



Watertown, NY

Employee Handbook

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Welcome to EZ STAK LLC

We are pleased that you have joined EZ STAK LLC, as an employee. We hope that our employment relationship will be beneficial to both you and the Company. Much of the Company's success is due to our talented employees. It is the pride, work ethic, and work quality of our employees that have made the Company what it is today, and which has allowed the Company to serve the needs of its customers.

After carefully reviewing this handbook, please keep it handy for future reference. If you have any questions, please ask your supervisor or a Human Resources staff person.

Again, welcome. We are pleased to have you with us and hope you will find your work with EZ STAK interesting and rewarding.

Employment at Will

The purpose of this handbook is to assist you in knowing your rights and obligations as an employee. Your handbook is a source of general information concerning our company's policies, procedures and work rules, as they exist on the date of its publication. The policies stated in this handbook are intended as a guideline and are subject to change at the discretion of the Company.

This handbook is not an employment contract and does not limit the reasons for termination of the employment relationship.

Neither this handbook, nor any other company communication or practice, creates an employment contract or a guarantee of employment for any specific duration. EZ STAK reserves the right to make changes in content or application of its policies as it deems appropriate, and these changes may be implemented even if they have not been communicated, reprinted, or substituted in this handbook. It is also understood that nothing in this handbook or any other policy or communication changes the fact that employment is at-will, for an indefinite period, unless terminated at any time by you or the company, with or without cause or notice.

No employee or representative of the company other than the President has any authority to enter into an employment contract or to change the at-will employment relationship, or to make any agreement contrary to the foregoing.

EZ STAK retains all managerial and administrative rights and prerogatives entrusted to it and conferred on employers inherently and by law.

The work rules contained herein are not intended to be a comprehensive list of prohibited conduct and management retains the right to take disciplinary action, including suspension or termination.

Your Employee Handbook

Employee Handbook Disclaimer

The policies, procedures, and rules set forth in this Employee Handbook are not intended to be all-inclusive. The Employee Handbook should therefore not be interpreted as forming an express or implied contract of employment.

The Employee Handbook should not be interpreted as a guarantee that the policies discussed in it will be applied in all cases. At its sole discretion, the Company may make exceptions to its policies from time to time.

The Company reserves the right to make the final decision as to the interpretation of all information presented in this Employee Handbook.

EZ STAK has made every effort to ensure the policies in this Handbook are following all federal, state, and local employment laws and regulations. In the event that a federal, state, or local regulation conflicts with any provision contained in this Employee Handbook, the appropriate law or regulation shall prevail, and the provision deemed amended to the extent necessary to comply with the applicable law or regulation.

All policies contained herein are intended to comply with federal and New York State employment regulations. If an employee's work location is based outside of New York, the employee should refer to the applicable state addendum at the end of this Employee Handbook for any policies that have been added or amended to comply with that particular state's regulations.

Purpose of Employee Handbook

The Employee Handbook provides an overview of the Company's policies and procedures and sets expectations for performance, communication, and conduct, as well as outlining specific employee benefits. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described.

Unless otherwise notified, this Employee Handbook supersedes and replaces any and all previous Employee Handbooks, verbal or written policy statements, practices and procedures issued by the Company.

Each employee is expected to read, understand, and comply with all provisions of this Employee Handbook. Because the Employee Handbook serves as an excellent source of information, it should be retained for future reference.

An employee is encouraged to contact the Human Resources Manager with any questions regarding the information provided in this Employee Handbook or to request the most recent copy of this Handbook.

Employee Handbook Revisions

The Company reserves the right, at its sole discretion to interpret, change, modify or rescind any section of this Employee Handbook at any time with or without cause or notice, with the exception of the employment-at-will policy.

Every effort is made to keep the information in this Employee Handbook up to date. From time to time, however, policies may be added, revised, or revoked before a written revision is made to the Employee Handbook. An employee is required to abide by updated policies communicated by the Company.

Employee Handbook Definitions

For the purpose of this Employee Handbook, the following terms are defined as follows:

****EZ STAK**** - ****Legal Company Name**** may be referred to as "EZ STAK" or the "Company."

Corporate Office – The corporate office is located at 638 Fortune Crescent, Kingston Ontario, K7P 2T3 Canada, and serves as the base of operations for the Accounting, Customer Service, Human, Operations, Purchasing, and Sales Departments.

Hire/Anniversary Date - The date of an employee's first day of employment with EZ STAK. This date is used to compute certain employee benefits.

Employee - An individual who is employed by EZ STAK as a full-time, part-time, or temporary worker as defined in 200 Employment Classifications. Independent contractors and individuals employed by temporary employment agencies who are assigned to work at EZ STAK on a short-term basis are not considered employees.

Management - An individual who has been designated by the Company to direct a division or department.

Supervisor - An individual who has been designated by the Company to assign, direct, and/or appraise the work of a designated group of employees.

Handbook Acknowledgement

You are required to sign the acknowledgement statement on the last page of this handbook and return it to the office on your first day of work. If you have any questions at any time regarding the contents of this handbook, please see your supervisor or a Human Resources person.

Equal Employment Opportunity Statement

EZ STAK is an Equal Opportunity Employer. The Company does not unlawfully discriminate on the basis of a person's race, religion, creed, color, sex, age, national origin, disability, sexual orientation, gender identity or expression, transgender status, gender dysphoria, marital status, family status, pregnancy, military status, veteran status, genetic information including predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other legally protected class or status.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the company president. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

In compliance with New York State Human Rights and labor regulations, EZ STAK will not discriminate or retaliate against an employee or intern for opposing prohibited practices or for filing a complaint, testifying, or assisting in a proceeding brought under the New York State Human Rights Law, including, any of the following:

- Requesting or taking lactation breaks.
- Donating blood or bone marrow.

- Requesting or taking time off from work to vote.
- Wearing a representation of the American flag or displaying an American flag at the employee's workstation.
- Engaging in lawful, leisure-time recreational activities outside of working time (e.g., sports, games, hobbies) unless such activity creates a material conflict of interest.
- Being a member in a union.
- Participating in political activities outside of working time.
- Legally using consumable products during non-working time off EZ STAK premises unless it violates the Company's substance free workplace or substance testing policy; or
- Being a victim of a crime and requesting time off from work to appear in court as a witness, to consult with a district attorney, or to obtain an order of protection.

EZ STAK recognizes the rich diversity of its employees and the varying cultures, backgrounds, and experiences they each bring to the workplace. The Company is committed to maintaining and promoting a work environment where employees' and customers' similarities and differences are respected and valued. An employee is expected to treat coworkers, customers, vendors, suppliers, and other non-employees that the employee comes in contact with on the job with fairness, dignity, and respect. The Company prohibits an employee from engaging in any form of discrimination, harassment, bullying, or other offensive behavior targeted towards another individual based on any of the protected classes or groups listed above.

The Company prohibits employees, vendors, suppliers, visitors, customers, and any other individual that an employee comes in contact with during the course of employment from harassing or discriminating against EZ STAK employees based on any protected class or status.

Reasonable Accommodations – ADA

EZ STAK is committed to complying with the ADA, the NYHRL, and all applicable laws providing for non-discrimination in employment against qualified individuals with disabilities. EZ STAK will work with employees who have disabilities to develop reasonable accommodations that allow an individual the opportunity to perform the essential functions of his or her job in a safe and efficient manner. Employees are encouraged to inform their supervisors of any physical or mental disability and to suggest appropriate methods of accommodation. The failure to volunteer this information will not subject an employee to any adverse treatment or penalty. All information concerning disabilities will be considered confidential and will be released only in accordance with the requirements of the ADA and the NYHRL.

An employee who believes that the actions or words of an employee or non-employee have violated this Equal Employment Opportunity policy is required to report the behavior to the Company immediately. Refer to the Complaint Procedure and Investigations policy for information on filing a complaint and the Company's investigation procedures.

Policy Violations - Any employee who violates this policy will be subject to disciplinary action, up to and including termination. Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, as determined by management.

About the Company

Our Statement of Purpose

We are a global manufacturer of high-quality mobile workspace systems, providing our Customers the joy of a well-organized, safe and secure work environment.

Our Values

Our success is determined by our ability to operate as a unified team. It is our hope that, through open communication and a collaborative effort on the part of our employees, we will continue to service the needs of our customers and grow.

Values that we seek and encourage in our employees:

- ✓ Integrity – We Always Do What's Right
- ✓ Respect – People & Property Matter
- ✓ Teamwork – We Pull Together to Win
- ✓ Optimism – We Persevere with Enthusiasm
- ✓ Curiosity – We Never Stop Learning & Improving

Our Affiliated and Related Companies

The Company has one or more affiliated or related companies ("**Affiliate(s)**") which are owned, directly or indirectly, by the same party which owns the Company.

As part of your duties to the Company, you will be required to interact with Affiliate(s) of the Company. Such Affiliates include but are not limited to EZ STAK Inc., OPS Public Safety, and EZ STAK Holding Company USA.

Unless you enter into a written employment agreement directly with an Affiliate, you will not become employed by any Affiliate(s) at any time despite any involvement that you may have with the Affiliate(s) from time to time. Throughout the time that you are employed by the Company, your sole employer will be the Company.

Your Employment

Identification and Right to Work

Any offer of employment which the Company may make to you will be conditional upon you providing the following to the Company:

- a) Documentation, in a form and of a type satisfactory to the Company, verifying your identity and verifying that you are legally entitled to work in the United States.
- b) References regarding yourself which are satisfactory to the Company and which the Company is able to verify to the Company's satisfaction. The references which the Company may request from you may include, but are not limited to, previous employers and individuals not related to you by marriage or family.

Attendance and Punctuality

Each employee is important to the overall success of our operation. Consequently, you are expected to report to work on time. Reporting to work on time means that you are ready to start work, not just arriving at work, at your scheduled starting time.

The Company depends on its employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of the Company. Absence from work for three consecutive days without properly notifying your supervisor will be considered a voluntary resignation. After two days' absence, you may be required to provide documentation from your physician to support an injury- or illness-related absence, and to ensure that you may safely return to work.

If you expect to be late or absent from the job for an approved reason (e.g., approved time off or a leave of absence), you should notify your supervisor of your upcoming absence as far in advance as possible. If you unexpectedly need to be absent from or late to work, you must notify your supervisor prior to the start of your scheduled workday that you will be late or absent and provide the reason for that absence or tardiness. If your supervisor is not available, you should contact the Company's main office prior to the start of your scheduled workday. Leave your number so that your supervisor can return your call. Failure to properly contact us will result in an unexcused absence for disciplinary purposes. Your attendance record is a part of your overall performance rating. Your attendance may be included during your review and may be considered for other disciplinary action up to and including termination.

Where possible, medical, and dental appointments should be scheduled around your assigned work hours; otherwise, they may be considered absences without pay. If you are unable to schedule an appointment before or after your shift, you are required to talk to your supervisor to make special arrangements.

Employees requiring time off for any reason must follow the Company time off system.

Emergency Closings

EZ STAK's goal is to maintain normal operations during scheduled work hours. However, there may be times when inclement weather, power failure, or other similar emergency requires the Company to close.

In the event our normal hours of operation are modified, or the Company remains closed for the day, an attempt will be made to notify employees via telephone, radio, and television.

Employees are expected to report to work and remain at work during inclement weather conditions unless otherwise notified by the Company. When EZ STAK has not officially closed, an employee who does not report to work or requests to arrive at work late or leave work early must obtain prior authorization from the employee's supervisor in accordance with the Company's notification policy (See the Attendance policy for additional information). Credited, unused vacation or personal leave must be taken, if available. Otherwise, the time off is without pay for hourly employees. If a salaried employee has no paid leave benefits available, the employee will only be docked if a full workday is taken.

Salaried employees receive their regular salaries when the Company officially opens late, closes early, or shuts down for any partial workweeks due to emergency operating conditions. Salaried employees are not paid if the Company is closed for an entire workweek or longer.

When the Company officially opens late, closes early, or remains closed for an entire workday due to an emergency closing, hourly employees are paid only for the number of hours actually worked.

A full-time, part-time, or temporary hourly employee may elect use any credited, unused vacation leave for any scheduled hours not worked and for which the employee is not paid by the Company. An employee may be allowed to make up the lost work time during the current workweek, with prior supervisory approval.

An employee who is required or permitted to report to work and is then sent home prior to the end of his/her normal work time due to emergency operating conditions may be eligible for call-in pay in accordance with New York State labor regulations. An employee will be notified of his or her eligibility for call-in pay.

An employee who is out of work on vacation or personal leave during an emergency closing will be charged such leave as scheduled.

Workweek & Overtime

Occasionally it may be necessary for an employee to work beyond his or her normal workday hours. Under no circumstances shall an employee work overtime without the prior approval of his or her supervisor

Workday Hours and Scheduling

The regularly scheduled workday for our business office is Monday through Friday, 8.5-hour days, with a 30-minute lunch period. The usual expected work period is 7:00 AM to 4:00 PM. These start and end times are only guidelines, however, and employees are required to be present for work during the workday established for them by their supervisors or by the company President.

Meal & Break Periods

Full-time employees receive a 30-minute unpaid meal period between the hours of 11:00 a.m. and 2:00 p.m. Part-time and temporary employees receive a 30-minute unpaid meal period if they work a shift of more than six hours.

Meal periods are scheduled by the employee's supervisor in accordance with operational needs. Meal periods are generally taken at the same time each workday. An employee is not allowed to work through the meal period to make up lost work time or to leave work early. In addition, the meal period may not be taken at the end of an employee's work day in order to leave work before the normal quitting time.

Break periods are given to employees who work eight (8) or more hours in a given day are allowed two (2) paid breaks of up to ten (10) minutes each. Certain employees are also eligible for lactation breaks (See the Lactation Breaks policy). The first break is normally scheduled for the middle of the first half of the employee's workday and the second break is normally scheduled during the middle of the second half of the workday.

A break room is available for employees to use during their meal periods. Unless otherwise specified by departmental rules, an employee may leave the facility for meal periods only.

Employment Classifications

The following terms will be used to describe employment classifications, status and to determine the allowance of certain employee benefits:

Exempt Employees

Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations. In general, an exempt employee is one who holds an administrative, professional, or management position. Certain outside salespersons and a few other job categories are also exempt.

Non-Exempt Employees

Salaried employees who are not administrative, professional, or managerial employees (as defined by the U.S. Department of Labor) and many hourly employees are generally not exempt from the FLSA's overtime provisions.

Regular Full-Time Employees - An employee who has satisfactorily completed the probationary period and is scheduled to work an average of forty (40) hours per week on a regular and continuous basis.

Regular Part-Time Employees - An employee who has satisfactorily completed the probationary period and is usually scheduled to work less than an average of forty (40) hours per week but not less than ten (10) hours per week on a regular and continuous basis.

Temporary Employees - An employee whose services are anticipated to be of limited duration falls into this classification. Temporary employees are not eligible for participation in those employee benefits programs made available for the Company regular full-time and regular part-time employees, although separate benefit plans may be available for certain temporary employees assigned to work at the Company. Any such employees will be separately notified of any such programs. Service as a temporary employee does not count as service as a regular employee for

benefit eligibility purposes.

Interns - An intern is a student, enrolled in an educational program, who participates in a field placement and/or work experience program with the Company. This experience is not a guarantee of future employment with the Company, but rather a platform for a work-related learning experience. Interns may be classified as an employee in some cases. An intern is only salaried from the requirements of the Fair Labor Standards Act (FLSA) if the intern is not in an employment relationship. To determine if a worker can be properly classified as an unpaid intern or an employee, the intern must meet specific test criteria established by the FLSA and applicable state law.

For payroll purposes, employees will be classified as one of the following:

Salaried Employees. Certain employees such as executive, sales, administrative, and professional employees are paid on a salary basis for all hours worked each week. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime premium pay will be paid to salaried employees in most circumstances.

Hourly Employees. All employees who are not identified as salaried employees are considered hourly employees. Hourly employees are eligible for payment of overtime premium pay.

Separation from Employment

An employee who elects to resign or retire from employment with EZ STAK is asked to submit a written notice to the employee's supervisor two (2) workweeks before the date of resignation/retirement is to be effective. Supervisory staff are asked to give four (4) workweeks written notice. The resignation letter should include the reason for resigning and the date the resignation is to take effect. If an employee provides more notice than requested, the Company will determine whether the additional notice is necessary for efficient operations.

An employee is generally not allowed to rescind a verbal or written notice of resignation once it has been submitted to the employee's supervisor.

When a resignation notice is submitted, the Company reserves the right to waive some or all of the notice period at its discretion.

An employee will not normally receive authorization to use credited, unused vacation leave during the notice period unless the time off was approved before the notice of resignation was submitted. To receive paid sick leave during the notice period, an employee may be required to provide verification of the illness from the employee's health care provider.

Exit interviews are generally conducted by Human Resources in order to discuss cancellation of employee benefits, COBRA eligibility, return of Company property, and/or EZ STAK's policy regarding employment references. The exit interview also provides an employee the opportunity to ask any employment-related questions and give suggestions, concerns, and constructive recommendations about the Company and its policies.

All Company property in the employee's possession, such as, customer and Company files (e.g., electronic and paper files), equipment, I.D. badge, keys, smartphones, computers, vehicles, credit cards, uniforms, and Company-issued clothing, or other such property you received as a result of your employment here must be returned to the employee's supervisor in good working order when requested, but no later than the employee's last day of work. If an employee fails to return any Company property, the Company may initiate legal proceedings.

Refer to the Employee Benefits Section to review the vacation leave policies for information regarding forfeiture and/or payment for benefits at the time of separation from the Company.

An employee's final paycheck for all hours worked is provided on the next regularly scheduled payday after the employee's last day of work.

Personnel Files and Inquiries

Employee personnel files are the property of the Company, and do not belong to the employee.

Confidential employment records are maintained by the company. In addition to personal history and previous experience, these records show your progress, attendance, home address, emergency phone numbers, tax salaries and other detailed information.

Our company will deny access to these files to creditors, collection agencies and other outside sources, except where you have given your written consent.

It is our policy to protect the privacy of each employee. We also are committed to the proper handling of personal information that is gathered as a result of the employee/employer relationship. You may inspect certain information in your own personnel records and files in order to ensure accuracy. Should you desire to do so, a request should be made to the personnel department. (NOTE: In NYS there is no law requiring employee access to personnel files).

Maintaining Your Personnel Records

It is your responsibility to provide current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please use the personnel records form to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc. Changes in salary for tax purposes will only be made upon the receipt of a completed W-4 form.

Performance Evaluations

Employees may have their job performance reviewed on an annual basis by either their supervisor or by the President of the Company.

We expect everyone to perform to the highest level possible. Poor job performance can lead to discipline, up to and including termination. EZ STAK has implemented a performance review program to evaluate each employee's job performance. We hope that, through these reviews, our employees will learn what we expect of them, and we will learn what they expect of us.

The purpose of the performance appraisal program is to recognize an employee's achievement of established performance standards and development goals, address any areas where the employee may not be meeting performance standards, encourage career development, and set goals for the next appraisal period. Another important component of the performance appraisal program is the opportunity for an employee to address any questions, concerns, or suggestions about the job or the Company with the employee's supervisor.

An employee's performance evaluation can be a factor in decisions affecting transfer, promotion, compensation, layoff, and disciplinary action. However, performance evaluations do not guarantee continued employment or otherwise alter the at-will nature of the employment relationship.

An employee does not automatically receive a pay increase at the time of a formal appraisal. Any pay increase received is based on merit and financial capability of the Company.

A newly hired employee generally receives an evaluation of the employee's job performance at the completion of the 30, 60 and 90-day orientation period. Thereafter, informal performance discussions occur throughout the year. Formal performance evaluations are generally conducted annually. Evaluations may occur more or less frequently at the discretion of the employee's supervisor. Informal performance discussions also occur throughout the year.

A written performance evaluation is generally conducted at the time an employee is promoted or transferred to a new position. Thereafter, an employee's evaluation date is adjusted to the anniversary date of the promotion or transfer.

Nursing Mothers Accommodation

The Company provides a supportive environment to enable breastfeeding employees to express breast milk during work time for up to three years following the birth of a child. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

Whenever possible, an employee should give advance notice of her intent to take lactation breaks upon her return to work.

The Company will make a reasonable effort to provide an employee with a private room or other location in close proximity to the employee's work area free from intrusion from co-workers and the public.

The Company will grant an employee reasonable break time of not less than 20 minutes unless the employee chooses to take a shorter break as needed throughout the workday to express breast milk. If the room is not in close proximity to the workplace, the break should be at least 30 minutes. At the employee's option, her lactation break may run concurrently with her regularly scheduled paid break or meal period.

Upon election of an hourly employee, the employee will be allowed to make up any work time lost while on unpaid lactation breaks either before or after the employee's regular work shift as long as this time falls within the Company's normal business hours. Deductions will not be taken from a salaried employee pay for lactation breaks of any length.

A refrigerator is available to store expressed breast milk. All expressed milk must be stored in a closed container and must be taken home at the end of each workday. EZ STAK is not responsible for the safekeeping of an employee's milk stored in a refrigerator on its premises.

Your Pay

Payday and Payroll Periods

The Company issues payroll on Fridays. If a payday falls on a holiday, it will be moved one day prior to the scheduled payday. The company uses direct deposit as the primary payment method.

If you discover any errors in your pay, please notify the office immediately. Mistakes will be corrected and included in the next paycheck.

Timekeeping Procedures & Time Records

You are required to maintain an accurate record of all time worked. You will be responsible for recording your own hours at the beginning and end of your shift, for meal breaks, and when you enter and leave the building for personal reasons.

UNDER NO CIRCUMSTANCES SHOULD YOU SIGN IN OR OUT FOR ANOTHER EMPLOYEE. Doing so can result in the dismissal of both employees.

TIME CLOCKS - PRODUCTION WORKERS

Your electronic time records are the only record of the hours you have worked. The pay you receive is figured from your electronic time records. You are responsible for the accurate recording of hours worked. To do this, you must clock in electronically upon beginning work, when leaving for and returning from lunch and at the completion of your workday.

When leaving the building, other than at lunch or quitting time, you must have the consent of your supervisor and must clock out and in when leaving and returning.

Salaried employees are not required to record daily attendance but must account for authorized paid leave taken by completing a Time Off Request Form.

A hourly employee is not permitted to work overtime or unscheduled time without prior authorization from their supervisor. This includes working before or after the employee's scheduled work shift and working through the scheduled lunch period.

Arriving at work before the scheduled starting time or leaving work after the scheduled ending time for an employee's own convenience when no work is performed for the Company is not to be included in working time.

Failure to record time accurately should be brought to the attention of the employee's supervisor immediately. The supervisor shall investigate the matter and make and initial the correction once the error is verified.

Employees are responsible for ensuring that their actual hours worked and time off are accurately reported. Altering, falsifying, or tampering with an employee's own time record or a coworker's time record and/or recording time on another employee's time record is prohibited and may result in disciplinary action, up to and including termination of employment for both employees.

Overtime Pay

To meet operational requirements, an employee may be required to work beyond the employee's normally scheduled work hours and/or on a normally scheduled day off. Hourly (hourly) employees will receive overtime pay at a rate of one-and-one-half times their regular hourly rate for all hours worked in excess of 40 in a workweek.

An hourly employee must receive authorization from the employee's supervisor before working beyond the employee's scheduled work hours. An hourly employee who works overtime without prior authorization may be subject to discipline, up to and including termination of employment. It is expected that a salaried employee may need to work beyond the employee's scheduled work hours on an as needed basis. An Exempt salaried employee does not need prior supervisory approval to work overtime hours.

An hourly employee receives overtime compensation for all hours worked in excess of 40 during a workweek at one and one-half times the employee's regular rate of pay. Only actual hours physically worked are used to compute an employee's overtime hours. Paid holidays and vacation, bereavement, and jury duty leave are not considered time worked for the purpose of determining overtime hours. In addition, non-work time paid to an hourly employee due to emergency operating conditions is not considered time worked for the purpose of determining overtime hours.

In accordance with federal and state regulations, a salaried employee is not eligible to receive additional or overtime compensation for any hours worked in excess of the employee's normal workday or workweek, including any hours worked over 40 during the workweek.

Non-Exempt Salaried employees are eligible to receive compensatory time for all hours worked over 40 during the workweek. As with other time off, the use of compensatory time must be pre-approved by an employee's supervisor. Compensatory time must be used within four (4) weeks of being earned or it will be forfeited. A salaried employee is not eligible to receive compensation for compensatory time that is not used within four (4) weeks.

Employees are expected to work additional hours as needed to maintain optimal business operations. An employee's failure to work overtime hours that have been requested by the employee's supervisor may result in disciplinary action.

Payroll Deductions

The following will be automatically deducted from your paycheck:

Federal withholding tax: Federal income tax deducted is based on your marital status and deductions.

F.I.C.A.: Your social security contribution is based on your gross wages up to a maximum set by law.

State withholding tax: Your state income tax deduction is outlined by New York State tax tables.

Disability Insurance: Deduction for off-the-job disability insurance.

Your Benefits

Time Off

Vacation

The Company provides its full-time employees with paid vacation each year as a way to express our appreciation and a way to renew and refresh our employees.

To qualify for a paid vacation, you must be a full-time employee and have a minimum of one (1) year continuous service. Part-time employees with a minimum of one-year employment are also eligible for vacation on a pro-rated basis and can ask at the office for details.

Full-time employees become eligible for 10 days (80 hours) of vacation per calendar year after 12 months of continuous employment with the company. Employees must use all vacation in the calendar year in which it is granted. It should be scheduled and approved by the company at least two weeks in advance unless it is for an emergency. Any unused vacation will be forfeited at the end of each calendar year. Employees are expected to use their credited vacation during the year in which it is awarded, for necessary rest and relaxation. Employees who do not have the opportunity to use all their credited time within the benefit year may, with management approval, carry any remaining days over into the next calendar year. Any days carried over **MUST** be used during the first quarter of that year.

Every effort is made to authorize vacations in accordance with employee requests, taking the date the request is received, operating requirements, and length of employment into account. Due to business needs, the Company may limit the number of employees taking vacation leave at any given time. In addition, the Company reserves the right to designate when some or all of an employee's vacation leave is taken.

Vacation leave accrues while an employee is on a paid leave of absence but does not accrue while an employee is on an unpaid leave of absence. For the purpose of this policy, paid leave is defined as leave during which an employee is using credited, unused vacation leave. An employee who has taken an unpaid leave of absence during the preceding benefit year is credited with prorated vacation leave on January 1st based on the time worked during the preceding year.

At the end of the first calendar year of the hire date, vacation eligible employees will receive a prorated amount of paid vacation for that year to be used before the end of the next calendar year. The new calendar year will then begin to accumulate paid vacation from zero hours. Upon termination of employment for any reason, employees will be paid out for any earned, unused vacation time.

Employees requiring time off for any reason must follow the Company Time Off System. Employees wishing to use vacation time for sick leave must provide as much notice as possible and meet the requirements for the use of sick leave.

Paid Sick Leave

Employees who are not eligible for vacation are eligible for Paid Sick Leave. Employees who are eligible and have vacation leave available may use that vacation time in accordance with the Sick Leave Policy and use of such time will be charged against vacation leave. Only employees who are not eligible for vacation leave will receive accruals for Paid Sick Leave. Otherwise, accruals used under this Policy will be from the Company's vacation leave. On September 30, 2020, non-vacation eligible employees began accruing one hour of leave for every thirty hours of work. Non-vacation eligible employees may begin to use that accrued leave on January 1, 2021, in increments of no less than four hours.

Any employee may use sick of vacation leave for the following reasons:

Mental or physical illness, injury or health condition of an employee or the employee's family member regardless of whether a diagnosis has been obtained; diagnosis, care or treatment of a mental or physical illness, injury or health condition of, or the need for medical diagnosis of, or preventive care for, the employee or employee's family member; or absence when an employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking and seeks or obtains services, including from a shelter, attorney or law enforcement, or takes any other action to ensure the health or safety of the employee or family member or to protect those who associate or work with the employee. For purposes of this Paid Sick Leave Policy, covered family members include an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent or the child or the parent of an employee's spouse or domestic partner. "Parent" is defined as a biological, foster, step or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child." Additionally, "child" is defined as a biological, adopted, or foster child, a legal ward or a child of an employee standing in loco parentis.

Employees using sick leave may be asked for proof of qualifying reasons but will not be required to disclose confidential information relating to a mental or physical illness, injury or health condition of the employee or the employee's family member. Employee's may use a maximum of forty hours of Paid Sick Leave per year, and Sick Leave will not be paid out if unused, or at separation.

Holidays

The company observes the following 8 holidays:

- 1 New Year's Day
- 2 Memorial Day
- 3 Fourth of July
- 4 Labor Day
- 5,6 Thanksgiving (and one adjoining day)
- 7,8 Christmas (and one adjoining day)

*** All holidays are paid at 8 hours straight pay for all full-time employees, and do not count towards overtime**

Full-time employees (40+ hours per week) are eligible for a full day pay for each paid holiday observed. If a paid holiday falls within an employee's vacation period, the holiday will not be counted as a vacation day.

Part-time employees are eligible for one half day pay for each paid holiday observed. If your job requires you to work on a paid holiday, you will receive the holiday pay you are entitled to plus pay for the hours or time actually worked on the given holiday.

When a paid holiday falls on a Sunday, the following Monday will be observed as the holiday. Where a holiday falls on a Saturday, the preceding Friday will be observed as the paid holiday.

To qualify for holiday pay, you must work the last scheduled work shift prior to and the next scheduled work shift after the holiday, unless it was an excused absence or authorized vacation.

If you should have to work on a paid holiday, you will be paid time and one-half for all hours you work, in addition to your holiday pay.

An employee may request time off to participate in a religious practice, or for a religious holiday

that is not included in the above list of observed holidays. Requests must be submitted in accordance with the Company's attendance policy. Time off is generally granted so long as it does not create an undue hardship on the Company. An hourly employee may be allowed to make up the lost work time during the current workweek with prior supervisory approval, so long as work is available, and a mutually convenient time can be agreed to by the employee and the supervisor. An employee's available paid time off benefits (e.g., vacation) must be used.

Employees may continue their health insurance benefits while on a leave of absence by paying the full cost of the employee portion of their premium to remain covered each month during the leave. Employees who wish to continue their insurance coverage should so advise their supervisor or the office manager before beginning their leave.

Leaves of absence will be without pay except that employee may be required to use any accrued paid time off during a leave. While on a leave of absence, employees will not accrue additional paid time off.

Because operations sometimes require that vacant positions be filled, a leave of absence does not guarantee that the job will be available when the employee returns from a leave. The Company will, however, try to place you in your previous position or a comparable job which you are qualified to perform. If no such position is available, you may be eligible for rehire as a new employee if you apply for an available position for which you are qualified and if your prior work history warrants your rehire.

Jury & Witness Duty Leave

Employees are encouraged to fulfill their civic responsibilities and will be granted time off to serve on jury duty or to appear as a witness in a criminal proceeding. In accordance with New York State penal regulation, an employee who is a victim of a crime will be granted time off to appear in court as a witness, to consult with a district attorney, or to obtain an order of protection. An employee will not be subject to any adverse action as a result of taking time off to serve as a juror or witness.

When an employee receives notice to report for jury duty or a subpoena to testify as a witness, a copy of the notice/subpoena should be submitted to the Supervisor and/or the Operations Manager, along with a Time Off Request Form.

In accordance with federal regulations, a salaried employee who serves as a juror or witness is paid the employee's regular salary for any workweeks in which he or she performs any work but is not paid for any workweeks in which no work is performed for the Company. If a salaried employee does not perform any work for the Company during the first workweek of jury duty service, the employee will receive \$40 per day for the first three days of service. An employee is entitled to any stipend paid by the court.

A hourly (hourly) employee who is required to report for jury duty on a regularly scheduled workday is paid \$40 per day (or full pay, up to \$40 per day) for the employee's normally scheduled work hours at the employee's base rate of pay, up to a maximum of the first three days. Thereafter, an hourly employee is no longer paid by the Company but is entitled to any stipend paid by the court. Time off for witness duty is without pay.

An employee must provide written verification from the court noting the date(s) and time(s) served as a juror or witness in order to receive compensation from the Company.

An employee who is excused from court for the entire day should report to work if it is a normally scheduled workday. If an employee is released early from jury or witness duty on a given day, he or she should contact the employee's supervisor to discuss reporting requirements if there are two or more hours left in the employee's scheduled work shift. An employee will not be required to work on any

days when he or she is not normally scheduled to work in order to make up for any time lost due to jury duty service.

EZ STAK will continue to provide insurance benefits for an eligible employee during the time spent as a juror or witness. All employee contributions, if any, must be paid on a timely basis in order to maintain the continuous coverage of benefits. Vacation and personal leave, and holiday benefits also continue to accrue.

EZ STAK may request that an employee seek to have the jury duty rescheduled.

Military & Reserve Leaves

EZ STAK recognizes the importance of military service and complies with all federal and state regulations relating to military leaves of absence, encampment, and temporary military duty. The Company shall grant an employee time off to serve in the U.S. Armed Forces, including the military reserves, Army National Guard, and Air National Guard.

An employee is required to give advance notice to the employee's supervisor of the dates of military service unless unable to do so because of military necessity or if it is otherwise impossible or unreasonable to do so. An employee is asked to give as much notice as possible and to bring his or her military service orders to the Office Manager for review prior to commencement of the leave.

An employee retains and accrues any Company-sponsored benefits that are tied to seniority during a military leave. The employee is also allowed to participate in the medical insurance plan and other Company-sponsored benefits that are not determined by seniority to the same extent as an employee who is granted a NYPFL leave, or a leave of absence for other reasons, so long as the employee meets the eligibility requirements of each benefit plan. During a military leave of 30 days or less, the Company will make its normal contribution towards an employee's insurance benefits. If your leave lasts longer than 30 days, you will have to pay the entire premium to continue your benefits.

An employee retains certain rights relating to reinstatement, seniority, status, length of service promotions, and compensation upon return from military duty, as long as the employee is not separated with a dishonorable or bad conduct discharge and the employee's cumulative military leave with the Company does not exceed five years. Certain types of uniformed service do not count against an employee's five-year maximum, including service during war or call-ups during national emergencies, reserve drills, and annually scheduled active duty for training.

If an employee terminated coverage in EZ STAK's medical insurance plan or elected COBRA/New York State continuation coverage while on a military leave of absence, the employee will be reinstated in the group medical plan upon return to work without a waiting period or any pre-existing exclusions.

The Company will attempt to rearrange an employee's work schedule, if possible, when the employee needs to attend a weekend drill or encampment.

In accordance with federal regulations, a salaried employee who is on military or reserve leave for any partial workweeks is paid the employee's regular salary for those workweeks. Any military pay received is deducted from the employee's salary. A salaried employee is not paid for any workweeks in which no work is performed for the Company. An employee may request to use credited, unused vacation or personal leave during any portions of the leave that are unpaid.

Military and reserve leave is without pay for a hourly employee. An hourly employee may request to use credited, unused vacation or personal leave during the leave.

Military Spousal Leave

In accordance with New York State regulation, EZ STAK will grant an unpaid leave of absence of up to ten days to an employee whose spouse is on leave from the military under specified circumstances as described below. An employee who is entitled to Military Spousal Leave may check with their employer to see if the circumstances overlap with the criteria for a paid leave under NYPFL. If it does, both leaves will run concurrently.

An eligible employee may take an unpaid military spouse leave if the following conditions are met:

- *The employee's spouse is a member of the U.S. Armed Forces, National Guard, or reserves.*
- *The spouse has been deployed during a period of military conflict to a combat theater or combat zone of operations; and*
- *The spouse is on a leave from the military.*

An employee must work an average of 20 hours or more per week to be eligible for a military spousal leave. There is no minimum length of service requirement.

If possible, an employee should give at least 30 calendar days' notice to the Operations Manager prior to the requested start date of the leave. When a leave is unforeseen, an employee must give notice as soon as the need for leave is known.

If an unpaid absence, credited, unused vacation and/or personal leave may be used at the start of the leave. The use of paid leave benefits does not extend the leave of absence.

An employee's insurance benefits will continue at the same level during the leave of absence. The employee is responsible for his or her normal contributions toward insurance benefits.

New York State Paid Family Leave

In compliance with New York Paid Family Leave (PFL), EZ STAK will provide eligible employees with paid, job-protected family leave during any 12-month period for specified family reasons as described below.

Employees working 20 or more hours per week become eligible after 26 consecutive weeks of work, and employees who work less than 20 hours a week become eligible after 175 days worked. If you and your spouse work for the same employer, PFL can be denied to one of you, if being requested for use during the same time period, to care for the same family member, or to bond with the same child.

An eligible employee shall be granted paid leave in any 52-consecutive week period under any of the following circumstances:

- *To provide care for the employee's child during the first 12 months following birth (paid family leave only begins after birth and is not available for prenatal conditions);*
- *Placement of a child with the employee for adoption or foster care and/or to care for the child during the first 12 months following placement.*
- *For a qualifying exigency as interpreted under the federal FMLA for a spouse, domestic partner, child, or parent of the employee on active military duty (or notified of a call or order to active duty); or*
- *To care for a family member with a serious health condition. A family member includes a spouse, domestic partner, child, parent (biological, foster, or adoptive parent, a legal guardian,*

or other person who stood in loco parentis to the employee when the employee was a child, as well as stepparents and parent-in-law), grandparent and grandchild.

PFL cannot be used for one's own serious health condition or one's own military event. However, for short-term disabilities, including pregnancy and other medical conditions, the employee may be able to collect state disability benefits.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential health care facility; or continuing treatment or continuing supervision by a health care provider for a condition that either prevents the qualified family member from working, attending school, performing other daily activities or is otherwise incapacitated due to a chronic serious health condition. It also includes transplantation preparation and recovery from surgery related to organ or tissue donation.

Continuing treatment by a health care provider includes, but is not limited to:

- A period of incapacity of more than three consecutive, full days combined with at least two visits to a health care provider; or
- One visit to a health care provider and a regimen of continuing treatment; or
- Incapacity due to a chronic health condition.

Voluntary cosmetic treatments are not eligible conditions unless inpatient care is required, or complications develop. Ordinarily, unless complications arise, the common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc. do not qualify as serious health conditions. In addition, routine medical examinations do not qualify for PFL. This list is not all inclusive.

Employees are responsible for 100% of the cost of PFL via post-tax payroll deductions based on a percentage of the employee's weekly wage capped at New York State's current average weekly wage. This "weekly wage" is reviewed and re-determined July 1st each year by New York State.

PFL provides partial wage replacement to employees for a limited amount of time and will be phased in over a period of four years. The maximum benefit rate and length of paid leave will be as follows:

Effective Date	Max. Length of Paid Leave	Payable % of the Employee's Average Weekly Wage	Max. % of NYS Average Weekly Wage
1/1/2019	10 weeks	55%	55%
1/1/2020	10 weeks	60%	60%
1/1/2021	12 weeks	67%	67%

If PFL spans across calendar years, the employee's benefit amount is set at the time the PFL begins and does not increase during the leave period.

When the need for paid family leave is foreseeable, an employee must submit a written request to the Operation Manager at least 30 days prior to the requested start date of the leave.

If the need for leave is not foreseeable (due to, for example, lack of knowledge, a change in circumstances, or a medical emergency), notice must be provided as soon as he or she become aware of the need for leave. Such notice must normally comply with the Company's call-in procedures (See Attendance Policy). The employee must indicate the anticipated length of the leave and provide sufficient information about the reason for absence to allow the Company to determine if the leave may qualify for PFL.

Medical certification from a health care provider is required for leave requests due to a family member's serious health condition or the birth of a child. Documentation from the appropriate agency is required to support a leave request due to the adoption or foster placement of a child.

PFL is only available in full day increments, but it can be taken intermittently. An employee is responsible for making reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt business operations. EZ STAK will not permit more than one employee to use PFL to care for the same family member at the same time. Example: If both spouses work for EZ STAK, EZ STAK may deny PFL to one spouse if both employees have requested to take PFL during the same period of time to bond with the same child. However, both spouses could take PFL at different times to bond with the same child.

An employee that is unable to work and is collecting workers' compensation is not eligible for NYPFL.

PFL and NYS Disability benefits cannot be collected at the same time. If an employee is eligible for both, the combined total in any 52-week period may not exceed 26 weeks. A female employee who is going to have a baby would be allowed to take the period of incapacitation defined by her physician, followed by 8 weeks of PFL. An employee who opts to take PFL first may do so, but since they will no longer be disabled after the 8 weeks of PFL, they would not be eligible for paid NYS Disability benefits at the conclusion of PFL.

An employee will not lose any employment benefit that accrued prior to the start of the PFL leave. For the purpose of this policy, the following applies to employee benefits during a PFL leave:

- **Use of Paid Leave** - An employer may not require an employee to use their available paid time off benefits (e.g., vacation and/or personal leave) before using PFL.
- **Substitution of Paid Time Off** - An employee has the option to supplement his/her PFL benefit with accrued paid time off (vacation or personal time) in order to receive full pay. In no event can the combination of PFL benefits and paid time off result in the receipt of more than 100% of an employee's regular wages.
- **Accrual of Paid Leave Benefits** - An employee will continue to accrue vacation and personal leave while on PFL.
- **Insurance Benefits** - An employee's group medical, dental and life benefits will continue at the same level, terms, and conditions as if the employee was working and the employee will be responsible for their portion of the insurance premium, if any. Failure to pay the employee portion of the insurance premium may result in the termination of coverage.
- **Employment Restrictions** - While on PFL, an employee may not work for another employer during the same work hours that he or she is normally scheduled to work for EZ STAK.
- **Early Return or Extension of Leave** - If an employee intends to return to work earlier than anticipated or extend the leave beyond the time originally requested, the Operations Manager must be notified at least two business days from the date the employee became aware of the need to shorten/extend the leave.

If the employee's leave request indicated a specific return-to-work date, he or she should contact the Operations Manager at least two weeks prior to this date. If the return-to-work date was not known at the time leave was granted, the Operation Manager must be notified as soon as a return-to-work date has been established. Failure to return to work when scheduled may result in disciplinary action, up to and including termination.

An employee shall be restored to the position held when the leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided he or she returns to work within the time period allowed under the PFL regulations.

An employee who fraudulently obtains PFL is subject to disciplinary action, up to and including termination.

EZ STAK will not tolerate any retaliation, harassment or mistreatment of employees who seek or utilize PFL. Employees who wish to apply for PFL, have questions regarding this policy, or believe they're being treated differently or retaliated against for seeking or using PFL should immediately contact Human Resources. If HR is unavailable, or you are not comfortable reporting the issue to her/him, you should report your concerns to the President.

Time Off to Vote

In accordance with New York State regulation, an employee who is a registered voter and does not have four consecutive nonworking hours to vote when the polls are open will be given up to two hours off with pay during the workday to vote. Any additional time off needed to vote is without pay for hourly employees unless credited, unused vacation or personal leave is used. Generally, the time off will be granted either at the start or the end of the employee's work shift.

An employee must submit a written time off request to the employee's supervisor at least two workdays before an election.

Time Off to Donate Blood or Bone Marrow

In accordance with New York State regulation, an employee who works an average of 20 or more hours per week is eligible for time off from work to donate blood or bone marrow.

An employee will be granted up to three hours each calendar year to donate blood at an off-site location of the employee's choosing. An employee may elect to use credited, unused vacation or personal leave; otherwise, the time off is without pay for hourly employees. Salaried employees who have no paid time off benefits available will not be docked for any partial-day absences.

A written time off request to donate blood must be submitted to the employee's supervisor at least three workdays in advance. If the employee is donating blood for his or her own surgery or the surgery of a family member, a shorter notice period is permissible.

An employee is responsible for providing verification from a blood bank or similar Company showing that the time off was to donate blood.

An employee will be granted unpaid time off to donate bone marrow. The combined length of the absence will be determined by the employee's health care provider but may not exceed 24 work hours unless otherwise authorized by the employee's supervisor. An employee may elect to use credited, unused vacation or personal leave; otherwise, the time off is without pay for hourly employees. Salaried employees who have no paid time off benefits available will not be docked for any partial-day absences for this purpose.

Requests for leave to donate bone marrow should be made as far in advance as possible.

EZ STAK may require verification from the employee's health care provider of the purpose and length of an absence to donate bone marrow.

Employee Conduct and Work Rules

Anti-Harassment and Sexual Harassment

This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with or on behalf of EZ STAK. EZ STAK is committed to providing a work environment where employees and non-employees are free of inappropriate and disrespectful behavior and harassment, including sexual harassment. All employees are required to work in a manner that prevents sexual harassment in the workplace. Sexual harassment is a form of workplace discrimination and is against the law. Sexual harassment and harassment based on any protected characteristic is strictly prohibited. The Company takes all necessary measures to prevent harassment in the workplace or, in the event it occurs, to stop the conduct immediately. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with EZ STAK, or with a government agency or in court under federal, state, or local antidiscrimination laws.

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at social functions sponsored by EZ STAK and/or at any location while representing the Company. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or during nonworking hours.

Sexual harassment is a form of sex discrimination that consists of words signs, jokes, pranks, intimidation, physical actions or violence directed at an employee due to any protected characteristic and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender identity and the status of being transgender.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature to an individual of the same or opposite gender when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.*
- Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions (e.g., promotion, termination, pay increase) affecting that individual; or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's ability to work or creating an intimidating, hostile, or offensive working environment, even if the complaining individual is not the intended target of the sexual harassment.*

Unprofessional, inappropriate, or offensive conduct committed by a supervisor, coworker, vendor, supplier, visitor, customer, or any other non-employee is prohibited, even if the conduct is welcome by the recipient(s). Prohibited conduct includes, but is not limited to:

- Insulting, lewd, or sexually oriented words, jokes, pranks, slurs, innuendoes, or stories. This includes verbal harassment as well as written, recorded, and electronically transmitted material.*
- Intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex.*
- Sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.*
- Leering, ogling, obscene gestures or sounds, or whistling.*
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.*

- Unwelcome physical contact, including touching, groping, grabbing, hugging, kissing, massaging, fondling, patting, pinching, hitting, pushing, or brushing up against a person's body or impeding and/or blocking movements.
- Rape, sexual battery, molestation or attempts to commit these assaults.
- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as: Interfering with, destroying or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform the job; Sabotaging an individual's work; bullying, yelling, name-calling; and
- Unwanted sexual advances or propositions, such as requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments, Subtle or obvious pressure for unwelcome sexual activities.

As noted above, in addition to sexual harassment, harassment based on any protected characteristic is prohibited. While it is not possible to list all conceivable behaviors, which might be considered harassing, the following are examples of behavior which must be avoided:

- Ethnic, racial, religious, or other teasing or slurs, or jokes or comments that demean a person on the basis of race, color, religion, national origin, sexual orientation, gender identity, the status of being transgender, age, or disability.
- Mimicking or mocking another's race, color, religion, ethnicity, national origin, sexual orientation, gender identity, the status of being transgender, age, or disability; and
- Racially or religiously offensive pictures, symbols, cartoons, or graffiti.

Managers and supervisors are responsible for providing a work environment that is free from unsolicited, unwelcome, and intimidating behavior, including behavior of a sexual nature. Managers and supervisors are required to take immediate and appropriate corrective action in the event he or she is a witness to, or becomes aware of, any violations of this policy, even if no one is objecting to the harassment. The manager and/or supervisor is also required to immediately notify Human Resources of any policy violations.

Do not assume the Company is aware of your issue. EZ STAK cannot address what it does not know about. Any employee paid or unpaid intern, or non-employee who believes that he or she is the victim of harassment or witnesses or becomes aware of potential instances of sexual harassment is required to report this behavior to a supervisor, manager or to Human Resources immediately. EZ STAK will provide a complaint form for employees to report harassment and file complaints. EZ STAK will conduct a prompt and thorough investigation, including interviews of appropriate individuals (e.g., the person complaining, the alleged harasser, and possible witnesses) that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or other form of harassment involving a protected class, or otherwise knows of possible harassment occurring. The investigation will be confidential to the extent possible. Effective corrective action will be taken whenever harassment or sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of harassment/sexual harassment.

Sexual harassment is not only prohibited by EZ STAK but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at EZ STAK, employees and non-employees, such as interns, vendors, contractors, and consultants may also choose to file a complaint and pursue legal remedies with the following governmental entities at any time.

- **New York State Division of Human Rights (DHR) and Human Rights Law (HRL).** A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the harassment, or an individual can sue directly in state court under the HRL within three years of the alleged discrimination. For more information contact DHR at (888) 392-3644 or visit dhr.ny.gov. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.
- **United States Equal Employment Opportunity Commission (EEOC).** An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file, and you do not need to have an attorney to file. A complaint must be filed with the EEOC before you can file in federal court. For more information, contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.
- **Local Protections.** Many localities enforce laws protecting individuals from sexual harassment and discrimination. Contact your county, city, or town to find out if such a law exists.
- **Contact the Local Police Department.** If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. You should contact your local police department.

EZ STAK prohibits and will not tolerate retaliation against anyone who makes a complaint of harassment in good faith or who participates in an investigation of a complaint. Individuals who become aware of anyone engaging in retaliation prohibited by this policy should immediately report the matter to the Human Resources Department. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek relief in other available forums, as explained in the section on Legal Protections and External Remedies.

Sexual harassment is a form of employee misconduct. Any employee or individual who violates this policy or engages in harassment or retaliatory conduct prohibited by this policy, or manager and supervisory personnel who knowingly allow such behavior to continue will be subject to liability, remedial and/or disciplinary action, up to and including termination of employment.

Complaint Procedure & Investigation

EZ STAK takes all complaints of discrimination, harassment, sexual harassment, unfair treatment, and retaliation seriously. A comprehensive complaint procedure has been developed to address any concerns or complaints received from employees and non-employees.

An employee or intern who believes that the actions or words of a supervisor, coworker, vendor, supplier, visitor, customer, or any other non-employee has violated the Company's Equal Employment Opportunity and/or Anti-Harassment Policies is required to report the behavior to their manager or to Human Resources immediately. Any supervisor, manager, or Company officer who receives a complaint about, hears of, or witnesses any inappropriate conduct is required to immediately notify Human Resources.

All complaints received are investigated promptly, thoroughly, and in as impartial a manner as possible. An investigation generally involves talking with the parties involved as well as any witnesses. All employees are required to cooperate in an investigation.

An employee's confidentiality will be protected to the greatest extent possible, consistent with conducting a full investigation. However, the Company cannot guarantee complete confidentiality.

EZ STAK will not retaliate, intimidate, threaten, discriminate, or otherwise take any adverse employment action against an employee or intern who files a complaint, testifies, or assists in any complaint made under this policy or with a court or government agency. In addition, the Company will not retaliate against an employee or intern for opposing any practices that are prohibited under any federal or state employment regulation.

The Company prohibits an employee from intimidating, threatening, or retaliating against a coworker or non-employee for filing a complaint and/or participating in an investigation.

Any employee who violates the Company's Equal Employment Opportunity or Anti-Harassment and Sexual Harassment policy or who retaliates against a coworker, supervisor, or non-employee, or makes a complaint that is demonstrated to be intentionally false, will be subject to disciplinary action, up to and including termination.

Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, as determined by management.

Please note that this policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct which it deems unprofessional, inconsistent with Company standards, or otherwise inadvisable behavior, regardless of whether that conduct satisfies the legal definition of unlawful discrimination or harassment.

Protection of Confidential Information

Confidential Information means all confidential information, knowledge, and data of every kind which is disclosed to you, learned by you, or generated by you as a result of your employment by the Company, whether in writing, electronically, by inspection of property, orally, visually, or otherwise.

Confidential Information includes not only the Company's own Confidential Information but the Confidential Information of the Company's customers, clients, consultants, contractors, subcontractors, supplier's vendors, and Affiliates.

Confidential Information includes but is not limited to such things as:

- Daily operating procedures
- Product design and specifications
- Intellectual Property including trade secrets, designs, know-how, manufacturing methods, patents, and inventions
- Customer lists and customer contact information
- Customer buying habits
- Customer requirements or purchasing plans
- Cost and pricing information
- Contracts and agreements
- Sales figures
- Consultant, vendor, and supplier information
- Marketing plans and marketing information
- Litigation or claims

- Scheduling information

All Confidential Information must be received and maintained by you in confidence for the sole benefit of the Company or its Affiliate(s). Confidential Information may only be used, copied, and disclosed by you for the sole purpose of you lawfully performing your duties and obligations to the Company and for no other purpose whatsoever.

You must immediately report to the President in writing all unauthorized use, duplication, and/or disclose of Confidential Information which you become aware of.

Should you receive any inquiries from the public or other third parties (i.e. media) soliciting information about the Company, you are to immediately inform the President.

Upon the earlier of the termination of your employment by the Company or your receipt of a written request from the Company, you must promptly return to the Company all Confidential Information within your possession or control.

Any employee of the Company who breaches any of their duties to the Company regarding Confidential Information, including improperly disclosing Confidential Information, or failing to appropriately safeguard Confidential Information, will be disciplined by the Company, up to and including termination of employment.

Health and Safety

It is the Company's goal to have a safe and accident-free workplace with the cooperation of all employees. The Company is committed to ensuring the health and safety of its employees in compliance with all applicable standards.

Every employee must protect his or her own safety by working in compliance with the law and with safe work practices and procedures. Commitment to health and safety must form an integral part of the Company's workplace.

Health and safety are a team effort. You are responsible to:

- Report all hazardous conditions or any unsafe work procedures
- Report of all accidents to the President
- Comply with the Company rules and procedures
- Comply with all procedures and requirements of the relevant legislation
- Report all injuries to the President no matter how minor
- Use and operate machinery only as authorized
- Co-operate with health and safety representatives
- Wear personal protective equipment as required
- Check and confirm the proper condition of all personal safety equipment issued or used by you in the course of your work
- Keep your working area in a clean and orderly fashion. This responsibility extends to the lunchrooms, washrooms, and common worksites
- Inspect your work area and equipment on a daily basis, prior to starting work and when

requested

- Every worker driving company vehicles or customers' vehicles must possess a valid driver license.

All of these safety terms and safety rules must be followed 100% without deviation.

Drug-Free Workplace

The company does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol or being under the influence of such controlled substances is strictly prohibited while on duty, while on the company's premises or worksites, or while operating the company's equipment or vehicles. The use of illegal drugs as well as the illegal use of legal drugs is a threat to us all because it promotes problems with safety, customer service, productivity, and our ability to survive and prosper as a business. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. Violation of this policy will result in disciplinary action, up to and including termination. Your receipt of this policy statement and signature on the Manual acknowledgment form signify your agreement to comply with this policy.

Smoke-Free Workplace

The Company wants to provide a healthy and safe work environment for its employees, clients, contractors, and visitors. We recognize the documented evidence which shows that second-hand smoke has many carcinogens and avoiding exposure to second-hand smoke will help to prevent many major diseases in smokers and non-smokers alike.

In order to reduce the risk of exposure to second-hand smoke and protect the employees, clients, contractors, and visitors of EZ STAK, smoking is prohibited within 30 feet of the perimeter of all company owned building entrances, including facilities rented for private functions. "**Smoking**" is defined as the inhaling, exhaling, burning, or carrying of any lighted cigar, cigarette, e-Cigarettes, vaporizers, pipe, or other lighted smoking equipment.

If an employee is seen smoking in a restricted area, the appropriate manager will be advised. EZ STAK employees in violation of this policy will be disciplined. It is the responsibility of management representatives to monitor compliance with this policy among all employees, and to document clearly all steps taken in the application of the policy. Employees working at EZ STAK are encouraged to promote compliance of the policy to ensure its effectiveness. Anyone witnessing a client, contractor, or visitor smoking where smoking is prohibited, will advise the person of the policy, and refer them to the signage. If the person refuses to comply, the employee will immediately notify the nearest available manager, who will inform the individual of the policy. If the individual continues smoking in a restricted area, they will be asked to leave the property.

Conflicts of Interest

You should avoid external business, financial, or employment interests that conflict with the company's business interests or with your ability to perform your job duties. This applies to your possible relationships with any other employer, consultant, contractor, customer, or supplier. Violations of this rule may lead to disciplinary action, up to and including termination.

Code of Ethical Conduct

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult your supervisor or an official of the company if you have any questions.

Employees of the Company should not solicit anything of value from any person or organization with whom the Company has a current or potential business relationship.

Employees of the Company should not accept any item of value from any party in exchange for or in connection with a business transaction between the Company and that other party. Employees may accept items of incidental value (generally, no more than \$25) from customers, suppliers, or others as long as the gift is not given in response to solicitation on your part and as long as it implies no exchange for business purposes. Items may include gifts, gratuities, food, drink and entertainment.

If you are faced with and are unsure how to handle a situation that you believe has the potential to violate this code of ethical conduct, notify your supervisor or the company president.

Violations of this code may lead to disciplinary action, up to and including termination.

Personal Calls, Visits, and Business

The Company expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods.

During the working hours, employees are prohibited from using cell phones, radios, tablets, cameras, televisions, and other personal electronic devices in the workplace. Cell phones can be used only during the morning break or lunch break, or, during the working hours, only for a legitimate business purpose or emergency. Whenever possible, employees are encouraged to notify their Manager/Supervisor ahead of time of any known situations requiring the use of a cell phone.

Headphones (including wireless headphones) are not to be worn in the workplace during the working hours. Headphones are allowed only during the lunch hour in the office or lunch areas. For safety reasons, headphones are not allowed on the production floor at any time, including during the lunch hour or morning break.

Employees should also limit incoming personal calls, visits, or personal transactions. The Company's phones should be available to serve the Company's customers, and non-business use of the phones can hurt the company's business. A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

Business Expenses

Employees may occasionally incur expenses on behalf of the Company. The Company will reimburse employees for typical business expenses, such as mileage (for example, when the Company asks an employee to travel to a different jobsite during the workday) and certain job-related supplies or materials. The Company will pay mileage reimbursements upon receipt of the employee's mileage record. In order to be reimbursed for job-related supplies or materials, employees must deliver a receipt and an expense report. Contact the company Controller for more information.

Network and Electronic Resources

Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cellular telephones, fax machines and internet access, are tools that the Company may provide its employees to assist them in their work. These network and electronic resources and related access systems are proprietary company property and subject to review or access by the Company at any time.

All employees who use the Company's network and electronic resources must follow the guidelines below:

- Use network and electronic resources for company business purposes only.
- Messages and communications sent via the Company's network and electronic resources are subject to subpoena and access by persons outside the company and may be used in legal proceedings. Please consider this before sending any confidential messages or material via the network and electronic resources.
- E-Mail is not a substitute for face-to-face communication. If you have a conflict with someone or need to discuss an important issue, it should be handled in person or over the telephone if a meeting is not possible.
- Remember that all of the Company's policies, including but not limited to policies on Harassment, Confidentiality, Personal Conduct and Rules of Conduct, apply to the use of the Company's Network and Electronic Resources. Employees must not review or forward sexually explicit, profane, or otherwise unprofessional or unlawful material through the Company's network and electronic resources.
- Passwords protecting the use of the Company's network and electronic resources are the Company's property and will be assigned to employees as needed. You understand and agree that all passwords and encryption keys which you create or use in relation to access or using the Company Electronic Systems must be promptly disclosed to the Company upon request by the Company.
- Do not install any software or program on any company computer or other hardware without the express consent of your supervisor or the company president.
- The Company expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material.
- The use of personal portable electronic storage devices, such as memory sticks, diskettes, flash drives and CDs on the Company's premises or in relation to the Company Electronic Systems is strictly prohibited without the prior written authorization of senior management of the Company.
- Employees must not attempt to override or evade any program or measure installed by the Company to protect the security or limit the use of its network and electronic resources.
- Employees should be careful to safeguard their passwords, log off their terminals when not in use and not permit others to access company systems.
- Inappropriate use of network and electronic resources may result in discipline, up to and including discharge.

Dress Code

The image you project influences the public's perception of the Company.

All employees must dress in a manner consistent with the Company's image and are expected to use their best judgment as to what is appropriate to portray this image.

At a minimum, as well as being well groomed, your appearance must be respectable, presentable, and business-like.

Shop employees are required to wear appropriate safety equipment, as well as company supplied work clothes, which will have a biweekly payroll charge applied for cleaning.

All office employees in full-time or part-time employment are required to dress professionally and maintain an appropriate business-like image. All male office employees in full time or part time employment are required to be clean shaven (including short hair), and well-groomed every workday. Dress shoes are to be clean and polished.

Employees may be asked to remove any visual piercings or necklaces during employment hours if wearing such items is deemed unsafe or inappropriate. Employees may be asked to cover visual tattoos if they are deemed inappropriate

Employee Acknowledgement

I acknowledge that I have received and read a copy of Sample Handbook Company's employee handbook and understand its contents.

I understand that the handbook is a general guide and is not an expressed or implied contract of employment. I further understand that I am employed at will, that both the company and I are free to terminate the employment relationship at our discretion, at any time, with or without giving reason or notice, and that no supervisor or other employee has the authority to alter this relationship. I also understand that the company reserves the right to change, modify, amend, or delete any policies/procedures or benefits in this handbook, or to increase employee contributions, at its sole discretion, at any time, without notification.

	EZ STAK LLC.
EMPLOYEE SIGNATURE	EMPLOYER SIGNATURE
PRINT NAME	PRINT NAME
DATE	DATE