

Sea Island[®]

**Team Member Housing
Handbook & Agreement**

WELCOME TO SEA ISLAND!

This Handbook is a reference that provides our policies, procedures, and expectations, to ensure your safety and the safety of your fellow Sea Island Team Members while living in our company provided housing.

This Handbook is not meant to be all inclusive, as we cannot anticipate every circumstance that may occur. We will make decisions on a case-by-case basis, for those circumstances not included in the following.

ROOM RATES

Room rates are based on a nightly rate of \$16.00 a night at Pointe Grand Apartments or \$15.00 a night at other hotels and dorm room accommodations. Transportation will be provided by Sea Island for any of the supported housing options.

Termination from your position will result in eviction. In the event of termination, you will have twenty-four hours to vacate employee housing. Any disciplinary action that is taken toward you while you are in employee housing could affect, or result in the termination of, your employment with Sea Island.

PAYROLL DEDUCTION AUTHORIZATION

By signing the back form of this handbook, you agree to the following:

“I hereby authorize Sea Island to payroll deduct any rent payments, fines, and fees related to employee housing as a result of my occupancy in employee housing. I understand that in the event that such deductions from payroll are not sufficient to cover the amount due, I will be obligated to pay any and all outstanding charges not covered by payroll deductions. I also realize that Sea Island will take further legal action as necessary to collect the amount outstanding. Should that occur, I agree to be liable for all reasonable collection costs incurred, including but not limited to, reasonable attorney’s fees.”

WHAT TO EXPECT

Each room has two beds (doubles or twins), a private bathroom with shower and/or tub, desk, chair, closet space, small dining table, microwave, small refrigerator. All utilities, electricity and trash removal from dumpsters is included in the rent charge. You are responsible for maintaining the cleanliness of your room, trash disposal according to the complex rules and cleaning any shared spaces after use. You are expected to follow all the rules of the complex you are staying at during your time at the complex. If you are staying in a complex with shared spaces, you will be expected to maintain the shared spaces, clean shared spaces and limit the amount of supplies in shared spaces like refrigerators and cabinets.

Apartment location will have basic kitchen supplies- 4 dishes, glasses, pot, pan, bowls, flat ware and utensils. 1 set of sheets, 1 blanket, 1 pillow. The bathroom will have 1 set of towels for each person. Washcloth, hand towel and bath towel. Trash can, broom and dustpan. All items will be inventoried upon arrival, and you will be responsible for any missing or damaged items upon departure.

WHAT TO BRING

Pointe Grand Apartments – Your personal items will be the only required items. Shared spaces are limited so please do not overpack. Personal electronics are suggested to stream your entertainment, as the apartments are not equipped with televisions.

Dorms - Your personal items for your seasonal work assignment, a sheet, blanket and pillow. Personal electronics are suggested to stream entertainments, as the dorms are not equipped with televisions. Mariner Village has shared kitchen space and Coastal Place has a kitchen in each unit. Kitchen supplies, however, are not provided. You will need to bring or buy essential items for your stay.

Hotel- Your personal items for your season work assignment. This is a shared space with limited storage. Please do not overpack. EconoLodge does have a kitchenette, however kitchen supplies are not provided. Be prepared to bring or buy some items you would like during your stay.

ROOM KEYS

- One key will be issued to each resident upon check-in at dorms and EconoLodge.
- Residence of Pointe Grande will be given a lock code for the apartment.
- Lockouts require you to provide a photo ID, credit card, or other collateral for a spare key (i.e. Employee ID).
- Pointe Grande charges \$50.00 to change the code on any apartment, it is important that only the residence of the room have the code.

LINENS

Each resident will be provided 1 blanket, 2 sheets, 1 pillowcase, 1 towels, 1 washcloth, and a bath mat. A fee will be charged for missing or damaged linen.

PETS

Team Member housing is pet free. Pets of any kind are not allowed. If a pet is discovered, a \$50 fine will be applied to your account and disciplinary action will be taken, up to and including eviction from Team Member housing. This includes but is not limited to fish, insects, mammals, crustaceans, invertebrates, and birds.

Service animals are permitted, with certification that they are registered as a service animal.

ROOMMATE ARRIVAL NOTICE

When you have an unoccupied bed in your unit, you should always anticipate the arrival of a new roommate. When possible, we will attempt to give you at least 24 hours' notice of a new roommate. When you receive such notices, please make sure that the room is clean and ready for the new arrival. The unoccupied bed must be clear of all your belongings and space should be made available in the closet and storage areas.

HOUSEKEEPING & ROOM MANAGEMENT

Daily Housekeeping will not be provided. It is the resident's responsibility to maintain a safe and clean room.

**Please note: Sea Island will conduct random room inspections. Inspections will be conducted between 8am-5pm. Rooms found to be in poor condition will be cited and fees could be assessed.

ROOM MAINTENANCE

Have an issue in your room? Please follow the rules of the dorm or apartment complex to ensure room maintenance.

GENERAL BUILDING POLICIES, PROCEDURES, AND EXPECTATIONS

SAFETY

Your safety and well-being are important to us. To ensure your own safety and the safety of others, you should always complete the following:

- Lock your room door.

- Report any suspicious persons or activities to Security.
- In case of an emergency, call **911** or contact Security as directed by your complex.
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DRUG AND DRUG PARAPHERNALIA POLICY

The Employee Housing is a drug-free environment and non-smoking residence. If any illegal drugs or drug paraphernalia are discovered onsite, you will be evicted from employee housing and further corrective action will be taken, up to and including termination. This includes, but is not limited to, any substances and/or paraphernalia being on your person, in your room, or in a bag of any kind on resort property. This policy also applies to your guests. If you have specific concerns or questions, please direct them to Security or Human Resources.

ALCOHOL POLICY

Sea Island permits the consumption of alcohol by residents who are age 21 years and older, as long as this does not interfere with work performance. The resort will not tolerate abusive use of alcohol on premises and, should it be necessary for Security to be contacted due to drunkenness on property, residents involved will be cited and may be terminated from employment.

Sea Island does not permit nor promote the consumption or abuse of alcohol by underage residents. Sea Island, Security and Human Resources reserve the right to take legal action and confiscate illegal substances in the possession of minors.

SMOKING POLICY

Smoking is permitted in designated areas only at your complex. No smoking is permitted in the rooms.

LIABILITY

Sea Island shall have no responsibility or liability for any loss, damage, or injury by resident's own person or personal property located within the premises. If you plan or order any delivered items of value please ensure that you request for signature upon delivery. Please do not allow sender to leave items outside of rooms.

BUILDING POLICIES & PROHIBITED ITEMS

The following actions may result in a fine or disciplinary action up to eviction and termination of employment. They are not all inclusive or limited to the following:

- Repeat activity for which disciplinary action has already been taken.
- The possession, evidence of use, sale, or paraphernalia of illegal drugs on company premises is expressly prohibited.
- Any evidence of SMOKING in employee housing. Smoking must occur outside in the designated area by the pool. The employee housing buildings are designated NON-SMOKING.
- Any suspected destruction, theft, misappropriation, or unauthorized possession of company, guest, or fellow employee property.
- Violence or threats of violence. This includes, but is not limited to, intimidation, threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto employee housing property, or any other act that, in the sole opinion of Security or Human Resources, is inappropriate.
- No parties in Team Member housing. Parties are defined by the noise and/or disruption to others that is created.
- Tampering with any piece of fire safety equipment, including, but not limited to, smoke detectors, extinguishers, and fire doors.
- All State and Federal laws must be adhered to (including, but not limited to, underage drinking and possession of drugs).
- Fireworks, ammunition, firearms, bb\pellet guns, knives, and other weapons are not allowed in employee housing.
- Blatant disrespect towards another resident, guest, Security, or Sea Island staff.
- Visitors are restricted in Team Member housing. **NO OVERNIGHT GUESTS ALLOWED.** Tenants found to have other resort and/or non-resort persons living and/or staying overnight in employee housing will be subject to immediate eviction and possible termination of employment. All unregistered guests must leave the premises by 11:00pm each evening.
- Congregating in parking lot, or other outside common areas, which results in noise and/or behavior that is disruptive to other tenants, is prohibited.

The following actions may result in fines and/or eviction if not followed:

- Open flames including, but not limited to, candles, incense, and flammable fluids are prohibited.
- Alcohol is not allowed in common residential areas. (Lobby, Pool Area, Employee Gym, gathering spaces).
- Extension cords are NOT permitted; they are a fire hazard. We encourage the use of surge protectors.
- Employees are not allowed to physically alter the property by painting, wallpapering, etc.
- Do not use glue, nails or sticky tape to attach anything to the wall, ceilings, door or windows or you will be fined.
- Pets of any kind are not allowed. If a pet is discovered, you will be fined and, possibly, terminated from your employment.
- Energy Conservation: You will be responsible for turning off electric appliances and lights upon leaving your room.
- Construction, including but not limited to, sawing, cutting, sanding, painting, nailing, stapling, waxing or gluing any materials is not permitted on the premises.
- Use of fireworks on employee housing property is strictly prohibited.
- Hanging towels or other items over handrails is prohibited.
- No outside visitors after 11:00pm.
- No overnight guests are permitted.
- Tampering with other residents' personal property is prohibited.
- No hanging of laundry, beach towels or other items over the handrails outside your room.
- Failing to follow all rules of the complex.

TRASH

It is your responsibility to keep your outside areas clean and trash free. Each complex has standards for trash removal. Please ensure you know the rules for your location.

ROOM CHANGES

We will make every effort to ensure that all guests understand the expectations and the rules of being here at Sea Island. It is important that you respect each person in your unit and ensure that you all have a healthy living space. If there is an extreme circumstance any requests for room changes should be made to the Sea Island International Recruiter officed at the Cloister. Any fees associated with room change requests will be at the residence cost.

DAMAGES

- Residents will be held accountable for all damages associated within their rooms and charged accordingly.
- Residents in double rooms will be charged equally to repair damages if notice is not given to Security and a resident does not take responsibility. Residents in apartments will be charged ¼ of any expense.

USE OF FACILITY AND RIGHT TO ENTRY

Resident rooms and furnishings are to be used in the manner for which they were designed. No Team Member housing property may be moved within the building or taken from the room.

Sea Island respects the need for, and right to, privacy of each resident. However, we reserve the right to enter and inspect resident's rooms at any time when it is deemed necessary to protect and maintain Sea Island property and a safe environment.

LAUNDRY

Laundry facilities are located in the apartments or common area of the dorms. Please be respectful of the common space and other residents' belongings. Sea Island is not responsible for lost or stolen items from these machines.

Please remove your items from laundry facilities promptly. Others may need to use the machines. Do not hang laundry over the handrails outside your room.

SECURITY

Please ensure you are aware of the security procedures at your complex. In the event of an emergency please call 911 for assistance.

WHAT TO EXPECT WHEN YOU MOVE OUT

CHECK-OUT PROCESS

- Residents have a planned date of departure based on the visa program you are in. Please ensure you work with your Human Resources team to schedule your departure 30 days prior to the planned date.
- Check-outs must be done during office hours. Management will do a final walk-through at check-out. Fees will be assessed and deducted for any damaged or missing items and additional cleaning/maintenance charges. Your room must be clean and free of any trash upon check-out.
- Departure Checklist:
- Confirm your departure date with Human Resources
- Schedule a preliminary walkthrough three days before departure, to avoid possible charges for damages.
- Thoroughly clean your room, including the following:
 - Bathroom, including tub enclosure, floor, vanity, mirror, toilet and tub.
 - Remove all trash, including personal items you will not be taking with you, such as clothes hangers, food items, grooming products, clothing, other personal items.
 - Clean floors
 - Return uniform to the Uniform Room. Leave your nametag and employee ID with Human Resources
 - Return bike, lock and light to Sea Island
 - Remove sheets from bed and leave all sheets and towels in the room.
 - Remove all items from refrigerator and discard in outside trash bins.
 - Confirm your email address with Human Resources, W2 tax forms will be mailed.

