

POLICY: The purpose of this document is to establish the policy and procedure for determining travel guidelines during the COVID-19 pandemic for Team Members engaging in business and/or personal travel in order to promote and ensure the health and safety of the work environment. This policy is based, in part, on guidelines promulgated by the CDC and may continue to be modified based in further updates by CDC and/or applicable state guidelines.

STATEMENT OF PURPOSE: To outline travel guidelines for all Team Member's (1) essential business travel; and (2) personal travel, based on CDC and/or applicable state/ federal updates on domestic and international travel restrictions, to designated COVID-19 high risk destinations. Given the rapidly evolving nature of the outbreak, travel guidelines will be subject to frequent updates. Guidelines restricting travel will consist of the following, to include destinations and mode of transportation:

- Team Members are not permitted to travel to and from designated COVID-19 high-risk hotspots (updated weekly and list is available at TMS):
- Team Members are not permitted to travel ***outside the United States***
- Team Members are not permitted to travel by ***cruise ship***
- Team Members are not permitted to travel by ***commercial airline***
- Team Members are not permitted to travel by ***bus***
 - Exception: use of local public bus (RTC) within Southern Nevada is permitted; face mask must be worn
- Team Members are not permitted to travel by ***train***

STATEMENT OF POLICY: Westgate Resorts is committed to the safety and wellbeing of all team members, their families and our community. In order to ensure the safety of our team members and our community during the current COVID 19 Coronavirus pandemic, the company will require all team members that have reported having flu-like symptoms or who have traveled to areas of concern, to self-quarantine for a period of 14 days per the "Westgate Procedure to Work after Self-Quarantine". This self-quarantine requirement will be extended to any team member with affected family members or visiting relatives who meets any of the criteria outlined in the "Westgate Procedure to Work after Self-Quarantine".

PROCEDURE: The company will require all Team Members seeking travel approval to complete a Domestic Travel Request Form acknowledging the above travel restrictions and agreeing to abide by Westgate's Personal Hygiene policies, including the following obligations:

- Will not attend group gatherings of 10 or more
- Will maintain social distancing
- Will follow all local government directives for any visited destination
- Will not travel to or using above restricted methods of transportation

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Personal and Business Travel Guidelines During the COVID- 19 Pandemic

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- Will wear a mask when in areas where they are unable to maintain adequate social distancing

These steps have been implemented to protect team members, their families and people who are most susceptible to this virus. In order to be effective, this policy requires honesty and candor. The Company reserves its rights to discipline, up to and including discharge, anyone who falsifies, or misrepresents any information required herein.

EXCEPTIONS: Exceptions to this policy require approval of the CEO or COO.

SCOPE: This policy applies to all Team Members employed by or Independent Contractors that work with Westgate Resorts in any of its affiliates where Westgate Resorts conducts business. The company expects all individuals will comply with all provisions of this policy as permitted by state law or applicable federal law. This policy also applies to independent contractors doing business with Westgate Resorts.