

New Hire Checklist

EMPLOYEE INFO

- Name: _____
- Position: _____
- Hire & Start Date: _____
- Manager + Reporting To: _____
- W-2 Collection/date: _____

UPON HIRE DATE

- Provide employee with Employee Handbook & Policies
- Conduct general orientation
- Training program

COMPANY POLICY INFORMATION:

- Company Philosophy
- Our Services
- Dress Code
- Client Communication
- Performance Reviews
- Disciplinary Action Plan
- Computer, E-mail and Internet Usage
- Anti-Discrimination Policy
- Sexual Harassment
- Harassment
- Drugs, Alcohol, and Smoking
- Company Property Policy
- Use and Dissemination of Company Information
- Monitoring of Network Communications
- Social Media Policy
- Working Hours, Paid Time Off and Leave Policy

HATCHER CFO SOLUTIONS

EMPLOYEE HANDBOOK & POLICIES

Company Philosophy

Client satisfaction is extremely important to us. We aim to do everything we can to assist our clients through their accounting processes to streamline processes and procedures for ultimate timeliness and efficiency. Our goal is to tighten accounting policies in the interest of company growth.

Our Services

Services we offer:

- Creating streamlined accounting systems
- Personal oversight and management of client accounting
- Strategy and planning for growth
- Bookkeeping services
- Personal Tax Assistance & Referral

Dress Code

We do not require a formal dress code but ask that you be dressed professionally, appropriate for Zoom and/or occasional client-facing meetings.

A typical outfit could include a collared shirt, or blouse, with pressed pants, a skirt, or professional-looking shorts; avoid anything with graphics or writing; solid colors represent best.

Client Communication

We encourage polite and engaging interest in client relations; avoid crass and/or sexist jokes, avoid political and/or religious conversations, and keep conversations polite and professional.

Occasional Zoom or Google meetings may be required; always speak and present yourself as though the client can hear you, even if you can't see them.

Although it is common to use text messaging for quick contact, it is requested that all formal business communication be done through a company-established email.

(Signature)

(Print name)

(Date)

PERFORMANCE REVIEWS

The performance appraisal process provides a means for discussing, planning and reviewing the performance of each employee. Performance appraisals influence salaries, promotions and transfers, and it is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

Eligibility

All full- and part-time employees are provided an annual performance review and consideration for merit pay increases as warranted.

Performance Review Schedule

Performance appraisals are conducted annually on established anniversary date each year. Company owner or direct management is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees.

Salary Increases

A performance appraisal does not always result in an automatic salary increase. The employee's overall performance and salary level (relative to position responsibilities) must be evaluated to determine whether a salary increase is warranted.

Processes

Owner will establish the format and timing of all review processes. The completed evaluations will be retained in the employee's personnel file.

Salary increase requests must be supported by a performance appraisal. Managers may not discuss any proposed action with the employee until all written approvals are obtained.

(Signature)

(Print name)

(Date)

DISCIPLINARY ACTION PLAN

Outlined below are the steps of Hatcher CFO Solutions' discipline policy and procedures. Hatcher CFO Solutions reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Hatcher CFO Solutions and its employees.

Step 1: Counseling and Verbal Warning

An opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. Management is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within 5 business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written Warning

Management will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within 5 business days of a Step 2 meeting. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 3: Suspension and Final Written Warning

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, management may suspend the employee pending the results of an investigation.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws.

Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. Hatcher CFO Solutions will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Step 4: Recommendation for Termination of Employment

The last and most serious step in the progressive discipline process is to terminate employment. Generally, Hatcher CFO Solutions will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, Hatcher CFO Solutions reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's official personnel file.

(Signature)

(Print name)

(Date)

Computer, E-mail and Internet Usage

Hatcher CFO Solutions recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place Hatcher CFO Solutions and our clients at risk. This policy outlines the guidelines for acceptable use of Hatcher CFO Solutions' technology systems.

Scope

This policy must be followed in conjunction with other Hatcher CFO Solutions policies governing appropriate workplace conduct and behavior. Any employee who abuses the company-provided access to e-mail, Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination. Hatcher CFO Solutions complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Questions regarding the appropriate use of Hatcher CFO Solutions' electronic communications equipment or systems, including e-mail and the Internet, should be directed to your supervisor.

Policy

Hatcher CFO Solutions has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

Confidentiality and Monitoring

All technology provided by Hatcher CFO Solutions including computer systems, communication networks, company-related work records, and other information stored electronically, is the property of Hatcher CFO Solutions and not the employee.

In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. Hatcher CFO Solutions reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external e-mail, voice mail, text messages, and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

Appropriate Use

Hatcher CFO Solutions employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable.

Employees may not use Hatcher CFO Solutions' Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Copyrighted materials belonging to entities other than Hatcher CFO Solutions may not be transmitted by employees on the company's network without permission of the copyright holder.

Employees may not use Hatcher CFO Solutions' computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Every employee of Hatcher CFO Solutions is responsible for the content of all text, audio, video or image files that he or she places or sends over the company's Internet and e-mail systems as a company representative. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Hatcher CFO Solutions' corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

I have read and fully understand this policy. I understand that my use of Hatcher CFO Solutions' information and communication technology constitutes full acceptance of the terms of this policy and consent to monitoring.

(Signature)

(Print name)

(Date)

Anti-Discrimination Policy

Hatcher CFO Solutions has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Hatcher CFO Solutions will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

- Any employee who has questions or concerns about these policies should talk with the director of human resources or a member of the personnel practices committee.
- These policies should not, and may not, be used as a basis for excluding or separating individuals of a gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Hatcher CFO Solutions prohibit disparate treatment based on sex or any other protected characteristic, regarding terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal Employment Opportunity

It is the policy of Hatcher CFO Solutions to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Hatcher CFO Solutions prohibits any such discrimination or harassment.

Retaliation

Hatcher CFO Solutions encourages reporting of all perceived incidents of discrimination or harassment. It is our policy to promptly and thoroughly investigate such reports. Hatcher CFO Solutions prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

(Signature)

(Print name)

(Date)

Sexual Harassment

California law requires all employers of 5 or more employees to provide 1 hour of sexual harassment and abusive conduct prevention training to nonsupervisory employees and 2 hours of sexual harassment and abusive conduct prevention training to supervisors and managers once every two years.

- Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

(Signature)

(Print name)

(Date)

Harassment

Harassment based on any other protected characteristic is strictly prohibited.

Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- b) has the purpose or effect of unreasonably interfering with an individual's work performance, or
- c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Hatcher CFO Solutions (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Hatcher CFO Solutions encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.

In addition, Hatcher CFO Solutions encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Hatcher CFO Solutions recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, any member of the personnel practices committee or any ombudsman.

Hatcher CFO Solutions encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

- Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have another relevant knowledge.
- Hatcher CFO Solutions will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
- Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
- Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Hatcher CFO Solutions believes appropriate under the circumstances.
- If a party to a complaint does not agree with its resolution, that party may appeal Hatcher CFO Solutions' executive director or the chief operating officer.
- False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

(Signature)

(Print name)

(Date)

Drug, Alcohol, and Smoking Policy

Hatcher CFO Solutions is committed to providing and maintaining a workplace that is safe and productive.

To that end, the company does not tolerate the possession, sale or use of illegal drugs; the improper possession, sale or use of other controlled substances; or the possession, sale or use of alcohol while at work or engaged in work-related activities.

Additionally, employees are required to report to work able to competently and safely perform their job duties.

(Signature)

(Print name)

(Date)

Company Property Policy

The purpose of this policy is to ensure that all property maintained by Hatcher CFO Solutions is kept in the best possible working condition and to ensure proper use of such property and Hatcher CFO Solutions networks.

"Property," as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of Hatcher CFO Solutions or any person acting as its agent.

No Hatcher CFO Solutions employee should expect any privacy on Hatcher CFO Solutions premises or when using Hatcher CFO Solutions property or networks, except that which is required by law.

General Guidelines

All Hatcher CFO Solutions employees are responsible for maintaining their work environment in an orderly fashion and follow all Hatcher CFO Solutions rules to ensure proper security, use, and maintenance.

Any employee who is found to have neglected or misused Hatcher CFO Solutions property will be subject to disciplinary action up to and including termination. If an employee's misuse of Hatcher CFO Solutions property damages the property, Hatcher CFO Solutions reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of Hatcher CFO Solutions property is grounds for immediate termination and possible criminal action.

Hatcher CFO Solutions property (including computers, pagers, telephones, cellphones, copiers, fax machines, Internet services and printers) is intended for business use only. Limited personal use as necessary is allowable but should be the exception and not the rule. Hatcher CFO Solutions reserves the right to discipline employees for excessive personal use of company property.

(Signature)

(Print name)

(Date)

Use and Dissemination of Company Information

"Information," as the term is used in this policy includes, without limitation, any information owned or used by Hatcher CFO Solutions such as:

- Any company employee, customer or client lists
- Any company database information, including addresses and telephone numbers
- Any information from Hatcher CFO Solutions employee personnel files, including employee addresses, telephone numbers, employment status and wage history.
- Any photographs, videotapes and sound clips of any Hatcher CFO Solutions employee, customer or client.

Only those employees who are authorized by Hatcher CFO Solutions' executive team, or whose job description permits them to do so, may speak on behalf of Hatcher CFO Solutions. Notwithstanding the foregoing, specific permission from Hatcher CFO Solutions' executive team will be required before any Hatcher CFO Solutions employee may disseminate confidential Hatcher CFO Solutions information.

No employee may knowingly dispense such information to any outside party unless authorization has been granted. This could include other employees who do not have the right to know such information. Any breach will be considered a violation of Hatcher CFO Solutions policy concerning confidentiality, and it may constitute a violation of state or federal law.

Monitoring of Network Communications

Hatcher CFO Solutions reserves the right to monitor at any time any communications that use Hatcher CFO Solutions networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Hatcher CFO Solutions will review network communications activity and will analyze use patterns. Hatcher CFO Solutions may choose to publish these data to ensure that company resources in these areas are being used per this policy.

No employee may knowingly disable any network software or system identified as a monitoring tool.

(Signature)

(Print name)

(Date)

Social Media Policy

At Hatcher CFO Solutions, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for Hatcher CFO Solutions or one of its subsidiary companies in the United States. Managers and supervisors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

Social Media Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with Hatcher CFO Solutions as well as any other form of electronic communication.

The same principles and guidelines found in Hatcher CFO Solutions policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Hatcher CFO Solutions or Hatcher CFO Solutions legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the [Employer] Statement of Ethics Policy, the [Employer] Information Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of Hatcher CFO Solutions. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet.

Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying.

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

Never post any information or rumors that you know to be false about Hatcher CFO Solutions, fellow associates, members, customers, suppliers, people working on behalf of Hatcher CFO Solutions or competitors.

Post Only Appropriate and Respectful Content

- Maintain the confidentiality of Hatcher CFO Solutions trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or another social networking site to a Hatcher CFO Solutions website without identifying yourself as a Hatcher CFO Solutions associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for Hatcher CFO Solutions. If Hatcher CFO Solutions is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Hatcher CFO Solutions, fellow associates, members, customers, suppliers or people working on behalf of Hatcher CFO Solutions.
- If you do publish a blog or post online related to the work you do or subjects associated with Hatcher CFO Solutions, make it clear that you are not speaking on behalf of Hatcher CFO Solutions. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Hatcher CFO Solutions."

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use [Employer] email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

Hatcher CFO Solutions prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Associates should not speak to the media on Hatcher CFO Solutions behalf without contacting the owner and gaining express permissions. All media inquiries should be directed to them.

(Signature)

(Print name)

(Date)

Working Hours, Paid Time Off and Leave Policy

Paid Time Off (PTO) starts accruing [upon hire, after 60 days, after six months]. Eligible employees must regularly work at least XX hours per week. Employees working less than XX hours per week are not eligible for PTO. Temporary employees, contract employees, and interns are not eligible to accrue PTO.

Working Hours

Our company operates between [9 a.m. to 7 p.m. on weekdays.] You may come to work at any time between [9 a.m. and 11 a.m.], depending on your team's needs.

Paid Time Off (PTO)

Employees receive [20 days] of Paid Time Off (PTO) per year. You PTO accrual begins the day you join our company and you receive [1.7 days per month.] You can take your PTO at any time after your first month with us. You will earn one additional day per year after your [first year] with our company, with a cap at [25 days overall.]

If you want to use PTO, send a request to ownership. If approved, you are permitted to take your leave. You do not have to specify a reason for requesting PTO.

You cannot transfer any remaining PTO to the next year. We encourage you to use your time off throughout the year. If you leave our company, we may compensate accrued PTO with your final paycheck per local law. When the law doesn't have provisions, we will compensate accrued leave to employees who were not terminated for cause.

Holidays

Our company observes the following holidays:

- [New Year's Day]
- [Martin Luther King Day]
- [President's Day]
- [Good Friday/Easter Monday]
- [Memorial Day]
- [Independence Day]
- [Labor Day]
- [Columbus Day]
- [Veterans Day]
- [Thanksgiving Day]
- [Christmas Day]

If a holiday falls on a day when our company doesn't operate (e.g. Sunday), we will observe that holiday on the closest business day.

Holiday Pay

Exempt employees are entitled to their normal compensation without any deductions. Permanent non-exempt employees receive holiday pay as a benefit after they have worked with us for more than [three months.]

Working on a Holiday

These holidays are considered “off-days” for most employees. If you need a team member to work on a holiday, inform them at least [three days] in advance.

If you are a non-exempt employee, you will receive your regular hourly rate with a premium for working on a holiday. If you are an exempt employee, we will grant you an additional day of PTO that you must take within [12 months] after that holiday. We [will/ won't] count hours you worked on a holiday to decide whether you are entitled to overtime pay.

Sick Leave

We offer [one week] of [paid] sick leave. In states or countries where employees are entitled to a greater number of sick leave days by law, we will follow that law. You can take sick leave to recover from short-term illness, injuries, mental issues and other indisposition. If you have the flu or other contagious disease, please use your sick days.

If you become sick, inform your manager and send a sick leave request. You may take a partial day off or work from home, but we advise you to rest and recuperate for a day before returning to work. Use your PTO or arrange for a flexible work schedule if you want to attend routine health care (e.g. doctor's/dentist's appointments).

Occasionally, we may ask you to submit a physician's note or other medical certification and/or complete a sick leave form. We will do this for insurance purposes if you are absent for more than [three days] of sick leave.

Bereavement Leave

Losing a loved one is traumatizing. If this happens to you while you work with us, we want to support you and give you time to cope and mourn. For this reason, we offer [three days] of paid bereavement leave. You may take your bereavement leave on [consecutive/non-consecutive] days to:

- Arrange a funeral or memorial service
- Attend a funeral or memorial service
- Resolve matters of inheritance
- Fulfill other family obligations
- Mourning

If you must travel long-distance for a funeral or service, you can take [two] additional unpaid days off. If you require more time, please use your PTO.

Jury Duty and Voting

If you are called for jury duty and you are an exempt employee, you can take [one day] off without deduction from your salary. If local or national law stipulates more days of paid jury duty leave, we will follow the law. On election day, you can take [two hours] off to vote. You can take [a paid half-day off] if you need to travel a short distance to vote. If your trip lasts longer, please use your PTO.

Hourly employees may take [one unpaid day] off for jury duty and voting. If local or national law obliges us to provide hourly employees with paid jury duty leave, we will follow the law.

For record keeping, we ask you to bring us a copy of your summons for jury duty and a document that proves you served.

Parental Leave

Caring for a newborn is an exciting time for parents. We want to support new mothers and fathers in their first months of parenthood with paternity and maternity leave. Afterwards, we will continue to support parents with [flexible work options and child care.]

Paternity and Maternity Leave

The FMLA provides eligible employees with 12-weeks of unpaid, job-protected leave for the birth or adoption of a child. You are eligible for this type of leave if you have worked for us for more than 12 months and you have worked at least 1,250 hours within 12 months before your leave begins. Contact ownership for more information when needed.

Our company offers [three months] of paid maternity and paternity leave. If local or national law stipulates longer leave, we will follow the law.

If you are about to be a new mother or father (either through childbirth or adoption), talk to ownership to arrange your leave. Please give us at least [three month's] notice before your leave begins.

Depending on local or national law, pregnant women can take part of their leave before labor. If you suffer complications during childbirth or have other issues, you can ask for an unpaid leave extension of up to [two months.] Contact ownership as soon as possible.

(Signature)

(Print name)

(Date)