

Distributed to an
employee on
9/3/10.

ISLAND GROUNDS, INC.

GENERAL STATEMENT OF EMPLOYMENT POLICY

1. Please read the following General Statement of Employment Policy very carefully. If you have any questions about any part of this General Statement of Employment Policy, or how it affects you and your position, please ask a member of Little Saint James (LSJ) management. No question is unimportant or insignificant.
2. Proof of Citizenship/Legal Status and Authority to Work.
 - A. Only United States citizens or legal Permanent Resident Aliens will be permitted to work for the Company.
 - B. You must demonstrate that you are a US Citizen or Permanent Resident Alien by showing the management staff your current and valid United States Passport or your current and valid "Green Card."
You also must show a valid United States Social Security Card.
A copy of these documents will be placed in your personal file.
 - C. Anyone unable to show these documents will be asked not to return to Little Saint James until they obtain the necessary documents. At that time, the worker must reapply for employment and will be rehired only if employment is still available.
 - D. Please note that a tourist visa to the United States is not a valid substitute for the required documents and will not qualify you to work for the Company.
3. Work Guidelines
 - A. Your workday is an 8 ½ hour day, begins at 7:30 am ends at 4:00 pm.
 - B. The boat, which will transport you to LSJ, will leave American Yacht Harbor at 7:00 am exactly. Please be on board by that time, if you miss the boat you will be marked absent from work, with no pay.
 - C. You must carry your Social Security Card and either you're United States Passport or your Green Card with you at all times while you travel to and from LSJ.
The boat captain or a member of his staff will require you to show these documents before you will be allowed to board the boat to LSJ.
If you do not have the documents you will not be permitted to board and the boat will leave without you. If that happens you will be marked absent from work, with no pay.

- D. The boat will arrive at L.S.J at or before 7:20 [REDACTED], and work will begin no later than 7:30 [REDACTED]. If for some reason the boat arrives after 7:30 a.m., work will begin 5 minutes after you reach the island.
- E. Your 8 1/2 hour workday, includes a 1 hour break time for lunch.
- F. You will not be permitted to do your personal laundry on the island.

4. Your work week will be for a minimum of 5 consecutive days, but may be as long as 7 consecutive days, depending on the arrival and departure schedules of guests on the Island. Because such schedules are not always predictable, you should be prepared to work an extended work day or up to a 7-day week on little or no notice. You will be compensated for such extended work days or work weeks in accordance with the Company's overtime policies in effect at that time. The current overtime policy, which is subject to change at the discretion of the Island's managers, is as follows:

- You will be paid at 1.5 times your hourly rate for any work in excess of 8.5 hours in any given work day; or
- If the number of hours you work in any given work week exceeds 42.5 hours, you will be paid at 1.5 times your hourly rate for any work in excess of 42.5 hours in any [REDACTED] work week.
- Please remember that overtime pay rates are not based on the day of the week that you work, but are based only on the number of hours worked per day or the number of hours worked per week.
- There will not be any special overtime pay for weekends, except for weekend work in excess of 8.5 hours in a given work day or in excess of 42.5 hours in a given work week.

5. Your work schedule will be prepared on a weekly basis by your supervisor, but may be subject to changes on little or no notice, depending on the arrival and departure schedules of guests on the Island or other requirements of the Island's ownership.

6. Time Off

- A. Vacation Days - Each employee will earn 10 paid vacation days after **completing a full year of work** for Island Grounds, Inc. In addition, each employee is permitted up to a maximum of 8 paid days of personal time per calendar year.
- B. Vacation Days - You must make a written request to you supervisor at least one month in advance for any earned vacation days. The Company prefers that earned vacation days be taken not more than 5 consecutive days at a time. However, if