirement would normally leave open a position, Horn Creek Conference Grounds asks that a letter of resignation be submitted to the Executive Director two weeks before the final day. The letter should include the employee's last day of employment and the reason(s) for leaving. If a written two-week notice is not given, it may be recorded in the employee's personnel file and may result in a "no rehire" status.

Discharge (Involuntary Termination)

Employment at Horn Creek Conference Grounds is by mutual consent of the employee and the employer. Either party may terminate the employment relationship at will without cause. Horn Creek Conference Grounds may elect to use a progressive discipline process when employment issues with an employee arise or it may elect to terminate the employment of the individual. The use of progressive discipline will be decided upon on a case-by-case basis at the discretion of the Horn Creek Conference Grounds management.

Exit Interview and Inspection

On the last day of employment Horn Creek Conference Grounds offers the departing employee an opportunity to communicate his/her employment experience while at Horn Creek Conference Grounds. If the employee lives in Horn Creek housing, he/she will also go through an exit inspection of the housing with the Human Resources Department. Please refer to the "Homes/Housekeeping" heading in Section 12 for more information.

Horn Creek Conference Grounds
6758 County Road 130
Westcliffe, CO 81252

You will be expected to follow the standards set in this manual. Please sign below if you have read and understand this manual in its entirety.

Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application and/or manual is guilty of perjury in the second degree as defined in section 18-8-503,C.R.S., and upon conviction thereof shall be punished accordingly.

Employee Name: _____

Employee Signature: _____

Date: _____

If applicable, Employee's Spouse's Name _____

Employee's Spouse's Signature: _____

Date: _____

Please return this signed sheet to the office by hand, mail (Human Resources Department, 6758 County Road 130, Westcliffe, CO 81252) or fax (719-783-2547).