

Employee Handbook

F.M. Nelkin, LLC

Employee Handbook
F. M. Nelkin, LLC

Welcome to F.M. Nelkin, LLC!

Dear Team Member,

Welcome to F.M. Nelkin, LLC — we're genuinely excited to have you on board!

By joining our team, you've made an important decision and so have we. We believe you bring something valuable to the table, and we're confident that this will be the beginning of a rewarding, successful journey together.

From day one, you're a vital part of our future. Every role at FMN matters, and your contributions will help shape our continued growth and success. We take pride in delivering exceptional products and service to our clients — and we do that by working hard, thinking creatively, supporting one another, and always putting our customers first.

You'll find that respect, teamwork, and a shared commitment to excellence are at the heart of everything we do. If you ever have any questions about this handbook, your role, or your benefits, please don't hesitate to reach out to your supervisor or manager. We're here to support you.

We're truly glad to have you with us — welcome to the team!

Warm regards,
F.M. Nelkin, LLC

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Confidentiality Agreement

Information that pertains to the Company's business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by the Company.

Please help protect confidential information - which may include, for example, trade secrets, customer lists and Company financial information - by taking the following precautionary measures:

- 1 Discuss work matters only with other The Company employees who have a specific business reason to know or have access to such information.
- 2 Do not discuss work matters in public places.
- 3 Monitor and supervise visitors to The Company to ensure that they do not have access to Company information.
- 4 Destroy hard copies of documents containing confidential information that is not filed or archived.
- 5 Secure confidential information in desk drawers and cabinets at the end of every business day.
- 6 Under no circumstances are employees permitted to take photographs of any jewelry they are working on or of any CRD documents that may be provided with new production. F.M. Nelkin, LLC maintains a **strict one-strike policy** regarding unauthorized photography. If an employee is found taking photographs of jewelry, documents, or any production materials, they will be **immediately asked to leave the premises and may be subject to termination**. This policy is in place to protect the confidentiality of our clients, proprietary processes, and company operations.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a The Company officer.

Anti Discrimination & Harassment

Americans with Disabilities Act

It is the Company's policy that we will not discriminate against qualified individuals with disabilities regarding any aspect of their employment. The Company is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. The Company recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

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Equal Opportunity Policy

The Company provides equal opportunity in all our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Policy Prohibiting Harassment and Discrimination

The Company strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

The Company does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- 1 is made an explicit or implicit condition of employment.
- 2 is used as the basis for employment decisions.
- 3 unreasonably interferes with an individual's work performance, or
- 4 creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

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Specifically, it includes sexual behavior such as:

- 1 repeated sexual flirtations, advances or propositions.
- 2 continued and repeated verbal abuse of a sexual nature,
- 3 sexually related comments and joking, graphic or
- 4 degrading comments about an employee's appearance
- 5 or displaying sexually suggestive objects or pictures
- 6 including cartoons and vulgar email messages, and
- 7 any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by non-employees conducting business with the Company, regardless of gender or sexual orientation.

Harassment by non-employees

The Company will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to Kaitlin or Todd Nelkin. If they are not available, or you believe it would be inappropriate to contact that person, contact the Company's counsel, Mr. Larry Waxman, at 212-555-1212

The Company will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate the Company in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise Kaitlin or Todd Nelkin any other appropriate member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will

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not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Training

The Company will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it.

Employment at Will

Unless expressly proscribed by statute or contract, your employment is "at will." All the Company employees are at will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at will must be set out in writing and signed by Kaitlin or Todd Nelkin.

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Any employee arriving more than 15 minutes after the start of business will be considered late.

Bonus Compensation

You may become eligible for a periodic bonus. This bonus is optional at the discretion of management and depends upon our profitability and individual performance and contribution.

Breaks

Employees are entitled to a 30-minute break for meals during each work period 12:30 – 1PM or 1:30PM -2pm

Breaks may be scheduled at staggered times to allow department coverage.

Flexible Work Hours & Telecommuting

The Company has established a flexible work arrangement program for employees whose departments and jobs are suited to it.

With a manager's approval, you may be allowed to begin and end your workday earlier or later than established hours or to arrange to telecommute. To maintain a flexible work arrangement, employees must ensure business needs are met and adhere to attendance and punctuality policies.

If you wish to set up a flexible work arrangement, see Todd and Kaitlin Nelkin. Such arrangements may be established, changed or discontinued at the Company's discretion.

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General Pay Information

Certain deductions will be made in accordance with federal and state laws.

In addition, the Company makes available certain voluntary deductions as part of the Company's benefits program. If an employee elects supplemental coverage under one of the Company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Company.

Outside Employment

Because of the Company's obligations to its customers, the Company must be aware of any concurrent employment you may have to determine whether it presents a potential conflict.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Before beginning or continuing outside employment, employees are required to obtain the written approval of their managers and Kaitlin and Todd Nelkin. Failing to obtain prior approval as described may be cause for disciplinary action, up to and including termination. Employees who are on leave of absence, including FMLA leave, or Workers' Compensation leave are prohibited from having outside employment during their leave.

Overtime

General

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their straight time rate for all hours worked more than 40 hours per week.

If you are nonexempt, you must receive authorization from your manager before working overtime.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner (except for the 30-minute paid break) is not included as time worked for purposes of computing overtime. Additionally, time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

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Pay Schedule

Employees will be paid weekly on Monday for the week ended the previous Friday. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

The pay week starts at the beginning of your shift on Monday and includes all work you perform up to the close of business on Sunday.

A few additional facts about pay:

- 1 You will be paid your first week's wages at the end of the first workweek.
- 2 Overtime earnings will be paid in the same week the actual hours worked.
- 3 You can receive vacation pay in advance if you are taking five consecutive days, and that check will be distributed on the last payday preceding vacation. To be paid in advance you must notify your supervisor one week before your vacation begins so that a check can be prepared.
- 4 If a paycheck is lost or stolen, Notify management.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally at any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted annually in January.

Performance Reviews and Salary Increases

Wage reviews are conducted Annually, January for each employee, and salary increases are based on those reviews, as well as our profitability. However, an employee receiving a performance appraisal will not necessarily receive a salary increase

Time Records

All non-exempt employees must keep accurate time records by using Jibble when within the facility grounds and can be done from the Jibble app., including coming and going during lunch periods. Tampering with, falsifying or altering time will result in disciplinary action, up to and including discharge. Failing to record work time may also result in disciplinary action. Report any discrepancy in time keeping you find within one working day.

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Work Hours

The Company follows a work schedule of 40 hours per week. The normal workweek is Monday through Friday from 8:30 AM to 5:00 PM. Your supervisor or manager may establish alternative hours.

Conduct Standards

Company Equipment and Vehicles

When using the Company property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to the Company because of such mistreatment.

Company Property

Please keep your work area neat and clean and use normal care in handling Company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

You may not use any Company property for personal purposes or remove any Company property from the premises without prior written permission from Frank Nelkin.

Conduct Standards & Discipline

The Company expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with Company personnel and outside business contacts.

The Company reserves the right to discipline or discharge any employee for violating any Company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that the Company retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

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Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or lateness.
- failing to follow instructions or Company procedures, or
- failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- falsifying an employment application or any other Company records or documents
- failing to record working time accurately or recording a co-worker's timesheet
- insubordination or other refusal to perform.
- using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination.
- disorderly conduct, fighting or other acts of violence.
- misusing, destroying or stealing Company property or another person's property.
- possessing, entering with or using weapons on Company property
- possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on Company property or on Company time.
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the Company's computer or software use policies, and
- being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its employees in any way.

Dress Policy

Appropriate office and factory attire is required. Suppliers and customers visit our office, and we wish to put forth an image that will make us all proud to be the Company employees. Be guided by common sense and good taste.

All employees entering the factory must wear closed footwear and the personal protective equipment appropriate for the area.

Business casual dress will be permitted on Fridays and business days that fall just before a holiday.

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Drug and Alcohol Policy

The Company strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' and customers' confidence in our Company.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing Company business for the Company, while operating a motor vehicle during business or for any job-related purpose, or while on Company premises or a worksite.

Illegal Drugs

The Company employees are prohibited from using or being under the influence of illegal drugs while performing Company business or while on a Company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in the Company facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing Company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

The Company may conduct searches for illegal drugs or alcohol on Company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any the Company property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

The Company may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

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Ethical and Legal Business Practices

The Company expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is an asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by Todd or Kaitlin Nelkin.

You are expected to promptly disclose to the management of the Company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

Complying With Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts, Bribery and Facilitation Payments

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, or if you are offered a bribe or other facilitation payment by a vendor, report it promptly to a member of management. Management will then take the appropriate actions including going to the authorities, as necessary.

Employee Privacy and Other Confidential Information

The Company collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and Todd or Kaitlin Nelkin must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the Company only with employee approval.

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If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

The Company's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Account and Customer Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Grievances

Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your manager or, if the situation warrants, to any Company officer.

Progressive Discipline

The Company retains the discretion to discipline its employees. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that the Company reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

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Smoking Policy

General

Smoking is prohibited inside the Company facilities.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Should you have a question, complaint or dispute about smoking in the workplace, contact Dan Moore, Director of Manufacturing Operations.

Workplace Solicitation

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, the Company has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on the Company property or use Company facilities, such as e-mail, voicemail or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs or organizations.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal periods.

You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time.

Nonemployees may not make solicitations or distribute literature at any time.

The Company may grant limited exemptions from these rules for charitable purposes at its discretion.

Zero Tolerance for Workplace Violence

The Company has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons of any kind onto Company premises or to Company functions. Any employee who is suspected of possessing a weapon will be subject to a search at the Company's discretion. Such searches may include, but not be

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limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

Leave

Family Medical Leave (FMLA)

General

Family and Medical Leave

You are eligible for family and medical leave if you have worked for the Company for at least 6 months before the leave is to begin.

You are entitled to take up to 12 work weeks of unpaid leave:

Reasons for the Leave

- to attend to the birth, adoption or foster care placement of your child
- to attend to the serious health condition of your child, spouse or parent, or
- to receive care for your own serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition during which you are incapable of working that involves either:

- treatment requiring inpatient care in a hospital, hospice or residential care facility, or
- continuing treatment by a health care provider for a condition that lasts more than three consecutive days, or for pregnancy or prenatal care or for a chronic health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity, such as serious asthma or diabetes.

It also includes a permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer. In addition, leave may be used to cover absences due to multiple treatments for restorative surgery or for a condition which would likely make you incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

Substituting Paid Leave

You must substitute accrued vacation or personal leave time for family and medical leave. And if the request for leave is due to your own serious health condition, you must first exhaust all accrued sick leave time. Any accrued vacation or personal leave time will

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then be used. Your total FMLA leave time, which may include paid vacation and sick time, may not exceed 12 weeks. The Company has the right to designate such leaves as running concurrently with FMLA leave.

Types of Leave

Leave due to the birth or placement of a child in your home for adoption or foster care must be taken in one continuous 12-week segment and must be taken within 12 months of the birth or placement of the child. You may take leave due to your own or a family member's serious health condition in:

- one continuous 12-week segment
- an intermittent schedule, such as one day off each week, or
- a reduced schedule, such as beginning two hours late, twice a week.

Notice of Leave

If your need for leave is foreseeable, you must give 30 days prior notice if possible. If you do not give such notice, the leave may be delayed for up to 30 days.

If your need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so as not to unduly disrupt the work of your department. If your need for leave is not foreseeable, you must request it as soon as practicable, no later than two business days after the need for leave arises.

Medical Certification

If leave is requested due to your own or a family member's serious health condition you must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. The Company may also require a second opinion or third opinion regarding certification of a serious health condition, at our expense.

Outside Employment

You may not work for outside employers while on family and medical leave with the Company.

Returning to Work

If your leave is due to your own medical condition, you are required to provide medical certification that you can resume work before returning. Both you and your health care provider must complete a Return-to-Work Medical Certification.

Upon returning to work, you will ordinarily be entitled to be restored to your former position or to an equivalent position with the same employment benefits and pay if possible. If you do not return to work at the end of the leave and do not notify the Company of your status, you may be terminated.

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Benefits During Leave

Taking family and medical leave will not cause you to lose any employment benefits accrued prior to the first day of leave. The leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, employees on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue.

The Company will maintain your insurance benefits while you are on leave, although you may be required to pay your portion of the premium. However, if you do not return to work after the leave, you may be asked to reimburse us for the cost of maintaining insurance coverage during the leave. This provision will not apply in cases where your inability to return is through no fault of your own -- for example, at the end of leave you remain physically unable to return due to your serious health condition.

Misrepresenting Reasons for Leave

If you intentionally misrepresent the reasons for requesting family and medical leave, you may be discharged.

Jury Duty

General

The Company supports employees in fulfilling their civic responsibilities by serving jury duty when required and fully compensates them for up to 3 days of time they are required to serve.

However, you must inform your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. You will be expected to report for work during your jury service whenever the court schedule permits.

Insurance benefits will ordinarily remain in effect and unchanged for the full term of your jury duty absence.

Time Off from Work in Connection with Court Cases

General

We recognize that an employee might be subpoenaed or otherwise needed to serve as a witness in court cases or arbitrations. Employees called to testify will not be paid for the time they are away from work because of their participation in a court case or arbitration but may use available vacation and personal days to cover their time away from work. Absence because of participation in a court case or arbitration will be treated the same as absence for any other reason and employees must comply with the Company's policy

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regarding attendance. If you are called to serve as a witness, notify your manager as soon as possible.

New York

We recognize that an employee might be subpoenaed or otherwise needed to serve as a witness in a court case or arbitration. If you must appear in such a proceeding, notify your supervisor at once.

You will not be paid for the time you are away from work taking part in a court case or arbitration but may use available vacation and personal days to cover the time.

You will not be terminated solely for an absence made necessary by taking part in a court case or arbitration.

Time Off to Vote

General

Employees who are eligible to vote but do not have sufficient time outside of regular working hours to vote in a statewide election, may request time off to do so. The time off will be with pay. Such time off will be granted at your supervisor's discretion.

New York

Employees who are eligible to vote in an election but do not have four consecutive hours outside of work while the polls are open may request up to two hours of paid time off to vote.

If you plan to take time off to vote, you must notify your supervisor between ten and two days before Election Day.

General Employment

Employee Classifications

Employees at the Company are either full-time or part-time. The Company may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work fewer than 20 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance.

All other employees are full-time.

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Your supervisor will verify whether you are a full-time or part-time employee, and whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

General

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents.

It is the employee's responsibility to notify the Payroll Department or Human Resources of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for on your application, in your personnel file, or any other document is sufficient reason for dismissal. Personnel records are considered Company property and are not available for review by employees.

Employee Referrals

To encourage and reward employees who refer qualified candidates for full-time positions, The Company sponsors an employee referral incentive program. All full-time employees are eligible to take part, except for human resources personnel, office administrators, department heads and exempt supervisors.

If the Company hires the referred candidate within 90 days of the referral date, the Company will award \$250.00, minus applicable tax withholdings and deductions, to the referring employee. Payment will be made approximately 120 days after the date the candidate was hired, provided both individuals are then active employees of the Company.

Employment of Relatives

The Company may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be allowed to continue to work if there are no substantial conflicts. Reasonable accommodation will be made, when possible, in the event a conflict arises.

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Introductory (Probationary) Period

The first 90 days of employment are an Introductory Period for both the employee and the Company. However, during and after this period, the work relationship will remain at will.

This time allows you to determine if you have made the right career decision and for the Company to determine whether your initial work performance meets our needs. Your manager will check your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave do not accrue during this period.

The Introductory Period may be extended at management's discretion.

Reference/Background Checks

The Company conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Termination, Resignation and Discharge

General

Unless expressly proscribed by statute or contract, employment with the Company is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign from their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the Company, the Company requests at least two weeks' notice. Failure to provide notice may lead to forfeiture of accrued vacation or other benefits at the discretion of the Company.

Any employee who is discharged by the Company shall be paid only wages accrued to the effective date of the separation.

Safety & Emergency

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

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Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in appropriate containers and labeled according to the NFPA codes. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

Safety

The Company is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager.

If you or another employee is injured, contact your supervisor or manager immediately. Call 911, if needed.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the bookkeeper or other designated person.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from your supervisor.

Security

The Company is committed to ensuring employees' security. Our premises are equipped with both security alarms that are active outside working hours and a fire alarm system. If you have a security concern or need more information about operating these systems, contact your supervisor.

If you leave the Company, you must surrender any Company keys you have been issued.

Emergency Measures (Inclement Weather)

We realize that severe weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the

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conditions, inform your supervisor as soon as possible. Your absence will be charged to personal or vacation time.

If it becomes necessary to shut down the office due to weather or other emergencies, every effort will be made to notify employees. Please make certain that we have the most up to date email and emergency contact information on file. If there is a question as to whether the office will be open, call your place of work. If there is no answer within one hour after the normal start time, assume the office is closed.

Corporate Communications & Technology

Bulletin Boards

Check all the bulletin boards regularly to obtain valuable information about Company events and policies. Only the Company employees should use Company bulletin boards. Management must approve all postings. See your supervisor to obtain approval for a bulletin board posting.

Software Policy

The Company regulates employees' use of its computer software.

You may not duplicate any licensed software or related documentation for use, either on Company premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. And you may not provide licensed software to anyone outside the Company. Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both the employee and the Company to liability.

All software that the Company acquires must be purchased by the IT staff or other authority in the company. Upon delivery, all software must be registered properly and installed within the licensing agreement. You may not load personal software on the Company computers.

Use of Company Communication Systems

Because the Company reserves the right to access any personal communication without prior notice, employees should not use Company systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of the Company's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use.

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Telephone Usage

The telephone system (including voicemail) at the Company is the property of the Company and is provided for business purposes. The Company may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the Company's telephone system to be private.

Personal Mail

All mail delivered to the Company is presumed to be related to Company business. Mail sent to you at the Company will be opened by the office and routed to your department. If you do not wish to have your correspondence managed in this manner, please have it delivered to your home.

Employee Benefits

COBRA

If you are terminated for any reason other than gross misconduct or otherwise leave the Company and have been continuously covered by the Company's group insurance plan before that, you and your dependents may have the right to continue or convert coverage as set forth in the rules of the plan. You should receive written notification of your right to continue coverage within two weeks of your last day on the job. Should you have questions about this coverage, contact the bookkeeper.

Employee Benefits

The Company employees are entitled to a wide range of benefits. A number of the benefit programs -- such as Social Security, workers' compensation, state disability and unemployment insurance -- cover all employees as required by law.

Eligibility for most other benefits depends upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. You can find the details of many of these programs in separate written summaries. For more information, contact your supervisor.

Some benefit programs require contributions from employees, but many are fully paid by the Company. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs.

Medical Insurance

The Company offers coverage for the employee and bears a substantial cost of this plan for the employee. Refer to the printed information from the insurance provider for details of eligibility and coverage or contact the Human Resources Department.

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Travel & Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on the Company business. The travel and related costs must be approved in advance by your supervisor.

If business travel requires you to be out of the office for an extended period, your report must cover no less than one week and no more than one month of expenses.

All Expense Report Forms should be submitted to **your supervisor** no later than five business days after the last day of the month.

Worker's Compensation

The Company provides insurance to compensate for any illness or injury an employee might suffer while working on Company premises, traveling on official Company business, or attending an activity officially sponsored by the Company. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Vacation & Holidays

The Company observes the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving and the day after
Christmas Day
Other Religious Holidays

Additional days may be added as to employer's discretion. See bulletin board for current year postings.

You will be paid for these holidays if you:

- are a full-time employee who has worked at least 90 days at the Company, and
- have worked the full day before and the full day after the holiday unless time off has been approved in advance as vacation or personal days.

Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance.

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Due to business needs, some employees may be required to work on Company holidays. Your supervisor or manager will notify you if this may apply to you.

Sick Days

Full-time employees who have been with the company for more than 6 months may earn sick day credits not to exceed 5 paid sick days for the employment year. Employees with less than 6 months of full-time employment will have their sick days pro-rated accordingly. (The time begins from date of hire)

You must use sick days by December 31, as they may not be carried over to the next calendar year. However, any sick days not used during the calendar year will be paid out at the end of the year.

To be eligible for a sick day, you must call in at telephone number 212-586-3851 each day no later than 15 minutes after your usual start time for work. If you do not call in, the absence will be considered unexcused, and you will not be paid for it.

All full-time exempt employees are eligible to receive sick days at their supervisor's discretion.

Vacation

Only active, full-time employees are eligible for paid vacation, and all vacation must be earned before being taken. You may not substitute pay for unused vacation unless you have your supervisor's written approval. Should a Company holiday occur during your vacation, you may add an additional day, either at the beginning or end of the vacation period, with your supervisor's approval.

The Company reserves the right not to approve a vacation request if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail.

Vacation policy is as follows:

All vacation requests must be approved by Dan Moore, Todd or Kaitlin Nelkin at least 30 days in advance. The requests must be made in writing by completing a Vacation Request form for consideration.

- Employees with more than 6 months of full-time employment receive one week of vacation time.
- Employees with more than 1 year of full-time employment will receive 10 days of paid vacation time to be taken within twelve months of their initial start date.
- Vacation time will not be permitted from October 1 through December 31st.
- Any vacation time not taken by December 31 will be paid out at the end of the year.


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By signing below, you acknowledge that you have read, understood, and agreed to be bound by all terms, conditions, and policies contained herein.

Received by _____

Date _____

Created By: Daniel Moore
Signature 
Date: 4/10/26

Endorsed By: Kaitlin Cain
Signature 
Date: 4/10/26

Endorsed By: Todd Nelkin
Signature 
Date: 4/10/26