

1975  
**BOYD**<sup>®</sup>  
2025

TEAM MEMBER HANDBOOK




1975-2025



**BOYD**<sup>®</sup>





**VALUE  
RELATIONSHIPS,  
HAVE INTEGRITY,  
EXCEED  
EXPECTATIONS,  
AND WORK SMART.  
THIS IS WHAT IT  
MEANS TO BE A  
BOYD GAMING  
TEAM MEMBER.**

#### **MISSION STATEMENT**

We, as members of Boyd Gaming Corporation, or its affiliated properties, operate with only the highest degree of integrity and rely on the competence and friendliness of each person in our organization to provide entertainment and service to satisfy our guests' wants.

Through teamwork, we strive to maximize shareholder value, to be among the leading companies in our industry, and to provide opportunities for all while we support and enhance our communities.

# Welcome to **BOYD GAMING CORPORATION**

In 2020, Boyd Gaming celebrated its 45th year in business, a track record of longevity that very few companies in our industry can match. From a single property in downtown Las Vegas—the California Hotel and Casino— Boyd Gaming has grown into one of America’s leading casino operators, with 28 affiliated properties and over 15,000 team members in 10 states across the country.

From that first day in business, Boyd Gaming and its team members have been dedicated to the unique culture we call “Boyd Style.” Within its four core values— Value Relationships, Integrity, Exceed Expectations, and Work Smart—Boyd Style lays the foundation for how we treat our guests, our fellow team members, and our communities.

Boyd Style is what Boyd Gaming is all about. No matter how large our Company becomes, Boyd Style ensures every one of us consistently provides the great service and welcoming atmosphere that defines the Boyd Gaming brand, and keeps our guests coming back.

Boyd Style begins with our team members, and we are committed to providing you with a work environment that demonstrates the respect we have for you. We practice an open-door philosophy, offer competitive pay and benefits, and promote a workplace culture that is unique within our industry.

This Handbook is designed to provide some basic information so you can better understand the Company, your benefits, your responsibilities, and our expectations of you. It contains general explanations and guidelines of many Company policies, but it is not intended to provide every detail. Please do not hesitate to ask department management or Human Resources if you need more information or clarification on any of our policies, procedures, or work rules.

We are proud of what we have accomplished as a company since we were founded in 1975. But we know that our future success depends on the continued dedication and excellence of team members like you. We challenge you to commit yourself to living Boyd Style—upholding the standards of friendliness, quality service and integrity that make Boyd Gaming a special place to work and play.



**Keith E. Smith**  
President and Chief  
Executive Officer



**William S. Boyd**  
Executive Chairman

# **MANAGEMENT PHILOSOPHY**

We are proud of the unique culture we share at Boyd Gaming. You're much more than an employee—you are a team member, a valued part of the Boyd Gaming team, and our mission is to create a workplace where our team members can build a fulfilling and rewarding career.

That begins with a philosophy of mutual respect and open communication. From your department management to our senior leaders, our doors are always open to you—that is Boyd Style.

**But our commitment to you goes far beyond our open-door policy:**

- Each property has a member of Human Resources dedicated to serving as an advocate to management for you, and as a representative for team members during the disciplinary process.
- If you have a complaint or concern about the workplace (including safety issues) and you're uncomfortable telling your department management or notifying the Human Resources Department, you can visit **4U2TELL.ethicspoint.com** or call **1-866-4U2-TELL** anonymously, 24 hours a day. All calls to this hotline are investigated, and a response is provided.
- Hourly, non-bargaining-unit team members have the right to appeal most terminations to EDRICK (Employment Disciplinary Review Committee), and to representation by an advocate in Human Resources during the EDRICK process.
- Each Boyd Gaming property has an active **Safety Committee**, committed to making your workplace as safe and hazard-free as possible.
- All Boyd Gaming team members have access to the **Boyd Gaming Team Member Crisis Fund**, a resource available to help team members through times of financial need.
- Each Boyd Gaming Team Member has access to the Employee Assistance Program (EAP) to assist team members and their households with everyday problems or questions, big or small. The EAP can be reached at 855-383-7229 or anthemEAP.com.

Each of these initiatives is the result of our commitment to you.

**PURPOSE AND EXPLANATION OF THE HANDBOOK**

The purpose of this Handbook is to provide team members with information that will assist them while employed by Boyd Gaming Corporation or a subsidiary or affiliated company (collectively, the “Company”). This Handbook contains general statements and guidelines and is meant to provide an overview of the more common policies and procedures, as well as benefits available to team members of our Company. Details of the summarized policies and procedures described in this Handbook will be provided by your department manager or the Human Resources Department, which in all cases control the application of the policies and procedures and the benefits. All team members are responsible for knowing and abiding by the policies and procedures contained in this Handbook.

Each team member must also understand and follow all policies, rules, and instructions that apply to their particular job and department. Team members are encouraged to ask questions of their department management or the Human Resources Department regarding details of applicable policies and procedures and benefits.

The Team Member Handbook applies to team members of Boyd Gaming Corporation, its subsidiaries, and affiliated companies. The Company's accumulated experience and knowledge in the hospitality industry has provided the foundation for this Handbook. The sharing of policies on certain issues, as set forth in this Handbook, is not counter to the separate corporate status of the subsidiaries. Accordingly, the Handbook and policies are subject to change by Boyd Gaming and/or subsidiary Management whenever they see fit, for whatever reasons they deem appropriate. In some instances, a newly acquired property, subsidiary, or affiliated company may operate under different programs or policies as approved by senior leadership. Team members with any questions about what policies or programs apply to them should contact their Human Resources Department.

## **BOYD STYLE**

Valuing Relationships – Integrity – Exceeding Expectations – Working Smart

Boyd Style is our own, one-of-a-kind way of doing things. It is being the best at what we do. It is our commitment to excellence. It is our special flair...our unique spirit...our values...our pride...ourselves.

At Boyd Gaming we believe that we ALL must show our Boyd Style. The definition of ALL of us means exactly that – **ALL OF US**, including senior executives, directors, managers, supervisors, salaried and hourly team members.

## **OUR SERVICE VISION**

At Boyd Gaming, our Service Vision is to ensure the total satisfaction of every guest, every day, at every property—to provide experiences that will exceed expectations– to maintain a workplace with motivated team members who will unfailingly provide efficient, prompt and friendly service—to continually provide quality products, exceptional value, exciting entertainment, and above all an unforgettable experience. Ultimately—and every day—we strive to provide positive, memorable experiences for our guests and to inspire an intent to return and an intent to recommend Boyd Gaming to friends and family.

## **OUR SERVICE STANDARDS**

Boyd Gaming Corporation and its subsidiaries are committed to providing excellent guest service with Boyd Style. Boyd Style is best captured with the word VIEW: Value Relationships, Integrity, Exceed Expectations, and Work Smart.

**Value Relationships** – Make an Authentic Connection

**Integrity** – Do the Right Thing



## **Exceed Expectations** – Offer the Extraordinary

### **Work Smart** – Bring Your Best Every Day

Taking care of people is what it is all about. After all, we are in the entertainment business and it is “Showtime” the moment we enter the doors. We want our guests to have fun, and have fun ourselves in the process. This kind of atmosphere inspires guests to return more often and play longer. This is what will set us apart—Excellent Guest Service!

People return to places where they feel they are treated with warmth, dignity, and respect. We are an organization that values their business and where team members truly care about the guests and each other. We are a place where guests and coworkers feel like they are part of a family. We are a company that actively promotes this attitude, and this concept of exceptional guest service must be a consistent part of our behavior every day, in every way.

## **DELIVERING BOYD STYLE EVERY MOMENT OF EVERY DAY TO EVERYONE**

Brighten someone’s day with a smile that is warm, friendly, and genuine. Use eye contact to show a sincere interest and desire to help.

- Acknowledge guests and coworkers and look for ways to offer assistance or give a friendly greeting.
- Show respect for guests and coworkers by speaking to them in a positive, professional, and friendly manner. Use names whenever possible.
- Be helpful when guests or coworkers ask for assistance. Provide the information needed. If the guest or coworker needs directions to another part of the property, accompany them if possible. If a team member cannot leave their workstation, contact a department manager who can escort the guest or coworker to where assistance is available.
- Handle each situation with a fresh perspective. No matter how routine the request may seem, team members should be sincere when talking with guests or coworkers. Serve them one at a time so they will feel special.
- Listen closely and answer questions clearly so guests and coworkers are not confused. Guests and some coworkers may not be familiar with names of places, events, and entertainment terms.
- If an answer is not known, find out. Never say, “I don’t know” or, “It’s not my job.” Always assure the guest or coworker that you will find the answer, and then do so quickly.
- Express appreciation to the guests with statements such as, “It was my pleasure serving you,” or, “Come back and visit us again soon,” or, “I hope you enjoyed your experience while you were here.”
- Tone of voice and body language are important. Use a cheerful, pleasant voice when communicating face-to-face or by phone. Team members should let people hear the smile in their voices. How a thing is said is as important as what is said. Maintain good posture and an open stance. When approaching a person, do so with energy. Show enthusiasm, whether it is the beginning or the end of a shift. Our guests and coworkers deserve our best.

- Be actively involved. Show active involvement and concern for our guests by asking questions such as, “What else may I do to help you enjoy your visit with us?”, “Are you having a good time?”, “How has your service been today?”, and “What else would you like?” By being actively involved, we can exceed guests’ and coworkers’ expectations and quickly resolve problems, complaints, or any other service issues.

## SERVICE RECOVERY – HOW WE HANDLE DIFFICULT SITUATIONS

Mistakes will be made. There are some decisions that do not satisfy our guests. We need to resolve the situation. This process is called Service Recovery. The key is getting the problem fixed immediately. Often it is not what is said, but how it is said, and how quickly one responds. People want recognition, respect, empathy, and assurance that someone cares about them as a person. The most loyal guests are those who have had a complaint that was resolved successfully. They walk away feeling they have established an ongoing relationship with our Company. We are totally committed to creating an atmosphere where guests feel comfortable and valued. It is also important to remember that each of us must try to “Do it right the first time.”

**Listen** – Pay close attention to the guests concern and identify the true problem. Do not interrupt. Restate the problem to be certain to understand what the guest needs. Acknowledge their right to excellent service.

**Apologize** – Whether or not a team member is responsible for the problem, they should apologize to the guest for the situation they encountered. Empathize with the guest, showing concern and commitment to solving the problem.

**Solve** – Team members should use their knowledge and skills to resolve the issue. If it is beyond their capabilities or authority, they should obtain the immediate assistance of a supervisor or manager. Ensure the problem is completely resolved in a timely and appropriate manner.

**Thank** – The majority of guests who have concerns with our service choose not to express them. They either quietly accept the situation, or make the choice to take their business elsewhere. When team members are fortunate enough to have a guest tell them of a concern, they should thank them for the opportunity to resolve the issue. Once the situation is resolved, team members should let the guest know that if they need additional assistance, they or one of their coworkers will be happy to help.

**GENERAL  
INFORMATION**

## THE IMPORTANCE OF DIVERSITY

Diversity and inclusion are critical parts of our successful strategy to build an industry- leading gaming and entertainment company. The purpose of our diversity efforts is to utilize the similarities and differences of our many team members to accomplish our goals and objectives.

We are proud of our Company’s long-standing reputation as a champion of diversity. Continuing to build this legacy is not possible without the support of our team members. Together we have embraced diversity as a core concept of our company’s philosophy. As we grow, our initiatives will continue to evolve.

## SOME OF THE WAYS WE DO THIS:

- Create programs, products and services which reflect the needs of all our guests and people in the communities we serve.
- Endeavor to recruit and retain team members from all segments of our communities.
- Ensure that we have the best, most inclusive workforce to create an outstanding guest experience.
- Embrace and use the collective experiences and skills of all our team members to make us the best at what we do.
- Build an organization where all team members can reach their full potential and do their personal best work.
- Strive to maximize shareholder value and customer satisfaction through teamwork while supporting and enhancing our communities.

As our success reflects, an organization that embraces diversity and inclusion is seen as the best place to work, play and invest.

## EQUAL EMPLOYMENT OPPORTUNITY

Boyd Gaming Corporation and its subsidiaries are committed to recruiting, hiring, developing and training, promoting, compensating and recognizing all team members solely on the basis of merit, qualifications, and abilities.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be made without regard to:

- Age
- Color
- Disability
- Ethnicity
- Gender
- Gender Expression
- Gender Identification
- National Origin
- Perceived Disability
- Pregnancy
- Race
- Religion
- Sexual Orientation
- Union Affiliation
- Veteran Status

Or on any other basis prohibited by local, state, or federal laws.

Any team member who has a question or concern regarding any type of discrimination or harassment in the workplace should voice their concern to Human Resources or department management without fear of reprisal. Anyone found engaging in any type of unlawful discrimination, harassment or retaliation, may be subject to disciplinary action up to and including termination of employment.

## **GUESTS AND TEAM MEMBERS WITH SPECIAL NEEDS**

When team members encounter individuals who need special attention, they must treat them with respect. Team members should do their best to accommodate them and make them comfortable.

It is our policy, consistent with the Americans with Disabilities Act, to allow Service Animals in all public areas to which our guests have access. Contact the Human Resources Department or department management with any questions or for more information regarding our responsibilities to people with disabilities, or how to assist a guest with special needs.

## **RESPONSIBLE GAMING**

Boyd Gaming has taken a leadership role in recognizing responsible gaming. This responsibility extends to gambling by team members, compulsive gambling, and underage gambling.

**Team Member Gambling** – The laws concerning patronization and gambling by team members differ in various gaming jurisdictions. Consult your department manager or the Human Resources Department for the guidelines at your property. Team members are not permitted to gamble while in uniform.

Management reserves the right to determine whether your position requires additional restrictions on gambling and patronization privileges. Such restrictions will be communicated on an individual basis. Privileges under this policy may be revoked at any time if a team member fails to conduct themselves in an appropriate manner while patronizing any of the Company's properties.

**Compulsive Gambling** – A gambler's hotline number is displayed in various locations within the company's gaming establishments. Through our credit policies and procedures, the company will try to ensure individuals are not encouraged to gamble beyond their financial means. The vast majority of our gaming customers gamble for the purpose of entertainment. For some people, however, the gaming experience can become a serious problem. If you have questions about compulsive gambling, contact your property Human Resources Department.

The company supports and participates in the education of the general public by providing public service announcements and publicity programs which discuss compulsive gambling.

**Underage Gambling** – The company has a strict policy against underage gambling in its gaming establishments. All team members are to be on the alert for underage persons attempting to play, playing, or loitering in the gaming areas. If the legal age of an individual is in question, follow the steps outlined in the training you received regarding underage gambling, and immediately notify a supervisor, manager, or a Security Officer. Any team member who knowingly allows an individual under the age of 21 to gamble is subject to disciplinary action up to and including termination. Guests may place bets on horse racing if they are eighteen (18) years of age, if permitted by local jurisdiction.

Additional information about the company gambling policy may be found in department policies.

# BENEFITS



## PAID TIME OFF (PTO)

*For team members in non-exempt/hourly positions.*

The paid time off plan outlined in this policy applies to eligible hourly team members only. Salaried team members participate in the Company’s Vacation Plan, which is outlined in the following section.

The purpose of the Paid Time Off (PTO) program is to provide team members with the opportunity to schedule time away from work with pay for rest, recreation, vacation, personal appointments, family obligations, or illness. PTO is available to eligible full-time and part-time hourly team members not covered by a collective bargaining agreement, in lieu of traditional vacation and paid holidays. Team members are encouraged to use accrued PTO. PTO begins to accumulate from the first day of employment and may be used upon completion of 90 days of employment.

The Company does not recognize or approve “compensatory time off” (time off in lieu of pay, or working on an unscheduled day in lieu of taking PTO for a regularly scheduled day, usually called “comp days” or “comp time”). The granting of compensatory time-off is strictly prohibited.

PTO Schedule:

Length of Service	Accrual Rate	Max PTO Hours Accrued Per Year	Max Total PTO Accrual (Cap)
<1 year	.0385	10 days (80 hours)	10 days (80 hours)
1 year – < 2 years	.0462	12 days (96 hours)	12 days (96 hours)
2-4 years	.0577	15 days (120 hours)	15 days (120 hours)
5-9 years	.0770	20 days (160 hours)	20 days (160 hours)
10+ years	.0962	25 days (200 hours)	25 days (200 hours)

## ELIGIBILITY

The PTO schedule applies to all eligible hourly full-time and part-time team members, as hours are accrued based on years of service per the chart above. The number of accrued days on the chart are based on a 40-hour workweek. Team members working less than 40 hours in the workweek will accrue PTO hours on a pro-rated basis. In addition, PTO hours are accrued on a maximum of 40 hours in the workweek; therefore, team members do not accrue more PTO hours if they work over 40 hours during the workweek.

Regular, non-union full-time and part-time hourly team members are eligible for PTO. Certain team members may be eligible for a separate PTO plan, such as marine crews or team members covered by the terms of a collective bargaining agreement. Please consult the Human Resources Department for details. Temporary, seasonal, and on-call team members are not eligible for PTO.

Team members whose status has changed (i.e., on-call going to part-time /full-time) begin accruing PTO hours effective the date of the status change.

PTO accrual will cease for team members on unpaid Leave of Absence.



PTO hours are viewed as regular hours worked for purposes of PTO accrual calculation (in other words, PTO hours are accrued for PTO hours used) and are considered “creditable” hours toward benefit eligibility. However, PTO hours will not be counted as time worked for purposes of computing overtime.

## **BENEFIT AND ACCRUAL**

PTO is a gratuitous benefit of employment granted solely at the company’s discretion. PTO is not earned and is not to be considered an amount due or a wage for any purpose and team members will not be compensated upon separation of employment for unused PTO. All eligible team members begin accruing PTO on their first day of employment. The rate at which PTO hours are accrued is based on the length of service and the number of hours worked. PTO hours accrue up to the max accrual cap as noted in the chart above. Once the max cap is reached, PTO will no longer accrue until hours are used and the balance falls below the max cap or the team member moves into a new length of service category. PTO hours do not accrue while a team member is on any form of unpaid leave.

## **UTILIZATION**

PTO must be used as paid time off away from work. Team members may not apply for PTO time for days they are not normally scheduled to work. Management will give careful consideration to a team member’s time off request. Final assignment of PTO time will be at the discretion of management based on the Company’s operational needs, date of request, or length of service. PTO cannot be used until it is accrued by the team member. A team member may be permitted to use PTO before it is accrued with prior written approval of the Vice President, General Manager or higher. Examples of circumstances for which advance PTO may be approved are due to rounding of accruals, sickness, accidents and death in family that do not allow for timely notice of leave of absence or are for periods of time which are less than would qualify for a leave of absence.

Hourly team members may use up to 40 hours annually in partial shift increments. A minimum of one (1) hour PTO may be requested. For example, if a team member’s work schedule is for 8 hours and they request 4 hours PTO and work 4 hours, the team member would be paid for working 4 hours and 4 PTO hours, for a total of 8 hours for the day.

Additionally, team members may be required by their department to use a portion of the annual PTO accrual in weekly increments. Team members may split up to 8 days in single day increments (exclusive of the 40-hour hourly increments). Remaining time must be used in weekly increments. Tracking is at the department level.

Each property may establish and communicate annually certain peak business periods for which PTO payment will not be granted for unscheduled absences by hourly team members.

Payment of PTO hours will be included on the regular paycheck for the pay period in which the PTO hours are used, subject to the request being received in a timely manner.

## **STATUS CHANGES, TRANSFERS AND SEPARATION OF EMPLOYMENT**

For internal property transfers, all accrued but unused PTO hours will be transferred with the team member to the new department. For property to property transfers, all accrued, but unused PTO hours will be transferred with the team member. The PTO accrual rate will remain aligned with the original date of hire regardless of the status change or transfer.

- For Team members transferring to an on-call or seasonal employment status, where the team member is no longer eligible for PTO, the team member’s PTO balance will be reset to zero as of the effective date of the transfer.
- Team members transferring from an hourly to a salaried role will no longer be eligible for PTO, and will be awarded vacation as outlined in the Boyd Vacation Plan.
- Team members transferring from a salaried to a PTO-eligible hourly position will be given PTO based on a review of their unused vacation time.

Unused PTO will not be paid out upon separation of employment. PTO cannot be used to extend the length of employment. The last day worked will be the separation date.

## BOYD VACATION PLANS (SALARIED TEAM MEMBERS)

The Vacation Plan Policy applies to eligible salaried non-Director team members only. Hourly team members participate in the Paid Time Off Plan (PTO).

### ELIGIBILITY

**Salaried Non-Director:** Salaried team members holding titles below the Director level will participate in the Boyd Vacation Plan (BVP).

**Director and Above:** Team members holding a title of Director or above are eligible to participate in the Flexible Vacation Plan (FVP).

### GENERAL PROVISIONS

The purpose of the Boyd Vacation Plan is to provide team members with the opportunity to schedule time away from work with pay for rest, recreation, vacation, personal appointments, family obligations or illness.

The Company does not recognize or approve “compensatory time off” (time off in lieu of pay or working on an unscheduled day in lieu of taking a vacation day for regularly scheduled day, usually called “comp days” or “comp time”) for salaried team members. The granting of compensatory time-off is strictly prohibited.

Temporary, seasonal and on-call team members are not eligible.

The Boyd Vacation plan allows team members the flexibility of utilizing gifted vacation days in full day increments throughout the calendar year, based on supervisor approval. Supervisor approval shall be requested utilizing a Vacation Request form. The schedule below reflects the number of gifted vacation days team members will receive on January 1st of each calendar year; gifted vacation days expire December 31st of each calendar year. Unused vacation days do not rollover from one year to the next.

Years of Service	Granted Vacation Days
<1 year	See pro-ration chart below
1 year - <2 years	12
2-4 years	15
5-9 years	20
10+ years	25

The Boyd Vacation Plan allows a team member access to the full amount of days, corresponding to the years of service group the team member falls into, on January 1st of each year. Years of service will be calculated based on the team member’s tenure as of January 1st each year, to include the current year’s anniversary milestone. For example, for the purposes of this policy, a team member hired on June 1, 2017 would be considered to have 1 year of service on January 1, 2018.

Team members who are newly hired to the Company or whose status has changed (i.e., on-call to full-time) will be eligible to join the current year’s plan on a pro-rated basis following the schedule below:

Years of Service	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<1 year	10	8	5	2
1 year - <2 years	12	9	6	3
2-4 years	15	11	8	4
5-9 years	20	15	10	5
10+ years	25	19	13	7

Conversely, team members whose status changes from an eligible status (Full-time, Part-time) to ineligible status (On-call, Steady Extra, Seasonal), are terminated, or otherwise leave the Company will lose access to the Boyd Vacation Plan and are not entitled to payout or any other form of compensation.

In the event of an approved Leave of Absence, the team member is required to work with the Human Resources Department to ensure time off is properly utilized.

Vacation days are paid at an eligible team member’s base salary; vacation pay does not include commissions or other compensation in the calculation.

The Boyd Vacation Plan is not an accrual plan. Vacation time is not earned or accrued and does not carry any value should the team member’s employment with the Company end for any reason. Team members who leave the Company for any reason will not receive a monetary payout for any unused vacation time.

### **BOYD VACATION PLAN SCHEDULING AND TRACKING**

Team members eligible to participate in the Boyd Vacation Plan will request time off utilizing the Vacation Request form. It is the responsibility of the team member’s direct supervisor to approve and track the time used, including both scheduled and unscheduled absences. Team members are encouraged to keep their own record of time used and remaining balance. Templates to assist with vacation tracking are available from Human Resources.

### **UNSCHEDULED ABSENCES**

An unscheduled absence is defined as an absence that has not been pre-approved by management and is not covered by FMLA. While the Company recognizes that team members may have illnesses, injuries or other personal emergencies, we must rely on a staff of dependable team members; therefore, all team members are expected to work as scheduled and are to

minimize unscheduled absences. Vacation time will be applied to unscheduled absences and tracked by the team member's supervisor. Team members who have used all available PTO or vacation time and have an unscheduled absence may complete an Unpaid Time Off Request.

### **FLEXIBLE VACATION PLAN: DIRECTORS AND ABOVE**

Team Members at the Director level or higher are governed by the Flexible Vacation Plan (FVP). The plan allows team members to utilize vacation days as approved by their direct supervisor. There is not a minimum or maximum FVP limit, unless a team member's time off is for a reason that qualifies for an approved Leave of Absence. Team members are required to email a vacation request to their direct supervisor. Any request for vacation that exceeds 10+ consecutive business days requires SVP or higher approval. Eligibility to utilize the FVP will begin upon the team member's start date in the eligible role.

In the event of an approved Leave of Absence, the team member is required to work with Human Resources or Team Member Services to ensure time off is properly utilized. The team member will receive compensation for up to fifteen (15) concurrent vacation days annually with additional days available based on management discretion.

It is the responsibility of each eligible team member to manage FVP utilization within the policy without adverse impacts to business operations or overall job performance. The Company expects eligible team members to manage their time off effectively by planning ahead whenever possible in order to maintain adequate coverage and continuity of Company operations.

FVP is paid at an eligible team member's base salary and does not include commissions or other compensation in the calculation.

The FVP is not an accrual plan. Flexible vacation time is not earned or accrued and does not carry any value should the team member's employment end with the Company for any reason.

### **TEAM MEMBER CRISIS FUND**

The Company has implemented the Boyd Gaming Team Member Crisis Fund to provide aid to team members in need. It is intended to assist team members who meet all eligibility requirements and who are experiencing a financial hardship or crisis, through no fault of their own, due to a family emergency or disaster such as a fire, accident, illness, death in the family, or other life-altering event. For more information, contact the property's Human Resources Department.

#### **Eligibility**

- All full-time or part-time team members who have completed their introductory period.
- Eligible applicants must be employed by Boyd Gaming when the incident for which they are seeking assistance occurs.

#### **Qualifying Hardships**

- Team members who meet all eligibility requirements may apply for assistance for themselves and their immediate family (as defined by Internal Revenue Service Code). Team members may request assistance twice during any rolling twelve (12)-month period. Each request has a minimum requested amount of \$1,000. The maximum allowable amount is \$3,000 within a rolling 12-month period.

## **Application**

Team members must apply for crisis assistance by visiting [www.employees1st.org/boyd-gaming](http://www.employees1st.org/boyd-gaming) or 888.295.0192. The Employees 1st Crisis Fund Committee will review the application to ensure that all information and documentation is provided as required.

## **BEREAVEMENT LEAVE**

If an immediate family member dies, you may be granted up to five (5) days unpaid leave to arrange for and/or attend the funeral, unless additional leave is provided for by state law. Immediate family member for purposes of Bereavement Leave includes: current spouse, mother, father, son, daughter, brother, sister, grandfather, grandmother, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and step relatives. For a Bereavement Leave of Absence, the team member may choose to use available PTO or vacation pay concurrent with their leave.

## **JURY DUTY**

As citizens of the United States, we all have a civic responsibility to report for jury duty when summoned. If you are summoned for jury service, it's important that you understand the process for notifying your leader and what compensation you may be entitled to while serving.

If you are called to fulfill your civic duty to serve on a jury, you may receive up to ten (10) days paid leave during this service. If you are required to serve more than ten (10) working days, you may use available PTO or vacation or request additional unpaid leave for the duration of the absence. If you receive a jury summons, notify your department management immediately. To qualify for jury duty pay, submit a copy of the summons to your department management as soon as it is received, and a copy of the proof of service when the jury duty is completed. All Jury Duty Leave must also be reported to the Human Resources Department.

## **MILITARY LEAVE**

We are so proud of our active duty, Reserves, National Guard, and veterans. Their sacrifice and passion for protecting our great nation is exceptional and greatly valued. If you are in a recognized branch of the United States Armed Services, military leave and associated benefits will be granted in accordance with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA).

## **FAMILY & MEDICAL LEAVE (FMLA)**

The Family & Medical Leave Act (FMLA) allows team members to take unpaid time off work under certain situations. FMLA leave is intended to balance the business needs of the company with the needs of our team members and their families.

## **ELIGIBILITY**

Team members who have worked for the company for a year or more, and have worked at least 1,250 hours during the previous 12 months, are eligible for up to 12 weeks of FMLA leave during any rolling 12-month period. FMLA may be used for a serious health condition, which includes one or more of the following reasons:

- For the team member's own serious health condition causing them to miss work.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.

- For the birth, adoption, or placement of a child for foster care with the team member if leave is within 12 months of the birth or placement of the child.
- For a covered family member’s active duty or call to active duty in the U.S. armed forces; or
- To care for an injured or ill service member (for this type of leave, up to 26 weeks may be taken).

### **TEAM MEMBERS REQUESTING FMLA LEAVE ARE REQUIRED TO PROVIDE:**

- 30-day advance notice when the need is foreseeable.
- Notice “as soon as practicable” if the need for leave is not foreseeable.
- Medical certifications supporting the need for leave is due to a serious health condition.
- Reports from the team member regarding their status and intent to return to work.
- Certification from a health care provider that the team member is able to return to work following an absence of three (3) or more consecutive scheduled work days due to a serious health condition (return to work authorization).

FMLA leave is unpaid leave and team members must use any available PTO or vacation in conjunction with taking FMLA leave. Holidays that occur during a team member’s FMLA leave are unpaid and PTO does not accrue while team members are on FMLA leave.

### **DEFINITION OF SERIOUS HEALTH CONDITION**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the team member from performing the functions of the team member’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with continuing treatment, or incapacity due to pregnancy, or in certain circumstances incapacity related to a chronic condition. Other conditions may also meet the definition of continuing treatment.

### **BENEFITS & PROTECTIONS**

During FMLA leave, the company will maintain the team member’s health coverage under any “group health plan” on the same terms as if the team member had continued to work. Team members will need to make the regular monthly contribution to continue coverage during their absence. Information on when and how to make your contributions is available from Boyd Benefits or Team Member Services.

Upon returning from FMLA leave, most team members must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Taking FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the team member’s leave. Team members who do not return to work following the end of the designated FMLA period, without management approval of additional job protected leave, will be deemed to have voluntarily resigned their position.

## **MILITARY FAMILY LEAVE ENTITLEMENTS**

Eligible team members with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves may use their 12-week leave entitlement to address certain qualifying circumstances (i.e. military exigency leave), which may include attending military events, arranging alternative childcare, making financial and legal arrangements, attending counseling sessions, and post-deployment reintegration.

FMLA also includes a special Military Caregiver leave entitlement that permits eligible team members to take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent or next of kin (nearest blood relative) who is a covered service member. A covered service member includes a current member of the Armed Forces, including the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that renders the service member medically unfit to perform their duties and for which the service member is undergoing medical treatment, recuperation, therapy, is in outpatient status, or is on the temporary disability retired list. If both spouses work for the company and are eligible for Military Caregiver, they may take a combined total of twenty-six (26) weeks of leave under this policy.

## **USE OF LEAVE**

FMLA can be taken all at once or, under certain circumstances, on an intermittent or reduced leave schedule. All leaves of absence under FMLA must be approved by Team Member Services. Team members should schedule leave for planned medical treatment on their days off or at times that do not unduly disrupt the company's operations. The Company uses a rolling 12-month period (measured backward from the FMLA leave start date) to determine FMLA eligibility and use.

## **TEAM MEMBER RESPONSIBILITIES**

Team members requesting FMLA must notify Team Member Services at least 30 days in advance if the need for FMLA leave is foreseeable, or as soon as reasonably possible if the need for leave is unforeseeable. Team members must provide sufficient information for Team Member Services to determine if the leave qualifies for FMLA leave, including the date they anticipate to be able to return to work. Team members must provide their FMLA documentation within 15 days of the date it is requested by Team Member Services. Team members are required to provide certification supporting the need for the leave and may be asked to recertify every six months or as otherwise allowed pursuant to applicable laws. Team members must also comply with the company's call-in procedures when using FMLA leave. Team members must provide a return to work authorization from their health care provider when returning to work from FMLA leave.

Failure to timely submit a return to work authorization may delay the team member's return to work. If the return to work authorization indicates the team member is released to return to work with restrictions, Team Member Services will coordinate an interactive discussion with the team member regarding a potential reasonable accommodation.

## **EMPLOYER RESPONSIBILITIES**

The company or designated third party administrator will inform team members requesting FMLA leave whether they are eligible for leave under the FMLA. If they are, the notice must specify any additional information required as well as the team member's rights and responsibilities. If

they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform team members if leave will be designated as FMLA-protected and the amount of leave counted against the team member's leave entitlement. If the employer determines that the leave is not FMLA protected, the employer must notify the team member. The company will not interfere, restrain, or deny any team member any right provided under FMLA and will not discharge or discriminate against any person for using FMLA leave or for participating in any proceeding under or relating to FMLA.

For the complete details on the Company's FMLA leave policy, please contact Human Resources. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights. FMLA section 109 (29 U. S. C. §2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

### **REASONABLE ACCOMMODATIONS FOR DISABILITIES**

Boyd Gaming is committed to complying fully with the Americans with Disabilities Act (ADA), as amended, which protects qualified applicants and team members with disabilities from discrimination, harassment, or retaliation in hiring, promotion, discharge, pay, job training, and other aspects of employment. We will engage in the interactive process to provide reasonable accommodations to team members with disabilities to assist them in performing the essential functions of their job to the extent it does not pose an undue hardship on the company. Any team member with a disability who requires a reasonable accommodation should inform Team Member Services. Boyd Gaming does not tolerate discrimination of individuals on the basis of a disability.

### **LEAVE AS AN ADA ACCOMMODATION**

A team member who may be a qualified individual with a disability as defined by the Americans with Disabilities Act (ADA), as amended, may be granted an unpaid leave of absence as a form of reasonable accommodation. Any available PTO or vacation must be used in conjunction with an approved ADA leave. Team members who believe they have a disability and may be in need of leave from work should contact Team Member Services to discuss the issue and determine what further steps, if any, may be needed. The Company may ask for documentation from the team member's health care provider in order to assess any leave request made. A leave of absence of greater than 30 days granted under the ADA will result in the loss of benefits eligibility. Team members who return to work from an extended ADA leave will be reinstated to their former benefits on the first of the month following their return to work.

### **BENEFITS WHILE YOU ARE ON A LEAVE OF ABSENCE**

While you are on a Leave of Absence, you are still required to pay for your medical or other insurance premiums if you wish to maintain coverage. Because your premiums are automatically deducted from your paycheck, you will need to make arrangements to continue these payments when you are on a leave of absence. Contact Team Member Services to address your premium payments and any arrears that you might have accrued. Should you return to work and have benefit arrears that remain unpaid, up to one additional premium payment (beyond the current payment) per benefit type may be taken from each subsequent paycheck until your arrears are eliminated. Please note that failure to pay your premiums or an arrears of 60 days or more can result in loss of benefit coverage due to lack of payment.



Should you lose benefit eligibility while on leave, you will be sent a packet regarding your benefit options, such as COBRA or plan conversion. If you lose benefits eligibility because of a leave of absence (not for non-payment), you will be re-instated to your former benefit coverage levels on the first of the month following your return to work.

## **TEAM MEMBER DINING ROOM**

It's your restaurant! Most Boyd Gaming properties have a dining room in the heart-of-house where team members can take their breaks and grab a bite to eat. Be sure and have your ID badge handy when you eat or take a break in your property's Team Member Dining Room. Refer to your local property dining room guidelines for more information.

## **MOTHER'S ROOM**

We support new mothers as they return to work after child birth. If you would like to continue nursing after you return to work, you may use the Mother's Room/Quiet Room during your regular work shift. Please consult your property's Human Resources Department for location and policy.

## **PAYROLL, OVERTIME, & TIPS**

### **Direct Deposit**

The use of direct deposit/electronic payment is mandatory except where prohibited by state law. You can set up direct deposit to your bank, credit union, or pay card. To make changes to your direct deposit information, log into [boydstyle.com](http://boydstyle.com). For those team members without bank accounts, we offer the Global Cash Card.

### **View Pay Stubs**

To view or print your pay stub, visit [boydstyle.com](http://boydstyle.com). It is your responsibility to make sure your paycheck is correct. If it isn't, speak with your leader as soon as possible to correct any errors. If an improper deduction is made from a team member's pay, the team member's leader should immediately notify Human Resources. Human Resources will partner with Payroll and take immediate action in good faith to correct the mistake, including through the payment of overtime wages if warranted.

### **Paycard**

The Company offers team members a paycard that is simple and easy to use. This card is a great alternative to physical paychecks and is safe and convenient to use. Visit Human Resources for more information.

### **Overtime Hours**

All overtime work must receive your leader's prior approval.

- Non-exempt (hourly) team members will be paid 1.5 times their rate of pay for all hours worked more than 40 hours within a workweek. All Boyd Gaming locations follow state overtime guidelines and rules. Paid Time Off (PTO) or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

### **Tips Reporting**

If you receive tips, report your tips on a daily basis by using the time clocks. The IRS requires withholding and other payroll taxes be deducted from your tips. Pooled tips, also known as tokens, will be included in your pay, and all reported tips will have applicable payroll taxes deducted by Boyd Gaming. They are reported to the federal government as earned income.

## **GITCA**

Under the Gaming Industry Tipping Agreement Program, Boyd Gaming property leadership and the Internal Revenue Service (IRS) work together to reach a Gaming Industry Tip Compliance Agreement (GITCA) that objectively establishes minimum tip rates for tipped team members. Upon hire, team members are automatically enrolled per Company Policy. If you would like to opt out, contact your property Human Resources department. To learn more about GITCA, speak with your leader or visit Human Resources.

## **TIP CREDIT NOTICE**

Under some circumstances, federal and some state laws permit an employer to pay tipped team members (i.e., those who receive tips or tokens) less than minimum wage, provided the combination of wages and tips they earn meets or exceeds minimum wage for the hours worked. The difference between the minimum wage and the amount the tipped team member is paid is called a tip credit.

## **DEDUCTIONS & WAGES**

Boyd Gaming properties are required by law to deduct certain things from your paycheck. Those deductions currently include line items such as:

- Federal Withholding Tax
- Federal Social Security Tax (FICA)
- Federal Medicare (MEDI)
- State/Municipal Income Tax (if applicable)
- Local Income Tax (if applicable)

Eligible team members participating in the Health Benefits Plan or any of the optional plans will also have the appropriate deductions made from their paychecks, depending on the options selected. We retain the unilateral right to adjust wages within the parameters set by applicable federal, state, or local laws. Additional deductions may be required by law due to the service of legal processes or proceedings. Also, recognition awards or cash prizes must be considered earned income and subject to applicable taxes in accordance with the IRS.

In the cases where payroll is required to process a mandatory or court ordered garnishment/wage assignment deduction, an administration fee will be assessed and withheld from your payroll check in accordance with the applicable governing statutes.

## **BOYD ADVANTAGE**

**Volunteer Day** – Part of living Boyd Style is giving back to our community. To support our commitment to the places we live and work, team members may receive up to eight (8) paid hours per calendar year for volunteering for the charity of their choice. Full-time hourly and salaried team members may take one paid eight (8) hour increment or two (2) paid four (4) hour increments to volunteer per year. Eligible part-time and on-call team members may use one paid four (4) hour increment per year.

**Property Discounts** – Property discounts may be available to team members. Please check your property for more details. Some exclusions may apply.

**Tuition Reimbursement** – Team members are eligible to receive up to \$2,500 reimbursement for college courses each year toward an undergraduate degree, or \$3,000 each year toward a graduate degree. To qualify, team members must have at least one year of continuous service,

work at least 20 hours a week, and have received a performance rating of “proficient,” “meets expectations,” or the equivalent on their last review. Please note you must apply and receive prior approval from Team Member Services before you begin coursework in order to qualify for reimbursement.

**Student Loan Repayment** – Full-time team members with at least three (3) years of continuous service can apply for up to \$1,000 in student loan repayment assistance each year. Applications are due October 1st, and approved payments will be disbursed by December 31st.

**College Scholarships** – Children of full-time team members can apply for a \$2,500 scholarship to the college of their choice. Twenty-five (25) scholarships will be awarded annually based on academic merit, with the option for students to renew for up to three (3) subsequent scholarships of \$1,500 per year. Scholarship applications are due in May; see your property Human Resources for further details.

For more information on Boyd Advantage please contact Team Member Services (**1-833-BOYD-TMS** or **TeamMemberServices@BoydGaming.com**), or see the complete policies and forms on [boydstyle.com](http://boydstyle.com) under Boyd Advantage.



# TEAM MEMBER IMPRESSIONS

In the following pages, we will share guidelines and examples of how to take pride in your appearance and ensure nothing is distracting guests from the excellent service you are giving.

## HAIR

### All team members

- Hairstyles must be neat and clean and should be brushed or combed as needed.
- Hair must be kept away from the face and hair accessories (such as barrettes, clips, combs, etc.) must be kept to a minimum.
- Team members who are managers and below may have buns, dreadlocks, braids, and ponytails as long as they are kept neat and clean.
- Team members who are considered “food handlers” are required to wear appropriate hair restraints and clothing designed to effectively keep hair from contacting exposed food, clean equipment, utensils, and linens.

### Hair Color

Female: Vibrant hair colors are permitted for managers and below, including colors such as green, blue, purple, orange, and pink.

Male: To provide a professional and elegant atmosphere, generally only natural and complimentary hair colors are allowed; vibrant hair colors are generally not permitted.

### Hairstyle

Male: Managers and below are not permitted to have hair extending below the shoulder line. Directors and above are not permitted to have hair extending below their shirt collar.

In accordance with applicable laws, hair may be worn consistent with cultural and religious beliefs if the team member presents themselves in a professional manner, and all safety protocols are followed.

## FACIAL HAIR

- Men are permitted to have mustaches, goatees, or beards.
- Mustaches, goatees, and beards must be trimmed, well maintained, natural in color, and not exceed two inches (2”) in length for Directors and below. Vice Presidents and General Managers may not exceed one-fourth inch (1/4”) in length; Senior Vice Presidents and above are not permitted to have goatees or beards.
- Mustaches, goatees, or beards must be fully grown in, without patches; specifically, the team member should grow the mustache, goatee, or beard during his days off and/or PTO/vacation.
- Designs or shapes shaved within the mustache, goatee, or beard are not permitted. Mustaches may not hang below the upper lip.
- Team members without a mustache, goatee, or beard are expected to be clean shaven every day.
- Handlebar, horseshoe style, or any extreme style of mustache is not acceptable.

- Neatly trimmed sideburns are permitted and may extend no farther than the bottom of the earlobe; flares and muttonchops are not permitted.
- Exceptions to the above standards may be made if required for religious or medical reasons, provided such accommodations are reasonable and do not interfere with the team member's ability to perform his job duties.
- Per OSHA Regulation 29 CFR 1910.134 in reference to fit testing of respirators, "There cannot be any hair growth between the skin and the face piece sealing surface, such as stubble beard growth, beard, mustache or sideburns which cross the respirator sealing surface."

## **MAKE-UP**

- Cosmetics should emphasize natural, complementary colors. Heavily scented perfumes, colognes, and aftershave lotions should be avoided.

## **NAILS**

- Fingernails must be kept well-groomed and moderate in length (no more than one inch (1") from cuticle to tip).
- Clear nail polish is permitted for male team members.

## **CLOTHING – NON-UNIFORMED**

- Non-uniformed team members must dress in appropriate business casual attire for the position.
- Mini-skirts (shorter than four inches (4") above the knee), shorts, halter-tops, tank tops with spaghetti straps, midriff tops, and hats (unless part of a Company-required uniform) are not permitted.
- Team members must wear appropriate undergarments.
- Female team members must wear a slip or camisole with any blouse, skirt, or dress made of sheer material.
- All clothing must be clean, neatly pressed, and not faded, torn, frayed, or worn out.
- Shirts may only include the manufacturer's logo (i.e. the Nike swoosh with no accompanying writing). Boyd Gaming or subsidiary property logos are also acceptable.
- Turtleneck and crewneck sweaters are acceptable.

## **CLOTHING – UNIFORMED**

Team members who are required to wear uniforms must keep them neat, clean and in good condition. The following rules apply to all uniformed team members:

- Each property will develop a uniform issuance system which includes a Company/property receipt form. Team members will be notified that they are responsible for the replacement cost of all uniforms not returned to the property.
- Uniforms and accessories that are distinctive in style, color or material will be furnished to the team member at no cost.

- Each team member is responsible for the safekeeping of all uniforms and accessories. Team members must wear appropriate undergarments.
- Female team members must wear a slip or camisole with any blouse, skirt, or dress made of sheer material.
- Depending on property requirements, name tags should always be worn while on duty, along with other forms of identification as required within the state or local jurisdiction.
- The Company will clean uniforms at no cost to the team member if the uniform requires a special cleaning process or dry cleaning.
- Name tags should be clean and well-maintained.
- Team members should wear their uniforms and name tag only while on duty. Department rules will determine whether uniforms may be worn to and from work.

## **BUTTONS AND PINS**

- Buttons and pins, which are not part of a Company-issued standard uniform, should not be worn by any team members. Exceptions include buttons and pins issued by the Company for promotional and patriotic purposes or for the purpose of recognizing a team member's performance or length of service with Boyd Gaming Corporation. This policy is not intended to interfere with the rights guaranteed under the National Labor Relations Act.

## **SHOES**

- Shoes should be polished, well-maintained, and must conform to applicable safety requirements and departmental standards.

## **TATTOOS**

Visible tattoos are acceptable for Directors and below as long as they are not excessive, vulgar, sexually explicit, gang-related, controversial or otherwise offensive or distracting. This is to foster a welcoming and collegial atmosphere at work. Whether or not a tattoo is offensive is determined on a case-by-case basis and is based on whether the average reasonable person would perceive the tattoo as offensive. Management reserves the right to determine if visible tattoos are excessive.

Some examples of unacceptable body art include, but are not limited to:

- Tattoos which are perceived as offensive on the basis of race, sex, religion, national origin, gender identity, sexual orientation etc. in accordance with Boyd Gaming's policy prohibiting harassment and discrimination.
- Tattoos which are perceived as sexually lewd or offensive in accordance with Boyd Gaming's policy prohibiting harassment and discrimination.
- Tattoos containing gang-affiliated symbols, violent images, inflammatory or obscene words or pictures.
- Facial tattoos or tattoos located on the front of the neck for front of house team members. Visible tattoos (in compliance with our policy) will be allowed on the neck and face for approved back-of-house positions determined on a case-by-case basis.

Tattoos deemed inappropriate must be concealed. Management may also require tattoos to be covered for certain events and meetings.

## MISCELLANEOUS

- Dental adornments or “grills” (defined as decorative covers which are used to accessorize the teeth with various materials) are not allowed unless for specific medical reasons supported by a doctor’s note. Team Members in need of an accommodation should ask Human Resources as soon as possible.
- Sunglasses and dark lens glasses are prohibited indoors unless required due to a documented medical reason. Team Members in need of an accommodation should ask Human Resources as soon as possible.
- Face coverings will be company-issued or KN95 in black or white.

## GENERAL DRESS STANDARDS FOR BUSINESS ACTIVITIES – ALL TEAM MEMBERS

### Team Member Travel

Team members traveling for business-related reasons are representing Boyd Gaming and are expected to maintain an appropriate image at all times. On travel days, team members may dress casually. When conducting or attending meetings, seminars, or other business-related events, team members are expected to dress appropriately for the occasion.

### Off-Property Meetings, Seminars, and Events

If you are conducting or attending meetings, seminars, roundtables, etc. where you meet other business professionals, you are expected to dress appropriately for conducting such business.

## JEWELRY

### All team members

- All jewelry must be business appropriate, not distracting, and must not create a safety hazard. Gauged ear lobes and tongue piercings must be covered with solid flesh-tone plugs.

Female: Women may wear a maximum of three (3) earrings in each ear (industrial piercings allowed, no gauges). Managers and below are permitted one (1) stud-only facial piercing.

Male: Managers and below are permitted to wear no more than two (2) small earrings (studs or small hoops); industrial piercings, including gauges, are not allowed. Men are not permitted to have any visible piercing of other body parts, such as the nose, lips, eyebrows, tongue, etc.

### Accommodations

Exceptions may be made if required for religious or medical reasons if such accommodations are reasonable and do not interfere with the team member’s ability to perform their job duties. Please contact Team Member Services if you would like to request an accommodation.

### Compliance

Team members who do not comply with dress and appearance standards are subject to disciplinary action. For questions regarding this policy, please contact the property or Corporate Human Resources Department.



## MAINTAINING A CLEAN PROPERTY

Cleanliness is not just the responsibility of those who have it in their job descriptions. Every team member plays an important role in ensuring that our properties look their best, both in the front and heart-of-house. In other words, you need to chip in whenever possible. For example, pick up trash on the gaming floor, if you see it while walking by. Keep equipment clean and in its proper place and always notify your leader when you see an area that needs to be cleaned. A clean property also helps ensure the safety of our team members and guests.

## GUEST INTERACTION POLICY

Confidentiality of all guests should be maintained at all times and all guests should be treated with dignity, respect and professional courtesy.

The following guest interactions are prohibited:

- Photographs with or of a guest.\*
- Requests for an autograph or other memorabilia.
- Disclosure of information about a guest's activity while they are on property or any other personal information. This includes disclosure on social media outlets that violates the Company's Social Media Policy.
- Hovering, staring, and/or invading personal space, including but not limited to public personalities and distinguished guests.

*\*Team members are permitted to take pictures of a guest with the guest's camera if asked and permitted in the area. Team members may also be allowed to take pictures with a guest upon specific approval from leadership for guest service reasons.*

# SET UP FOR SUCCESS



The following policies, procedures and practices are put into place so that all team members have clear expectations and can focus on delivering excellent customer service.

- Equal Opportunity Employer
- Introductory Period
- Promotions & Transfers
- Attendance Expectations
- Gambling & Off Duty Policy
- Licensing, Workcards and Authorizations
- Proof of U.S. Citizenship and Right to Work
- Safety
- On the Job Injury
- Job Hazard Analysis
- Accepting Gifts
- Security Inspections
- Return of Company Property
- Lost & Found
- Cooling Off Period
- Secondary Job
- Personal Data Changes
- Personnel Files
- Open Door Commitment
- EDRICK (Employment Disciplinary Review Committee)
- Electronic Communications
- Personal Electronic Devices
- Use of Mobile Devices While Driving
- Harassment & Discrimination
- Drug-Free Workplace
- Social Media
- Cyber Security Awareness
- Cyber Security Incident Reporting
- Passwords and Passphrases
- Clean Desk
- Computer & Telecommunications
- Software Purchases or Downloads
- Information Security Awareness and Training
- Personal Telephone Calls
- Media Relations
- Association Policy
- Solicitation & Distribution
- Standards of Conduct and Code of Ethical Business Conduct
- Collective Bargaining Agreements
- Policies Subject to Change
- Government Compliance & Regulations
- Conflicts of Interest
- Employment At-Will

## AN EQUAL OPPORTUNITY EMPLOYER

Boyd Gaming is committed to providing equal employment opportunities to all current and potential team members. We are committed to ensuring every team member is treated fairly and is afforded equal opportunities.

1. Equal employment opportunity and advancement opportunities will be based on individual qualifications, potential, and job performance. Boyd Gaming does not discriminate against applicants or team members on the basis of race, color, religion, gender, gender expression, gender identification, sexual orientation, national origin, ethnicity, age, disability, perceived disability, pregnancy, union affiliation, veteran status, genetic information, or any other characteristic protected by federal, state, or local law.
2. Employment related decisions will be made in a non-discriminatory manner including recruitment, hiring, promotion, transfer, training and development, compensation, benefits, counseling, separations, layoffs, and all other privileges, terms, and conditions of employment.
3. Boyd Gaming is committed to full compliance with the Americans with Disabilities Act (ADA), as amended, and will take appropriate steps to provide reasonable accommodations to team members with disabilities.
4. Every team member is required to support the company's position of non-discrimination and equal employment opportunity. The Corporate Human Resources team is responsible for monitoring and coordinating the Equal Employment Opportunity policy and procedures to ensure compliance with state and federal laws.
5. Team members who feel they have been discriminated against should follow the company's open door policy and report discrimination to their leader or Human Resources.

## INTRODUCTORY PERIOD

All new team members, transfers and promotions will have a defined introductory period:

- Hourly (non-exempt) team member introductory period is 90 days.
- Salaried (exempt) team member introductory period is 6 months.

Leaders are responsible for the following during the introductory period and beyond:

- Clearly establish performance goals and responsibilities.
- Educate the team member regarding the competencies and skills needed to be successful in the position.
- Provide the team member with both positive and constructive feedback for improvement regarding their progress.

This introductory period is used to:

- Prepare team member for success by setting expectations and teaching them how to be successful in their new role.
- Evaluate a team member's performance to ensure they will successfully meet the expectations of their position.

If the team member's performance is not meeting expectations during the introductory period:

- The team member's leader will provide coaching and opportunities for the team member to improve performance, demonstrate competencies, and achieve their goals.
- If deficiencies persist and appear to compromise the team member's ability to successfully perform their job, the leader will take appropriate action. Such action may include separation of employment or extension of the introductory period. Completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship. If the position is covered in a collective bargaining agreement (CBA), please refer to the defined orientation/introductory period in the CBA.

## PROMOTIONS & TRANSFERS

Team members who have successfully completed their introductory period in their current role may express interest in any opening they are qualified for in the company. This may occur prior to the end of the introductory period with approval from the General Manager and Human Resources Leader. When you apply online, your direct leader will be informed of your interest in transferring to a different position and will be asked to provide a written evaluation as part of the application process.

To be eligible to transfer, team members must not have any final written coachings issued in the previous six months. Leaders are expected to fully engage in the process to help team members meet their professional goals. Open positions are posted on [boydstyle.com](http://boydstyle.com). Most newly created positions and vacancies, up to Vice President level, are internally posted for a period of no less than three days. During this initial three-day period, priority will be given to qualified internal candidates who submit their application for consideration.

## ATTENDANCE EXPECTATIONS

Team members are expected to arrive on time and to work their entire scheduled shift. When team members do not meet this expectation, there is a direct impact to their peers, the guests, and the business. We understand that there may be things that occur unexpectedly that prohibit team members from meeting this expectation. Therefore, this policy addresses what team members should do in those circumstances. In the event that something happens preventing a team member from being on time for or available to work their entire shift, the following procedures must be followed.

- Predictable and reliable attendance is an essential function of every position.
- Team members are expected to know their work schedule and to report to work on time for all scheduled shifts and at the end of meal or break periods. Team members who will be late or unexpectedly absent for their shift must notify their leader as soon as possible, and except for emergencies, no less than two (2) hours prior to the scheduled start time. In the event of an emergency, team members must notify their leader as soon as reasonably possible.
- Team members who need to leave their shift early must seek approval from their leaders prior to leaving.
- A 'no-call/no-show' is when a team member does not notify their leader that they will be absent for their scheduled shift. 'No-call/no-shows' have a greater impact on the team, our guest service, and the overall business operation, and may result in a more serious action without any additional disciplinary steps. If a team member 'no-call/ no- shows' for two

consecutive shifts, it may be considered job abandonment and voluntary resignation. We will consider extenuating circumstances and may exercise discretion when determining discipline when a team member is a 'no call/no show' for their scheduled shift.

- Absences may be excused for leave under applicable leave policies or pursuant to a reasonable accommodation only with prior authorization.
- Paid Time Off (PTO) for hourly team members should be used in accordance with our PTO policy that states PTO is for team members to use when they need time away from work for any reason. That includes times when team members become ill and are unable to work, as well as for other unexpected events. The Boyd Vacation Plan should be used for salaried team members below Director level.
- Team members who do not meet attendance expectations will receive documented coaching up to and including separation.

Your fellow team members are relying on you to be on time and ready to work when your shift is scheduled to begin. Being on time is a key ingredient to delivering extraordinary guest service and we expect good attendance from every team member. Always double check your schedule and try to leave for work a few minutes early so you don't encounter any bumps in the road.

### **Clocking In, Clocking Out**

All hourly team members are required to clock in and clock out using their ID badge. It's important that you clock in and clock out correctly; otherwise, your paycheck will be inaccurate. We follow a pay-to-the-punch model where you begin getting paid as soon as you clock in and stop getting paid as soon as you clock out.

You can never clock in or clock out for another team member and no one, other than your approved time editor, can do it for you.

### **Hours of Work**

Working in the gaming industry is usually not a 9-to-5 job. Our properties are open on holidays and weekends, which are generally our busiest times. Therefore, you may be scheduled to work on holidays and weekends. Your hours of work are determined according to the business needs of your department and the property. Please see your leader if you have questions about your regular work schedule, arrangements for breaks, and any changes that have been made to the schedule. Please do not arrive or remain in non-public areas more than one hour before or after your scheduled shift unless you have received approval from a leader. Please consult your leader on the break and meal times that you are eligible to take. Break guidelines vary by state law.

### **Team Member Entrance & Exit**

When arriving for work and departing from work, team members are required to use the designated team member entrance and exit. In addition, team members must use designated routes, if applicable at your property, when going to or leaving from the team member dining room and all heart-of-house areas.

### **Your ID Badge**

You are issued an ID badge when your employment begins. All team members must wear their ID badge according to their state gaming authority's regulations and, when applicable, the

property-specific policy. Badges are required to gain access into your property. If your badge is lost or stolen, you should follow your property's process to request a new one. There may be a small replacement fee for a new badge if the replacement is not due to normal wear and tear.

## **GAMBLING & OFF DUTY POLICY**

Unless prohibited by the local gaming authority, team members who are at least 21 years of age are permitted to drink responsibly while visiting the property.

- Team members (below Director level) are permitted to enjoy their time off gaming at one of our Boyd Gaming properties, so provided that it is acceptable per their property-specific policy on team member gambling and the regulations of the local jurisdiction. They also must be twenty-one (21) years of age or older, off duty, and out of uniform to gamble at any Boyd Gaming property.
- Team members may place bets on horse racing if they are eighteen (18) years of age or older, off duty, and out of uniform.
- Team members are not eligible to use or take advantage of any special guest promotions, discounts, or incentives. Team members may not be rated for table game play and cannot be issued any credit.
- Team members may not engage in any illegal gambling activities, such as sports betting (where prohibited) or other pools.
- Team members may not be a member of Boyd Rewards or take advantage of any special guest promotions, discounts, or incentives. No Boyd Gaming team member may participate in any marketing promotion. A team member's immediate family is permitted to participate in Boyd Rewards or marketing promotions except where the team member or their immediate family members have direct control or participation in a contest or drawing, or where prohibited by state gaming regulations. Exception requests should be submitted to the Compliance Director and/or General Manager of the property.
- Unless prohibited by the local gaming authority, team members who are at least 21 years of age are permitted to drink alcohol responsibly while on property, off duty, and out of uniform. Properties may have additional guidelines regarding appropriate and responsible drinking.
- Unless prohibited by the local gaming authority, team members who are at least 21 years of age are permitted to drink alcohol responsibly during a Boyd Gaming sponsored event. This includes events hosted off property. Properties may have additional guidelines regarding appropriate and responsible drinking.
- Team members cannot stay at their property's hotel, unless previously approved by the General Manager, Directors and above, or as a result of weather emergencies or work-related situations.
- Directors and above are not permitted to gamble at any Boyd Gaming property. This excludes horse race betting which may be permitted by local jurisdictions.
- Team members who do not comply with this policy will be subject to discipline up to and including separation. In addition, Boyd Gaming reserves the right to withhold payment of any gambling winnings from the team member and can at any time ask a team member to cease gambling activity for any reason.

- Team members must comply with their property-specific policy and the regulations of the local jurisdiction on team member gambling and drinking.

## LICENSING, WORK CARDS, AND AUTHORIZATIONS

Gaming is considered to be a “privileged” industry, subject to extensive regulations by various jurisdictions. The Company is committed to strict compliance with all regulatory requirements. Team members will be advised what licensing or certifications are necessary for their position. It is the team member’s responsibility to keep them current and in their possession at all times while working, as required. These include, but are not limited to, health cards, alcohol awareness cards, gaming licenses, and required certifications, including Coast Guard certifications, when applicable. Team members who are unable to obtain and maintain required licenses, or who have their licenses or work authorization documents revoked, may be subject to discipline up to and including termination of employment. Any team member discharged for failure to secure a required license, or who has a license or permit revoked, is not eligible for an EDRICK Review (see the Team Member Responsibilities section for details regarding the EDRICK process).

Depending on your position at Boyd Gaming, you may be required by your state gaming authority to be licensed as a gaming team member. It is your responsibility to maintain and renew your gaming license or permit as necessary within 10 days of any changes with Human Resources and the local gaming agency. You must keep your information up-to-date and notify them of any status changes, including any arrests, convictions, or incarcerations.

## PROOF OF U.S. CITIZENSHIP AND RIGHT TO WORK

Federal regulations require that as a condition of employment, all team members must complete and sign the Federal form I-9, Employment Eligibility Verification Form. All applicants who are hired must present documents of proof of their identity and eligibility to work in the United States. Individuals who do not provide this information as required may be subject to disciplinary action up to and including termination.

## SAFETY

### Team Member Safety – Emergencies

There are different kinds of emergencies that can occur while you are working, including but not limited to, weather, medical, and catastrophic emergencies. All team members will be trained on how to report an emergency and what their role is during an emergency. Each property has an emergency plan that is prepared for that specific location. Team members will know how to access, review, and respond to the emergency plan.

### Evacuation

There may be circumstances where we are required to evacuate the property. Some examples of these include fire, flood, tornado, earthquake, civil disruptions (such as an active shooter), or under regulatory order.

All team members are required to know where all of the emergency exits are located at your location. If an order to evacuate the facility is given, know your role and do not hesitate. If you are assigned to assist with an evacuation, you should assist guests and other team members to the degree possible without jeopardizing your safety or the safety of others and proceed immediately from the structure via the nearest emergency exits.



Details of when and how to evacuate can be found in each property’s emergency plan, and it is the team member’s responsibility to review that plan and know what their role is during an evacuation. Here are some basic guidelines that must be followed during an evacuation:

1. Stay calm and try not to panic.
2. Know the primary and secondary evacuation routes out of your work area. Keep these evacuation routes clear at all times.
3. Know where to go once you are outside of the building. Every department has a muster location where you will be accounted for. When you get there, report to your leader and do not go home or re-enter the building until instructed to do so. Failure to follow this step could result in someone risking their life to search for you.

Periodic drills will be scheduled that will evaluate our team member’s competence in responding to an emergency. Team members will be instructed to participate in those drills to the best of their ability.

### **Property Visitors**

Only authorized visitors are allowed in the workplace. Family and friends of team members are discouraged from visiting team members during work hours. If you see someone who should not be on property, notify Security immediately.

## **ON THE JOB INJURY**

The safety of our team members and guests is top priority! We all play a role in keeping each other safe. One way that we do that, is to report all injuries to ensure the safety issue is corrected so no one else is at risk.

### **Reporting injuries**

No matter how minor the injury may be, team members who are injured while on the job are to immediately report their injury to their leader and the security department. If you do not report your injury in a timely fashion you will receive a documented coaching to ensure that you understand and acknowledge this very important policy.

### **Workers’ Compensation**

Team members who sustain work-related injuries or illnesses must inform their department management immediately, no matter how minor the on-the-job injury may appear. The injured team member and the department management will proceed directly to Security to complete the team member accident reports. If a team member is seriously injured, wait for help from the Security Department.

If team members qualify for Family Medical Leave (FMLA) and miss more than three days of work, they will be placed on FMLA, which can run concurrently with Workers’ Compensation leave, pursuant to federal law

### **Horseplay**

Horseplay is never tolerated and will result in immediate documented coaching up to and including employment separation. If you are injured while you are engaging in horseplay you

will likely forfeit all workers' compensation benefits including medical care.

## **JOB HAZARD ANALYSIS**

Boyd Gaming has developed a Job Hazard Analysis (JHA) for known hazards on property. The purpose of the JHA is to provide you with critical information about the known hazards associated with your role. It also includes information on how to protect yourself from being injured by those hazards.

Each JHA is housed within the department to which it applies. Should an on-the-job injury occur, your department leader will review the JHA to determine if the hazard that caused your injury was previously identified. If it is not on the JHA, then the JHA will be updated.

However, if the hazard that caused your injury is identified on the JHA and you failed to take the necessary steps listed to protect yourself from that hazard; you may receive a documented coaching to ensure that you fully understand what the hazards are as part of your job and how to protect yourself from being injured from those hazards.

Policies as noted in this section apply to all Boyd Gaming team members and prospective team members who have been conditionally offered employment and are employed by the company. The policies apply to all Boyd Gaming properties and premises, including private vehicles or property in a Boyd Gaming parking lot, or on Boyd Gaming premises and all work sites maintained by Boyd Gaming.

## **ACCEPTING GIFTS**

There are positions at Boyd Gaming that can accept tips or gratuities from guests after delivering extraordinary guest service. If you lead other team members or are a salaried team member, you are not allowed to accept tips. Team members cannot accept Boyd Rewards comps as gratuity or event tickets to attend promotions that are reserved for guests.

When in doubt about whether you can accept a gift, team members should check with their leader for approval; local gaming regulations may apply. At no time are team members allowed to solicit gifts or complementaries from vendors. If you receive a gift valued, or perceived to be valued, at \$25 or greater from a vendor, you must report it to your leader. Oftentimes, state gaming authorities require that we report these types of gifts – so we don't want to get in trouble! For more information regarding this policy, please contact your department leader.

## **SECURITY INSPECTIONS**

In order to provide a safe environment for our team members and guests, we reserve the right to search all areas of the premises including, but not limited to, team member lockers, desks, and filing cabinets. We also reserve the right to search items such as automobiles, packages, handbags, and briefcases. Computers assigned to team members are company property, so computer usage and files may be monitored or accessed.

## **RETURN OF COMPANY PROPERTY**

Team members are responsible for company-issued items in their possession or control. All company property such as keys, badges, tools, and uniforms must be returned on or before your last day of work. Where permitted by applicable laws, Boyd Gaming may withhold from your final paycheck the cost of any items that are not returned when required. Boyd Gaming may also take all action deemed appropriate to recover or protect its property.

## **LOST & FOUND**

All articles found on our property, including money and chips, are to be immediately turned in to Security. After proper ID is displayed, articles are returned to the rightful owner. If you lose something, report your loss to Security right away. We do not assume any responsibility or liability for lost personal belongings. For your own protection, we advise you to not leave personal belongings unattended.

## **COOLING OFF PERIOD**

It is our policy to issue a “cooling off” period of 90 days for all team members who have been involuntarily separated. No earlier than 90 days from the date of separation can an involuntarily separated team member return to our premises. With prior authorization from Human Resources, an involuntarily separated team member may be allowed to return for the off-boarding process.

## **SECONDARY JOB**

The company recognizes that team members sometimes seek additional employment during their off hours. You may hold such employment, provided that it does not create an actual or apparent conflict of interest or interfere with your Boyd Gaming employment. If your outside employment interferes with performance or creates a conflict of interest, you can be asked to terminate the outside employment. The company does not consider outside employment to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime.

## **PERSONAL DATA CHANGES**

It is important to keep employment records accurate. Immediately notify department management and Human Resources Department of any change in mailing address, telephone number, emergency contact information, educational accomplishment, or any other change in information on file, including criminal convictions. Qualifying life events, e.g. a marriage, divorce, or new child, should be reported to Team Member Services immediately. Team member or team member dependent’s benefit eligibility may be affected if not submitted in a timely manner (typically within 30 days of the qualifying life event).

## **PERSONNEL FILES**

If team members would like to view their personnel file, contact the Human Resources Department.

## **OPEN DOOR COMMITMENT**

We have an open door commitment to ALL of our team members. This is designed to encourage team members to communicate their concerns, ideas, or suggestions to their leaders, and also to provide them with the option of carrying their concern to the next level of leadership, Human Resources, or senior leadership without retaliation or fear of retaliation.

## **EDRICK (EMPLOYMENT DISCIPLINARY REVIEW COMMITTEE)**

In addition to our open door commitment, EDRICK is a review process established for regular full-time, non-introductory, non-exempt (hourly), non-supervisory, non-represented team members who feel they have been terminated unjustly. Team members must meet all eligibility requirements and follow the problem resolution steps first, including a review with the property General Manager. The EDRICK review is an opportunity for hourly team members to appeal to a five-member panel to review a discharge from employment. The panel’s decision is final and binding. The guidelines for requesting an EDRICK review, or for volunteering to serve

on an EDRICK panel, are available in the Human Resources Department. An EDRICK must be requested within ten (10) calendar days of discharge. Discharges due to violation of the drug/alcohol policy, harassment policy, gaming regulations or ordinances, state or federal laws, falsification of Company documents, workplace violence, points-based attendance policy, and resignations in lieu of discharge are not eligible for an appeal before the EDRICK committee.

## **ELECTRONIC COMMUNICATIONS**

The Company may grant team member access to its systems (the “Systems”) and personal devices that connect to the Systems based on need, and the team member’s job duties, to assist them in conducting Company business. The Systems and personal devices include any technology that creates, moves, or stores information electronically, whether on an internal network, satellite network, cell network, or via an internet application. The Systems include but are not limited to voice and text messaging, electronic mail (commonly known as email), and other systems. Personal devices include but are not limited to Company-issued and personally-owned desktop and laptop computers, and mobile devices such as smartphones, mobile phones, tablets, and iPads.

The Company maintains, as part of its communication technology platform, an email system, and other systems which support and enable our business activities, including those owned by the Company or provided by the Company through a third party. The systems that team members are granted access to are provided to assist team members in conducting Company business. All team members granted access to systems and personal devices for conducting Company business, records of their use, and the data stored on them are and remain at all times the property of the Company. As such, all records of use, documents and communications sent and received or stored are and remain the property of the Company and are subject to Company review. Team members do not have the right of privacy to those records, documents or communications. Some personal use of the systems is permitted; however, it must not interfere with the team member’s work, pose a risk of harm to the Systems and Sensitive Information, or violate policies related to maintaining production and discipline. Communications may not contain language, address subjects, or contain images which may be considered to be obscene, discriminatory to any team member, or violate the Company’s Harassment Policy. A complete Electronic Communications Policy is distributed as part of the annual forms distribution and is available in the Employment Policy Manual.

## **PERSONAL ELECTRONIC DEVICES**

To maintain security and productivity, protect Company property, prevent the release of sensitive Regulated and Confidential Information (including but not limited to guest information and trade secrets), avoid legal and/or regulatory liabilities, comply with applicable laws, as well as to prevent harassment and encourage open communication in the workplace, the following rules apply to the use of personal electronic devices (other than those personal devices expressly authorized for use in performing your assigned job duties):

- Personal use of personal electronic devices, including those used for communication (e.g., mobile devices, smart watches, laptops, tablets, and iPads), desktop computers, and music listening devices (e.g., iPods, MP3 players) is prohibited during work time.
- Team members may use personal electronic devices for personal communication, e.g., phone calls, texts, emails, Snapchat, FaceTime, Teams, etc., during non-work time in non-work areas, such as during authorized breaks, before clocking in, or after clocking

out, in the designated team member dining room, designated break areas, sidewalks, or parking lots/garages.

- Some team members who work in office environments may be permitted to use personal music listening devices during work time. In those cases, headphones or earphones must be worn while in use and the volume kept at a level that will not interfere with normal job responsibilities, impact coworkers, or impair their ability to answer the phone. Electronic devices including earphones and headphones should not be worn in hallways, elevators, reception areas, or any area open to our guests or the public.
- To protect the Company's confidential and/or proprietary information and the privacy of guests, team members may not use cameras or camera-enabled mobile devices with camera, scan, recording, or video capabilities on Company or personal-owned mobile devices to take pictures, scan images, or record videos while at work for any purpose other than Company business and events.
  - Company events include but are not limited to: Company-sponsored community outreach or team member social activities, such as charity events, team member appreciation events, family holiday parties, team member service awards, and team member of the year celebrations, which are considered Company events.
- To protect the Company's confidential and/or proprietary information, the use of recorders or recording-enabled devices to capture audio of telephone or other conversations with or between coworkers, department management, or third parties is prohibited.

Exceptions may be granted, if approved in advance by the General Manager or Corporate Vice President.

## **USE OF MOBILE DEVICES WHILE DRIVING**

The Company is committed to promoting a safe work environment for all team members and guests. It is the expectation of all team members to abide by all local, state, and national traffic laws in regard to the use of a mobile device in their vehicle while operating a motor vehicle. Using a mobile device while operating a vehicle is prohibited unless the device is configured for hands-free listening and talking. Texting during a shift or while on Company business, emailing, internet use, or other functionalities that cannot be performed hands-free are strictly prohibited while driving.

## **HARASSMENT OR DISCRIMINATION**

It is the Company's policy to provide all team members a work environment free of discrimination and harassment, which may include actions, words, jokes, images, or comments based on actual or perceived race, color, age, national origin, religion, ancestry, sex, marital status, order of protection status, military status, sexual orientation or gender identity/expression, disability, history of disability or perceived disability, pregnancy, genetic information, veteran status, or any other basis prohibited by law. This policy applies to instances of discrimination or harassment committed by team members, contractors, consultants, customers, or anyone doing business with the Company. All Supervisors and management staff are required to attend annual harassment awareness training. Additional training may be provided to a broader audience of team members as required by applicable state laws. All Supervisors and Managers are responsible for ensuring that all team members comply with this policy and that appropriate action is taken if harassment occurs in the workplace.

## DEFINITION OF HARASSMENT

Harassment is defined as unwelcome conduct on the basis of actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, gender identity and expression, pregnancy, or unfavorable discharge from the military that has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

### Definition of Sexual Harassment

Sexual harassment is defined under the law as unwelcome verbal or physical conduct or language of a sexual nature, by a team member, guest, or other person if:

- Submission to or rejection of the conduct or language is used as a basis for making an employment decision; or,
- The conduct or language interferes with a team member's work or creates an intimidating, hostile, or offensive work environment.

### Examples of Sexual Harassment:

- Direct or implied promises of career advancement, privileges, or other benefits in return for sexual favors.
- Direct or implied threats of negative job action if sexual demands or conduct are rejected.
- A work environment that is sexually offensive or hostile.

### Other conduct which may constitute sexual harassment includes:

- Verbal: Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other team members, even outside of their presence, of a sexual nature.
- Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking", or "kissing" noises.
- Visual: Posters, signs, pin-ups, or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- Textual/Electronic: "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking, and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages, and social network websites like Facebook and Twitter).

### Receiving and Investigating Complaints

The Company has clear and effective internal procedures in place to ensure its policy of non-harassment, non-discrimination, and equal opportunity is enforced at all times. While the Company recognizes that reporting possible harassment and/or discrimination may be uncomfortable, team members are assured the Company takes these problems extremely seriously and does not and will not tolerate its team members working under conditions of unlawful harassment or discrimination.

All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the Company. Because of the serious implications of sexual harassment charges, the difficulties associated with their investigation, and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome. Team members who make a complaint in good faith will not be subject to disciplinary action even if the complaint is not substantiated.

Any team member who either observes or believes themselves to be the object of harassment or workplace discrimination can file a complaint with either a member of management, directly with Human Resources, or the team member hotline. The following steps will apply:

1. Upon receiving or learning of any form of harassment, or of any team member report or complaint of harassment, the Supervisor or Manager must immediately refer the team member to Human Resources. Additionally, the Manager or Supervisor must follow-up within one (1) business day of the complaint by contacting Human Resources directly and informing them of the referral, including the names of the involved and/or complaining team member(s).
2. Human Resources will conduct an investigation, and will discuss the matter with the appropriate property leadership. It is not always necessary to suspend the accused team member or Manager pending the investigation, but minimizing the complainant's exposure to the accused team member may be in the best interest of all involved during the course of the investigation.
3. The assigned representative will conduct a full investigation into the allegation, including conducting interviews with relevant parties who may have witnessed or have knowledge pertaining to the allegation. During this process, the representative will remind all participating parties of the Company's policy against retaliation for cooperating in an investigation or filing a complaint.
4. If it is determined harassment has occurred, appropriate disciplinary action up to and including separation will be taken to ensure that the team member is held accountable and that future conduct of this nature is effectively deterred.
5. Human Resources will update the complaining team member of the completion of the investigation. Human Resources will ensure the team member that retaliation for participating in an investigation will not be tolerated and will review with the team member how they can report reoccurrences or future concerns.
6. Allegations against an individual of a Director level or above must also be reported to the Corporate Vice President of Human Resources.

Retaliation against a team member for participating in an investigation or filing a complaint is prohibited. Retaliation includes but is not limited to any negative job action such as demotion, discipline, termination, pay reduction, or job or shift reassignment. Should any team member feel they have suffered or witnessed retaliation, the inappropriate conduct must be reported immediately, following the procedures set forth above. An investigation into the alleged retaliation will be conducted.

### **Reporting Harassment or Discrimination**

The Company provides team members with a broad choice of individuals to whom they can report possible inappropriate conduct, to ensure that there is someone available the individual feels comfortable making the report to.

**Option A:** Report to supervisory or management team member. A team member may complain about or report possible harassment and/or discrimination to any supervisory team member with whom the team member is comfortable talking about the matter, whether within their own department or in another department. If the team member chooses this reporting option, the Supervisor with whom the team member spoke is required to report the incident to Human Resources within one (1) business day of the complaint. Team members who do not receive follow-up contact from Human Resources within five (5) business days should reach out to Human Resources directly.

**Option B:** Report Directly to Human Resources. A team member may also complain about or report possible harassment and/or discrimination to Human Resources by calling the department and asking to speak with the Director of Human Resources or the appropriate Human Resources Manager. If the Manager or Director is a man, and the team member prefers to speak to a woman, or vice versa, the team member should inform the Manager or Director of their preference, and the Company will attempt to accommodate the request. The Manager or Director will perform an initial intake and advise the team member of next steps, which may include a follow-up interview.

**Option C:** Report via the team member hotline by visiting [4U2TELL.ethicspoint.com](http://4U2TELL.ethicspoint.com) or calling 1-866-4U2-TELL. All relevant information should be included in the report, including names, witnesses, dates, times, locations, and specific behaviors. Although complaints can be submitted anonymously via the hotline, it is strongly recommended that the caller share basic contact information to ensure that the assigned investigator can follow-up with any pertinent questions and keep the complaining party informed of the outcome of the investigation. The properties' Director of Human Resources will investigate complaints received via the Hotline.

For team members in the state of Illinois, additional information will be provided to you by your employer. For further information or for a copy of the policy, please contact your Human Resources Department.

## **DRUG-FREE WORKPLACE**

Boyd Gaming is committed to providing a safe, productive, and efficient work environment for all team members. The presence of illegal drugs and alcohol in the workplace, except where use of a drug is medically prescribed, affects the company's ability to achieve and maintain the necessary working environment. Team members are prohibited from reporting to or being at work under the influence of illegal drugs or alcohol wherever such work is being performed, including non-company property.

## **SOCIAL MEDIA**

We recognize the importance of participating in online conversations and are committed to ensuring that we participate in online social media the right way. When we say social media, we are referring to Facebook, Twitter, Instagram, SnapChat, TikTok, LinkedIn, YouTube, Foursquare, blogs, and any other online network where communication is involved.



Below are general guidelines when navigating social media:

- The best advice is to approach online worlds in the same way we do our daily lives by using sound judgment and common sense, by adhering to Boyd Gaming's values, and by following basic business rules and all other applicable company policies.
- The internet is a public forum and team members should have no expectation of privacy with anything they post online.
- Team members need to access their personal social media at home or during designated breaks not on company time, unless it is in your job responsibilities.
- The Company takes the privacy of our guests and team members very seriously. To that end, do not discuss or disclose personal or confidential information about guests, fellow team members, vendors, or suppliers.
- Please make sure your views are expressed as your own and not those of Boyd Gaming.
- It is expected that team members treat other team members, guests, vendors, competitors, and all others online with the same respect as they would in person or on property.

In order to protect the Company's legitimate business interests, team members who maintain or contribute to social media sites are prohibited from engaging in the following:

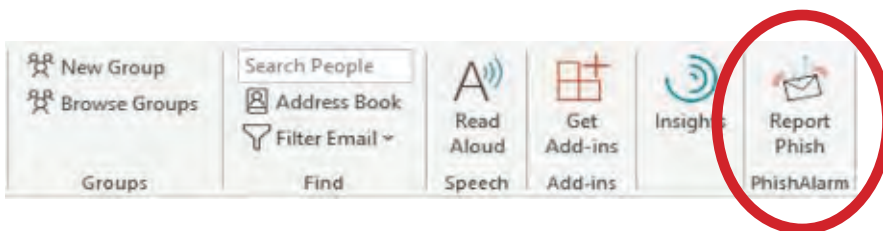
1. Using a Company email address; using Company facilities, equipment, software, and systems for purposes of posting or communicating in or through social media.
2. Posting social media content that purports to represent the position, viewpoint, statements, opinions, or conclusions of the Company, its business partners, service providers, or suppliers. Department management and executives should be careful to consider whether, by virtue of their position, the personal content they choose to publish may be misunderstood as expressing positions of the Company. When necessary, be clear, identify yourself by name and indicate your posts represent your personal views and not necessarily the views of the Company.
3. Using social media to threaten physical violence against or harass or discriminate against an individual based on their color, race, national origin, religious beliefs or practices, gender, actual or perceived sexual orientation, age, disability or perceived disability, marital status, parental status, military service, or any other legally protected basis.
4. Posting intellectual property, trademarks, logo, graphic or copyrighted materials owned by the Company or any business partners, service providers or suppliers.
5. Posting Company trade secrets, proprietary, or other Confidential business information, including but not limited to information about guests, service providers, suppliers, financial information, operational procedures, and techniques that have a commercial value and strategic business plans.
6. Posting advertisements for the purchase of Company products or services. Marketing team members by virtue of their roles may be exempt.
7. Using social media to engage in defamatory, libelous, obscene, violent, maliciously false or otherwise egregious behavior directed at or implicating the Company, its guests, team members, business partners, service providers, and suppliers; activity that evidences a gross disregard for Company business interests or of Company products and services.
8. Team members and their immediate family members are not permitted to write reviews of Company facilities, venues, or properties (except on Glassdoor). These reviews are a

violation of the terms of service agreements between the Company and the review sites. If you notice reviews written by team members, please notify the Digital Media team.

## CYBER SECURITY AWARENESS

The following guidelines and suggestions identify how team members can contribute to the shared responsibility for being diligent and cyber secure online at home and at work.

- Be wary of what you post online. Remember everything you post online is potentially there forever, with no way to remove it from search engines even if you delete it.
- Team members are encouraged to select appropriate privacy settings on all sites, use common sense in posting comments and photos. Take an active interest in your friends and family member's online activities to protect those who are less informed or less aware of online dangers and cyber bad actors.
- Use unique passwords or preferably passphrases for each of your online accounts that are difficult to guess (e.g. do not use "password", "12345" or a pet or family member's name). Additionally, we recommend you request a password manager through IT. Password managers generate strong, random passwords, securely synching across your browsers and devices.
- Be aware of phishing emails. A phishing email is an email sent by a cyber bad actor with malicious intent and designed to look like it is coming from a legitimate source yet asks you to volunteer personal or credential related information, click on a link within the email, or open an attachment to the email. The messages vary in content including a too good to be true offering, or a false sense of urgency request, but all claim to be from a legitimate source such as a vendor, your bank, PayPal, another team member, or another company. If you receive an email you believe is malicious, please report by clicking the Report Phish button in Outlook. Do not open any attachments or click on any links.
- Use the Report Phish button in Outlook for reporting suspicious emails
- Make sure you have the phishing icon installed, see below. It will be at the top right of your Outlook ribbon when you select an email. If you do not see it, please create a Support Ticket for the Office 365 Team or call the IT Operations Center at (702) 792-7221 or (800) 574-0711 for assistance.



## CYBER SECURITY INCIDENT REPORTING

All suspected cyber security incidents must be reported, either to the IT Operations Center at (702) 792-7221 or (800) 574-0711 or to the IT Security Operations (SOC) team using the provided contact information below immediately upon identification, in accordance with the incident reporting policy. If reported to the IT Operations Center, the IT Operations Center must report the incident immediately to the IT Security Operations team.

Report any suspicious activity to the Security Operations Center (SOC) at:  
Securityincidents@boydgaming.com  
(206) 330-0601

## **INFORMATION SECURITY AWARENESS**

Team members are expected to understand about standards for the secure handling of Boyd sensitive information applicable to their jobs. This information includes, but is not limited to customer, team member, vendor, and other information.

## **PASSWORDS AND PASSPHRASES**

Protecting passwords and passphrases is a critical component of ensuring Boyd Gaming systems and information remain safe. Password and passphrase requirements are set and maintained by the Company's IT Department. Boyd Gaming user passwords and passphrases must not be shared with anyone.

## **CLEAN DESK**

In order to ensure we continuously protect sensitive or critical data, it is important to consider maintaining a "clean desk." Ensure you remember the following to maintain compliance with the Clean Desk Policy:

- At the end of the day, and when they expect to be away from their work area for an extended period, team members are required to ensure all sensitive/confidential information in hardcopy or electronic form is secure in their work area.
- Computer workstations must be locked when workspace is unoccupied.
- Any sensitive or confidential information must be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the workday.
- File cabinets containing sensitive or confidential information must be kept closed and locked when not in use or when not attended.
- Keys used for access to sensitive or confidential information must not be left at an unattended desk.
- All printers and fax machines should be cleared of papers as soon as they are printed to ensure that sensitive documents are not left in printer trays.

## **COMPUTER & TELECOMMUNICATIONS**

Company provided computers and mobile devices are for work purposes only. Inappropriate use exposes Boyd Gaming and team members to unacceptable risks including but not limited to virus and malicious software, compromise of network systems and information, and legal and/or regulatory issues. Company provided computer and mobile devices are to be used for business purposes in serving the interests of the company, guests, team members, consultants, and contractors in the course of normal operations.

Our IT Department is committed to protecting guests, team members, consultants, contractors, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. Effective company information and/or network systems security is a team effort requiring the participation and support of every team member, contractor, consultant, and affiliate who performs work on behalf of Boyd Gaming on the company's information and/

or network systems. It is the responsibility of every Boyd Gaming computer mobile device user to know these guidelines and to conduct their activities accordingly to keep Boyd Gaming systems and information safe and secure.

## **SOFTWARE PURCHASES OR DOWNLOADS**

All software must be approved by Information Technology (IT) before it can be considered for purchase or download to be installed on any Company computer or system. This approval is required for a verification that the software is safe and secure for installing on Company computers or systems.

Team members who use company computers or systems must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property and online activity. Team members will not make any unauthorized copies of any software under any circumstances and will not provide software to non-team members without the express written consent of a Vice President/General Manager or CIO. Use of illegal, pirated, or otherwise improperly licensed software on company network or systems is strictly prohibited. Team members are not allowed to install software on any Company computer or system that has not been approved by Information Technology and purchased with prior authorization approval from a Vice President/General Manager. All software installed on Boyd Gaming Corporation networked computer systems will be either installed by or installed under the guidance of Information Technology team members or an approved/designated representative..

If you require the use of certain software to perform your job function, it must be requested through a support ticket using the software request process.

## **INFORMATION SECURITY AWARENESS AND TRAINING**

To ensure overall awareness of Information Security concepts, policies, and best practices, the company has established, an information security awareness training program. For their part, users will be required to adhere to the information security awareness and training program by:

- Attending initial required Information Security Awareness Training during the New Hire introductory period.
- Completing annual Information Security Awareness Training as assigned.
- Completing other Information Security Awareness Training initiatives deemed relevant and necessary on an ad hoc basis throughout their employment as assigned.

## **PERSONAL TELEPHONE CALLS**

- Company telephones are for business use only.
- Personal telephone calls will not be forwarded while on duty unless it is an emergency.
- Emergency messages should be directed to Security Dispatch.
- Personal calls may only be taken during your break, while out of the view of guests.
- Personnel in office and work areas may only use mobile devices for personal use during an authorized break, and only when they are away from their assigned work area/office in a designated break area

## **MEDIA RELATIONS**

Only the Chief Executive Officer, President, Chief Financial Officer, Vice President of Corporate Communications, General Counsel, and those team members designated by them (collectively, the “authorized spokesperson(s)”), are authorized to speak publicly on behalf of the Company. This policy applies to all requests by members of the news media (including print, broadcast or online) to provide an interview as a representative of the Company, as well as requests to provide an opinion piece over your signature on the Company’s behalf.

Additionally, any team member who is asked to make a presentation on behalf of the Company to a gathering outside of the Company, must first receive approval from one of the authorized spokespersons. This policy applies to all public speaking events, including (but not limited to) analyst, investor, or industry conferences; trade shows and conventions; and professional or civic organizations.

This policy applies to all requests for comment on behalf of the Company whether spoken or in writing. There are no exceptions to this policy.

## **ASSOCIATION POLICY**

The Company established a policy to provide guidelines to follow for the employment of relatives or individuals involved in dating relationships or cohabitating with other team members. It also provides guidelines for team members who are relatives or involved in a personal relationship with a member of the regulatory agency assigned to the property or a personal relationship with a guest or vendor.

For further information, contact the Human Resources Department.

## **SOLICITATION & DISTRIBUTION**

In order to maintain a productive, efficient and clean work environment, as well as to minimize the potential of any disruption to our guests, we have the following rules pertaining to solicitation and distribution activities on Company property:

### **TEAM MEMBER SOLICITATION – GENERAL RULE**

Solicitation by one team member of another team member is prohibited during the working hours of either the team member initiating the solicitation, or the team member being solicited.

### **TEAM MEMBER DISTRIBUTION OF LITERATURE – GENERAL RULE**

Distribution of literature by team members is prohibited during working hours or in working areas. Team member distribution of literature in non-working areas is permitted when the team member initiating the distribution and the team member receiving the distribution are not working their scheduled shifts.

### **SALE OF PRODUCTS AND SERVICES FOR PROFIT**

Solicitation or distribution of literature by team members anywhere in the Company’s Facilities related to the sale of products or services for profit not offered by the Company is strictly prohibited at all times.

## **CHARITABLE ENDEAVORS**

A narrow exception to this policy is recognized for the support of a small number of Company-sponsored charitable activities, including those related to:

1. Giving the Boyd Way, blood donation services, utilizing Company Publications and Company-Supplied Systems, as permitted on terms periodically approved by the Executive Vice President of Operations and
2. Charitable organizations that are tax exempt under section 501(c) (3) of the Internal Revenue Code, utilizing Company Publications and Company Supplied Systems, on a very limited basis and ONLY upon approval of the Executive Vice President of Operations.

## **NON-TEAM MEMBERS**

Retailers occupying Company Facilities under written lease or license may solicit and distribute literature in the public areas of the Company Facilities during the ordinary course of their business in accordance with their leases or licenses.

Any questions concerning the application or interpretation of this policy should be directed to the Human Resources Department. If team members observe a violation of this policy, it should be reported to department management, the Human Resources Department, or the Security Department immediately.

Exceptions to this policy, such as events other than company sponsored Giving the Boyd Way Campaign, blood drives, health fairs, financial and banking assistance, and team member events require authorization from the General Manager and/or the Human Resources Leader.

## STANDARDS OF CONDUCT & CODE OF ETHICAL BUSINESS CONDUCT

We all know that members of any organization, just as members of a community, must observe certain regulations. Failure to comply with the following Standards of Conduct may result in documented coaching. It is the responsibility of the team member to be knowledgeable of all company and departmental policies and procedures.

These Standards of Conduct are not intended, nor should be considered, a complete list of offenses for which disciplinary action, suspension and/or separation may result. Infractions and the resulting disciplinary action will be based on the circumstances as a whole and the severity of the infraction. Some infractions may result in the immediate separation of employment with the company, without resorting to the imposition of other less-severe disciplinary actions.

1. **Insubordination** – Willful or intentional failure to obey a lawful and reasonable request of a leader.
2. **Dishonesty** – Falsification, alteration, omission, or misrepresentation of employment records, reports, time keeping records, or any other information provided to, for, or on behalf of Boyd Gaming. Dishonesty of any kind, or failure to report dishonesty of another, whether a guest, vendor, or team member.
3. **Poor Attendance** – We trust team members to take ownership of their job performance, including attendance, by being dependable in reporting to work on time, as scheduled, and to work the entire duration of their shift. Failure to meet the standards as outlined in the absenteeism/tardiness guidelines, as stated in the property’s policy. Attendance is an essential function of every position.
4. **Job Abandonment** – Abandoning your post or assigned duty station and/or leaving the property without permission or notice to your leader.
5. **Sleeping** – Sleeping during a time you should be working at your post or assigned duty station.
6. **Unprofessional and Discourteous Conduct** – Any type of conduct that is, or has the effect of, being unprofessional, discourteous, offensive, intimidating, coercing, or interfering with fellow team members, guests or vendors.
7. **Workplace Violence & Harassment** – Boyd Gaming does not tolerate any form of violence in the workplace. Threats or acts of violence are strictly prohibited in the workplace, while engaged in business on behalf of the company off property, while operating any company vehicle or equipment, or while in uniform on or off duty. This includes any act that threatens a team member or guest’s safety, or results in injury or damage to a person, property, or the company. Any team members who violate this policy may be subject to separation of employment.
8. **Hazardous Behavior** – Failure to observe any and all standards of proper health and safety practices, including those required by Boyd Gaming or any civil or governmental agency.

9. **Theft** – Theft, conversion, or unauthorized removal of equipment, any items, food, property, money belonging to the company, or any team member, guest, or other person is strictly prohibited, including presumed trash or disregarded items.
10. **Horseplay** – Horseplay, wrestling, dangerous practical joking, or throwing articles anywhere on company premises is strictly prohibited.
11. **Negligence** – Damage or negligent use of equipment, items, property, or vehicles belonging to the company, any team member, guest, or other person. At times, a team member who is determined to have willfully or negligently damaged, used for personal gain, or broken the property of the company, another team member or guest may be responsible for the reimbursement of the actual cost of the replacement of said property and for any services rendered. Personal use of company property or services must be authorized in advance by the General Manager.
12. **Confidential Information Disclosure** – Divulging confidential or proprietary business information of any kind about a guest, another team member, or matters pertaining to the company, including but not limited to, financial matters, player action reports, and team member file information, except as protected by law.
13. **Misconduct** – Improper or unlawful conduct motivated by premeditated or intentional purpose, or by obstinate indifference to the consequences of one’s acts. Conduct, on or off duty, which adversely affects or reflects upon the company, the team member’s job performance or their reputation or standing with the company, as well as that of fellow team members. Team members must recognize they represent Boyd Gaming to those with whom they come in contact, on or off duty.
14. **Poor Job Performance** – Overall performance failure, including but not limited to an unsatisfactory new hire introductory period. Failure to maintain departmental standards and skills, including the knowledge of departmental or company policies and procedures. Job performance that does not meet company standards in the reasonable judgment of the company.
15. **Solicitation** – Team members should reference the full Solicitation & Distribution Policy in this handbook.
16. **Lack of Required Licenses** – The failure to obtain and maintain a current and valid gaming license or any card, license or authorization required for your employment by any local, state, or federal authority as required by the company for the proper performance of one’s work assignments.
17. **Immigration & Employment Eligibility** – Failure to comply at any time during employment with all immigration laws and regulations regarding eligibility for employment within the U.S.
18. **Legal Violations** – Actions that result in legal violations will not be tolerated and will be reported to government authorities as appropriate.



19. **Overages/Shortages** – Improper check/cash/credit card handling, including overages and shortages with assigned banks, as well as failure to protect company assets.
20. **Team Member Entrance & Exit** – Failure to use the designated team member entrance and exit.
21. **Weapon Concealment** – The unauthorized carrying, possession, concealment on their person or within their locker or vehicle, or holding for another of firearms, knives, or other concealed weapons while on company property, or at any off-site Company sponsored event, without the specific authorization of Boyd Gaming leadership is strictly prohibited.
22. **Entering Guest Rooms** – Team members are not permitted to enter guest rooms before, during, or after working hours without authorization, unless performing job duties relating to that area.
23. **Conflicts of Interest** – We expect you to avoid any activities that conflict with your responsibilities, including conflicts within the Code of Ethical Business Conduct and our association policy. Boyd Gaming does not allow close relatives to be in a work situation where one relative would have direct leadership responsibility over another relative. The same rule applies to personal relationships.
24. **Accepting Gifts** – Team members cannot accept gifts from guests or vendors.
25. **Violation of Drug Free Workplace** – The company prohibits team members from reporting to or being at work under the influence of drugs or alcohol wherever such work is being performed, including non-company property.

## COLLECTIVE BARGAINING AGREEMENTS

Boyd Gaming has gone to great lengths to provide you with competitive wages that are evaluated regularly; comprehensive benefits; open and free access to management over any issue; a guarantee that hourly non-supervisory, team members outside of their introductory period may be disciplined or discharged only for a fair, valid, and appropriate reason; and a guarantee that all team members will be treated fairly, with dignity and respect.

You have the legal right to engage in or refrain from union activity, which includes the right to sign or refrain from signing union cards. We have developed an extraordinary situation at Boyd Gaming through our friendly hometown team atmosphere, commitment to one-on-one communications with our team members, a meaningful open door policy, offering competitive wages and benefits, and treating our team members fairly with the respect they deserve. We hope that you reject any attempt to pressure you to sign a union card.

## POLICIES SUBJECT TO CHANGE

The company reserves the right to modify this handbook as well as all other company policies, procedures, and guidelines upon prior notice to team members. The contents of this handbook supersede any and all prior statements on the subjects covered. In addition, please keep this handbook readily available and insert updated materials promptly when necessary.

## **GOVERNMENT COMPLIANCE & REGULATIONS**

The casino entertainment industry is highly regulated and much of what you have read in this handbook and the many performance expectations you will experience on the job reflect this regulatory environment. While our mutual success depends on how well we serve each other in pursuit of excellent guest service, we cannot be successful without strict adherence to all government requirements.

## **CONFLICTS OF INTEREST**

An actual or potential conflict of interest occurs when a team member is in the position to influence a decision that may result in a personal gain for that team member or for a relative as a result of the company's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage or in a similar relationship.

Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the team member, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

You may not receive any income or material gain from individuals outside the Company for materials produced or services rendered while performing the job.

## **EMPLOYMENT AT-WILL**

Your employment relationship with the Company is voluntary and referred to as "employment-at-will." Meaning, you are subject to separation by you or the Company, with or without cause, and with or without notice, at any time for any or no reason. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of the Company's team members.

**IT IS IMPORTANT THAT YOU READ AND UNDERSTAND THE FOLLOWING STATEMENT REGARDING YOUR EMPLOYMENT.** This handbook is not a contract, express or implied, guaranteeing employment or benefits for any specific duration. Statements in this guidebook are not meant to be commitments of specific treatment, but are general statements of company policy.

Certain of our team members are parties to collective bargaining agreements ("CBA") that we have entered into with various unions. As a result, whenever the terms or provisions of a CBA conflict with the terms of this handbook, the CBA shall control. Moreover, a CBA shall further dictate certain terms and conditions of employment for our union employees even if not mentioned in this guidebook.

# ACKNOWLEDGEMENT OF TEAM MEMBER HANDBOOK

**By my signature below, I acknowledge and confirm the following:**

I have reviewed the Company’s Team Member Handbook (“Handbook”). I understand that the Handbook is also available for me to review on [www.boydstyle.com](http://www.boydstyle.com)

I understand that I am expected to be familiar with the material covered. Further, I understand that knowledge and adherence to the rules and procedures contained in the Handbook are important responsibilities of my job. In that regard, I also understand that it is my obligation to become familiar with any published changes to the Handbook that may be issued. If I need assistance in reading the Handbook, or if I need further clarification or information on any policy, benefit, or rule addressed in the Handbook, I understand that I should contact the Human Resources Department.

I understand that, except as may be modified by way of an employment or labor agreement that is reduced to writing, signed, and applicable to me, my employment with the Company is on an at-will basis, meaning either I, or the Company, may terminate our employment relationship at any time, with or without cause, and with or without notice. Additionally, I understand that this Handbook, or any update is: (a) not intended to, and does not, constitute a contract of employment; and (b) does not modify the at-will employment status of any Team Member. I also understand that no manager, supervisor, Team Member, or other representative of the Company has any authority to enter into an agreement providing employment for any specified period of time or other than on an at-will basis.

I understand that any changes to the Handbook will be communicated and that no oral statements or representations can alter the provisions of the Handbook. Further, I understand that the Handbook is drafted and intended to be applied in a manner consistent with: (a) the laws in existence at the time it was drafted; and (b) any written employment/labor agreement, or bargaining obligation, applicable to me or my job position. To the extent any law, or applicable employment/labor agreement, or bargaining obligation, conflicts with a provision in this Handbook, I understand that the law, and any applicable employment/labor agreement, or bargaining obligation, shall govern. Additionally, I understand that if any policy or benefit summarized in the Handbook differs from the terms of the Company’s actual policy, benefit provider agreement, or an applicable Summary Plan Description (“SPD”), the actual policy, agreement, or SPD shall govern.

Team Member Name (Printed) \_\_\_\_\_

Team Member Signature \_\_\_\_\_ Date \_\_\_\_\_

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