

— 2022 —

**ASSOCIATE HANDBOOK**  
**FLORIDA**  
**SUPPLEMENT**

**TROON FAMILY OF BRANDS**

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**ABOUT THIS FLORIDA SUPPLEMENT**

Troon is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Florida associates will receive the Company’s national handbook (“National Handbook”) and the Florida Supplement to the National Handbook (“Florida Supplement”) (together, the “Associate Handbook”).

The Florida Supplement applies only to Florida associates. It is intended as a resource containing specific provisions derived under Florida law that apply to the associate’s employment. It should be read together with the National Handbook and, to the extent that the policies in the Florida Supplement are different from, or more generous than; those in the National Handbook, the policies in the Florida Supplement will apply.

The Florida Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the Chief Executive Officer of the Company or their authorized representative has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing signed by the Chief Executive Officer of the Company or their authorized representative.

If you have any questions about these policies, you should contact your supervisor, manager or the Human Resources Department at 480.477.0646 or via email at [hr@troon.com](mailto:hr@troon.com).

**EQUAL EMPLOYMENT OPPORTUNITY**

As set forth in the National Handbook, Troon is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Florida law, which prohibits discrimination and harassment against any associates or applicants for employment based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), pregnancy, national origin or ancestry, age, handicap, marital status, genetic testing, HIV or AIDS (actual or perceived) or based on sickle cell trait or testing. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

### **MILITARY LEAVE**

An associate will not be discriminated against because the associate either: (1) belongs to the National Guard and is required to report for active duty; or (2) has an obligation as a member of a reserve component of the United States armed forces. Florida associates who are members of the National Guard may take unpaid military leave when ordered to state active duty.

Members of the National Guard who take leave under this policy must notify the Company of their intent to return to work promptly upon the completion of active duty. Members of the National Guard may, but are not required to, use any accrued paid time off or similar paid leave during military leave.

Associates who are members of the Florida National Guard or the United States reserves who are called to active national or state duty are eligible to continue health insurance coverage, for themselves or their dependents, at the premium in effect prior to the military leave. If the associate elects not to continue coverage while on active duty, the Company will, at the associate's request, reinstate coverage upon return from active duty. Such coverage will be reinstated without the associate having to satisfy a waiting period and without a disqualification for any condition that existed at the time the associate was called to active duty.

### **CIVIL AIR PATROL LEAVE**

Eligible associates who are members of the Civil Air Patrol will be allowed up to 15 days of unpaid leave annually for the purpose of participating in Civil Air Patrol training or missions. Associates will not be required to use accrued paid time off, sick leave or any other type of accrued leave prior to taking unpaid Civil Air Patrol leave, but may choose to use such benefits.

Associates are eligible for leave if they are senior members of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification and have worked for the Company for at least 90 days prior to the start of leave.

The Company will not terminate, reprimand or otherwise penalize a Civil Air Patrol member because of his or her absence due to the use of Civil Air Patrol leave. Associates must promptly notify the Company of his or her intent to return to work following the completion of Civil Air Patrol leave.

Associates returning from Civil Air Patrol leave will receive the seniority they had as of the date their leave began, and any other rights and benefits they would receive as a result of such seniority. Associates returning from Civil Air Patrol leave will also receive any additional seniority they would have attained if they had remained continuously employed, and any other rights and benefits they would receive as a result of such seniority.

Civil Air Patrol members returning to work from leave will not be terminated for a year after the date the associate returns to work, except for cause.

### **DOMESTIC OR SEXUAL VIOLENCE VICTIM LEAVE**

Associates who are victims of domestic or sexual violence or that have a family or household member who are a victim of domestic violence may take up to three (3) working days of unpaid leave time within a 12-month period. Associates employed with the Company for three or more months are eligible for this leave.

"Family or household member" is defined as "spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married."

Associates may use leave available under this policy to:

- Seek an injunction for protection against domestic violence or an injunction for the protection in cases of repeat violence, dating violence or sexual violence;
- Obtain medical care and/or medical health counseling for the associate, a family member, or household member to address physical or psychological injuries resulting from domestic or sexual violence;
- Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic or sexual violence;
- Make the associate's home secure from the perpetrator or seek new housing to escape the perpetrator; and/or
- Seek legal assistance in addressing issues arising from the act of domestic or sexual violence or to attend and prepare for a related court proceeding.

Except in cases of imminent danger to the health and safety of the associate or a family member, associates needing domestic or sexual violence leave must provide the Company with at least 48 hours advance notice. The Company may require associates to provide certification of the purpose of the leave in the form of a letter from a volunteer services organization, police report or court record or other corroborating evidence.

### **JURY DUTY LEAVE**

The Company encourages all associates to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will associates be terminated, threatened, coerced, or penalized because they respond to a jury service summons or subpoenas, attend court for prospective jury service or serve as a juror.

Associates must provide their supervisor with notice of any jury summons or subpoena on the next day they return to work after the receipt of the summons or subpoena. Verification from the court clerk of having served may be required.

The Company will pay an associate's normal wages per day for up to five (5) days or the maximum number of days required by state and local law, and may require the associate to pay to the Company any other compensation received for jury duty, as permitted by law. On the days and parts of days during jury duty when the jury is not in service, associates may be required to report to work if they are scheduled.

Associates working in Miami-Dade County will be paid for jury service beyond the five (5) days noted in the handbook provided that:

- The associate is regularly scheduled for work at least 35 hours a week;
- The associate serves as a juror in Miami-Dade County; and
- The associate gives their supervisor or manager a copy of the summons and notice of jury service at least five (5) working days prior to the absence from work.

Payment during jury service does not include commissions. Further, if a juror receives payment for jury service from the State, the Company may deduct the amount received from payment to the associate for jury service.

### **FAMILY AND MEDICAL LEAVE—MIAMI-DADE COUNTY ASSOCIATES**

Eligible associates may take family and medical leave in accordance with the family and medical leave policy ("FMLA policy") set forth in the National Handbook. In addition to the group of family members for which an associate may take FMLA leave, eligible associates working in Miami-Dade County may also take leave to care for a grandparent with a serious health condition. Such

leave will be under the same terms and conditions as leave is permitted under the FMLA policy to care for a parent with a serious health condition. For purposes of this policy, “grandparent” means a grandparent of the associate for whom the associate has assumed primary financial responsibility.

Eligible associates are those that work in Miami-Dade County for at least 12 months and have at least 1,250 hours during the previous 12-month period.

The length of leave permitted is 12 workweeks in a 12-month period to run concurrently with any leave provided under the federal FMLA.

### **DOMESTIC VIOLENCE LEAVE—MIAMI-DADE COUNTY ASSOCIATES**

Eligible associates located in Miami-Dade County may take up to 30 working days of unpaid leave in any 12 month period if the associate or his or her dependent child is the victim of domestic violence. Associates may take up to three working days of unpaid leave within any 12-month period when the associate’s family or household member, other than a dependent child, is the victim of domestic violence.

Eligible associates are those who:

- Have been continually employed by the Company for at least 90 days;
- Worked at least 308 hours or more during the 90-day period; and
- Have exhausted all accrued paid time off, sick and personal leave.

Associates may use leave under this policy to:

- Obtain medical and dental treatment for conditions resulting from domestic violence, including treatment for the associate’s dependent children;
- Obtain legal assistance relating to domestic violence, including criminal prosecution and protective orders as well as divorce, child custody and child support;
- Attend court appearances relating to domestic violence;
- Receive counseling or support services for the associate or the associate’s dependent children; or
- Permit other arrangements necessary to provide for the safety and well-being of the associate.

Associates may take leave under this policy intermittently or on a reduced schedule basis. However, if an associate requests intermittent or reduced schedule leave that is foreseeable, the Company may require the associate to transfer temporarily to an available alternative position for which the associate is qualified and better accommodates recurring periods of leave.

Associates requesting leave, except in cases of imminent danger to the health or safety of the associate, dependent child or other family or household member, must provide seven days’ notice prior to the proposed first day of leave. The notice must include the reason for requesting leave and sufficient documentation to show that the associate qualifies for leave. This documentation may include, but is not limited to, copies of restraining orders, police reports, orders to appear in court and/or certifications issued by an authorized person from a health care provider, attorney of record, counselor, law enforcement agency, clergy, domestic violence advocacy agency, domestic violence center or domestic violence shelter.

Eligible associates who return from domestic violence leave will be restored to the position held prior to their leave or placed in an equivalent position, with equivalent employment benefits, pay, and other terms and conditions of employment. However, restored associates will not accrue seniority or employment benefits during any period of leave nor will they receive any right, benefit or position of employment other than any right, benefit or position to which the associate would

have been entitled had the associate not taken the leave.

To the extent that there is overlap between leave taken under this policy and leave taken under the Domestic or Sexual Violence Victim Leave policy in the Florida Supplement, the leaves will run concurrently.

Associates will not be terminated, demoted, suspended, retaliated against, or in any other manner discriminated against for exercising their rights under this policy.

**WEAPONS IN THE WORKPLACE**

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the National Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether or not the person is licensed to carry the weapon.

In compliance with Florida law, the Company permits associates who lawfully possess firearms or ammunition to store their firearms or ammunition inside their locked, privately-owned vehicles in the Company's parking lots or other parking areas provided by the Company. Such lawfully possessed firearms and ammunition may not be removed from the associates' personal vehicle or displayed to others.

**SMOKE-FREE WORKPLACE**

The Company prohibits smoking, including vaping, in the workplace. Associates wishing to smoke or vape must do so outside company and managed facilities during scheduled work breaks.

Associates who observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor, manager or another member of management or the Human Resources Department at [hr@troon.com](mailto:hr@troon.com). Associates will not be disciplined or retaliated against for reporting smoking that violates this policy.

Associates who violate this policy may be subject to disciplinary action up to and including termination of employment.