

Mind 98

Organizational Transparency

We participate in the JUST program, operated by the International Living Future Institute. (For more information, see www.justorganizations.com).

Mission Statement:

Beyond simply providing a hotel room, The Inn at Moonlight Beach is committed to serving as a place where guests passively improve their well-being and connect with nature. The Inn's nurturing environment elevates guests' aspirations, creativity, authenticity, and connection with community.

Our policies promote diversity, equity, and safety and provide employees with continuing education that enhance their happiness and well-being. We give back to our community through annual stewardship and local sourcing where possible.

Policies:

Non-Discrimination Policy:

It is the policy of the Inn to grant equal employment opportunity to all qualified persons and not to discriminate on the basis of race, color, sex, age, national origin, religion, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran status, membership in the uniformed services or any other classification protected by applicable law. It is the intent and desire of the Firm that equal employment opportunity will be provided in employment, promotion, wages, benefits, training, transfers, layoffs and all other privileges, terms and conditions of employment.

Point of Contact

Shangwen Kennedy Innatmoonlightbeach@gmail.com Phone 760-450-5028 Title: President

Diversity, Equal Employment Opportunity and Employee Self-Identification Policy:

The Firm is committed to the goal of maintaining a diverse workforce through our recruitment, hiring, advancement and training practices. A diverse workforce, including women, members of racial or ethnic minority groups, and others, contributes to our professional success, our credibility with clients, and our desirability as a place of employment.

Workforce Policy

It is the policy of the Firm to maintain a workforce consisting full-time employees working a minimum of 40 hours per week, and/ or part time employees working 20+ hours per week.

Pay Scale Equity Policy:

The Firm is committed to a policy of pay scale equity, whereby the ratio of the compensation of the highest-paid full-time non-temporary employee to that of the lowest-paid full-time non-temporary employee will not exceed 10:1. Compensation is defined to include gross pay and employer-paid benefits including health and dental insurance premiums and any employer-paid or employer reimbursed transportation or parking.

Employee Self-Organization Policy

The Firm supports the right of employees to self-organize or to join or form a union to represent them in collective bargaining.

Living Wage Policy

The Inn is committed to compensating all its employees so that they can afford to live in our region. Specifically, the Firm will compensate all its employees at a level at least twenty percent (20%) above the “Living Wage”. The Living Wage is defined as financial compensation that reflects what individuals need to support themselves and their families above the poverty line, based on the actual costs of living in any specific community.

Gender Pay Equity Policy

The Inn is committed to a policy of gender pay equity, whereby the difference in average compensation of men and of women within a Staff Level and a Division shall not exceed ten percent (10%). This percentage is the “Gender Pay Variance”.

Family Friendly Policy

Weeks of employment-protected paid Maternity Leave provided: 2

Weeks of employment-protected unpaid Maternity Leave provided: 12

Weeks of employment-protected unpaid Paternity Leave provided: 2

Weeks of employment-protected unpaid Parental Leave provided: 12

General Safety Policy

Safety can only be achieved through teamwork at our firm.

Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. Please observe the following precautions: Notify the Innkeeper on duty of any emergency situation.

- If you are injured or become sick at work, no matter how slightly, you must inform the Innkeeper immediately.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the Innkeeper on duty.
- Know the locations, contents and use of first aid and fire-fighting equipment.
- A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.
- What are the safety risks at work? Please conduct yourself with safety in mind as you clean the Inn, work in the garden, etc.

Hazardous Materials and Chemicals Policy

In the workplace: The Inn prohibits the handling, use, or storage of hazardous materials and chemicals in the workplace, including but not limited to high-VOC (volatile organic compound) paints, solvents, coatings, or sealants; acid solutions; recognized hazardous building materials containing asbestos, lead, mercury or PCBs, or other similar materials and chemicals. If you observe or come in contact with potentially hazardous materials or chemicals in the workplace, please contact the Innkeeper and Owner.

Employee Happiness Policy

The Inn is committed to creating and maintaining a work environment that is conducive to the happiness of employees, through the policies indicated in this Employee Handbook and through the conduct and interpersonal relations modeled by the owner. To measure its performance in this area, the Inn will administer a brief survey at regular intervals not exceeding twenty-four months, in which full time employees (who have been with the firm at least six months) will be asked these two questions below:

1. “Considering all aspects of your job, how satisfied are you with your organization?” Rating scale: 10 9 8 7 6 5 4 3 2 1 0 (in which 10 represents “extremely satisfied” and 0 represents “not at all satisfied)

2. "How likely is it that you would recommend your organization as a good place to work?" Rating scale: 10 9 8 7 6 5 4 3 2 1 0 (in which 10 represents "extremely likely" and 0 represents "not at all likely")

Continuing Education Policy

Mind and Behavior Support - Our policy is to provide an Employee Assistance Programs (EAP) offering a short-term treatment with a certified holistic health coach, who will offer referrals to qualified professionals for depression, anxiety, substance use, addiction and co-occurring mental health issues.

Stress Management - We offer stress management counseling to full-time employees through group or private workshops annually. The workshops are led by a trained coach.

Local Control Policy

Distance owner lives from the community where the business is located within: 0 miles

Organization has a senior manager besides the owner who lives in the local community where the business is located: Yes

Location of Senior Leadership team to the community where the business is located: 100% within 0 miles

Local Sourcing

Percent of external goods and services purchased locally or regionally: 50%

Responsible Investing: Opt-Out

Community Volunteering

Full-time employees are given the option to take paid time off work to participate in 8 hours of paid time organized by the employer for a registered charity twice a year.

prostitution; payday lending; organized crime; clear-cut logging; genetically-modified foods or patenting life;

Health Care Policy

The Inn at Moonlight Beach does not provide health care at this time due to the small scale of operations.

Positive Products

Medicinal Herb pouches, Fresh Organic Vegetables.

Produce renewable energy - 90-95% produced from solar energy

Eliminated 50% of lawn to be permeable paving

Organic, fair-trade coffee

Use sulfate-free, 100% vegetarian, paraben-free, biodegradable, cruelty-free, no micro-beads, recyclable material soaps and shampoos

Tap water highly filtered throughout whole site with hydro-flask to reduce plastic water bottle use

Compostable coffee pods

Grow own cut flowers

Nutritional information is provided

No junk food provided or advertised

Allergies listed for special diets

Responsible, local food production in on-site gardens

Safe food preparation

Armaments and firearms; alcohol; tobacco; narcotics and other illicit drugs; gambling; pornography;

Charitable Giving

Our policy is to match, up to \$100, each full-time employees' annual donations to a registered charity.

Animal Welfare Policy

The Inn is not involved in the production, promotion or sale of goods and services that are antithetical to the well-being of animals and uses cruelty free products.

Transparency Policy

The Inn's purpose, goals, policies, and involvement in social, political, and environmental causes are publicly available online and by request.