

Seaside Amusements, Inc.

“FUNLAND”

SEASONAL EMPLOYEE HANDBOOK

[April 2025]

Purpose of this Handbook

This handbook has been prepared to inform new and existing employees of the policies and procedures of Seaside Amusements, Inc. (the “Company”) and to establish the Company’s expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time, and is not intended to induce an employee to accept employment with the company.

The Company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current Company policy arises, conform to current Company policy. Every effort will be made to keep you informed of the Company’s policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook or the Employee Culture Guide as applicable.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

At-Will Employment

Employment at the Company is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. The at-will employment status of each employee cannot be altered by any verbal statement or alleged verbal agreement of Company personnel. It can only be changed by a legally binding, written contract covering employment status. An example of this would be a written employment agreement for a specific duration of time.

Equal Opportunity Employment

The Company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual’s race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, the Company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the Personnel Manager.

Non-Harassment Policy / Non-Discrimination Policy

The Company prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including, without limitation, harassment. Consistent with its workplace policy of equal employment opportunity, the Company prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, gender, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment-related action on the basis of race, color, religion, creed, age, sex, disability, national origin, gender, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; or denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include, but are not limited to: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually-oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Complaint Procedure:

Any Company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or the Personnel Manager. The Company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible and permitted by law, and the company will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

Drug-Free / Alcohol-Free Environment

The Company has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our customers, equipment and facilities. For these reasons, the Company is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

While on property owned or operated by the Company, or on Company time, no employee may use, manufacture, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. Illegal drugs are defined to include any substance listed on the federal Controlled Substances Act Schedules I-V, unless used in accordance with a valid prescription pursuant to and in accordance with applicable law, or the use of any prescription or over-the-counter drug in a manner other than as prescribed.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Any employee who is using a prescription or over-the-counter drug that may affect the employee's ability to safely and effectively perform the essential functions of the job is required to disclose the use to the Personnel Manager immediately, so that the Company may take appropriate action to protect the safety of the employee, customers and other individuals. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Smoking/Tobacco Related Products

The Company prohibits smoking and the use of tobacco products of any kind, e-cigarettes or vaping products anywhere on Company property, on job sites, or in Company vehicles.

Open Door Policy

The Company has an open door policy and takes employee concerns and problems seriously. The Company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or the Personnel Manager or via the following link: [EMPLOYEE COMMENT LINK](#)

Professional Conduct

The Company expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action. Additional specific requirements for Seasonal Employees are set forth in the Employee Culture Guide.

Dress Code

An employee's personal appearance and hygiene is a reflection on the Company's character. Employees are expected to dress appropriately for their individual work responsibilities and position. Specific dress code requirements for seasonal employees are set forth in the Employee Culture Guide. The Company reserves the right to determine appropriateness and designate specific dress requirements with respect to each of its divisions. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, up to and including termination.

Pay and Hours/Attendance

Payday is every Friday for seasonal part time and seasonal full time employees. Pay is in a cash format with the envelope serving as the pay stub. This enveloped includes a daily hours breakdown, weekly total hours as well as a listing of all mandatory and elected deductions. Pay envelopes may be picked up in the main office after 5pm.

Please reference your hire letter for your seasonal hourly rate of pay, end of season wage increases (if applicable) or optional bonus program eligibility. Please note that providing your availability for the season in writing or participating in the bonus program does not imply a contract of any type. This allows the Company to plan as best as possible. Employment at the Company is at-will.

The Company is exempt from overtime pay as a seasonal amusement park under the Fair Labor Standards Act. Any hours worked over 40 in a week will be paid at the standard hourly rate offered in a hire letter.

Employees may contact the Personnel Manager to obtain the necessary authorization forms for requesting additional deductions from their pay. Notify a supervisor if the paycheck appears to be inaccurate or if it has been misplaced. Information regarding final pay can be found under the termination section of this handbook.

Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to the Personnel Manager immediately.

Seasonal part time & seasonal full time status

An employee's part-time or full-time status depends on the number of hours worked in a week. Employees who work fewer than 30 hours receive part-time classification. Employees who work at least 30 hours receive full-time classification.

From time to time the Company may hire employees for specific periods of time as Seasonal Employees. Seasonal Employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Only the Personnel Manager may change an employee's seasonal status.

Hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor. Additional specific requirements for Seasonal Employees are set forth in the Employee Culture Guide.

The Company does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action, up to and including termination. Additional specific requirements for Seasonal Employees are set forth in the Employee Culture Guide.

Employees are expected to arrive on time and ready for work. The Company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action, up to and including termination. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action, up to and including termination. Additional specific requirements for Seasonal Employees are set forth in the Employee Culture Guide.

Company Property

Company property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for Company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any Company property they possess.

Company computers, Internet and e-mails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any “pirated” software, files or programs and must receive permission from their supervisor before installing any new software on a Company computer. Files or programs stored on Company computers may not be copied for personal use.

The Company requests that employees not receive personal calls while on duty or engage in excessive personal use, including but not limited to texting or social media, of personal cellphones, smart phones, tablets or other social media devices. If urgent, please keep personal calls to a minimum and conversations brief.

Employees are reminded that they should have no expectation of privacy in their use of Company computers or desks, file cabinets, storage lockers or facilities, and files and folders - electronic or otherwise - at any time. All Company-supplied technology and Company-related work records and property belong to the Company and not to the employee. Employees should not entertain any expectations of privacy when on Company grounds or while using Company property, storage lockers or facilities. The Company routinely monitors use of Company-supplied technology. All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through Company property are the property of the Company, not the employee. Therefore employees should have no expectation of privacy over those files or documents.

Violations of these policies could result in disciplinary action up to and including termination.

Social Media Policy

The Company understands that social media can be a fun and rewarding way to communicate with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities, risks and consequences. To assist employees in making responsible decisions about the use of social media, the company has established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the company.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication. The same principles and guidelines found in the Company's policies apply to employees' activities on-line. Ultimately, you are solely responsible for what you post on-line. Before creating on-line content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action up to and including termination.

Carefully read this Social Media Policy, the Equal Opportunity Employment Policy, the Non-Harassment/Non-Discrimination Policy, and the Employee Culture Guide and ensure your postings are consistent with these policies. Postings that may include maliciously defamatory remarks, unlawful harassment, and threats of violence or similar unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Use your best judgment and exercise personal responsibility. Take your responsibility as stewards of personal information to heart. Integrity, accountability, and respect are core values. We trust and expect you to exercise personal responsibility whenever you participate in social media or other on-line activities. Remember that there can be consequences to your actions in the social media world – both internally, if your comments violate Company policies, and with outside individuals and/or entities. If you are about to publish, respond or engage in something that makes you even the slightest bit uncomfortable, don't do it.

Also, we encourage you to try to resolve all differences with an individual, organization, or even the Company through direct communications with the individual, organization, or Company. Remember, the Company has an Open Door policy. It can be used to try to resolve differences with the Company, management, or even your co-workers.

Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that are maliciously defamatory, that are obscene, that disparage customers, that attack the Company's operations, or that might constitute unlawful harassment. Examples of such conduct might include false posts meant to intentionally or maliciously harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

The best practice is to check your facts before posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered.

Remember that the Internet archives almost everything and deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow employees, customers, suppliers, or people working on behalf of the Company.

Post only appropriate and respectful content:

- Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Company, customers, or its suppliers. If you do publish a blog or post on-line related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Funland.”

Refrain from using social media while on work time, unless it is work-related as authorized by a supervisor. To help reduce spam and other unwanted e-mail traffic, employees should not use Company e-mail addresses to register on social networks, blogs or other on-line tools utilized for personal use. Please use your own individual or private e-mail address.

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Personnel Files

The Company maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file upon request. It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the Company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

Media Release

The Company reserves the right to use any and all photographs, videos or audio taken on company property for use in media publications. This includes all digital media such as a company website, social media, electronic publications, audiovisual presentations, promotional literature, advertising, community presentations or other similar uses.

Family and Medical Leave Act

Upon hire, the Company provides all new employees with notices required by the U.S. Department of Labor on Employee Rights and Responsibilities Under the Family and Medical Act and the State of Delaware under the Healthy Delaware Families Act. The Company offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA) and the Healthy Delaware Families Act (HDFA). Under the FMLA and HDFA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances.

If you have any questions, concerns or disputes, you must contact the Personnel Manager.

Military Leave

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to an immediate supervisor. Military leave is granted on an unpaid basis. Upon return with an honorable discharge, an employee may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.

Expectations

The Company expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

Reviews

The Company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The Company uses performance reviews as a tool to determine pay increases, promotions and/or terminations.

All performance reviews are based on merit, achievement and other factors that may include, but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with company policy

- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at-will relationship with the company.

Additional specific requirements for Seasonal Employees are set forth in the Employee Culture Guide.

Forward any questions about performance expectation or evaluation to Chris Darr.

Insubordination

All employees should interact with mutual respect and common courtesy. All employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

Grounds for Disciplinary Action

The Company reserves the right to discipline and/or terminate any employee who violates Company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline, up to and including termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that the Company does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on Company premises, or while engaged in Company business;
- Unauthorized use of Company property, equipment, devices or assets;
- Damage, destruction or theft of Company property, equipment, devices or assets;
- Removing Company property without prior authorization or disseminating Company information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;

- Excessive or unexcused absenteeism or tardiness;
- Illegal or violent activity;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with Company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The Company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

Procedures

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of verbal warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by the Company at its sole discretion as it deems appropriate. Additional Specific procedures regarding Seasonal Employees are set forth in the Employee Culture Guide.

Termination

Employment with the Company is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- To continue to work until the last scheduled day of employment;
- Return any company uniforms that were assigned to the employee.
- To turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- To return all files, documents, equipment, keys, access cards, software or other property belonging to the Company that are in the employee's possession, custody or control, and turn in all passwords to his/her supervisor;
- To participate in an exit interview as requested by the Personnel Manager.

Voluntary Termination

The Company recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the Company requests that the employee provide two weeks advance notice in writing. This request does not alter an employee's at-will relationship with the Company.

All rights and privileges of employment with the company terminate upon the date of separation. Terminating employees are required to return all Company property assigned to them.

Workplace Safety

The Company takes every reasonable precaution to ensure that all employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the Company's workplace safety policies. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor immediately. Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the Company. Any questions regarding safety and safe practices should be directed to the Personnel Manager.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

Acknowledgement of Receipt for Employee Handbook

(Employee Copy – Keep with handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the Handbook is intended to provide me with a general overview of the Company's policies and procedures. I acknowledge that nothing in this Handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the Company is at-will. I have the right to resign at any time with or without cause, just as the Company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that my at-will employment cannot be altered by any verbal statement or alleged verbal agreement made by Company personnel. It can only be changed by a legally binding, written contract covering employment status.

I acknowledge that the Company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at the Company's sole discretion.

(Signature of Employee)

(Date)

(Company Representative)

Employees may either sign this form electronically through the link provided or you can print out this page, sign it and turn it into the HR department.

Acknowledgement of Receipt for Employee Handbook

(Company Copy – Detach and retain for records)

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