

Funland Seasonal Employee Handbook

Seaside Amusements, Inc. ("Funland")

Effective date: December 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, nor is it intended to provide strict interpretations of Company 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, in its sole discretion, to revise, suspend, revoke, terminate, or change any of its policies, in whole or in part, whether described within this handbook or elsewhere. If any discrepancy arises between this handbook and current Company policy, current Company policy will control. While every effort will be made to keep employees informed of policy changes, the Company cannot guarantee advance notice of revisions. Employees are encouraged to ask questions about any information contained in this handbook or the Employee Culture Guide, as applicable.

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

At-Will Employment

Employment with the Company is at-will. An at-will employment relationship may be terminated at any time, with or without cause or notice, by either the employee or the Company, subject to applicable law. The at-will status of employment cannot be altered by any verbal statement or alleged agreement made by Company personnel and may only be changed by a legally binding written agreement signed by authorized representatives of the Company.

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 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 and conditions of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Whenever required by law, the Company will make reasonable accommodations for qualified individuals with disabilities. Employees seeking a reasonable accommodation should contact the HR Director.

Non-Harassment / Non-Discrimination Policy

The Company prohibits discrimination and harassment based on any legally protected status. Every employee has the right to work in a professional environment free from discrimination, harassment, and retaliation. Violations of this policy will not be tolerated.

Discrimination includes making employment decisions based on a protected characteristic.

Harassment is unwelcome conduct based on a protected characteristic that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. This includes, but is not limited to, slurs, epithets, threats, hostile acts, or offensive jokes or materials.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is a condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions; or
- Such conduct unreasonably interferes with work performance or creates an intimidating, hostile, or offensive environment.

Examples include, but are not limited to, unwelcome flirtation, suggestive comments, sexually oriented jokes, display of sexually suggestive material, or inappropriate physical contact.

Drug-Free and Alcohol-Free Workplace

The Company is committed to maintaining a safe and productive work environment. Employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on Company property or during working time.

The lawful use of prescribed or over-the-counter medications is permitted only if it does not impair an employee's ability to perform job duties safely. Employees using medication that may impair performance must notify the Personnel Manager.

Violations of this policy may result in disciplinary action, up to and including termination.

Smoking and Tobacco Products

Smoking, vaping, and the use of tobacco or nicotine products of any kind are prohibited on Company property, job sites, and in Company vehicles.

Open Door Policy

The Company maintains an open-door policy and encourages employees to raise concerns or questions with a supervisor or the Personnel Manager. Concerns may also be submitted anonymously through the Employee Comment Link.

Professional Conduct

Employees are expected to conduct themselves in a respectful, professional manner at all times. Unprofessional behavior may result in disciplinary action. Additional expectations for Seasonal Employees are outlined in the Employee Culture Guide.

Dress Code

Employees must maintain a neat, clean, and appropriate appearance consistent with their job responsibilities. Specific dress requirements for Seasonal Employees are detailed in the Employee Culture Guide. Employees who fail to comply may be counseled or sent home to change, and repeated violations may result in discipline.

Payroll information

Funland pays all hourly employees on a weekly basis. The pay week runs from Friday through Thursday, and payroll is processed each Friday for the previous workweek.

All wages are paid via direct deposit. Once payroll is processed on Friday, there is a two-business-day processing period before funds are deposited into employees' bank accounts. As a result, employees will generally see their pay deposited on the following Tuesday, though timing may vary slightly due to official holidays.

Employees may access detailed pay information, including hours worked and deductions, through their Gusto account, which serves as the official pay stub.

If at any time you believe there is a discrepancy with your hours or pay, please contact the HR team or office staff as soon as possible. We will review the pay period in question, and if an error is identified, any necessary correction will be made on the next payroll cycle..

Attendance

Regular and punctual attendance is required. Excessive absenteeism or tardiness may result in disciplinary action.

Company Property and Technology

Company property is to be used for business purposes only. Employees should have no expectation of privacy when using Company equipment, facilities, or technology. The Company reserves the right to monitor use. Social Media Policy

Social Media Policy

Employees are responsible for the content they post online. Social media activity must not violate Company policies or harm the Company's reputation. Employees may not represent themselves as speaking on behalf of the Company unless authorized.

Media Release

The Company may use photographs, video, or audio recorded on Company property for promotional or informational purposes.

Leaves of Absence

The Company complies with the Family and Medical Leave Act (FMLA), the Healthy Delaware Families Act (HDFFA), and applicable military leave laws.

Performance Expectations and Discipline

Employees are expected to perform their duties competently and professionally. The Company may conduct performance reviews and impose discipline, up to and including termination, for policy violations or poor performance.

Termination

Employment is at-will and may be terminated at any time. Upon separation, employees must return all Company property and complete any required exit procedures.

Workplace Safety

Safety is a shared responsibility. Employees must follow all safety rules, report hazards, and immediately report injuries or accidents.

Acknowledgment of Receipt

I acknowledge that I have received and understand the Funland Seasonal Employee Handbook. I understand that this handbook does not constitute a contract and that my employment is at-will. I must either print out this page and provide a signed copy to the HR Department or I must sign the electronic acknowledgement of receipt.

Employee Signature: _____ **Date:** _____

Company Representative: _____