



EMPLOYEE HANDBOOK

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GLM Gaming, LLC d/b/a Barton's Club 93 Employee Handbook

WELCOME

Welcome to GLM Gaming, LLC d/b/a Barton's Club 93.

This handbook gives you the essentials: what's expected of you, what you can expect from us, and how we work together to keep Barton's Club 93 successful. Read it carefully and ask your supervisor or HR if anything is unclear.

This handbook is a guide. It may be updated as our property, regulations, and business needs change. When that happens, we'll communicate changes and expect all employees to follow the most current version.

We're glad you're here and look forward to your contribution to our future.

1. EMPLOYMENT BASICS

At-Will Employment

Employment with GLM Gaming, LLC d/b/a Barton's Club 93 ("the Company") is **at-will**. That means either you or the Company may end the employment relationship at any time, with or without notice, and for any lawful reason. Nothing in this handbook creates a contract or guarantees continued employment.

Probationary Period

The first **90 days** of employment are probationary. During this period, we evaluate performance, conduct, and fit; you are also deciding whether this is the right workplace for you. Successful completion of probation means you may continue employment, but your at-will status does not change.

Accuracy of Records

All applications, forms, and employment records must be accurate and truthful. Falsifying or omitting information may result in discipline, up to and including termination.

Outside Employment

We recognize that many employees work more than one job in Jackpot. That is acceptable as long as your other employment does not interfere with your job here. If you accept a schedule at Barton's Club 93, we expect you to follow through, be here, on time, ready to work.

Policy Changes

The Company may change, add, or discontinue policies at any time, with or without prior notice, except for the at-will employment provision. When policies change, the updated version replaces any prior inconsistent language.

2. EQUAL OPPORTUNITY, ANTI-HARASSMENT & NON-DISCRIMINATION

Equal Employment Opportunity

The Company bases employment decisions on merit, qualifications, and performance. Discrimination is prohibited on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other classification protected by law.

Harassment

Harassment of any kind, verbal, physical, visual, or electronic, is not tolerated. This includes sexual harassment and inappropriate jokes, comments, displays, or conduct that creates a hostile, intimidating, or offensive environment.

Reporting Harassment or Discrimination

If you experience or witness harassment or discrimination:

- Report it immediately to your supervisor, HR, or another member of management.
- Reports may be made verbally or in writing.

Retaliation Prohibited

Retaliation against anyone who makes a good-faith complaint, participates in an investigation, or supports another employee's complaint is strictly prohibited and will result in corrective action.

Supervisor Responsibility

Supervisors and managers who receive a complaint or observe potential harassment or discrimination must report it to HR without delay. Doing nothing is not an option.

3. WORKPLACE CONDUCT, PROFESSIONALISM & CONFIDENTIALITY

3.1 Guest Service

Every employee impacts the guest experience, directly or indirectly. Courtesy, attentiveness, and professionalism are required at all times. Guests should never feel ignored, disrespected, or unsafe.

3.2 Fraternalization with Guests

Barton's Club 93 is a small property. Guests notice who we are, even when we're off the clock. We want employees to enjoy the property responsibly, but we also have to protect game integrity, fairness, and our reputation.

While On Duty or In Uniform

- While you are on duty or in uniform, interactions with guests and players must remain strictly professional.

- Personal socializing, flirting, or romantic behavior with guests or players is not allowed while working.

Off Duty on Property

Off-duty employees are allowed to visit the casino, restaurants, and bars as guests, subject to:

- Wearing street clothes, not a Company uniform (see Section 3.4).
- Following all guest rules, including any restrictions on employee gambling (see Section 3.9).
- Behaving in a way that does not embarrass the Company, disrupt operations, or undermine other employees' ability to do their jobs.

Off-duty, you still represent Barton's Club 93. Being intoxicated, loud, argumentative, or confrontational with guests or staff will be treated as a work-related issue.

Guest Rooms & Private Accommodations

To protect safety, privacy, and game integrity:

- Employees are not permitted to be in guest rooms, suites, or other overnight accommodations on Company property for any personal or social reason, whether on duty or off duty.
- The only exception is when an employee is performing an authorized work duty with management approval (for example, certain maintenance, housekeeping, or security responses).

Conflicts of Interest & Game Integrity

Personal relationships must not create real or apparent conflicts of interest or jeopardize game integrity. Examples of prohibited conduct include, but are not limited to:

- Romantic or financial relationships with guests or players where you:
 - deal or serve them directly,
 - handle their transactions, or
 - make decisions affecting their play or comps.
- Agreeing to share winnings or losses with guests/players, “staking” arrangements, or informal partnerships on games.
- Providing inside information about game procedures, surveillance, limits, or other protected operational details.
- Giving any guest/player preferential treatment because of a personal relationship, on or off duty.

If you have a close personal relationship (family, romantic, or similar) with a frequent guest or player:

- You must disclose it to management, and
- You may be reassigned or restricted from certain duties to protect integrity and avoid appearance issues.

Management has discretion to determine when a relationship or situation has become a conflict and may set reasonable limits or reassignments to protect the business. Management will make reasonable efforts to accommodate reassignments rather than terminate employment when a disclosed relationship creates a conflict.

3.3 Respect for Coworkers

Treat coworkers with the same professionalism and respect expected for guests. Bullying, threats, intimidation, or repeated disrespectful behavior will not be tolerated. Disagreements must be handled constructively and through appropriate channels.

3.4 Public Image & Uniforms

Appearance & Dress

Maintain a professional appearance. Clothing must be clean, neat, and appropriate for your position. Offensive, revealing, or unsafe attire is not allowed.

Uniforms

- Uniforms are to be worn only while on duty or reporting directly to/from work.
- Uniforms must not be worn while gambling, drinking, or socializing on property as a guest.
- Employees visiting as guests must wear street clothes and follow all guest rules (see Sections 3.2 and 3.8).
- Employees in uniform represent the Company at all times and are expected to act accordingly.

Personal Hygiene & Grooming

- Report to work clean and well-groomed.
- Manage body odor; use deodorant and maintain basic personal hygiene.
- Keep hair and nails clean and maintained for a professional workplace.
- Use fragrances moderately; strong odors that impact guests or coworkers are not acceptable.

- Follow any department sanitation requirements (especially for food/beverage and cash-handling roles).

3.5 Universal Duties & Property Appearance

Every employee shares responsibility for the appearance and upkeep of Barton's Club 93. It is not "just EVS's job."

Examples of universal duties:

- Picking up cups, trash, or debris
- Wiping spills
- Clearing dirty ashtrays and glasses
- Straightening tables and chairs
- Notifying the appropriate department when something needs attention

Employees are expected to keep their heads up, identify issues that impact guest experience, and either address them or promptly notify the correct department.

3.6 Confidentiality & Privacy of Information

Employees may not share or discuss confidential information about the Company, guests, players, or coworkers outside authorized purposes.

Confidential information includes, but is not limited to:

- **Player information:** identification, financial data, gaming history, play levels
- **Company information:** strategies, policies, internal reports, financial or operational data
- **Personal information:** ID documents, Social Security numbers, health information, or sensitive HR records
- **Observations of guests' private behaviors, demeanor, or personal issues on property**

Sharing confidential information through verbal conversations, written notes, social media, text messages, or any electronic device is **strictly prohibited** unless required for legitimate business purposes (for example, compliance reporting or an investigation).

3.7 Confidential Gaming Information – Slot Machines & Electronic Games

The Company maintains non-public, confidential information related to slot machines and electronic gaming devices, including but not limited to:

- Paytable percentages and theoretical returns
- PAR sheets, hold percentages, and hold settings
- Progressive configurations
- Game settings and other configuration data
- Internal diagnostic data
- Internal performance reports (for example: hold, theoretical win, exception reports)

Access and use: This information may only be accessed or used by employees with a legitimate business need as part of their job duties.

No disclosure: Employees are strictly prohibited from sharing, transmitting, copying, photographing, recording, or otherwise disclosing confidential gaming information to any unauthorized person, including guests, players, friends, family, vendors (unless specifically authorized), or the public.

Restricted access / enforcement: Access to slot machine internals, logic areas, and configuration menus is limited to authorized personnel. Unauthorized access to, or disclosure of,

confidential gaming information is a serious violation of Company policy, may violate Nevada gaming regulations and/or manufacturer agreements, and will result in corrective action up to and including termination. Violations may also be reported to Gaming or law enforcement as appropriate.

Clarification: Slot machine programming, paytables, PAR values, and related configuration data are proprietary business information and are not considered wages, hours, or other terms and conditions of employment.

Important NLRA Note

Nothing in this section is intended to, and will not be interpreted to, limit or prevent employees from:

- Discussing their own wages, hours, or other terms and conditions of employment
- Discussing workplace concerns with coworkers or others
- Engaging in other lawful protected concerted activity under Section 7 of the National Labor Relations Act

This includes the right to raise concerns or complaints about workplace safety, discrimination, or harassment, and to cooperate with government agencies, consistent with applicable law. If you are unsure whether a disclosure is permitted, ask your supervisor or HR before sharing and/or discussing.

3.8 Cell Phones, Internet & Email

Cell Phones & Personal Devices

- Personal cell phone use during work time must be limited and should not interfere with job duties, guest service, safety, or regulatory requirements.

- Except for emergencies, personal calls, texts, and social media use should be handled **on breaks** and in appropriate areas.
- Personal device use must comply with the recording and restricted-area rules in **Section 6.6**.

Internet & Email

- Company internet, email, and systems are for business use and may be monitored.
- Do not use Company systems to harass others, access inappropriate content, or disclose confidential information.

3.9 Employee Gambling & Solicitation

Gambling

Employees may not gamble while on shift or in uniform. Managers and above may not gamble on property at any time. Employees under 21 may not gamble on property under any circumstances. Off-duty employees who are allowed to gamble or drink on property must still comply with fraternization and conflict-of-interest rules (Section 3.2). Management may restrict employee play in certain areas or at certain times when there is a real or apparent conflict or game-integrity concern.

Solicitation & Fundraising

To maintain professionalism and avoid disruptions to guests or operations:

- Employees may not solicit, fundraise, or distribute materials for any cause during their own working time or the working time of the employee being approached.
- Distribution of materials is not permitted in active work areas during working time.

- Non-employees may not solicit or distribute materials on Company property at any time without management approval.
- Personal or community-based fundraising, raffles, charity drives, or sales activities must have **prior management approval** and must take place only during non-work time and in non-work areas.

3.10 Management Direction & Operational Authority

Management may issue reasonable instructions, restrictions, or temporary rules as needed to protect guest safety, game integrity, security, or operations, consistent with applicable law and this handbook. Employees must follow these directions as a condition of employment. Nothing in this section is intended to limit lawful protected concerted activity under Section 7 of the National Labor Relations Act.

4. ATTENDANCE & TIMEKEEPING

Reliability

Your team and our guests rely on you. Consistent attendance and punctuality are fundamental job requirements for every position.

Attendance & Tardiness

- Be on time and ready to work at your scheduled start time.
- Excessive absences or tardiness disrupt operations and will lead to corrective action.

Leaving Early

- You may not leave work early without prior approval from a supervisor or manager.

- Walking off the job or leaving a shift without authorization is an unexcused absence and may result in discipline, up to and including termination.

Reporting Absences

If you are unable to report for a scheduled shift:

- Call the casino's main line at **(775) 755-2341** so your absence can be logged.
- You must make **live contact** with someone at the main line; voicemails or missed calls do **not** count.
- Keep calling until contact is made and your absence is confirmed as logged.
- Follow any department-specific procedures and/or notify your department manager if required.
- All calls must be made as soon as possible and **no later than four (4) hours** before the start of your shift when reasonably possible.

Job Abandonment

Failure to report for **a schedule shift** without notice may be considered job abandonment and treated as a voluntary resignation.

Time Records

- Accurately record all hours worked.
- Do not clock in or out for another employee.
- Altering, falsifying, or tampering with time records is a serious violation and may result in termination.

Overtime

- Non-exempt employees receive overtime consistent with applicable law, generally for hours worked over 8 in a day or 40 in a week.
- Overtime must be **pre-approved** by a supervisor.

5. PAY & BENEFITS

Paydays

- Employees are paid **bi-weekly on Fridays**.
- Direct deposit is preferred.
- Paychecks are released directly to the employee unless otherwise required by law.

Wage Increases

- Raises are based on performance, role, and Company needs.
- No automatic cost-of-living increases are guaranteed.

Paid Time Off (PTO)

- PTO is earned based on hours worked and seniority.
- PTO may be used for vacation, sick, and personal time, subject to scheduling approval.
- PTO carryover is capped; unused excess may be forfeited or partially paid out at year-end, depending on Company policy and applicable law. See HR for current details.
- PTO will stop accruing once an employee has worked 2000 hours in the calendar year.

Insurance & Other Benefits

- Eligible full-time employees may qualify for health insurance after **59 days** of employment.

- Coverage details, premiums, and eligibility are available through HR.
- Continuation coverage (such as COBRA) is offered as required by law.
- Other benefits may include meal and gift shop discounts, jury duty and military leave, and access to training and development programs, subject to eligibility.

6. SAFETY, SECURITY, SURVEILLANCE & RECORDING

6.1 Workplace Safety & Accidents

- Follow all safety rules and posted instructions.
- Use common sense and appropriate protective equipment.
- Report unsafe conditions immediately to a supervisor or manager.

Accidents & Injuries

- Any workplace injury or accident, no matter how small, must be reported to your supervisor **at once**.
- Prompt reporting protects you, your coworkers, and the Company and is required for proper documentation and workers' compensation procedures.

6.2 Drugs, Alcohol & Tobacco

Drugs & Alcohol

Employees must be **fit for duty** at all times.

- Possession, use, sale, or being under the influence of any intoxicating substance, including alcohol, illegal drugs, cannabis, or misused prescription medications, on Company property or during work hours is strictly prohibited.
- Being impaired or showing signs of intoxication, even from legal substances, may result in removal from duty, testing

consistent with policy and law, and discipline up to and including termination.

- The Company does not discipline employees solely for lawful off-duty cannabis use; however, employees may not possess, use, or be impaired by cannabis (or any other substance) while on Company premises or during work hours.

Tobacco & Smoking

- Smoking and tobacco use are permitted only in designated areas and only during authorized breaks, consistent with applicable law.

6.3 Weapons & Threats

- Unauthorized possession of weapons on Company property or while on duty is prohibited and may result in immediate termination and possible law-enforcement referral.
- Making threats, engaging in violence, or bringing dangerous items onto the property will not be tolerated.

6.4 Building Security & Access

- Employees issued keys, access cards, or codes are responsible for their safekeeping.
- Do not loan your keys or credentials to others or allow “tailgating” through secure doors.
- Secure doors, cash-handling areas, and sensitive spaces at the end of your shift or whenever you leave them unattended.
- Lost or stolen keys or credentials must be reported **immediately** to a supervisor.

6.5 Surveillance & Workplace Privacy

As a licensed gaming establishment, Barton's Club 93 operates under strict regulations.

Continuous Monitoring

- To protect game integrity, safeguard assets, and ensure safety, most operational areas are subject to continuous video, and where permitted, audio, surveillance, including gaming areas and back-of-house operational spaces.

Privacy Protection

- Surveillance is **not** conducted in restrooms, locker rooms, or guest rooms.
- Employees and guests should nonetheless assume that operational areas may be monitored at any time.

Investigative Monitoring

- For suspected theft, fraud, or other serious misconduct, covert monitoring may be used in operational areas.
- Such use requires written authorization from senior leadership and legal review, consistent with applicable law.
- Employees should not expect personal privacy in monitored work areas.

6.6 Wearable Devices & Recording

Barton's Club 93 is committed to protecting:

- The integrity of casino games
- The privacy and safety of guests and employees
- The confidentiality of security, surveillance, and financial operations

This policy is intended to protect game integrity, comply with Nevada gaming and privacy laws (including Nevada Gaming

Control Board *Industry Notice 2013-44* and related regulations), and safeguard the privacy and safety of guests and employees. It applies to all persons on the licensed gaming premises: employees, contractors, vendors, and guests.

Prohibited Wearable Devices (“Covered Wearables”)

A “covered wearable” is any head-, face-, eye-, or body-worn device that, in management’s reasonable judgment based on its technical capabilities or configuration, is capable of prohibited functions, including:

- Capturing photos or video of games, layouts, meters, tickets, or procedures
- Recording audio of game action or strategy
- Displaying or overlaying information that could guide wagering decisions
- Transmitting or receiving game-related data

Examples include, but are not limited to:

- Smart glasses/goggles (e.g., Meta Ray-Ban, Snap Spectacles, Apple Vision Pro)
- AI/AR/VR headsets
- Smart contact lenses
- Wearable or concealed cameras
- Advanced smartwatches or wrist-worn devices when used or configured to capture photos/video, record audio, live-stream, or display wagering assistance

Ordinary prescription or reading eyeglasses without camera, recording, or display capability are **not** considered covered wearables. Management’s reasonable determination regarding a device’s capabilities or risk level is final.

Generally Permitted Devices

Standard watches, basic fitness trackers, and medical devices used solely for time, step counting, heart-rate monitoring, or prescribed medical purposes are generally permitted, as long as they are **not** used for any prohibited function described above.

Employees, Contractors, Guests & Vendors

- **Employees, contractors, and vendors** may not use or wear covered wearables while on duty, in uniform, or in any work area, gaming area, or restricted/back-of-house area anywhere on the licensed premises.
- If a covered wearable is discovered in these conditions, the wearer must immediately remove it, power it off, and take it out of work and gaming areas (for example, to a vehicle or personal locker).
- Violations may result in corrective action, up to and including termination, and/or loss of property access.

Guests must immediately cease use and store covered wearables (case, pocket, or bag) when requested by staff. Refusal may result in removal from the gaming floor or the property and may be enforced under Nevada trespass laws (e.g., NRS 207.200).

Recording Restrictions & Restricted Areas

For purposes of this section, recording includes:

- Photography
- Video
- Audio recording
- Screen recording
- Live streaming

- Real-time video calls (for example, FaceTime or WhatsApp video) where casino areas, equipment, or persons are visible

These restrictions apply to all devices, including mobile phones, tablets, laptops, cameras, and covered wearables.

Recording or real-time transmission by employees, contractors, vendors, or guests is prohibited in the following locations unless expressly authorized by senior management for a legitimate business purpose:

- Table games pits and any area with a clear view of cards, chips, shoes, or discard racks
- Slot and electronic game areas where screens, meters, or outcomes are visible
- Cage, count rooms, vaults, armored transport areas, security and surveillance offices, and IT or server rooms
- Restrooms, locker rooms, and any guest room while an employee, contractor, or vendor is present in the course of work, such as security, maintenance, housekeeping, or other service responses
- Areas designated by signage as no recording zones, or any other location that management designates as sensitive for game integrity, privacy, or safety reasons

Recording or real-time transmission that is primarily intended to document or analyze live gaming activity or gaming equipment from any location on property is prohibited. If management determines that a recording activity poses a risk to game integrity, privacy, safety, or operations, employees and guests must immediately stop when instructed.

Protected Content (Never Permitted)

Except as expressly authorized for Company surveillance, security, compliance, training, or marketing purposes approved by senior management under Section 6.5, no person may capture or transmit any of the following:

- Playing cards in any form, fronts, backs, ranks, suits, or any portion of cards in a dealer's or player's hand, on the layout, in the shoe, or in the discard rack
- Table-game outcomes or procedures
- Slot game outcomes or meters in a way intended to track, predict, or analyze game results or payback
- Surveillance camera views, patrol routes, alarm systems, or emergency response plans
- Guest or employee personal data or confidential business information (for example, ID documents, SSNs, financial information, or HR records)

These prohibitions apply no matter how the content is captured (photo, video, audio recording, screen recording, live-stream, or video call).

Casual Photography, Social Media, and Guest Use

Casual selfies or photos in non-restricted areas are generally allowed for guests and for off-duty employees who are lawfully on property as guests, so long as the images are not primarily focused on any of the following:

- Gaming equipment for the purpose of tracking, analyzing, or predicting outcomes
- Gaming procedures, including dealing techniques, shuffle methods, or other game protection procedures

- Game outcomes, meters, tickets, or other information in a way intended to monitor or predict results
- Protected content listed in Section 6.6.5

Incidental capture of games, machines, or gaming areas in the background of a normal photo is not, by itself, a violation of this policy.

However, management may at any time direct a guest, employee, contractor, or vendor to stop recording, taking photos, or conducting video calls if, in management's judgment, the activity poses a risk to game integrity, security, safety, or privacy, or otherwise interferes with casino operations.

Employees must follow all other Company policies when taking or posting photos or videos on social media, including policies on confidentiality, harassment, privacy, uniforms, and use of the Company name or brand.

Employee Rights & Protected Concerted Activity

Nothing in this policy is intended to restrict lawful **protected concerted activity** under Section 7 of the National Labor Relations Act.

Subject to the restrictions in this section and applicable law:

- Employees may record in non-restricted areas for lawful protected concerted activity regarding workplace concerns (for example, documenting wages, hours, or working conditions), **provided that** they do not capture:
 - Gaming activity, restricted areas, or protected content described in Sections 6.6.4 and 6.6.5, or
 - Confidential guest or employee personal data as described in Section 3.6.

Employees must promptly comply with management instructions to stop recording if the recording occurs in a restricted area, captures protected content, or interferes with operations or guest service, even if the employee believes the recording relates to a workplace concern. Employees may report workplace concerns through management, HR, or appropriate government agencies.

This provision does **not** create a right to:

- Record while actively performing duties in a way that interferes with job performance, guest service, or safety;
- Disobey reasonable work rules about productivity, cell phone use, or restricted areas; or
- Violate gaming, surveillance, privacy, or safety laws.

Employees with questions about how this policy applies to protected concerted activity should consult management or HR.

Good-faith recordings that meet these criteria and are otherwise lawful will not be disciplined.

Future Technology & Management Authority

- Management may immediately restrict any new or unidentified device that presents a similar risk to game integrity, security, or privacy while the device is evaluated.
- Management may issue reasonable, situation-specific directions under this policy to address risks not expressly listed above. Employees, contractors, vendors, and guests are expected to comply with those directions.
- Temporary restrictions issued under this section remain in effect until formally updated or rescinded by management.

7. INVESTIGATIONS & CORRECTIVE ACTION

Investigations

The Company may conduct investigations into:

- Misconduct
- Safety incidents
- Regulatory or gaming violations
- Suspected theft, fraud, or other serious concerns

Evidence may include surveillance recordings, interviews, documents, and digital records, consistent with law and Company policy.

Corrective Action

Discipline is typically progressive and may include:

- Verbal coaching or warning
- Written warning
- Final written warning
- Suspension
- Termination

However:

- The Company may skip steps or move directly to termination for serious violations (for example, theft, workplace violence, serious safety violations, or clear gaming-integrity issues).
- Each situation will be evaluated individually based on facts, impact, severity, and prior history.

Documentation

Supervisors must document corrective actions. Employees will receive copies of written warnings or other formal disciplinary documents.

8. COMMUNICATION, TRAINING & COMPLAINTS

Staff Meetings

- Staff meetings are held as needed for updates, training, and operational changes.
- Attendance is mandatory unless you are excused in advance by your supervisor.

Responsibility for Knowledge

Employees are responsible for knowing and following the policies and procedures that apply to their positions.

Signatures & Acknowledgments

When you sign training records, policy acknowledgments, or similar documents, you are confirming that:

- You have received and read the material to the extent reasonably possible;
- You understand it, or have had an opportunity to ask questions; and
- You agree to follow it as a condition of continued employment.

Bulletin Boards & Communications

Check bulletin boards and other internal communication channels regularly for:

- Policy updates
- Schedule changes
- Mandatory training
- Other important notices

You are responsible for keeping up with posted information that applies to your position.

Complaints & Problem-Solving

If you have a concern about your job, conditions, or treatment at work:

- Bring the concern to your immediate supervisor.
- If it is not resolved, escalate to HR or senior management.
- You may also raise concerns about safety, pay, scheduling, or working conditions through any available management channel.

Retaliation Prohibited

Retaliation against employees who raise good-faith concerns, participate in investigations, or engage in lawful protected concerted activity is prohibited and will result in corrective action.

9. SEPARATION OF EMPLOYMENT

Resignation

- Employees are requested to provide at least **two weeks' notice** of resignation.
- Key management positions are requested to provide at least **four weeks' notice**.
- Notice should be given in writing to your supervisor and/or HR.
- Final paychecks for terminating employees will be issued in compliance with Nevada law (generally on the next regular payday or within 7 days, whichever is earlier, for involuntary terminations).

Exit Procedures

Before final pay is released, employees must:

- Return all Company property (keys, badges, uniforms, equipment, documents, etc.).

- Resolve any outstanding advances or debts to the Company, which may be deducted from your final paycheck as permitted by law.

Benefits After Separation

- Depending on your benefit elections, you may be eligible to continue certain benefits (such as health insurance) at your own expense under COBRA or similar laws.
- HR will provide information on eligibility and timelines.

Change of Address

Keep your mailing address current with HR to ensure proper delivery of:

- Final pay
- Tax forms
- Any benefit continuation notices

10. EMPLOYEE RESPONSIBILITIES & ACKNOWLEDGMENT

Ongoing Responsibility for Knowledge

You are responsible for:

- Reading this handbook and any updates that apply to your position
- Attending required trainings
- Asking questions when you are unsure

Not knowing a policy or claiming you did not read this handbook will not excuse violations.

Technology, Systems, and Process Changes

Barton's Club 93 will continue to update its technology, systems, and procedures over time. New software, hardware, and methods may replace or change how work is performed. Employees are expected to participate in required training, learn and use updated

tools and procedures, and adapt their work accordingly as part of their job responsibilities. Failure to reasonably adapt to required changes may result in reassignment or corrective action, up to and including termination.

Effect of Signatures

By signing handbook or policy acknowledgments, you:

- Confirm receipt and access to the materials
- Confirm you have had the chance to ask questions or seek clarification
- Agree to follow the policies and procedures as a condition of continued employment

Choosing not to sign does **not** relieve you of the obligation to follow Company policies.

At-Will & Non-Contract Statement

This handbook is **not a contract** of employment.

- Employment with Barton's Club 93 is at-will.
- Either you or the Company may end the employment relationship at any time, with or without notice, and for any lawful reason.
- No manager or representative of the Company has authority to enter into any agreement that changes at-will status, except in a written contract signed by ownership or its authorized designee.

Acknowledgment Signature

I acknowledge that I have received, read, and understood the GLM Gaming, LLC d/b/a Barton's Club 93 Employee Handbook. If I have any questions, concerns, or translation needs, it is my responsibility to seek clarification and/or translation promptly, as needed.

I understand that this handbook is not a contract of employment and does not alter my at-will employment status.

By signing below, I agree to follow the policies, procedures, and expectations outlined in this handbook. I understand that choosing not to sign does not exempt me from these responsibilities.

Employee Name: _____

Signature: _____

Date: _____