

HANDBOOK OF AGREEMENTS



Breitenbush Hot Springs
Retreat & Conference Center

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INTRODUCTION

This is a collection of the policies, agreements and understandings by which we live, work and co-create here at Breitenbush Hot Springs. Over time, the Community has established agreements that span our community life as well as our service to others through our cooperative business. We see this as a fluid, ever changing process, as we see our lifestyle at Breitenbush as an ongoing creative experiment. Everyone living here is expected to read, understand and adhere to these agreements. The Work Life and Community Life Agreements together comprise our Handbook of Agreements. We believe that committing to live by these guidelines will give the thread of structure and stability to our lives that allows our individual and collective spirits to flourish.

The Handbook of Agreements is made up of two sections:

- (1) The **Work Life Agreements**, which include those agreements we have regarding our employment by the Cooperative. It applies to all the people who are employed at Breitenbush.
- (2) The **Community Life Agreements**, which address how we interact outside of work in our roles as members of the Breitenbush Community. These agreements apply to all community members who live and work here, including our Fill-in staff.

We use the term "agreements" instead of "policies" to emphasize that these are agreements that have been developed out of the collective experience and needs of the group. They are not "rules" which have been imposed from above. We ask you to commit to keeping these agreements, even when doing so is difficult or seems to deprive you of your personal freedoms. If you disagree with any of the agreements, we ask you to seek to change them through legitimate channels, rather than simply ignoring those with which you disagree.

The Board of Directors (BoD), as the elected representative body of the community, is empowered to adopt and to change these agreements. They are charged with the responsibility for doing so in a manner that allows input and participation by all members of the community.

Breitenbush has the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures, in whole or in part, at any time with or without notice. The language in the Handbook of Agreements is not intended to create, nor is it to be construed to constitute, a contract between Breitenbush and any one of its employees. Any individual contracts which may exist between Breitenbush and an employee will supersede this document where relevant. Employment can be terminated at any time at the will of either Breitenbush or the employee.

WORK LIFE AGREEMENTS



Breitenbush Hot Springs
Retreat & Conference Center

P.O. Box 578
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(3/2023)

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1. INTRODUCTION

This document represents the **Work Life Agreements**, and addresses the agreements we have regarding our employment by the Cooperative. It applies to all the people who are employed at Breitenbush.

2. DEFINITIONS

There are a number of words and titles that have very specific meanings to life at Breitenbush, which show up repeatedly in this document and other documents, such as our Bylaws. Following are some titles and their definitions.

REGULAR HIRE

A Regular Hire position is a full-time, year-round position with wages that does not exceed the Regular Hire Wage Scale, and does not have an end date. These positions are also known as “Membership-Track” positions. Benefits include eligibility for health and dental insurance beginning on the first day of employment, paid time off, participation in the housing shuffle, and eligibility for Membership in the Cooperative.

Regular positions are full-time (40 hours average per week), though there may be Part-Time Regular Hire positions approved by the Board of Directors on an exceptional basis. The Managing Director of each department makes the final decision in the hiring and termination of Regular Hire staff.

LONG TERM TEMPORARY

Long Term Temps (LTT) are persons in a temporary position that includes a guarantee of work equal to or greater than 6 months, or persons hired into a position designated by the BOD as an LTT position. Persons hired into LTT positions or who are granted LTT status are eligible for all of the same benefits as Regular Hires with the exceptions of Membership Eligibility and the ability to apply for housing of their choice (housing will continue to be assigned by the Personal Coordinator). LTTs become eligible for Medical benefits beginning on the first day of their employment in an LTT position.

People hired into LTT positions or who are granted LTT status should be aware that their position is designed to end - either at the end of the Fiscal Year, or on the ending date set by the Board of Directors or Managing Director of their department. If an LTT position is not filled until there is

less than 6 months left before the agreed upon end date or the end of fiscal year, then that position will become a Short Term Temp (STT).

Anyone who has been working at Breitenbush for at least six consecutive months, in any position or series of positions, at an average above 30 hours per week, and who has been guaranteed at least four more consecutive months of work, is eligible for LTT status. The Managing Director of their department submits an Employee Status Change Request to the Admin Team for approval. Upon approval by the Admin Team, such persons will become an LTT and as such will immediately be eligible for medical and dental benefits and will be eligible for all other benefits awarded to staff in LTT positions.

SHORT TERM TEMPORARY

Short Term Temps (STT) are persons in a temporary position with a guarantee of work extending beyond 30 days, but not exceeding 6 months. This guarantee comes with the expectation that the staff member will maintain an average above 30 hours per week for the duration of their employment. STTs are ineligible for Medical benefits, Membership, housing awards and other benefits.

While at Breitenbush, no staff member shall continue to be employed in an STT position or series of positions for longer than 6 consecutive months at an average equal to or greater than 30 hours per week. If you have been working in a temporary position or series of consecutive temporary positions, at the end of 6 months you will have to leave Breitenbush. These employees may be rehired no earlier than January 15th of the next Calendar Year.

If a staff member is employed in a STT position or series of positions for 3 months, and maintaining an average of at least 30 hours per week, their Managing Director must make a determination whether to hire the employee into a LTT position and alert the Admin team before the 1st day of their 4th month of employment. Otherwise the employee must leave Breitenbush at the end of their 6 month employment.

Short Term Temps may continue work beyond 6 consecutive months only if they work less than 30 hours per week on average, and have approval from the Admin team.

FILL-IN

Any person who is hired as a temporary replacement for a position (i.e., to cover for an individual's vacation) or who is hired for less than one month to provide additional staff during peak periods (i.e., during holidays or special events) is considered Fill-In Staff. Department Managers will negotiate the details surrounding a Fill-In's hours when scheduling them. Any Fill-In working 30 or more hours per week for two consecutive pay periods will automatically become a Short Term Temp, and have immediate access to the benefits granted by their new position.

PARTNER IN RESIDENCE AND OFF LAND PARTNER

Partner in Residence and Off Land Partner are designations awarded by the Managing Directors or their delegate. People who are awarded these designations are not required to work for the business, but we expect that they will take part in the community and uphold the Community and Work Life Agreements. A Criminal Background Check will be conducted.

MEMBER IN GOOD STANDING

For the purposes of these agreements “Member In Good Standing” status is determined by the Board of Directors on a case-by-case basis at the time of a member’s exit interview. The criteria for determining “Member In Good Standing” status includes, but is not necessarily limited to:

- 30 day written Notice of Resignation given to Personnel.
- No Letters of Warning in one’s personnel file within the 12 months prior to resignation.
- Provision has been made for all outstanding personal accounts.

ALUMNI

Alumni include:

- Anyone prior to 5-17-89 who was on Breitenbush payroll for at least one year and left in good standing.
- Anyone after 5-17-89 and before 6-24-03 who was an active Member of the Breitenbush cooperative and was awarded Member-in-good-standing.
- Anyone after 6-24-03 who was an active Member of the Breitenbush Cooperative for one year and was awarded “Member In Good Standing” status. (See Departing Agreements section for more details on Alumni benefits).
- Children of alumni who lived here with their parent(s), and anyone born on Breitenbush property.

3. EMPLOYMENT AGREEMENTS

EQUAL OPPORTUNITY EMPLOYER

Breitenbush is an equal opportunity employer. Breitenbush provides equal employment opportunities for all employees and job applicants without regard to race, creed, color, religion, national origin, gender identity, gender expression, marital status, sexual orientation, disability or age, in compliance with federal, state and local laws governing nondiscrimination in employment. All Breitenbush employees are paid the same for the same work.

AMERICANS WITH DISABILITIES ACT

Title I of the Americans with Disabilities Act (“ADA”) requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodation would cause an undue hardship to the employer.

It is the employee’s responsibility to communicate such a request for accommodation for any disability. Such requests must be made to the Managing Director of the Department, the Business Director and the Personnel Coordinator. Breitenbush will make reasonable accommodations as required by the ADA. To review the categories of "reasonable accommodations" see the Equal Employment Opportunities Commission (“EEOC”) website.

Anyone requesting a reasonable accommodation under the law must provide a letter from a diagnosing or treating physician certified by the authority of their state of practice to treat that condition, describing the nature of their disability, the impact of that disability and the nature of a reasonable accommodation being requested. The letter should also describe how the requested accommodation mitigates the situation. Any such letter is confidential, viewed only by the Personnel Coordinator, Managing Director and/or Business Director, and will be included in the employee’s personnel file.

CHANGES IN EMPLOYMENT AGREEMENTS

Breitenbush's Bylaws empower the Board of Directors to adopt the Handbook of Agreements, which constitute the operating rules of the Cooperative, which includes both our Work Life Agreements and our Community Life Agreements. In exercising this responsibility, the Board reserves the right to change these agreements whenever necessary. Any changes in the Handbook of Agreements will be posted and distributed among all employees for notification and acknowledgment.

Breitenbush reserves the right to make changes at any time by adding to, deleting or changing any existing policy.

The guidelines set forth in the Handbook of Agreements are as complete as we can reasonably make them; however, they are not necessarily all-inclusive, because circumstances that we have not anticipated may arise.

The Board of Directors may vary from the policies and provisions in the Handbook of Agreements if, in its sole discretion, the circumstances require.

Breitenbush Paperwork Reductions Act: With the advent and adoption of readily accessible computer technologies, Breitenbush has elected to utilize digital means in conducting many official functions and communications with relation to staff. Notices and feedback distributed via email or other electronic means have become our de-facto method of communication. Within these Agreements, any reference to a submission made “in writing” can be assumed as satisfied by a submission made to the appropriate contact, via email, when given in a timely manner.

PERSONNEL RECORDS

Personnel records are maintained for each employee and are kept confidentially in the employee’s personnel file. Access to an employee’s file is limited to the employee, the Business Director, Personnel Coordinator, and their Managing Director. Access to an employee’s file must be obtained from the Personnel Coordinator. The Personnel Coordinator shall have access for the purpose of maintaining the files only. An employee’s personnel file will include all original hiring paperwork (application, tax forms, health insurance applications, etc.), performance evaluations, and any letters or other documentation relating to employment. If there is anything an employee would like to add to their file, the Personnel Coordinator will assist. If anything is added to an employee’s personnel file through any other channels, the Personnel Coordinator will notify the employee. Employees may not tamper with their file. Employees may petition the Board of Directors to request the removal of anything from their file.

EMAIL, SOFTWARE, AND DIGITAL ASSETS

Employees may be issued a company email account and/or provided access to software, services, documents, and other digital assets, for the purpose of communicating and conducting business on behalf of Breitenbush. The account(s) created and issued to employees belong to Breitenbush Hot Springs, and may be issued, revoked, and/or transferred as may be required by the business.

Data Ownership

All communication, software, files, and digital assets created, stored in, or transmitted through these accounts is property of Breitenbush Hot Springs.

Privacy and Accessibility of Employees’ Co-op Email Accounts

- Unless there is a formal investigation initiated because a BOLI complaint or a civil complaint has been filed, or a majority of the Managing Directors agree there is a compelling business or legal reason to investigate any email activity, an employee’s Breitenbush.com email account issued through the Co-op will be considered private and confidential.

- These accounts are strictly for business related use and employees are expected to share any business-related emails upon request.
- When an employee leaves employment at Breitenbush, the email address issued to them is automatically taken back by the Co-op.
- Any shared emails (e.g. kitchen@, personnel@) will be transferred to the replacement staff along with all past emails.
- No individual staff member has the right to access another staff member's email account unless by majority agreement of the Managing Directors.
- Employees will be notified of this policy upon orientation.

Termination

Access to company provided email account(s), services, and software licenses will be revoked upon an employee's last day of work. All communication, files, data, and other digital assets associated with the account will be archived, and/or purged, subject to the data retention policy. Shared emails may be forwarded to another employee assigned to take over the role of the terminated employee.

HIRING PROCESS

Notification of Open Positions: Employees will be notified of all available open positions. Open positions will be posted online and remain open for at least one week. All employees are eligible to apply for any open position.

References and Criminal Background Checks: Breitenbush screens all potential hires carefully. References must be checked before a working interviewee is invited, three being the minimum, out of which two must be professional references. Criminal Background Checks will be conducted after an applicant completes their working interview, and shall be completed before they begin further work.

Working Interviews: For most positions, selected applicants will be invited to Breitenbush for a "Working Interview". During the Working Interview, candidates will perform tasks of the job for which they are being considered. Opportunities to work with as many members of the team as possible will be provided, as well as opportunities for the interviewee to interact with other members of Breitenbush. Working Interviewees will be provided with housing during their stay, and will be paid the standard wage for hours worked during the interview. A Working Interview does not in any way construe an offer of continued employment to the interviewee. The Personnel Coordinator must inform Working Interviews that a background criminal check will be done.

Cooling Off Period: Before an applicant from outside Breitenbush is hired, they are expected to leave the property for a minimum of five days. The reason for this policy is to encourage more

objective decision-making by all parties. Exceptions to this policy may be approved by the Managing Director of each department, but will be limited to cases where there is both an obvious fit between the person, Breitenbush, and the job, and where there is a legitimate need to have the person begin work immediately.

Final Hiring Decisions for Regular Hire Staff: The Managing Director of each department makes the final decision for Regular Hire Staff.

Hiring for Fill-Ins and Temporary Staff: The Managing Director of each department may make final decisions on the hiring of fill-ins and temporary staff.

WORK TEAMS

Each Department may have groups of employees or separate teams to manage specific responsibilities within that Department. Work teams will report directly to the relevant Managing Director of the Department and/or the Department Administrator.

HIRE DATE AND HOUSING DATE

An employee's "Hire Date" as a Regular Hire is the first date of employment as a Regular Hire.

An employee's "Housing Date" will be calculated when the "Hire Date" is established. This date is used for housing seniority and Membership application eligibility. This date takes into account each consecutive quarter (or partial quarter) immediately preceding the Hire Date, in which the employee was continuously employed, working full time, and within the current vacation policy. Housing Date shall be calculated by Admin. If the employee has not worked previous to their Hire Date, the Housing Date will be the same as the Hire Date.

TRIAL SERVICE PERIOD

The first 90 days from an employee's first day of work as a Regular Hire or Long Term Temporary Hire is a Trial Service Period.

When hired, employees will be asked to co-sign an employment Letter of Understanding with the Personnel Coordinator. This agreement will set forth terms and assurances for both the employee and Breitenbush, including housing, department assignment, pay rate, starting date, etc. This agreement is included in the employee's personnel file.

After the 90 days, there will be a performance evaluation process to determine if the employee is satisfactorily matched to the work for which they were hired. At this time, the employee will either: a) continue with all benefits and rights assigned to the position; b) have their Trial Service Period extended to allow more time to demonstrate ability to meet the requirements of the job; or, c) be asked to leave Breitenbush.

WORK HOURS AND PAY

WORK HOURS

Employees are expected to work the number of hours they are scheduled by the Managing Director and/or Department Administrator.

Employees agree to be present and ready for work at the time and place designated. If employees are unable to be present or must leave before a shift is complete, they are expected to contact the Managing Director and/or Department Administrator and inform them as soon as possible. Employees agree, where feasible, to facilitate any coverage needed due to their absence, or to make arrangements to complete work at another time.

STANDARD WORK WEEK

Full-time employment is between 30-40 hours per week. The number of hours an employee will work may vary according to the season and the needs of the business, and will be determined by the Managing Director or Department Administrator of each department.

BFD EMERGENCY RESPONSE

An employee of the Co-op who is a member of the Breitenbush Fire Department (“BFD”), and who is called to respond to an emergency during their work hours with the Co-op, is excused from work for the time required to respond to the emergency and may charge the Co-op for those hours. No other work or training with the BFD will qualify for excused and paid leave.

PAY PERIODS

Pay periods are two weeks long. The work week begins at 12:00 a.m. Monday, and ends at 11:59 p.m. Sunday.

PAY DAY

Paychecks will either be placed in the employee’s mailbox, directly deposited into the employee’s bank account, or made available to the employee by any other mutually agreed method by the end of the day Friday following the end of the pay period.

REGULAR HIRE WAGES

Breitenbush has a 3 level pay structure for Regular Hire positions, with 5 tiers on each level. All newly-hired employees start at tier 1 of their respective pay level. Through an annual review process with their managing director, an employee may or may not move to a higher tier, depending on work performance and longevity.

- Level 1 pay scale is for all non-Management-level positions.
- Level 2 pay scale is for Management-level positions and Professional positions, including department Managers, and members of the Board of Directors (only while conducting business of the Board of Directors).
- Level 3 pay scale is for Managing Director positions.
- Level designations for each position is determined by the Board of Directors.
- Wage multipliers for Level 1 (“Base Wages”) range from 100% to 120% in 5% increments, relative to the lowest tier wage (Level 1, Tier 1).
- Wage multipliers for Level 2 (“Management” or “Professional”) range from 125% to 145% in 5% increments, relative to the lowest tier wage (Level 1, Tier 1).
- Wage multipliers for Level 3 (“Director”) range from 180% to 200% in 5% increments, relative to the lowest tier wage (Level 1, Tier 1).
- The highest compensated employee shall make no more than 2.0 times the least paid employee.
 - Annual salary shall be compared to hourly wages using 2080 hours. For example, the salary equivalent to \$12.75/hour is $\$12.75 \times 2080 = \$26,520$.
- The lowest tier wage shall not be less than the Minimum Wage.
- Positions with wages that exceed or do not comply with the wage scales are ineligible for Regular Hire status, and shall be designated as Long Term Temporary (LTT) or Short Term Temporary (STT).
- Increases to the lowest wage tier (Level 1, Tier 1) cause a cascading increase to all other tiers, relative to the Wage Multipliers specified above.
- Raises or demotions between tiers shall be evaluated based on the Performance Evaluation criteria (Section 9.2).
- On an annual basis, the Board of Directors may increase the starting wage to account for inflation.
- Members of the Board of Directors shall, while conducting business for the Board, make either the Level 2 Tier 1 rate or their normal rate, whichever is higher.

WAGE SCALE ADMINISTRATION

The table below shows the current implementation of the wage scales as defined above.

Level 1	Tier 1 (Starting Wage)	Tier 2	Tier 3	Tier 4	Tier 5
Multiplier	100.00%	105.00%	110.00%	115.00%	120.00%
Hourly	\$12.75	\$13.39	\$14.03	\$14.66	\$15.30
Salary	\$26,520.00	\$27,851.20	\$29,182.40	\$30,492.80	\$31,824.00
Level 2	Tier 1 (Starting Wage)	Tier 2	Tier 3	Tier 4	Tier 5

Multiplier	125.00%	130.00%	135.00%	140.00%	145.00%
Hourly	\$15.94	\$16.58	\$17.21	\$17.85	\$18.49
Salary	\$33,155.20	\$34,486.40	\$35,796.80	\$37,128.00	\$38,459.20
Managing Directors	Tier 1 (Starting Wage)	Tier 2	Tier 3	Tier 4	Tier 5
Multiplier	180.00%	185.00%	190.00%	195.00%	200.00%
Hourly	\$22.95	\$23.59	\$24.23	\$24.86	\$25.50
Salary	\$47,736.00	\$49,062.00	\$50,388.00	\$51,714.00	\$53,040.00

OVERTIME

All hours worked in excess of 40 within a work week will be paid at a rate of 1.5 times the base rate. Employees are to alert their Managing Director or Department Administrator and obtain permission before incurring overtime.

PAY ADVANCES

Under extraordinary circumstances, employees may be able to receive a pay advance, which they must apply for via a check request form submitted to the Managing Director of each department for approval. Pay advance amounts may not exceed hours already worked, less taxes and other deductions.

AUTOMOBILE EXPENSE REIMBURSEMENT

If called upon to use a private vehicle for a Breitenbush business related trip, employees will be reimbursed at the Oregon travel mileage rate. This must be approved by a Managing Director.

RADIO ON CALL PAY

Typical Radio On Call (ROC) hours are paid at 1/5th an hour for every hour worked, and only one type of ROC may be claimed at a time. ROC hours can only be claimed for hours on radio beyond normal work time, and do not count towards overtime.

ATTENDANCE AT MEMBERS MEETINGS BY MEMBERS OF THE COOPERATIVE

Members of the cooperative who attend Members Meetings should account for those hours on their timesheet. These hours are not counted toward overtime. These hours will be figured into membership dividend calculation.

4. DRIVING POLICY

Breitenbush is committed to safety, service, and quality for both our employees and guests. Breitenbush mandates that employees operating all vehicles owned by the company, or operating their own vehicle while on company business, do so in a safe and economical manner. Uninsured personal vehicles may not be used to conduct Breitenbush business. Policy guidelines are as follows:

- All operators must have a valid driver's license or appropriate certification and training for operation of the vehicle, and be covered by Breitenbush insurance to operate Breitenbush vehicles.
- It is Breitenbush's responsibility to ensure that vehicles are maintained to safe operating standards. Operators may only operate vehicles that are in a safe operating condition. Operators should immediately report safety and operational hazards to the appropriate Managing Director.
- Drivers must be physically and mentally able to drive safely.
- Drivers must conform to all traffic laws and respect the rights of other drivers and pedestrians.
- Drivers must follow Breitenbush's established Drug & Alcohol Policy while operating a vehicle owned by Breitenbush, or while operating their own vehicle while on Co-op business.
- Operators and all passengers must wear a seatbelt whenever the vehicle is in motion.

BUSINESS VEHICLES

Breitenbush owns several vehicles used to run our business. These vehicles are to be used only for Breitenbush work and events, and only by properly licensed individuals under Breitenbush insurance. Some vehicles may only be used on Breitenbush property due to insurance and registration. Check with the Facilities Director or their designee before using a vehicle. If any problem with a vehicle is noticed, report it immediately to Facilities. Operators shall return vehicles free of garbage and personal possessions, and with sufficient fuel for the next operator. Anyone who misuses Breitenbush vehicles may be prohibited from driving them at the discretion of the Facilities Director or Facilities Administrator. Hitchhikers and passengers, other than company employees, are not permitted.

SMALL MOTORIZED VEHICLES AND BICYCLES: BUSINESS-OWNED AND PERSONAL

APPROVED USE

The approved use of small, motorized vehicles and bicycles on the guest side of the river is to

transport materials and equipment quietly, safely and efficiently. These vehicles can also be used to transport personnel in order to accomplish work more efficiently, such as driving back and forth between worksites.

Bicycles may be used on the guest side for either business or personal use. Using small, motorized vehicles, business-owned or personally-owned, is not appropriate for non-business related transportation on the guest side of the river. Residents with mobility issues may request an exception through Admin. The use of vehicles powered by gasoline, diesel, propane and other fuels that produce noxious exhaust should be avoided.

Small, motorized business-owned vehicles are not for personal use and may only be taken into the Summer Homes area or onto public roads for work purposes after having been cleared as legal through Admin.

MINIMIZING USE

The use of vehicles, including bicycles, should be minimized in areas of high pedestrian traffic, in particular areas of guest and community footpaths that are frequented by small children and pets.

WALK-ONLY AREAS

The path in front of the Lodge up to the Hill Cabin is off limits to all vehicles, except bicycles, unless essential to transport materials to and from a work site. The path in the Meadow Pools area is off limits to all vehicles including bicycles unless essential to transport materials to and from a work site. Golf carts and other motorized vehicles should be parked at the designated parking area. Bicycles should be parked at the bike rack near the Lodge. Bicycles should travel on roadways as much as possible and avoid footpaths.

SPEED LIMIT

The speed limit for all vehicles (including bicycles) is a fast walking-speed on all footpaths on both the Guest and Community sides of the river with the exceptions of the road between the Boneyard, the guest parking lot and the circle in front of the Villa, and the staff road on the community side. Use appropriate speed on these designated roads so as to be safe, courteous, and to not raise dust.

COURTESY

Bicycles must always yield to pedestrians, including on the bridge, bridge ramps, the slope between the lodge and the bridge, and on any footpaths on the guest side of the river or within the community.

GUEST TRANSPORT

We do not, as a matter of course, offer transportation services to guests, although when it seems appropriate, and if possible, we do so.

ELECTRIC VEHICLES

Electric Vehicle users must first get an orientation from the Facilities Department before they are eligible to use these vehicles. If more than one person requires the use of the same vehicle, they should work it out among themselves based on the priority of their needs. Electric vehicles will be parked and charged at the designated locations.

Anyone using a business-owned electric vehicle should return it to a designated location. Anyone using an electric vehicle after 5pm should make a radio call to see if anyone else will be using it after they're done, or return it and plug it in to be recharged. Users must remove all tools and debris from the vehicle so the next person who uses it gets an empty and clean vehicle. The Facilities Department is responsible for confirming that all electric vehicles are returned to their storage location and plugged in.

ACCIDENTS

All accidents involving Breitenbush vehicles must be reported to the Facilities Director within twenty-four (24) hours. They will be reviewed by the Safety Committee and classified as either preventable or non-preventable. A preventable accident is defined as: An accident in which the driver failed to do everything reasonably possible to avoid it. Drivers who have a preventable accident will be notified in writing and a copy of the Safety Committee finding will be placed in their personnel file. Drivers who are involved in two preventable accidents in a twelve (12) month period will be required to attend a Defensive Driving Course or equivalent, paid for by the employee, or driving privileges will be revoked.

MOTOR VEHICLE RECORDS

Motor Vehicle Records ("MVR") will be checked on all hires if needed for their job. Only staff who are on Breitenbush auto insurance may drive Breitenbush vehicles. For employees to be able to operate any Breitenbush vehicles, see Personnel and Managing Director.

5. HOUSING

Housing is provided as a condition of employment. Employees pay no rent, there is no legal landlord/lessee relationship, and housing is not considered taxable compensation. For employees, housing occupancy is contingent upon employment.

A. All employees will be fully informed that a particular living space will be available for occupancy. Every Regular Hire will have the opportunity to apply for each space that is available. Available housing will be posted for five days.

B. If more than one person is interested in the same space, the following criteria will be followed:

The Community Council will determine housing based on “Best Use of Space”. Below are some considerations:

- Seniority, as determined from the individual's housing date, is the primary consideration. The Community Council, is responsible for awarding housing with the concept of “Best Use of Space” in mind.
- Families’ needs and other extenuating circumstances. If any person awarded a multi-worker space no longer meets one of the below family criteria (kids leave, etc.) or if their roommate moves out and the housemates never met the below family criteria, should the single worker remaining in the multi-worker space not find a housemate within the time allotted (30 days) they may have to move out should a family wish to move in. In that case, they will have the customary two weeks in which to move into another space from the date of the new award. Families are defined as: One or more workers with one or more children that live with them at least half-time (180 days a year).
- Special needs, based on a person's age or physical condition.
- The efficiency of space. For instance, two people who are willing to share a living space may be given preference over a single person who may have served at Breitenbush longer. The Community Council reserves the right to determine whether any shared housing situation provides adequate space for the individuals sharing that space.

If no other criteria is definitive in determining who will be awarded a particular housing space, membership in the Cooperative will be the determining factor.

In allocating space in shared housing the current resident(s) will have a significant level of input in the final selection of the new housemate, and any employee applying should obtain written approval from the current resident(s).

In order to apply for a 2 or 3 worker space that is currently empty of any occupants, at least 2 people must apply together. The senior housing date will apply when deciding on the award of the dwelling by the Community Council.

A Regular Hire with a partner who lives with them and is working Part-Time may be given priority for some larger one-worker housing spaces.

Employees will not be required to relocate from the house they are in, unless:

- Employment with Breitenbush has ended.
- Living circumstances change, e.g. a housemate moves out and the employee is unable to find a new housemate, or is unwilling to accept a housemate assigned to that room by the Personnel Coordinator or Community Council.
 - An employee has 30 days from the date the housemate moves out to find a suitable roommate. If a suitable roommate has not been found within 30 days, the employee will have to accept whoever is awarded or assigned the space.
 - If the open housing space has not yet been awarded or assigned to a Regular Hire, the employee may still work to find a suitable roommate after the 30 days and they can apply for the space.
- The housing assignment was temporary.
- There are gross inequities in the assignment of that space in light of the assignment criteria described above; or,
- Overriding needs of the Cooperative outweigh the individual needs of that employee for that space.

C. Regular Hires and members have two weeks from when the awarded space is open to move. Please be in communication with the current occupant, Facilities Department, Community Council, and the Personnel Coordinator regarding timing. It is important that the Housing Point Person be informed when an employee has moved into a new space and vacated their old space.

Please note that a check-out inspection by a designated member of the Facilities Department is a mandatory part of the move out process. If the Facilities Department determines that there is a problem beyond normal wear and tear, the charges that arise for the labor and materials cost of performing that repair work will be deducted from the employee's deposit.

6. BENEFITS

MEDICAL INSURANCE

Once hired as a Regular Hire, employees may enroll in group Medical, Vision, Dental and Life Insurance plans. We will always comply with state and federal regulations regarding health insurance benefits. (See Appendix ___ for specifics)

Refer to the group insurance plan packet, available from the Personnel Coordinator, to find out more information about deductibles, co-pays and medical coverage.

DENTAL INSURANCE

Dental insurance is available to Regular Hires and to any legal dependent who is 26 years or younger and who is living at Breitenbush.

LIFE INSURANCE

All Regular Hires are eligible for Life insurance on the first day of the month following 3 months of employment. See the Personnel Coordinator for an enrollment form and plan information.

LONG TERM DISABILITY INSURANCE

To provide for income-replacement in the event of a long-term disability, Breitenbush purchases Long Term Disability insurance for all Members. This insurance provides partial compensation to replace lost wages for up to 5 years.

Beyond compensation, it is our intent to provide other means of support for Members who become disabled. Our ability to successfully do so is contingent upon the availability of scarce resources, such as housing, as well as other factors; therefore, a specific plan or outline of benefits to be provided will be considered by the Board of Directors when the circumstances of a specific case require it. This benefit is limited to Members in recognition of the commitment that has been mutually made between them and the cooperative.

WORKERS COMPENSATION INSURANCE

Overview: Breitenbush provides Workers Compensation Insurance to cover employees who are injured or become ill as the result of performing their jobs. This insurance covers both the costs of medical care and of lost compensation for employees unable to work as a result of a job-related injury or illness, as long as the claim is valid.

Protecting Breitenbush employees from injury or illness is vitally important to Breitenbush. We believe it is morally the right thing to do. Additionally, the financial impact of work-related injuries or illnesses is high. We agree that all employees share in the responsibility for protecting ourselves against such injuries and illnesses.

Notification: If an employee is injured or becomes ill from performing their job, the employee must notify their Managing Director or Admin immediately, unless the condition prevents the employee from doing so. The first priority is to seek medical care; the second priority is to file the proper reports to ensure that the employee receives coverage that they may deserve.

Safety Committee: Breitenbush has a Safety Committee with the responsibility to identify workplace hazards and make recommendations to correct them. Any employee has the right and obligation to report hazards to their Managing Director, the Safety Committee or to the Safety Coordinator. Employees are responsible for using safe work practices and following all prescribed safety guidelines.

Employee Rights: The law and our insurance coverage provide specific rights to employees who are injured or become ill on the job. All employees may gain information about their coverage, or about their rights, by contacting the Personnel Coordinator.

CLOTHING ALLOWANCE FOR OUTDOOR TEAMS

After the first year, Regular Hires who work outdoors may apply for an annual allowance of \$200 every year towards outdoor gear related to their job. Outdoor workers are awarded \$50 every year retroactivity if they have put in a minimum of 10 hours working on snow or roads. This would be allocated at the end of the fiscal year. Kitchen staff receive a \$50 allowance every year to be used for non-skid shoes. This benefit is subject to financial availability; please inquire with Bookkeeping. Receipts must be submitted to receive allowance.

USE OF BUSINESS TOOLS AND EQUIPMENT

Generally, staff can use Breitenbush tools and equipment when the appropriate person responsible for the particular tool approves such use. There are some pieces of equipment that will not be available for general use. Employees must get permission before using tools, and return the tools to their proper homes in the same or better condition than they were when borrowed.

7. TIME OFF

TIME OFF - HOURLY POSITIONS

Employees are, from time to time and for various purposes, entitled to take time off from work. The Managing Directors shall strive to accommodate all requests for time off, and objectively evaluate requests based on the needs of the employee and the needs of the organization. When requesting time off, employees should consider the impact of their absence and work with their Managing Director to schedule time off when it works best for everyone, and minimizes the impact on the business.

Requests for time off will be evaluated by the Managing Directors for their impact on business operations and project schedules. Once a schedule has been approved, future business plans will need to work around the schedule. This covenant will be respected by both management and the employee.

APPROVAL AND SCHEDULING

All time off must be scheduled with and approved by the Managing Director of the department in which the requesting employee works, or the person appointed to manage scheduling. Requests for time off should be submitted as far in advance as possible, and no less than 2 weeks prior to the first day of the requested time off.

Once a schedule has been approved, future business plans will need to work around the schedule. This covenant is to be respected by both management and the employee.

PAID TIME OFF (PTO)

Regular Hires accrue Paid Time Off based on hours worked and increases with longevity, subject to the accrual maximum. Temporary Workers can take unpaid leave (see “Unpaid Leave”) and wellness, but do not accrue Paid Time Off. See the table below.

Year	Rate	PTO hrs/yr (approx)	Weeks (approx)
0	0.040	80	2.0
1	0.049	97	2.4
2	0.057	112	2.8
3	0.066	129	3.2
4	0.075	145	3.6
5+	0.084	161	4.0

Overtime hours and Wellness hours will be included in the number of hours worked.

ROLLOVER

If all accrued PTO is not used in a given year, it will roll over to the next year automatically, subject to the maximum limit.

MAXIMUMS

Paid Time Off is no longer accrued once the 160 maximum is reached. Employees are

encouraged to take vacation and/or cash-out PTO such that their PTO accrual stays under the maximum.

CASH-OUTS

Paid Time Off can be “cashed-out” at any time by adding it to one’s time card in a given period, even if an employee also works during the same period.

When an employee leaves Breitenbush, their unused Paid Time Off will be dispensed to them in the form of a check or included in their final paycheck. Paid Time Off may not be used during an employee’s departure time frame (the period between having given notice and their final work day), and may not be used to extend the departure timeline.

UNPAID LEAVE

Unpaid Leave is approved time off in which the employee chooses to not use Paid Time Off. Temporary employees may also take Unpaid Leave

TIME OFF - SALARIED POSITIONS / MANAGING DIRECTORS

APPROVAL AND SCHEDULING

All leave by a salaried employee must be approved by the Board of Directors.

PAID TIME OFF

All Time Off for a salaried employee is effectively Paid Time Off. There is no rate of accrual.

LIMITS TO TIME OFF

Managing Directors’ leave is scheduled with and approved by the Board of Directors.

WELLNESS HOURS

Per Oregon State law, all employees are eligible for paid Wellness Hours at a standard accrual rate (approximately 1 hour for every 30 hours worked). Wellness Hours are available for use as of the 91st calendar day of employment, and may be used as accrued. Any staff member who is reemployed by Breitenbush following a separation will retain their accrued hours if returning to work within 180 days of separation. In excess of State law, Breitenbush allows for accrual up to a maximum of 176 hours, with no cap on how many hours can be used in a given year.

Because Breitenbush supports staff taking time off, both to heal and to prevent illness/injury, Breitenbush does not require proof of qualifying use. As with all time off, whenever possible, you are asked to consult with your Managing Director prior to using wellness leave.

PAID BIRTHDAY

Regular Hires receive eight hours of paid time off on their birthday. This Birthday PTO can only be used in the pay period.

HOLIDAY PAY

Due to the nature of our business, we must operate on all holidays. Employees receive their standard pay rate when working on holidays.

PERSONAL LEAVE OF ABSENCE

A Leave of Absence is any time off greater than one month. We agree that Members In Good Standing may make a Leave of Absence request in writing to the Board of Directors (see Personnel for a Leave of Absence Agreement form). Such requests must be made at least one month before the proposed Leave (exceptions: Bereavement Leave, Emergency Family, and Medical Leave). The Board of Directors must approve such Leaves in the form of a written Leave of Absence Agreement. The Leave of Absence Agreement will specify when the employee will depart, the date of return, if the relevant Managing Director has approved it, and any other terms agreed upon. The beginning of a Leave of Absence will consist of any unused vacation time (Paid Time Off) already accrued.

Breitenbush will usually guarantee a Member a position upon their return from an approved Leave of Absence. However, the position offered may not necessarily be the same as previously held. In general, Leaves of Absences of more than three months will be granted only for exceptional situations. Factors to be considered by the Board for extended leaves include length of service; length and number of previous leaves; purpose of the leave; and number of Members already approved for leave. Unless otherwise specified in the written Leave Agreement, all employee benefits, such as housing and meals, and medical insurance, will be suspended at the beginning of the leave, except those provided for Members in the Articles, By-Laws or by law. In general, medical insurance will be covered during an approved Leave at the rate of one (1) month for every year employed. If need be, an employee may maintain their insurance coverage during a Leave of Absence by paying the full premium. Members on approved Leaves or vacation shall not be counted in order to establish a quorum at a Members Meeting.

FAMILY AND MEDICAL LEAVE

For certain family and medical reasons, under federal and Oregon law, employees may be eligible for a leave. For qualification guidelines for a Family or Medical leave, see the Personnel Coordinator. Please fill out a Leave Request Form from Personnel and provide the required documentation. Upon return from a Leave the employee will be guaranteed retention of their position.

The Board of Directors may grant extensions to the original leave. To protect employee confidentiality, the Board of Directors meetings held around this subject will be closed. A letter from a health care provider affirming the need for an extension may be required. Housing, job retention and benefits for extended leaves will be negotiated by the Board of Directors on a case-by-case basis.

BEREAVEMENT LEAVE

In the event that a member of an employee's immediate family dies they may receive three paid days for bereavement. Immediate family is defined as a spouse or significant other, mother, father, son, daughter, grandparents or siblings. This benefit is available to an employee for each occurrence. By Oregon law, employees may take up to two weeks bereavement leave. Any additional time will be considered time off and must be approved by their Managing Director.

MEDICAL LEAVE MEMBER BENEFIT

A Member on leave under federal and Oregon law (FMLA or OFLA) can apply to the Personnel Coordinator for a stipend of \$75 per week.

The Business Director may extend these benefits to coincide with any extensions of medical leave beyond the initial 12 weeks.

USE OF EMPLOYEE HOUSING DURING TIME OFF

Employees planning to be off property for 5 days or more must alert the Personnel Coordinator at least one week in advance. The Personnel Coordinator may place a fill-in or worker into the house during the employee's absence if necessary.

A "staycation" (time off without leaving land) needs to be arranged with the Personnel Coordinator at least one week in advance. An employee can plan a staycation well in advance. If the house is not needed by the Personnel Coordinator one week prior to the staycation, the employee can stay in the house. If the house is needed, the employee will need to make other arrangements.

The intent of this agreement is to ensure that an employee's individual need to preserve the privacy or sanctity of their home space, or the employee's desire to stay in the house during their vacation or leave, is balanced with the Breitenbush's need to provide adequate housing for staff subject to the employee's reasonable conditions.

8. MEMBERSHIP

Breitenbush provides the opportunity and encourages all Regular Hires to become Members of the Breitenbush Cooperative. Membership in the Cooperative grants employees:

- One vote per employee to elect the Board of Directors and have a vote in major strategic decisions, as specified in the Bylaws.
- Profit sharing based on the number of hours worked.
- An equity share that may increase or decrease with the success of the business.

ELIGIBILITY

Employees are eligible for membership after being continuously employed and working full time for at least 12 months, having been hired into a Regular Hire position and having successfully passed the 90-day Regular Hire review. Employees who have been continuously employed for 12 months, must have successfully passed their Annual review.

QUALIFICATIONS AND RESPONSIBILITIES

Members are responsible for electing the Board of Directors, and for making certain major strategic decisions. As such, it is important that each member have a strong understanding of the Bylaws, the overall structure of the organization, and how the business operates.

The Board of Directors will assess candidates in the membership application and interview process for their qualification for membership. This assessments includes, but is not limited to, one's understanding and proficiency in the following areas:

- The Bylaws
- The division of responsibilities between the Membership, the Board of Directors, and the Managing Directors
- Basic business principles
- Breitenbush revenue and cost centers, including basic capital and operating expenses
- Communication skills

Other topics and values may be examined as deemed relevant or necessary by the Board of Directors.

EQUITY BUY-IN

The cost of a Membership Share is \$3,600, payable in full or by loan agreement with Breitenbush after having been accepted as a member. Meet with Bookkeeping to arrange payment.

APPLICATION PROCESS

To apply for membership, please see the Personnel Coordinator for a Membership Agreement Form, see the bookkeeper to choose a payment plan, then apply in writing to the Board of Directors.

The Board will conduct a review of the membership application, including seeking feedback from other members, and an interview. The purpose of this review is to determine if there are any possible obstacles to becoming a member. It is important that applicants read the Bylaws and understand the commitment they are undertaking prior to applying for membership. See the Personnel Coordinator for a copy of the Bylaws.

Should membership be denied, the employee may apply for membership again after a period of time determined by the Board of Directors.

MEETINGS

There are four (4) Members Meetings per year: two (2) Regular, one (1) Board Election and one (1) Annual Members Meetings per year. Members' attendance at the two Regular Members Meetings, the April Board Election Members Meeting and the Annual Members Meeting is mandatory. Attendance means the entire meeting. Members, or anyone else required to attend the meeting, may bill their time to their home team at their normal pay rate. Board members who help plan and/or facilitate the meeting may bill their time at the Board rate or their normal pay rate, whichever is higher. See the Bylaws for more information.

MEMBER BENEFITS

Members are eligible for the following benefits:

- Greater participation in the decision making process
- Eligibility for Personal Leaves of Absence
- Eligibility to run for the Board of Directors
- Patronage Dividends (Profit Sharing)
- 80% Consignment Rate in the Breitenbush Store

- Long Term Disability Insurance
- Eligibility for a Working Interview in a department with an open position
- Members have two weeks to move out of their assigned housing when leaving Breitenbush
- Inactive Member Status (only after 1 year as a member and being granted “Member in Good Standing” status)
- Parting Gift (only if leaving as a “Member in Good Standing”)
- Alumnus Status (only after 1 year of membership and being granted “Member in Good Standing”).

9. CONDUCT AGREEMENTS

JOB PERFORMANCE AGREEMENTS

Our collective livelihood and the continued success of our Community depends on each of us performing our jobs to the very best of our abilities. We all share the responsibility for creating excellence and for improving as individuals and as departments. Doing so requires us to identify performance problems and to correct them. This can happen informally, such as in day-to-day interactions with other team members, or in department meetings. It also happens formally during regular performance evaluations. Although all department members share in the responsibility for identifying problems, we agree that doing so is one of the vital roles of the Team Coordinators and/or Managing Director.

If an employee’s job performance falls below reasonable expectations and standards they will be clearly informed that there is a problem and will be given an opportunity to respond and to improve.

The process followed in doing so will depend on the severity and frequency of the problem. The process described below under Response to Performance Problems or Broken Agreements will be followed.

PERFORMANCE EVALUATIONS

We agree that periodic job performance evaluations are a necessary and healthy aspect of work life at Breitenbush. Such reviews shall be honest, fair, conducted in a uniform manner, and will also provide employees the opportunity to evaluate the performance of their Managing Director. Self Evaluation, Team Evaluation, and Employee Evaluation Results Meeting forms will be completed for each employee and submitted to the Personnel Coordinator. If a Performance Improvement Plan (PIP) is needed, the employee being reviewed, their Team Coordinator or Managing Director, and Personnel will meet together to establish a timeline and plan. Team Evaluations will be submitted with names of the reviewers to promote honest and direct communication for effective feedback. The employee shall be given the opportunity to respond

to feedback within the review process as well as conduct a Self Evaluation. The evaluations themselves shall be kept confidential and evaluation results will be reviewed in a meeting between the employee and their Team Coordinator and/or Managing Director unless all employees within a department team anonymously agree to provide and receive evaluation feedback for all team members in a group setting. In the case of the evaluations of Team Coordinators, the Managing Director and Personnel Coordinator shall be present.

New employees participate in a performance evaluation with the Team Coordinator and/or Managing Director and staff that work directly with the employee at the end of 90 days. After that initial review, self and team performance evaluations will be conducted at a minimum of once per year. The Team Coordinator and/or Managing Director may determine that more frequent reviews are needed.

Performance Evaluations are mandatory for all Regular Hire and Long Term Temporary employees. Time to complete the evaluation forms is paid time and should be entered by employees on their time cards. Personnel will send up to three reminders to an employee as well as their Team Coordinator and/or Managing Director. Failure to comply with the performance evaluation process may result in suspension at the Business Director's discretion.

Breitenbush shall establish performance standards that define the minimum expectations of each member of the team. In addition to job-specific standards, each employee is expected to meet the following general standards:

- Respond positively to change and new ideas.
- Take initiative to solve problems.
- Arrive at work and at meetings on time and ready to work.
- Develop and maintain positive relationships within the team, and with members of other teams.
- Show respect for our guests, and seek to provide the best possible service.
- Continually seek to learn and to personally improve.
- Communicate clearly, honestly, consistently, and with respect.
- Accept responsibility for problems and mistakes.
- Respect and honor decisions that have been legitimately made, even though you may not agree fully.
- Listen to, understand, and follow directions.
- Carry out job responsibilities with minimal supervision.
- Use and care for tools properly.
- Use safe work practices.
- Support other team members to help them succeed in their jobs.
- Show a positive work and service ethic.
- Seek to complete job duties with a commitment to quality.
- Participate in team meetings by asking questions, contributing ideas, and providing feedback to the team.

- Understand community agreements and either adhere to them or seek to change them through legitimate channels.
- Show respect for, and honor fellow community members.
- Show respect for community property.
- Understand and use appropriate forms of communication and conflict resolution.

CONDUCT AGREEMENTS

The following are agreements regarding actions and behaviors that are not appropriate in the conduct of work at Breitenbush. Upon being hired as a Breitenbush Staff member, a condition of employment is to honor all of the agreements in the Handbook of Agreements. It is neither possible nor desirable to itemize all forms of unacceptable conduct. Rather, every individual should exercise reasonable judgment in all aspects of their personal conduct. Work and life at Breitenbush must be conducted with a spirit and attitude that reflects care for the existing agreements and attitudes towards service. At times, it may be necessary for a Managing Director and/or the Board of Directors to determine when the actions of an individual are unacceptable.

The following are actions and behaviors of a particularly serious nature. As such, these problems will have consequences up to and including termination of employment.

ALCOHOL AND DRUGS

Employees agree not to share alcohol and/or illegal or controlled substances with any paying guest, and further agree to refrain from using alcohol or any controlled substance while working or in any work area. If it is determined that a staff member has used alcohol or any controlled substance while working or in any work area, appropriate sanctions will be applied, up to and including termination of employment.

EMPLOYMENT DISCRIMINATION

Breitenbush has zero-tolerance for discrimination against any employee or applicant on the basis of their membership in a protected class, such as race, gender, sex, sexual orientation, age, religion, among others. For a full list of protected classes and more information on harassment and discrimination laws in Oregon, Breitenbush follows the laws as outlined by the Bureau of Labor and Industries (“BOLI”) and the Equal Employment Opportunities Commission (“EEOC”) in regard to any discrimination complaint.

If an employee is involved in a situation or becomes aware of a situation involving unwelcome and inappropriate behavior, they should report it immediately to the Managing Director. If for any reason an employee does not feel they can speak to the Managing Director about the situation, they should report to the Personnel Coordinator and/or Business Director. Upon receipt of a complaint under this policy, Breitenbush will initiate an investigation of the situation

and document the responses of all individuals involved. If the investigation determines that there has been employment discrimination, appropriate sanctions will be imposed.

HARASSMENT POLICY - INCLUDING EMOTIONAL, PHYSICAL AND SEXUAL HARASSMENT, AND PHYSICAL, SEXUAL AND VERBAL ASSAULT, AND CYBER BULLYING

Breitenbush follows the laws as outlined by the Bureau of Labor and Industries (“BOLI”) and the Equal Employment Opportunity Commission (“EEOC”) in regard to any harassment complaint.

Breitenbush requires that employee conduct will not have the purpose or effect of unreasonably interfering with another's work performance, or creating an intimidating, hostile, or offensive work environment. Employees are expected to relate and behave in ways that affirm our gender differences and our racial, religious, sexual and age diversities. Every employee has the right to work in an environment free of unwelcome verbal or physical conduct, which harasses, disrupts, or interferes with the individual’s work performance or creates an intimidating, offensive, or hostile environment. Any employee participating in such negative conduct will be subject to appropriate corrective action that may include termination.

EMPLOYEE HARASSMENT is defined as unwelcome conduct directed toward an employee that illegally discriminates against that employee, unreasonably interferes with an individual’s work performance, or creates an intimidating, offensive, or hostile environment.

SEXUAL HARASSMENT is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
- Submission to or rejection of such conduct is used or threatened to be used as the basis for employment decisions affecting such individual; or
- Such unreasonable conduct interferes with an individual’s work performance, or creates an intimidating, offensive, or hostile environment.

CYBER BULLYING is defined as any harassment that occurs via the internet, cell phones or other devices, using communication technology to intentionally harm others through hostile behavior such as sending text messages and posting comments on the internet intended to hurt or embarrass another person.

Disciplinary Action: If it is determined that harassment, discrimination, assault, or cyberbullying took place, Breitenbush will take immediate and appropriate corrective action, which means doing whatever is necessary to put a stop to the harassment or discriminatory behavior.

Depending on the severity of the action(s), appropriate corrective action could include any of the following: verbal or written warning; counseling; suspension; sensitivity training or education on harassment and/or discrimination laws and appropriate workplace conduct; reassignment of workers to different locations or shifts; or dismissal of the harasser and/or discriminator. In the case of cyber bullying, in addition to the above disciplines outlined, persons may be removed from Breitenbush email groups. In addition, if it is determined that a person has falsely and intentionally accused someone of harassment or assault (including emotional, physical, and sexual harassment and physical, sexual and verbal assault), appropriate disciplinary action may be taken up to and including termination.

RESPONSE TO HARASSMENT OR DISCRIMINATION COMPLAINTS - INCLUDING EMOTIONAL, PHYSICAL AND SEXUAL HARASSMENT AND PHYSICAL, SEXUAL AND VERBAL ASSAULT

If there is a complaint of harassment, discrimination, assault or cyber bullying (whether staff member, contractor or guest) against anyone else at Breitenbush (whether staff member, contractor or guest), the person making the complaint should seek out one of the following to give their complaint to: a member of Human Resources (Personnel Coordinator and Business Director), any Managing Director, the complainant's direct supervisor, and/or a member of the Board of Directors. The person receiving the complaint will deliver it immediately to the Personnel Coordinator or the Business Director.

Human Resources will immediately convene an investigation team composed of the Personnel Coordinator and the Business Director, who must both be trained in BOLI approved investigative requirements and who will work with our human resources lawyer as needed during the investigation. A timely investigation must follow to find out all of the facts of the case. The person against whom the complaint is made must be immediately sought out and informed of the complaint. This immediate response has two purposes: 1) To make certain that the alleged offender does not pose a danger to anyone on property; 2) To allow the alleged offender an opportunity to give their own side of the story. The alleged offender must be listened to with the same attention and respect given the person making the complaint.

If there is no dispute about the alleged facts, a determination must be made in a timely manner as to what, if any, action will be taken. If there is a dispute about the alleged facts, further investigation is necessary to ascertain what really happened. In such a case, it is important to exercise good judgment and to make prudent decisions to protect people's rights and comfort levels at Breitenbush.

If a guest is determined to be guilty of harassment or assault, that guest must be asked to leave and escorted off the property immediately. That person's name must subsequently be placed on the Banned Guest List. If a staff member is found guilty of harassment or assault, the Handbook of Agreements and Oregon state law will be followed and depending on the severity

of the incident, may include immediate removal from the property, termination and notifying authorities, being added to the Banished List and the Do Not Hire List.

If the guest or staff member making the complaint of harassment, discrimination, or assault (including emotional, physical, and sexual harassment and physical, sexual and verbal assault) wishes to file a formal complaint with the authorities, they must be informed how to do that by Breitenbush staff.

Under Oregon law, an employee who pursues legal action related to allegations of harassment or discrimination must do so no later than five years after the occurrence of the violation. It is illegal for an employer to coerce an employee to enter into a nondisclosure or nondisparagement agreement.

A nondisclosure agreement is one that requires an employee not to share information regarding a complaint.

A nondisparagement agreement restricts what an employee can or cannot say regarding an employer.

If an employee wishes to voluntarily enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision, the employee will have 7 days to revoke the agreement after signing.

ACCURACY OF REPORTS AND RECORDS

Accurate, honest records are a necessary part of work and life at Breitenbush. This includes time sheets, food sheets, work reports, logs, personnel records, and applications, or any other information given orally or in writing.

DOCUMENT AND RESEARCH OWNERSHIP

All documents, research materials, and intellectual property created or modified by anyone using Breitenbush paid hours is the property of Breitenbush Hot Springs Retreat and Conference Center.

PROPERTY AT BREITENBUSH

Breitenbush requires respect for all property, whether it is Breitenbush or personal property. Property, records, or materials will not be removed without proper authorization, nor will it be willfully misused. We agree to accept our responsibility as stewards over the land we occupy and to treat the land and wildlife with respect in the conduct of our work. Trees on Breitenbush property cannot be cut without prior approval from the Business Director and the Facilities Director.

FIRE PREVENTION AND SMOKE DETECTORS

Smoke Detectors and Carbon Monoxide Detectors are installed in all housing provided by Breitenbush Hot Springs. Consequences up to and including termination may be imposed for disabling any detector in any housing provided at Breitenbush Hot Springs. See the HEALTH & SAFETY MANUAL section on Smoke Detectors and Carbon Monoxide Detectors.

CONFIDENTIALITY

We agree to not disclose any Breitenbush information considered confidential to any unauthorized person.

REPRESENTATION AT BREITENBUSH

We recognize that each individual is entitled to their personal beliefs and has a right to free speech. However, the right to speak on behalf of Breitenbush, or act as an official representative or agent of Breitenbush, is not automatically given to all employees.

Therefore, we agree not to implicitly or explicitly represent Breitenbush unless specifically given the authority to do so by the Board of Directors and/or the Business Director.

Employees are forbidden from intruding themselves in a negative way upon contractors invited to Breitenbush to do work agreed upon by the Membership, the Board of Directors, Business Director, or their delegates. All residents are held to this same standard with regard to workshops, conferences, retreats or other events hosted by Breitenbush.

HEALTH AND HYGIENE

We agree to maintain sanitary health and hygiene practices around food preparation, use of tubs and saunas, and in contact with all people of Breitenbush. Specifically, we agree not to work or use hot tubs or sauna, or in food preparation, while knowingly infected with communicable disease or having open sores or wounds. Nudity is allowed in the bathing areas and sauna only.

DISEASE PREVENTION

We are dedicated to the health and wellbeing of our staff and guests. For this reason we have procedures in place to prevent the spread of communicable disease and to meet the requirements of the Marion County Health Department.

Hand Washing: Wash hands frequently and thoroughly as an essential measure to prevent the spread of disease. Always wash hands upon entering the kitchen or pantry and after using the bathroom.

Reporting and Response: All employees must immediately report their illnesses with the following symptoms to their Managing Director or designee, and remove themselves from the guest facilities, guest contact, and the Villa: fever greater than 100F, diarrhea, vomiting, jaundice, cough persisting longer than two weeks. Also, immediately report to the Medical Team if a guest has any of these symptoms. Provide the appropriate Director with relevant information such as name, location and lodging assignment of the guest and symptoms.

Report an incidence of vomiting or blood immediately to Clearing Arts so they can respond for cleanup and sanitizing. All Clearing Arts staff are to know proper procedures for cleaning and sanitizing. Kitchen staff are to follow procedures in response to an incidence of vomiting in the dining room, which includes notifying Medical immediately. In addition, Kitchen staff must not return to work until cleared by the Medical Team, usually three days after symptoms have ended.

The Breitenbush Fire Department is responsible for responding, putting into place necessary procedures, logging the incident and notifying Marion County Health Department when appropriate.

SAFETY

Employees agree to carry out our work diligently, use tools properly, and to be alert to safety hazards in the workplace. Employees are to adhere to any safety procedures established for our tasks, and report known safety hazards to a Managing Director and/or the Safety Committee.

EMERGENCIES

In the event of an emergency (e.g.– forest fires, floods, severe storms, etc.) the Business Director is responsible for, and empowered, to decide on a course of action for staff and guests. If a situation is judged by the Business Director to be an emergency, this agreement will supersede all others.

The Business Director will attempt to consult with Board members and Managing Directors if, in their judgment, there is sufficient time to do so. In the event that the Business Director is absent during an emergency situation the following individuals will be likewise empowered in the following order: President of the Cooperative, Chairperson of the Board, Treasurer of the Cooperative, Secretary of the Cooperative, and subsequently other Board members and officers of the Cooperative.

RESPONSE TO PERFORMANCE PROBLEMS OR BROKEN AGREEMENTS

Breitenbush supports personal, spiritual, and social growth and responsibility. This is demonstrated by the programs we sponsor for our guests, and is stated in our Credo as a code that we live by. We choose to deal with conflict and performance issues so that we may learn and improve from them, rather than creating punitive and disempowering experiences.

In many organizations, the right to identify problems and prescribe remedies is reserved for people in positions of authority. At Breitenbush, we believe that all individuals have the right to initiate resolutions to conflict and to point out where we have failed to keep our agreements.

Below are options for dealing with conflict or the consequences of an individual failing to keep our agreements. Though the use of these options, and the sequence in which they are pursued, may depend on the nature and intensity of the situation, we agree that this represents the general approach that will be taken in resolving workplace conflict or performance problems.

We agree to always encourage direct, open and honest communication with each other, especially in regards to conflicts or broken agreements. We agree to use a witness or a mediator when appropriate and desirable. The Personnel Coordinator will provide a mediator upon request.

We agree to try to create mutually satisfying solutions to conflict and performance problems. We agree to meet with the Managing Director or Personnel Coordinator, as appropriate, to discuss mutual agreements for improvement and possible consequences. In developing agreements for improvement, we agree to clearly identify:

- The relevant issues or agreements that have been broken.
- Changes that need to be made.
- How and when the changes will happen.
- What type of support is needed, and from whom.
- The appropriate time to meet again to evaluate progress.
- The potential consequences of succeeding or failing to make the needed changes.

We agree that, in the interest of clear communication we shall document co-created solutions in writing whenever appropriate. Three types of written documentation are outlined below:

Ideally, all parties involved will develop a co-created solution and will jointly sign a **Letter of Agreement** outlining their agreement and stating the potential consequences, if any, of succeeding or failing to keep the agreement. Letters of Agreement will be placed in the personnel files of those directly involved.

If no agreement can be reached, either because individuals do not agree that there is a problem, or do not agree with the solutions offered, any involved individual may write a **Letter of Perspective** describing their perspective on the issue and their expectations regarding resolution of the problem. The simple purpose of such a letter is clear communication. Often the act of putting your concerns into writing, or of reading another person's perspective on the issues, will help reach clarity. Such letters and any responses to them, will be placed in the personnel files of those involved.

If a mutually agreeable solution cannot be found, an individual may be given a **Letter of Warning**, especially if a potential consequence is termination of employment or steps leading toward termination of employment. The Managing Director must agree that the individual deserves a Letter of Warning. The intent of a Letter of Warning is not to punish, but to clearly state possible consequences of failing to improve or make needed changes. No Letter of Warning will be issued without being reviewed and approved by the Business Director and shall contain the required corrective action and a deadline for accomplishing the correction(s). A Letter of Warning will be placed in the personnel file of the person receiving the letter. Failure to meet the objectives in the Letter of Warning will result in the stated consequence by the deadline given in the letter.

We agree that some forms of conduct or performance problems may result in immediate termination or suspension of employment without prior written warning. The appropriate Managing Director is empowered to suspend employment. In the case a Member is suspended from employment, their Membership rights will be suspended during that time frame. The Managing Director of each department is empowered to terminate employment of non Members and to suspend Members. The Board of Directors is empowered to suspend or terminate employment of Members. The Board of Directors is empowered, by following the procedures contained in the Bylaws, to terminate membership of Members. If the nature of the misconduct is severe (i.e. theft, violence, sexual misconduct, etc.) the Board may place the employee on the Banished or Do Not Hire list. Anyone may make a request to the Board to place someone on this list. The employee may make a request to the Board in writing if they wish to be removed from this list at a later time.

GRIEVANCE PROCEDURES

Clear communication and honest feelings are essential elements in resolving difficulties with our agreements. If an employee feels they have been unfairly treated, they should first contact the person involved and attempt to resolve the issue. If they are unable to solve the problem through direct communication, the recommended next step is for them to seek a mutually acceptable third party mediator(s). If the employee would like assistance in finding a mediator, they can get a recommendation from the Grievance Committee by sending an email to grievancecommittee@breitenbush.com. In the event a satisfactory solution is not reached, the employee should discuss the matter with the Personnel Coordinator or Business Director.

We recognize that not all matters will find complete resolution between those directly involved. Therefore, we support a grievance procedure to assist in finding solutions. If the employee is not satisfied with the results achieved through other means, they may submit a written grievance to the Grievance Committee for that committee to review. In such a case, a grievance must be filed in a timely manner after the initial complaint.

The Grievance Committee is elected by the Members of Breitenbush following procedures established in the Bylaws. This Committee is paid hours for the work they do (bill hours to BoD code 10). The Committee only has the authority to determine if an appropriate process was followed per our agreements, and to make recommendations for either returning to process or creation of new processes to handle issues for which no appropriate process exists. They make decisions only on the issues referred to it that meet the following conditions:

The aggrieved has attempted to solve the problem with the person involved and/or has asked for assistance from another person to help resolve the problem; and, the grievance meets one of the conditions of the following guidelines:

- Does the complaint involve the violation of an existing policy or agreement? If there is an agreement covering a situation, but that agreement was broken (or not applied fairly), then the matter falls within the jurisdiction of the Grievance Committee.
- Does the complaint deal with an unfair situation for which there are not applicable or appropriate policies or agreements? If someone feels mistreated, but no relevant policy or agreement exists, the matter falls within the Committee's jurisdiction.
- Does the complaint question the fairness of an existing policy? If there is a policy or agreement covering the matter in question, and the policy has been followed, but the aggrieved party feels harmed because of the unfairness of the policy, the Grievance Committee will consider the matter. In these cases, the Committee may make a decision about the question at hand, but may only make recommendations to the Board about the policy itself.

The Grievance Committee considers only those cases that are submitted to it in writing by the aggrieved party. Decisions of the Grievance Committee may be appealed to the Board of Directors, who are empowered to make final decisions. Appeals must be submitted in writing to the Secretary of the Board within 48 hours of the Grievance Committee's decision.

To file a grievance an employee must submit it to grievancecommittee@breitenbush.com. The Committee will convene a meeting within seven days from the time the grievance is filed. A decision will be made within fourteen days from the time of the meeting. The times may be extended if agreed to in writing by the employee filing the grievance. A copy of all proceedings and decisions will become a part of the personnel files of those persons involved in the grievance or dispute.

10. DEPARTING AGREEMENTS

NOTICE OF RESIGNATION

Notice of Resignation: We ask all workers to give a minimum of 30 days written notice to the Personnel Coordinator and the Board of Directors, prior to a voluntary resignation of employment. If an employee resigns with at least 48 hours notice, the final paycheck will be prepared by the time of departure. If the employee must leave without advance notice, they will receive their final paycheck within 5 days or on the next regularly scheduled payday, whichever is first. If the employee is terminated involuntarily, they will be paid on the last day worked, unless another arrangement is made and agreed upon between the employee and Breitenbush.

DEPARTING FROM BREITENBUSH

Departing Timeline: Upon either voluntary resignation or forced termination of employment, a worker will be given a limited amount of time to leave Breitenbush and remove their belongings. A Co-op Member must vacate their house within two weeks following their last day of actual work in their department. A non-Member must vacate their house within one week following the last day of actual work. Any exception to this time limit must be approved by the Personnel Coordinator in advance. During this interim period between last day worked and date of leaving, all benefits other than meals and housing cease as of the last day worked, or at the discretion of the Managing Director of each department. Paid Vacation cannot be used to extend the departure date (see section on Time Off). The intention of this agreement is to make housing available and encourage people to use their vacation on an ongoing basis.

Cleaning the House prior to leaving: Reference Section 5-C above.

Settling Debts: Before departing Breitenbush the worker must meet with Bookkeeping to settle any unpaid bills or to make arrangements for paying them. This is also the time to leave a forwarding address so we can forward mail and contact if needed.

Exit / Completion Interview: When you leave Breitenbush for any reason, it is our intent for you to do so with a sense of completion. Members must have an Exit Interview with

the Board of Directors if they wish to be granted “Members In Good Standing” and/or Alumni status. It is beneficial to the whole group and the individual to contribute to this process.

RESIGNATION OF MEMBERSHIP

Any Member may voluntarily withdraw from membership in the cooperative through a written notice to the Board of Directors. For more detailed information on terminations and resignations of Membership, refer to the Bylaws.

INACTIVE MEMBERSHIP STATUS

If a Member voluntarily ceases to be employed by the Cooperative, other than during an approved Leave of Absence, he or she may elect to become an Inactive Member after leaving in good standing, and after attending an Exit Interview with the Board of Directors. Any Member may voluntarily enter into Inactive Status, for up to 12 months, by giving written notice of such intent to the Board of Directors. While in Inactive Status the membership rights and interests of the Inactive Member shall be suspended, with the exception of housing seniority (minus the inactive year). Neither a Member’s equity nor Parting Gift is available until Inactive Status ends and membership status is not reactivated. Any time prior to the end of 12 months in Inactive Status, the Inactive Member may elect to reinstate their active membership by notification in writing to the Board of Directors and Personnel Coordinator, if at that time, the Inactive Member meets the eligibility conditions as stated in the Bylaws.

PARTING GIFT TO MEMBERS OF BREITENBUSH

We wish to support Members of Breitenbush in their journeying beyond Breitenbush by providing a Parting Gift. If a current Member dies, their parting gift becomes part of their estate. This gift is intended to provide nominal financial support for the transition in leaving Breitenbush and to recognize and honor the contributions that individuals have made to this land.

This gift is reserved for Members who have resigned and are awarded “Member In Good Standing” status as determined by the Board of Directors. Parting Gifts are not available if someone is an Inactive Member, until Inactive Status ends and membership is not reactivated.

One’s Parting Gift is equivalent to one week pay for each year of service as a member up to a maximum of five weeks.

Parting Gifts are prorated for partial years of service based on a workweek of 40 hours at the prevailing wage rate. Parting Gifts are calculated by Bookkeeping and approved by the Board of Directors. The gift is subject to standard tax withholdings and reporting. To allow for

budgeting there will be a maximum dollar amount per fiscal year allocated to Parting Gifts. Parting Gifts will be prioritized by a Member's departure date and gifts that do not fit within that fiscal year may be awarded the following year.

ALUMNI BENEFITS

Alumni Status is currently awarded to employees who become Members of the Cooperative and are awarded "Member In Good Standing" status after resigning. A worker must be a Member for one year to qualify for Alumni Status. The responsibilities and benefits afforded to Breitenbush Alumni are as follows:

- All Alumni must check in with the office prior to arrival on property.
- Staff Guest rates subject to the same terms and conditions as govern Staff Guests. Alumni are not required to obtain a current staff sponsor. Maximum stay is two weeks.
- The ability to bring one friend or immediate family with them at Staff Guest rate. Alumnus must accompany the friend or family member while at Breitenbush.
- Free 24-hour use of bathing facilities, provided closed camp conditions do not preclude such use.
- Use of Staff Tubs when accompanied by a current Staff Sponsor.
- Meals may be purchased by Alumni with the Office at the current Staff Guest rate.
- Unlimited and exclusive use of the Alumni Campground, located on the South Side of the staff road immediately west of the Mansfield Creek Bridge.
- Adult children of Alumni who lived at Breitenbush as children with their parent(s) for one year will receive all Alumni benefits.

11. INCIDENT MANAGEMENT TEAM

The Incident Management Team ("IMT") ensures proper facilitation and communication during any major incident (fire, medical, law enforcement, food borne illness, etc.) that may adversely affect guests and community members, and Breitenbush property.

The IMT consists of the Business Director, Safety Committee Chair, Guest Experience Director, and two more chosen by the three listed as most appropriate given the nature of the incident.

The IMT may be activated by any member of the IMT or the Board of Directors upon recognition of an event deemed 'significant' to the business and community (i.e. illness outbreak, fire, loss of life, serious injury, flood, security breach involving threat to persons or property, etc.) The IMT will operate according to procedures for Incident Management in the Health and Safety Manual.

COMMUNITY LIFE AGREEMENTS

Breitenbush Hot Springs
Retreat and Conference Center
53000 Breitenbush Rd SE
Detroit, OR 97342
(3/2023)

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(3/2023)

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1 - OVERVIEW

INTRODUCTION

These Community Life Agreements are companions to the Work Life Agreements. Both documents together comprise the Handbook of Agreements.

The **Community Life Agreements** address life outside of work, living in staff housing, and participating as members of the Breitenbush Community. These agreements apply to all people who live and work here.

OUR MISSION STATEMENT

"To provide a safe and potent environment where people can change and evolve in ways they never imagined."

THE BREITENBUSH CREDO

We of the Breitenbush Community dedicate ourselves to living mindfully in the spirit of love, unity, honesty, and service.

We see ourselves as guardians of Breitenbush Hot Springs, safeguarding the earth and healing waters, assuring their continued availability to all beings who respect them. Our primary service is to provide a healing retreat, and conference center which promotes holistic health, spiritual growth, and facilitates the gathering of people in celebration of the experience of life. Our Community is supported by the services we provide.

We are committed to the health and well-being of ourselves and our families, to live, work, play, and grow together harmoniously. We mutually support and respect each person's dignity, and awaken to the spirit within each of us, which acknowledges that we are all one.

The Community is committed to a lifestyle conducive to holistic child-rearing and personal growth. Our precepts for self growth include: personal accountability, honest communication, awareness of our actions and the quality of their results, directing our energies to the positive, expressing appreciation for what others do, correcting what is clearly not working for the community or for us as individuals, assuming the responsibility for creating and sharing abundance, and choosing and re-choosing to be together. We structure our lives such that we can experience daily the rewards of success, peacefulness, and joy.

It is our hope that the thriving community which we create will be an inspiration to others in their exploration of lifestyle and community. We also extend ourselves to the greater society in which we live, the world community, and commit ourselves to being socially, spiritually, politically, and environmentally responsible.

BEING IN SERVICE

People come to Breitenbush for many reasons. The unifying principle is a shared commitment to being in service to our guests, to the mission, and to living harmoniously with each other and the land.

Serving our guests means warmly welcoming them, caring for them, showing them compassion, and doing our best to make their Breitenbush experience what they need and want it to be. Our guests are a gift to us, not an imposition. Intentionally working with compassion and caring, and being conscious that we are contributing to another person's well-being, gives value and meaning to the otherwise mundane, hard work that many of us do. If ever in doubt about doing something to meet a guest's needs, err on the side of generosity and kindness.

Serving each other gives meaning to our work; every job done at Breitenbush supports the work other people are doing. The more we commit to being effective in our own work, the more effective others can be. Being in service to each other means showing respect and care for each other. We care for each other through honest communication, lending a helping hand, showing tolerance for differences, forgiving grievances, and saying thank you.

2 - COMMUNICATION AND DISPUTE RESOLUTION

In our Credo, we commit to "honest communication" and "directing our energies to the positive". To ensure consistency in communication and conflict resolution, the following guidelines apply:

Personal Communication:

- If you have a problem with a person's actions, words, or decisions, go directly to the person involved and discuss the problem with them. Avoid talking about your frustrations with everybody but this person. Talk to them soon, so negative energy does not build up or the specifics of the problem fade.
- If you are unable to communicate with the person, or feel that you aren't being heard, find a third person to mediate.
- Refer to the Work Life Agreements for disputes or harassment including emotional, physical, and sexual harassment and physical, sexual and verbal assault, and cyber bullying.

Rumors and Gossip

- We agree to not engage in rumor and gossip.

Town Hall Meetings

The community meets occasionally for a "Town Hall Meeting." These are open format meetings during which members of the community can discuss and share perspectives on any issues that come up. Sometimes issues are proposed ahead of time, other times it is an open forum.

Anyone can call a Town Hall Meeting. To do so, post an invitation to chalkboard@breitenbush.com and post conspicuously in the Village at least one week in advance. Let people know the topic or issue at hand and that all are welcome.

3 - PARTNERS AT BREITENBUSH

Partner in Residence (PIR) and Off Land Partner (OLP) are designations awarded by the Business Director after consulting with the Managing Director of the department of the requesting employee and the Personnel Coordinator. People awarded these designations are not required to work for the Co-op. However, they are expected to participate in the community and uphold the Community and Work Life Agreements. The duration for these designations is decided by the Business Director and the Personnel Coordinator, lasts no longer than the duration of employment of the sponsoring staff member, and can be terminated at the discretion of the staff member, Business Director, or Personnel Coordinator.

To be awarded PIR or OLP status, the requesting staff member first submits a written application to the Personnel Coordinator. An interview is arranged with the requesting staff member, the PIR/OLP candidate, the Business Director and the Personnel Coordinator. During the interview, the PIR/OLP candidate is expected to demonstrate competency with the Community Life Agreements. PIR/OLP status is granted after passing the interview and a criminal background check.

PIRs and OLPs are entitled to:

- Unsupervised access to community spaces, including but not limited to:
 - the shared kitchen associated with the staff person's housing.
 - the staff tubs.
 - laundry.
- Purchase meals at the staff rate. PIRs [and their children] are entitled to attend meals alongside partners when they are working
- Purchase items in the store with the staff discount.
- Use of the guest facilities subject to the same restrictions as staff members.
- Chaperone staff guests at the staff tubs and other community spaces.

PIRs and OLPs are expressly prohibited from:

- Driving company vehicles.
- Entering staff-only spaces unsupervised (e.g. offices, gatehouse, powerhouse, etc.).

4 - CHILDREN AT BREITENBUSH

COMMUNITY CHILDREN GUIDELINES

If you have children, or if your guests have children, please follow the guidelines below. The intent of these guidelines is to ensure child safety and to avoid disrupting our guests.

- Parents and responsible adults are accountable for their children's behavior.
- Parents are expected to supervise their children in a manner appropriate to the child's age, mental ability and physical condition, and conditions and circumstances in the community. Children of community guests often need greater supervision, since they may not be familiar with the property, or with local "customs", and members of the community may not recognize them.
- On the North Side of the river, all children of staff and staff guests under 12 years old must be supervised by someone 16 years or older when they use the hot tubs.
- On the South Side of the river, all children of staff and staff guests under 12 years old must be supervised by someone 16 years or older at all times.
- Children need to know the basics of our emergency communication system so they can call for help if needed.
- On the North Side, children are requested to keep the paths clear of toys and bikes and not leave them lying around in the community commons areas.
- While eating at the Villa or Lodge Dining Room, all dishes and food messes must be cleaned up.
- When on the South Side, children of staff and staff guests must be courteous of the guests and this most particularly applies to dining and bathing areas, as well as the roads and paths.
- Parents should be aware of the kinds of events scheduled each week so they know whether it is appropriate to bring children to the South Side (i.e., avoid bringing children during silent meditation, gender specific events, and other gatherings inappropriate for children).

ADULT GUIDELINES FOR INTERACTING WITH CHILDREN

- If children are causing a problem, contact their parents to resolve it. If the parents are not around, take appropriate steps to resolve the problem.
- Use respectful language, non-threatening tones and leave disciplinary decisions to the parent or guardian.
- If you see a child in a dangerous situation, take the time to deal with it. Reunite the child with the parent or responsible adult.
- Be mindful of the language you use around children.

- Remember that one of the best gifts you can give a child is being a great role model. You are encouraged to lovingly interact with our children, and to share whatever gifts and talents you have with them. Please remember to interact with the parents too, in order to ensure that you are honoring their teachings and values.

5 - PETS

PETS AT BREITENBUSH

- By having a pet at Breitenbush, you are entirely responsible for the pet in all regards.
- The only pets allowed at Breitenbush are cats, dogs, chickens, and animals that can live in any container or cage that does not require electricity, e.g. hamsters, goldfish and parakeets.
- To limit the impact of pets on the environment and to protect the population of wild birds and other wildlife, the number of pets and their required behavior will be limited by the Board or its delegate.
- Pets are not allowed in shared community spaces, such as community kitchens, gardens, laundry room, co-op vehicles and other commonly shared work spaces, nor on the South Side. These areas are restricted because everybody uses them, but not everybody is able to tolerate allowed pets, either physically (allergies) or otherwise (dislike). We are also concerned about the experience of our guests on the South Side.
- Community Members are encouraged to bring any conflicts with pet(s) to the owner of the pet(s). If this effort is unsuccessful or is intimidating, problems can be taken to the delegate of the Board who will help work towards resolution.
- Pet owners who leave Breitenbush must take their pets with them. If another community member wants to keep the pet, they must apply to the delegate of the Board for permission and are then subject to all policies pertaining to pet ownership at Breitenbush.
- A deep cleaning of the home will be required upon the staff member's departure, in order to ensure the minimum impact on the next resident. A representative of Facilities can determine if there is a need for any additional cleaning necessary due to residual pet effects.
- Pet owners must be responsible for the neutering, health and behavior of their animals. Particular problems in behavior include noise, threatening, spraying, and persistent trespassing in restricted areas. Persistent problems that continue for a maximum of one month in any of the above areas may result in the loss of that owner's privilege to have a pet at Breitenbush, and require the owner to find a new home for their pet.
- Some behaviors, such as threatening/violent behavior or fighting, will trigger immediate consequences. The Business Director is empowered to impose reasonable monetary fines, deducted directly from the pet owner's paycheck, if there are damages or vet bills to pay.
- Grievances about pets or their owner's behavior will be resolved by the delegate of the Board.

- Owners are entirely responsible for the care of their pets and are expected to provide reasonable veterinary care, adequate food and fresh water for all pets covered by this policy.
- The number of pets allowed on land will be set by the delegate of the Board based on extant circumstances.

CATS

- Because cats are predators of wild birds and small mammals, the maximum number of outdoor cats allowed to live at Breitenbush will be determined by the delegate of the Board. Breitenbush wants to protect these wildlife populations.
- Cats must be spayed or neutered.
- Community members wanting a new cat must apply through the delegate of the Board.
- Cat slots will be filled only up to the established limit. After that, hopeful cat owners will be put on a wait list.
 - At the time that a slot becomes available, the slot will be awarded based on the order in which applications were received. In the event that it is unclear which application was submitted first, or that two people apply at the same time, the available slot will be awarded based on the senior housing date.
 - If a community member's name is called on the waitlist to take a cat slot and they are not yet ready for it, they may pass to the next person on the waitlist without losing their place.
 - A community member awarded a cat slot must fill it within 30 days or forfeit the slot. They may reapply through the delegate of the Board at that time if desired.
 - Cat slots are awarded to the community member and not the cat.
- Indoor-only cats (cats that never go outdoors) do not take up a cat slot.
- In the event the community member loses their cat, they will be granted 90 days to refill the cat slot should they choose to do so.

DOGS

- Because dogs exhibit a wide range of behaviors, only dogs that exhibit behavior appropriate for the environment and wildlife here will be allowed to live at Breitenbush as pets.
- Dogs must be spayed or neutered.
- Dogs must remain on leash while on Breitenbush property, except for established fenced-in off-leash areas.

- An off-leash fenced-in area will be funded and maintained by the staff who own dogs.
- Dogs must be housed in the staff member's home, and are not ever allowed to be chained or otherwise tied up unsupervised.
- Dogs may not be allowed to chase wildlife.
- Staff must pick up and properly dispose of dog waste and clean up after their dogs.
- No dog shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior include:
 - Barking
 - Causing personal injury or property damage.
 - Aggressive or other dangerous or potentially dangerous behavior.
 - Being conspicuously unclean or parasite infested.
- Dogs that cause disturbances to the community, guests or wildlife may not be allowed to remain on land.

CHICKENS

- Hens are allowed so long as they are not being raised for slaughter.
- Consuming hen eggs is OK.
- Under no circumstances are roosters allowed on land with the exception of a conjugal visit by a rooster.
- Once on land, hens must have a sturdy, predator-proof enclosure in which they can be kept overnight, and which provides adequate respite from the wind during the cold months of the year, and from the rain and sunshine year-round. The delegate of the Board shall inspect enclosures and housing before hens are allowed on land to ensure they meet these standards.
- Owners are expected to clean up after their chickens, especially chicken poop on porches and public concrete areas, such as the entrance to the Garden Kitchen.

6 - QUIET HOURS

- Quiet hours are from 10pm to 10am. This provision does not apply to construction noise.
- Sound from the North Side readily crosses the river. Please be careful about noise that might disturb guests
- Please respect other community members if they ask you to turn down your music or lower your voice.
- The Guest Experience Team will give specific instructions regarding noise around events when needed.

7 - SMOKING

- Tobacco smoking by both staff and guests is allowed only in designated smoking areas:
 - On the South (guest) side tobacco may be smoked in the Smoking Temple.
 - On the North side, tobacco smoking is permitted at the Smoking Temple shelter located in the woods opposite the West parking lot, on the road leaving the property, or the parking lot.
- Smoking on the job site or in co-op-owned vehicles is not allowed.
- Smoking of any substance indoors in guest public spaces is prohibited, even during times in which we are closed to the public.
- Smoking on the paths while walking is not allowed.
- No tobacco smoking is allowed in any cabin or other Breitenbush residence, or from any porches at any time.
- As with anything that is smoked anywhere on this land, there can be no trash left behind.
- All smoking areas must be made fire-safe for the environment.

8 - FIRE AT BREITENBUSH

OPEN FLAMES

Because of the extreme flammability of our buildings, be extremely careful with open flames in staff housing and all other structures.

- Carefully manage all wood heating stoves and campfires.
- Do not leave candles or incense burning unattended.
- Be sure to use proper candle and incense holders.
- Extinguish all candles before sleeping..
- All staff should learn to use fire extinguishers. The BFD offers this training periodically.

FIRES

Great care must be taken during the summer to avoid catching the surrounding brush, grasses, or forests on fire.

- Permission must be obtained from the Systems Operator (S.O) and the BFD before having any fire.
- Group fire pits (North Side and South Side) must be used only with a person at each location being responsible to see that the fires are well managed and extinguished at the end of their use.
- The person who starts the fire is responsible for it, including ensuring that it is completely extinguished.
- At least two water buckets and a shovel must be kept at outdoor fire sites.
- No new campfire sites may be established without the approval of the Breitenbush Fire Department (BFD).
- During the summer, we may have to prohibit campfires if air quality is low or fire danger is high.
- During a Level 2 fire ban, only ODF-approved fire pits may be used.
- Additionally, please notify the S.O and the BFD if you are having a barbecue, fire dancing or any other open flames.

LODGE FIREPLACE

The North Wing of the Lodge has a fireplace that we use for guests and events. Due to the fire risk, we limit who may light a fire in the Lodge fireplace. There is no set schedule for when we have fires in the fireplace. Usually, this is arranged by special request by an event presenter or other guests and a member of GET will manage this. Under no circumstances are you to light a fire yourself.

9 - POSSESSION OF FIREARMS

Individuals may possess legal firearms at Breitenbush. However, we agree not to carry a firearm while working, or to use a firearm on the Breitenbush property.

10 - GREEN BURIAL

Green Burial is allowed at Breitenbush Hot Springs Retreat and Conference Center (“Breitenbush”) for current workers and Alumni, and in some cases for other individuals directly and deeply connected with Breitenbush. We have designated a burial site on the Highlands. It is along the ridge above Mansfield Creek between the ring road and the cliff. It starts at 375 feet from the intersection of the ring road and the main access road off of the staff road just inside the gate at Mansfield Creek, and continues along the ridge for 160 feet. The western boundary of the burial ground is no less than 15 feet from the edge of the land before it falls down to Mansfield Creek; the eastern boundary of the burial ground is defined as no less than 20 feet west of the road.

Current workers and Alumni may submit a request for Green Burial at any time. If a current worker or Alumnus dies unexpectedly and their family is aware Green Burial at Breitenbush was their wish, the family may make the request. These requests can be handled by Admin personnel, guided by this policy.

Green Burial is defined as burial where no chemicals have been introduced into the body; the body is interred in a simple wooden coffin or a natural fibers shroud. All requirements must be met with regard to Oregon statutes and rules regarding green burial. Burial sites will be marked with a natural stone with the name and dates carved into it. Family and friends will work out any details for guests attending, including lodging, meals and travel.

Individuals who have never been members of Breitenbush Coop may apply for Green Burial, filing a request which outlines their connection to Breitenbush and why they are making the request. The connection to Breitenbush must be of the highest nature to qualify. For example, the benefit would not be extended to guests. There must be active participation with the community and business of a significant nature and over a significant period of time. Additionally, family members of the deceased may not later request to be buried alongside their loved one. These requests will go to the Board of Directors.

Breitenbush does incur costs with regard to burial through the preparation of the gravesite and/or engaging with the County to get the burial legally registered. Therefore, there is a \$500 charge (subject to change) for this service. Current workers will not be charged.

For family, friends and loved ones to come and visit the gravesite, people can come at no charge and visit the staff side, parking in the area between our property boundary and Mansfield Creek Bridge and then hike up to the site. People with mobility issues, with permission, may drive up to the site.

The Board of Directors will designate the beginning section that can hold 5 sites and when that area is full, the then-current Board of Directors will designate the next section of 5 sites.

11 - FACILITIES, SPACE AND EQUIPMENT

COMMUNITY KITCHENS

In the community kitchens there are radios that can be used to contact the S.O., Security and the BFD. Staff guests must be accompanied by a community member while in shared community spaces. You may apply to the Personnel Coordinator to have regularly visiting family members or significant others approved to use our shared kitchen unattended.

Use of all shared community kitchens will be determined by a majority of the users of the kitchen. Users of a shared kitchen and/or bathroom are responsible for the cleanliness of the space.

Cooking Food:

- Staff without kitchens can keep kitchen items in labeled boxes in the refrigerator and on the shelves.
- If you use a shared kitchen, clean it up. Leave the space better than you found it.
- If you store food in the community refrigerator, label your stuff, don't take up more than your share of space, and make sure your food does not go bad.
- If you take dishes from the dining room, return them to the dish pit as soon as you are finished using them to prevent a shortage of them for our guests.

Cleaning Up: The most important thing about using any of the shared spaces is to leave them cleaner than you found them. Each of us must do our part to keep these shared spaces clean. If you use these spaces regularly, you must sign up to clean them.

VILLAGE BATH HOUSE

Please help to keep the Village Bath House clean and orderly. If you are a regular user, you must sign up to clean it. The Village Bath House has shelf space to neatly store small personal items, labeled and kept in a small basket or box. If you have guests visiting, have them shower after 9:00 a.m. so community people can shower before work.

VILLAGE STAFF TUBS

There are two staff hot tubs on the North Side for exclusive use of community members and their guests.

Please follow these guidelines:

- Everyone is to shower with soap immediately before getting into the village staff tubs (even if they showered hours earlier). Splashing a bucket of water over the body does *not* count as a shower. A shower with hot water and soap is provided for your convenience at the village staff tubs. If you go back and forth from the tub to the river, rinse your feet off with a bucket before getting back into the tub.
- The tubs are for soaking, not for cleaning. Never use soap in the tubs. If you shower at the hot tubs, please soap up and rinse off away from the tubs. Do not use loofahs or other scrubbers in the tubs.
- Soaps, shampoos, and other items (other than Dr. Bronner's) that contain detergents are not to be used at the staff hot tub, because it goes directly in the river. Please use only biodegradable soaps that meet the requirements laid out in appendix #.
- Hang your clothing and leave room on the benches for others to change and sit down. Take your belongings when you leave.
- The staff tubs are for staff first and foremost, please prioritize working staff's use of the tubs and be mindful of the duration of your time soaking.
- Community guests may only use the tubs when accompanied by their staff host or another community member who has agreed to host your guests.
- Do not alter the temperature of the tubs. Call the SO if the water is drastically hot so that it can be adjusted. Never turn the cold water on and leave the tubs.
- The Clearing Arts Team cleans the tubs. It takes several hours for the tubs to refill, but they are usually ready to use by the evening.
- Please don't engage in sexual activity in any of the tubs.

DEER MEADOW POOLS

There are individual tubs on the North Side in Deer Meadow for exclusive use of community members and their guests. Please follow these guidelines:

- Community guests may only use the tubs when accompanied by their staff host or another community member.
- Water can be extremely hot in these pools. It is up to the individual to use cold water to regulate the temperature. Use at your own risk.
- Soaps, shampoos, and other items (other than Dr. Bronner's) that contain detergents are not to be used in these tubs. Please use only biodegradable soaps that meet the requirements laid out in appendix #.
- Please drain and rinse after each use, refill the tubs at a trickle and leave buckets filled with mineral water for the next user.
- Please remove all personal effects from the pool area.

THE LAUNDRY ROOM

Limited facilities for washing your clothes are available. Please follow these guidelines when using the laundry room:

- Use only the provided laundry detergent, which is biodegradable, septic-safe, and scent-free.
- There will be times when the washing machines will not be available due to water shortages or power shortages. A sign will be posted in front of the door when necessary. Not respecting this restriction may cause serious problems including a power outage for the entire camp.
- Don't forget your clothes! Remove them promptly when done. Set a timer.
- Sweep the room and wipe off the surfaces occasionally. There is a broom left in the laundry room for this purpose. Let's all help keep our communal spaces clean.

NORTH SIDE OPEN SPACE

The corridor of open space between the Kinderyurt and Sleepy Hollow Yurt, lying between the river and the footpath, has been variously called the "Green Corridor" or the "Greenway Common". There are long-standing agreements about this space, intended to keep the area as natural as possible, free from permanent structures, and allowing open community use.

HOUSING REPAIRS AND REMODELING

The Facilities Director or designee must approve any remodeling, including but not limited to: room additions, adding windows or doors, removal or addition of walls, installing or removing cabinets or counters, and any electrical or plumbing changes. This includes building attached decks. Approval depends on many factors, including the feasibility, safety, cost, design, legality, and priority of the project. After years of effort to bring our buildings up to code, we are committed to not allowing illegal plumbing and electrical changes, or remodeling projects without proper permits. If you make changes without permission, you may have to undo all of your work. The cost to complete or undo unapproved work, incomplete work, damages, etc., may be charged to the employee and deducted from their paycheck.

Report needed repair work to Facilities. Employees with the skills and time may perform their own repairs and remodels if approved by Facilities. Materials for repairs and improvements may be supplied by Breitenbush if a full supplies list and budget is approved by the Facilities Director.

PROPANE USE

Propane is an expensive, non-renewable energy source, and its use is discouraged at Breitenbush. In general, it is used only for cooking and laundry. It is used for space heating and for heating domestic water only temporarily, and only when there is no alternative.

Please conserve propane to the greatest extent possible! For example, boil only as much water as you need -- do not boil a whole pot to make a single cup of tea or coffee.

PROPANE GAS AND PROPANE STOVES

Some of the staff houses have propane stoves for cooking. Learn how to correctly light your burners, and keep flammable materials away from the flame. Replacement refillable gas tanks are available at the refilling station located at the North end of Bear Meadow. Only trained facilities employees are allowed to refill tanks. Make sure that any tanks for the unit are placed outside of buildings with a hose running to the stove. If you experience any abnormality, gas leaks, poorly burning ovens or jets, please stop using the stove and contact Facilities for help.

LOCKED DOORS AND GATES

For safety, security and other good reasons we keep some doors at Breitenbush locked. We generally try to avoid having to lock things up, but have found it necessary to do so in some areas. These include but are not limited to:

- **The Store**: Contact the Guest Experience Director, if you need to access the store. Remember to make sure the doors are locked behind you when you leave at night.
- **The Upstairs of the Lodge**: The upstairs of the Lodge has a combination lock, the code for which will be given to all community members.
- **The Powerhouse, Diesel Shed, and Geohouse** are kept locked for safety. Your interest in the Utility Systems is encouraged. If you would like to see these facilities, go on a Systems Tour, call the S.O., or talk to the Maintenance Manager.
- **North Side Gates**: These will be locked when deemed necessary by security. If you find the gates locked please lock them behind you.
- **The Villa Kitchen**: These doors are locked at the end of every day. Please ask your Managing Director for the combination for the back door. Please be sure it is closed and locked when you leave. The front door must be locked from the inside.

RECYCLING

In our effort to live in environmentally appropriate ways we ask you to recycle everything you can. Please see a representative of Facilities if you have questions about recycling.

PARKING

Staff must park their cars in one of our parking lots. The main one on the South side is primarily for our paying guests. The North side parking areas are for staff. The North side parking lots get very full, particularly in the summer. Please follow these guidelines:

- All vehicles must be registered with Personnel.
- Only one vehicle per adult community member is allowed to be parked on the North Side. Under certain circumstances, additional parking may be available in the designated Highlands Parking Area. Apply with Personnel for additional vehicle parking in the Highlands.
- Unregistered vehicles will be towed at the owner's expense.
- Please park as close to adjacent cars as possible (be efficient), and park in designated areas only.
- Community guests and contractors should park in the West Village Parking lot and leave spaces along the staff road and East Village Parking lot available for residents that live closer to those areas.
- Community guests and contractors should park in the West Village Parking lot and leave spaces along the staff road and East Village Parking lot available for residents that live closer to those areas.
- If you have guests you may need to have them park along the staff road before entering the Village or up on the Highlands.
- Only park on the village side of the staff road and be sure that you leave sufficient room for passage of emergency vehicles, construction vehicles, and snow plows. The road needs to remain clear to serve as a Fire Lane.
- Do not park in front of the "Fire Lane or No Parking Signs"; these are here to ensure that we have access in case of emergencies.
- Speak with Facilities before driving into any area in the village to avoid damaging our geothermal lines and other underground utilities.
- Do not drive your car through the east end of the Community Village, or into any other community areas, except to move in and out of your house. These areas are not to be used for parking or routine loading or unloading.
- East Side Parking Lot is reserved for the East Side community members.
- Staff members violating the parking policy may face disciplinary action.

12 - COMMUNITY GUEST AGREEMENTS

Employees and PIRs may have personal guests come visit. Having lots of strange faces wandering about in our village can be difficult when we're all looking for some peace and quiet and personal space. The following is a summary of the guidelines about having personal guests stay with you in the community.

- Temporary/Seasonal workers can have a guest for one week per month; Regular Hires and LTTs may have a guest for two weeks. Longer stays and other Special Guest Privileges may be granted by the Board of Directors or their delegate.
 - The one or two-week limit is applied to the guest – i.e. a single guest can't shuffle from house to house in order to extend the stay.
- Please respect the community by limiting your invitations to close friends and family.
- Your guests must stay in your own home, or a tent in your yard, unless they are paying for guest accommodations.
- Guests may use certain community facilities only when accompanied by their community sponsor, including: the Staff Tubs, Dear Meadow Tubs, Villa, laundry room, 2nd Floor of the lodge, etc.
- Community Guests may use the South Side guest facilities unaccompanied, unless private events, closed camps, construction, or other events prohibit their presence. It is the responsibility of the community host to be informed and inform their guests of such events and policies.
 - Guests' children under the age of 12 are only allowed on the South Side while accompanied by a parent or guardian, unless children are prohibited by other circumstances (e.g. private events, construction, etc.).
- Please take the time to introduce your guests to as many people in the community as you can.
- You are responsible and accountable for your guests and/or their pets. If your guests' pet is problematic, your guest and their pet will be asked to leave.
- If you have any problems with someone else's Community Guest, please take the responsibility of talking to that community member about the problem. Also, if you're not sure whether someone belongs on the North Side, ask them if they're someone's guest.
- You are expected to be on property while your guest is visiting. The purpose of the privilege of having a guest is to make it possible for your friends and family to visit you. You may be gone from the property for no more than 8 hours while your guest is here.
- It is your responsibility to inform your guest of any and all areas that are off limits.

COMMUNITY GUESTS HAVING MEALS

Meals are only available when open to guests, and can be purchased at the Store. Meal signup must be completed before the cutoff time. Inquire with the Office.

COMMUNITY GUESTS USING TUBS AND SAUNA

- In order for your guests to use the Village Staff Tubs on the North Side, you or another community member must be with them as their host.
- Your guests may use the facilities on the guest side of the river without your accompanying them, except under certain conditions.
- We ask that your guests do not use the hot tubs, mineral pools, or sauna if they are already crowded with paying guests.
- With certain closed camp conditions or for certain events, we may have agreed to limit our staff or community guests from using these facilities. It is your responsibility to inform your guest of any such circumstances.
- It is your responsibility to see that your guests follow these special conditions.

COMMUNITY GUESTS STAYING IN GUEST ACCOMMODATIONS

- Staff guests may stay in guest accommodations at a reduced rate. The host employee is responsible for making the arrangements with the Office. Your guest should not be making these arrangements directly with the office or online unless they wish to be full-paying guests.
- Guest accommodations are made available for staff hosts to reserve three days in advance, and are only available when Breitenbush is open/operating. Check with the office for current rates.
- Guests staying in guest accommodations should park in the main guest parking lot.

COMMUNITY GUESTS PARTICIPATING IN WORKSHOPS

You can host friends to participate in workshops at Breitenbush at a reduced rate. They are responsible for paying the presenter portion of the workshop fee, thus saving Breitenbush's normal share of the fee. As host, you are responsible for making arrangements with the Event Coordinator which includes filling out a request form and giving it to the EC hosting the event and to guarantee payment of the presenter portion of the fees for your friend's participation. The following conditions govern this privilege and are valid for all events at Breitenbush:

- Offer this benefit only to good friends and family.
- Your guest must stay in your house during the workshop.
- There must be space available in the workshop.

- You must pay for any meals eaten by your guests during the workshop and are responsible for signing-up for the meals.
- Your guests cannot get any other special discount of the presenter's fee.
- If there is limited availability for a workshop, the order of priority is as follows: Regular Staff, Temporary Staff, Alumni, Community Guests.

13 - COMMUNITY BENEFITS

The following are some of the tangible benefits you will receive as a member of the Breitenbush Community.

PURCHASES FROM THE BREITENBUSH STORE

Staff may make purchases from our store. Regular Hires and Partners in Residence are eligible to make purchases at a discounted rate (with the exception of consignment items). Staff can make their purchases in the store using cash or card. Please check with the Store staff for the current discount rate. Occasionally we can buy merchandise at wholesale prices when we organize group orders. See store person with inquiries.

PURCHASING PREPARED MEALS

Staff may purchase prepared meals. The staff rate is substantially less than the price we charge our guests. See the Store or Kitchen for process and cost.

STAFF ATTENDING WORKSHOPS

Staff may attend workshops that are scheduled here, under certain conditions. If you would like to attend a particular workshop you will need to contact our Event Coordinator (E.C.) and fill out a request form found in the office. The E.C. will be able to tell you if the workshop is available for you to participate in, and whether or not you will need to pay the presenter's portion of the fees. Get the approval of your Director if you need to have days off during the workshop. If you are able to participate in a workshop, the E.C. will register you for it and collect any fees due. Sometimes workshops only allow a few staff to participate so it is good to sign-up early. Do not contact the workshop presenter to arrange your own particular deal; let the E.C. do this if it is appropriate.