



Event Services by Marylee LLC
HR Policies Supplement

Effective Date: July 1, 2023

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1. Introduction

1.1 HR Policies Supplement Disclaimer

The contents of this HR Policies supplement serve only as guidelines and are a supplement to the Employee Handbook. They supersede prior handbooks. Neither this supplement or the employee handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with Event Services by Marylee LLC is "AT-WILL." This means employees or Event Services by Marylee LLC may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Event Services by Marylee LLC for any set period of time.

This HR supplement may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the HR Policies Supplement or Employee Handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Company also has the right, with or without notice, in an individual case or generally, to change any of the policies in the employee handbook or the HR supplement, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Welcome to Event Services by Marylee LLC! We are pleased with your decision to join our team.

MISSION STATEMENT

Event Services by Marylee, LLC strives to deliver insightful planning and exceptional results. We work with the core values of authenticity, accountability, honesty, integrity, trust, respect, compassion, patience, and gratitude. We provide passionate staff to ensure satisfied clients.

Event Services by Marylee LLC is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee HR Policies Supplement contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the HR Policies Supplement, please discuss them with Marylee.

Welcome aboard. We look forward to working with you!

1.3 Changes in Policy

Change at Event Services by Marylee LLC is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Event Services by Marylee LLC, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult Marylee Santoro.

2. General Employment

2.1 At-Will Employment

Employment with Event Services by Marylee LLC is "at-will." This means employees are free to resign at any time, with or without cause, and Event Services by Marylee LLC may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Event Services by Marylee LLC for any set period of time.

The policies set forth in this employee HR Policies Supplement are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Event Services by Marylee LLC, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this HR Policies Supplement may be construed as creating a promise of future benefits or a binding contract between Event Services by Marylee LLC and any of its employees.

2.2 Immigration Law Compliance

Event Services by Marylee LLC is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Event Services by Marylee LLC within the past three years, or if their previous I-9 is no longer retained or valid.

Event Services by Marylee LLC may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, Event Services by Marylee LLC provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

Event Services by Marylee LLC is an Equal Opportunity Employer. Employment opportunities at Event Services by Marylee LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Company will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your Owner / Founder. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

Event Services by Marylee LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Event Services by Marylee LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Equal Employment Opportunity (Connecticut Employees)

Event Services by Marylee LLC is an Equal Opportunity Employer. Employment opportunities at Event Services by Marylee LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

Race; Color; Religion; Sex (including pregnancy, sexual harassment or transgender status); Workplace hazards to reproductive systems; National origin; Ancestry; Age; Veteran status; Physical disability; Past or present history of mental disability; Learning disability; Intellectual disability; Genetic information; Sexual orientation; Gender identity or expression; Marital status; Civil union status; Homelessness status; Lawful activity outside the workplace during non-work hours, such as the use of tobacco products; Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Event Services by Marylee LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Event Services by Marylee LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.5 Employee Grievances

It is the policy of Event Services by Marylee LLC to maintain a harmonious workplace environment. Event Services by Marylee LLC encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Owner / Founder.

After receiving a written grievance, Event Services by Marylee LLC may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with Event Services by Marylee LLC's Sexual and other Unlawful Harassment Policy.

Event Services by Marylee LLC assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.6 Internal Communication

Effective and ongoing communication within Event Services by Marylee LLC is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

All employee notices, important information and announcements are posted electronically on the StaffSpace employee website. In addition, Event Services by Marylee LLC uses the Staffmate app and email to facilitate communication and share access to documents. For information on appropriate email

and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from any company website or apps.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult the HR Coordinator with any questions or concerns on information disseminated.

2.7 Outside Employment

Employees may hold outside jobs. Employee should only accept Events by Marylee job assignments that do not interfere with their outside employment working hours.

When an employee confirms a job assignment via Staffmate and it has been approved by Event Services by Marylee LLC, employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

Event Services by Marylee LLC's property, client property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.8 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address Event Services by Marylee LLC's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, Event Services by Marylee LLC will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Marylee Santoro directly. Employees should also review their state and local requirements for any additional reporting guidelines.

Event Services by Marylee LLC will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Owner / Founder or any state or local agency responsible for investigating alleged violations.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments, Event Services by Marylee LLC classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Event Services by Marylee LLC or if your job responsibilities change, you will be informed by the Owner / Founder of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for Event Services by Marylee LLC's benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time:

Part-time employees are regularly scheduled to work less than 40 hours per week. Part-time employees are not entitled to Event Services by Marylee LLC benefits, but are eligible for statutory benefits to the extent required by law.

Freelance Part-Time:

Freelance Part-Time employees have extremely flexible schedules and schedules vary according to the needs of clients and work is dependent upon business needs so flexibility exists on both sides. All Freelance part-time employees are required to work on a regular, continuous basis with a minimum of at least two events every 180 days. If an employee has not worked two events within 180 days without prior approval, it is grounds for dismissal. Employees will be available for rehire for (3) three years from

initial hire date when life and schedule allows them to be available to work on a more continuous basis. Freelance part-time employees are not entitled to Event Services by Marylee LLC benefits, but are eligible for statutory benefits to the extent required by law.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees are not entitled to Event Services by Marylee LLC benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification.

Temporary employees retain temporary status unless and until they are notified, by Event Services by Marylee LLC Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Owner / Founder of any changes in personnel data. Such changes may affect your eligibility for pay increases or your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Owner / Founder as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Bank Account
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

3.3 Privacy Protection Policy (Connecticut Employees)

Employees are permitted to access “personal information” only as necessary and with prior authorization. If given authorization to access personal information for job-related purposes, employees must do so in accordance with the Company's policies and procedures.

“Personal information” means information capable of being associated with a particular individual through one or more identifiers, including, but not limited to, a Social Security number, a driver's license number, a state identification card number, an account number, a credit or debit card number, a passport number, an alien registration number or a health insurance identification number. Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.

Accessing and using such information without prior authorization by Event Services by Marylee LLC or in violation of the Company's policies and procedures may result in discipline up to and including termination of employment.

If you come into contact with Social Security numbers or other sensitive personal information without authorization from the Company, or under circumstances outside of your job duties, you may not use or disclose the information further, and must contact the Owner / Founder immediately. All related information must then be turned over to the Owner / Founder including all copies of the information in whatever form.

For more information regarding access to personal information, review your job description and contact your supervisor or the Owner / Founder.

3.4 Expense Reimbursement

Event Services by Marylee LLC reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by Marylee Santoro.

Some expenses that may warrant reimbursement include, but are not limited, to the following: client or event specific items requested by Marylee and any other reimbursable expenses as required by law. Employees are expected to obtain advance approval and limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to Marylee for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to Marylee.

3.5 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization.

Notice of Voluntary Separation

Employees who intend to terminate employment with Event Services by Marylee LLC shall provide Event Services by Marylee LLC with at least two weeks written notice. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Return of Company Property

Any employee who terminates employment with Event Services by Marylee LLC shall return all files, records, keys, and any other materials that are the property of Event Services by Marylee LLC prior to their last date of employment.

Final Pay

Event Services by Marylee LLC will provide employees with their final pay in accordance with applicable federal, state and local laws.

Benefits Upon Termination

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

If you have any questions or concerns regarding this policy, contact the HR Coordinator or Marylee Santoro.

4. Working Conditions & Hours

4.1 Company Hours

Event Services by Marylee LLC work schedules for employees vary. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

The Staffmate app will confirm all scheduled shifts, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing or cancellation of an event. The decision to close or delay event operations will be made by Event Services by Marylee LLC management.

When a decision is made to cancel or reschedule an event, employees will receive official notification from the event coordinator and/or in the Staffmate app.

4.3 Workplace Safety

Event Services by Marylee LLC is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Event Services by Marylee LLC and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to the Event Captain or Lead without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to the Event Captain or Lead, you can report it directly to:

Marylee Santoro
56 Three Lakes Dr., Stamford, CT 06902
203-554-6069

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including

termination of employment.

4.4 Security

The purpose of Event Services by Marylee LLC's security policy is to protect Company assets and to maintain a safe working environment for all employees.

Security Inspections:

The Company wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, The Company prohibits the possession, transfer, sale, or use of such materials on its premise or at its venues. The Company requires the cooperation of all employees in administering this policy.

The Company likewise wishes to discourage theft or unauthorized possession of the property of employees, The Company, visitors, and customers. To facilitate enforcement of this policy, The Company or its representative may inspect not only personal belongings but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto The Company's or a customer's premises.

4.5 Meal & Break Periods

Non-exempt employees will be provided with meal and break periods in accordance with applicable federal, state, and local rules. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will generally be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify the Event Captain or Lead.

Event Services by Marylee LLC will schedule meal and break periods in order to accommodate Company operating requirements.

4.6 Meal Periods (Connecticut Employees)

Employees are entitled to a 30-minute meal period if scheduled for 7 ½ or more consecutive hours of work. For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of the meal period using Event Services by Marylee LLC's timekeeping system.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid meal periods. If for any reason a non-exempt employee does not take the meal period that they are provided, the employee must notify the Event Captain or Lead.

Event Captains and Leads will schedule meal periods in order to accommodate the Company's operating requirements; however, the meal period will be scheduled after the first 2 hours of work and before the last 2 hours.

4.7 Break Time for Nursing Mothers

Event Services by Marylee LLC accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated area, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the HR Coordinator or Marylee Santoro.

5. Employee Benefits

5.1 401K Plan

Your future is important to us. Event Services by Marylee LLC offers a 401K plan to all employees after 1 year of employment. Enrollment is optional and contribution level is determined by the employee. Employees will receive an email on their one year anniversary from Human Interest, plan administrator. The plan is set up on auto-enrollment at 3%; however, employees can opt out easily by just clicking a link in the email if they choose not to participate. The 401k plan offers low-fee index funds, easy to use dashboard, retirement and investment education, as well as a platform to help automate investment selection for a well diversified and risk appropriate portfolio.

5.2 Workers' Compensation

Employees who are injured on the job at Event Services by Marylee LLC are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Event Services by Marylee LLC. No premium is charged for this coverage and no individual enrollment is required. Event Services by Marylee LLC will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to the Event Captain or Lead immediately upon occurrence. Supervisors will then immediately contact Marylee Santoro to obtain the required claim forms and instructions.

5.3 Family and Medical Leave (Connecticut Employees)

Eligible employees may be entitled to a leave of absence under the Connecticut Family and Medical Leave Act ("CTFMLA"). Below is a summary of rights and obligations under the CTFMLA.

Eligible Employees

Employees who have been employed by Event Services by Marylee LLC for at least 3 months are eligible to take a leave of absence (“CFMFLA leave”) if they meet the conditions set forth in this policy.

Basic Leave Entitlement

Eligible employees may take up to 12 weeks of CFMFLA leave during any 12-month period:

- For the birth of a child;
- For the placement of a child with the employee for adoption or foster care;
- To care for a family member with a serious health condition;
- To care for an employee's own serious health condition;
- Because of a qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty, in the armed forces;
- To serve as an organ or bone marrow donor.

Eligible employees may take up to two additional weeks of leave for a serious health condition resulting in incapacitation that occurs during a pregnancy.

Eligible employees must take CFMFLA leave within 12 months of the birth or placement of a child.

A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, nursing home or residential medical care facility, or continuing treatment by a healthcare provider.

For the purposes of this policy, a family member means spouse, sibling, son or daughter, grandparent, grandchild, or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

Intermittent or Reduced Schedule Leave

Employees may take leave for the birth or placement of a child intermittently or on a reduced schedule with approval of the Company. When medically necessary, employees may take leave for a serious health condition intermittently or on a reduced schedule.

Notice

Where the need for leave is foreseeable, employees must provide at least 30 days' notice of the need for leave. If 30 days' notice is not possible, employees must provide as much notice as is practical. Where possible, employees should make a reasonable effort to schedule medical treatment in a way that does not disrupt the operations of the Company.

Medical Certification

Event Services by Marylee LLC may require that the employee submit a medical certification issued by the treating health care provider.

Benefits Continuation

Employees taking CTFMLA leave will not lose any benefits they accrued before their CTFMLA leave began. In addition, the Company will maintain any existing benefits coverage while the employee is on leave provided the employee continues any contributions that the employee would have made if the employee had continued employment.

Employees are not entitled to any benefit other than the benefits to which they would have been entitled had they not taken CTFMLA leave. In addition, employees will not accrue any additional seniority or employment benefits while on leave.

Compensation

During leave, employees may be eligible for wage-replacement benefits through the state. The state will determine whether you are eligible for paid family and medical leave benefits, including the amount of benefits you may receive. Your entitlement to benefits is subject to the terms and conditions established by the state. Employees may also opt to use any available, accrued paid time off for this purpose.

Return to Work

Under most circumstances, an employee is entitled, upon return from leave, to be reinstated to the position they held before going on leave, or to be placed in an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. An employee, however, has no greater right to reinstatement or to other benefits and conditions of employment than if he or she had been continuously employed during the CTFMLA leave period.

Relationship with Federal Family and Medical Leave and Other Leave Policies

Generally, leave taken under the CTFMLA must be taken concurrently with leave taken under the federal Family and Medical Leave Act ("FMLA"). Where applicable, when an employee's leave qualifies under CTFMLA and under the federal FMLA, the leave used counts against the employee's entitlement under both laws. To the extent the Company offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Retaliation Prohibited:

Event Services by Marylee LLC will not retaliate against employees for exercising their rights under the law.

Questions Regarding Family Leave

Employees who have any questions or concerns regarding this policy should contact Marylee Santoro.

5.4 Military Leave

Event Services by Marylee LLC grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Owner / Founder.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Event Services by Marylee LLC complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Owner / Founder.

5.41 Family Military Leave (Connecticut Employees)

Employees may be eligible to take a one-time benefit of up to 26 workweeks of leave during any 12 month period when their spouse, parent, child or next of kin is a current member of the armed forces and is undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status, or is on the temporary disability retired list for a serious injury or illness incurred in the line of duty.

To be eligible, employees must have been employed with Event Services by Marylee LLC for at least three months.

Family military leave is unpaid; however, employees may opt to use accrued paid time off for this purpose. Separately, employees may be eligible for up to 12 weeks of wage-replacement benefits through the state. The state will determine whether you are eligible for wage-replacement benefits, including the amount of benefits you may receive. Your entitlement to those benefits is subject to the terms and conditions established by the state.

Where the need for leave is foreseeable, employees must provide at least 30 days' notice of the need for leave. If 30 days' notice is not possible, employees must provide as much notice as is practical. Where possible, employees should make a reasonable effort to schedule leave so that it does not disrupt the operations of the Company.

Family military leave may be taken intermittently or on a reduced schedule, with prior Event Services by Marylee LLC approval and the appropriate certification.

Employees must be prepared to provide Event Services by Marylee LLC with certification from the proper military authority to verify the employee's eligibility for family military leave.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with and Other Leave Policies

To the extent permitted by law, Connecticut's Family Military leave will run concurrently with leave taken under the federal Family and Medical Leave Act ("FMLA"). If an employee meets the qualifications of both laws, the Company will provide the more generous of the two benefits.

Questions Regarding Family Military Leave

Employees who have any questions or concerns regarding this policy should contact Marylee Santoro.

5.5 Domestic Violence Leave (Connecticut Employees)

An employee may be entitled to up to 12 days of leave in a calendar year if the employee is a victim of family violence. This leave may be used to:

- Seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim;
- Obtain services from a victim services organization on behalf of the victim;
- Relocate; or
- Participate in any civil or criminal proceeding related to or resulting from family violence.

Except in cases of imminent danger to the health or safety of the employee, or unless impractical, an employee requesting domestic violence leave must inform his or her supervisor at least 7 days prior to the need for leave.

Employees must be prepared to provide Event Services by Marylee LLC with signed written certification to verify the employee's eligibility for the leave requested, such as copies of restraining orders, police reports, or documentation of treatment from a medical professional or other licensed professional from whom the employee has sought assistance.

During leave, employees may be eligible for wage-replacement benefits through the state. The state will determine whether you are eligible for wage-replacement benefits, including the amount of benefits you may receive. Your entitlement to those benefits is subject to the terms and conditions established by the state. If the employee exhausts their state wage-replacement benefits, they may use unpaid leave. Employees may also use accrued paid time off for this purpose.

Leave under this policy will not affect any other leave provided under state or federal law.

Retaliation Prohibited:

Event Services by Marylee LLC will not retaliate against employees for exercising their rights under the law.

Questions Regarding Leave

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Owner / Founder.

5.6 Paid Sick Leave (Connecticut Employees)

Eligible service employees, as defined by the Federal Bureau of Labor Statistics' Standard Occupational Classification System, are entitled to paid sick leave as outlined in this policy.

Eligible Employees:

To be eligible for paid sick leave, service employees must have completed at least 680 hours of service with Event Services by Marylee LLC and worked an average of at least 10 hours per week for Event Services by Marylee LLC in the most recent calendar quarter.

Basic Leave Entitlement:

Eligible employees are entitled to use paid sick leave for the following reasons:

- Their own or their child or spouse's illness, injury, or health condition, medical diagnosis or treatment of a condition, or preventative care; and
- For victims of family violence or sexual assault to obtain medical care, counseling or services from a victim services organization, to relocate because of the incident, or to participate in legal proceedings related to the incident.

Accrual and Carryover:

Employees accrue paid sick leave at a rate of one hour for every 40 hours worked, up to a maximum of 40 hours per year. Employees may carry over up to 40 hours of unused accrued sick leave from the current year to the following year, but no employee is entitled to use more than 40 hours of accrued paid sick leave per year.

Upon separation from Event Services by Marylee LLC, employees are not entitled to compensation for accrued, but unused sick days.

Notice:

To the extent possible, employees must provide seven days advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice as soon as practical.

Certification:

For paid sick leave of three or more consecutive days, employees must be prepared to provide Event Services by Marylee LLC with certification to verify the employee's eligibility for the leave requested.

Benefits Continuation:

Leave under this policy will not constitute a break in the employee's continuous service for the purpose of Event Services by Marylee LLC benefits and seniority.

Job Restoration :

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with Other Leave Policies:

If a law, regulation or policy provides for greater accrual or use of sick days, the law, regulation or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations or company policies and your entitlement to leave under the Act, please contact the Owner / Founder.

5.7 Elected Official Leave (Connecticut Employees)

Employees who are appointed to a full-time elective municipal or state office will be granted leave in order to perform the duties of the position to which they have been appointed. Leave under this policy will be granted for up to two consecutive terms of office.

To the extent possible, employees must provide Marylee Santoro with advance written notice that he or she is a candidate for a full-time municipal or state office within 30 days after nomination for that office.

Upon reapplication for the employee's original position at the expiration of his or her term of office, the employee will be reinstated to his or her original position, or to a similar position with equivalent pay, and accumulated seniority and related benefits, unless it is impossible or unreasonable to do so.

The leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.8 General Assembly Members Leave (Connecticut Employees)

Employees who serve as members of the General Assembly may be granted leave in order to perform the duties of the position.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. Requests must be submitted to Marylee Santoro.

If the employee is scheduled to work in shifts, employees should adjust their schedules to reasonably accommodate both the duties of the employee within the General Assembly and the Company's operations.

During any regular legislative session, the employee will not be required to choose a shift more than two weeks in advance of the time such shift is to be worked and, during any special legislative session, the employee shall not be required to choose a shift more than one week in advance of the time such shift is to be worked.

The leave is unpaid.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

5.9 Pregnancy Accommodation Policy (Connecticut Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, related medical conditions or lactation may request a reasonable accommodation as is necessary.

Event Services by Marylee LLC will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company.

Reasonable accommodations may include, but are not limited to:

- Sitting while working
- Periodic rest, or more frequent or longer breaks
- Light duty assignments or assistance with manual labor
- Job restructuring
- Modified work schedules
- Temporary transfers to less strenuous or hazardous work
- Time off to recover from childbirth
- Break time and appropriate facilities for expressing breast milk

If an employee takes leave as an accommodation, the leave is unpaid. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment. **Note:** Employees may be entitled to a reasonable leave of absence for a disability resulting from pregnancy.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with Marylee Santoro to discuss their need for reasonable accommodation or for questions regarding this policy.

5.10 Civil Air Patrol Leave (Connecticut Employees)

Effective October 1, 2019, members of the Civil Air Patrol may be allowed a leave of absence to:

- Respond to an emergency declared by the Governor or the President of the United States;
- Respond to a request for assistance in an emergency, natural disaster, or life-threatening event at the request of the U.S. Air Force or Coast Guard, Department of Emergency Services and Public Protection, the Division of Emergency Management and Homeland Security, state police, or local police department; or
- Participate in required emergency services training programs and exercises.

Civil Air Patrol leave is unpaid; however, employees may use accrued paid time off for this purpose.

Notice and Verification

Employees who are members of the Civil Air Patrol must notify Event Services by Marylee LLC that they may be called to participate in training or to serve in an emergency, natural disaster, or life-threatening event. This notice must be provided by October 31, 2019, when the employee starts working for Event Services by Marylee LLC, or by the date on which the employee joins the Civil Air Patrol, whichever is latest.

Employees must give Event Services by Marylee LLC as much notice as possible of their need for such leave and provide written verification from the Civil Air Patrol that confirms their eligibility for the leave requested.

Reinstatement

Upon expiration of the leave, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Retaliation Prohibited:

Event Services by Marylee LLC will not retaliate against employees for exercising their rights under the law.

Questions Regarding Civil Air Patrol Leave

Employees who have any questions or concerns regarding this policy should contact Marylee Santoro.

6. Employee Conduct

6.1 Standards of Conduct

Event Services by Marylee LLC's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- It is against company policy to remove any client items, including but not limited to food, alcohol or other beverages
- It against company policy for employees to drink alcohol on the job
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors

- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Walking off an event is considered unacceptable behavior. If at any time you feel you need to leave an event, the Event Captain, Lead or Marylee must be notified for replacement arrangements to be made. Failure to obtain proper authorization is grounds for disciplinary action, up to and including termination.
- Excessive absenteeism; no call; no show, cancellations-call outs
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any “business secrets” or other confidential or non-public proprietary information relating to the Company’s products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee’s right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees’ rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Event Services by Marylee LLC’s standards of conduct, please direct them to the HR Coordinator or Marylee Santoro.

Social Media

Just as the Internet has changed our world forever, social media has changed the way people communicate. The Company views social media and networking sites as powerful tools to strengthen our brand and can empower The Company employees as global professionals.

Social media can take many different forms, including internet forums, blogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging to name a few. Examples of social media applications are Facebook, LinkedIn, YouTube, Twitter, Flickr, Yahoo groups – the list is endless.

When you are participating in social networking, you are representing both yourselves personally and our company, The Company. It is not our intention to restrict your ability to have an online presence and to mandate what you can and cannot say. We believe social networking is a very valuable tool and continue to advocate the responsible involvement of all The Company employees in this space. We would like to provide you with a company policy and set of guidelines for appropriate online conduct to avoid the misuse of this communication medium.

Guidelines:

1. You should make sure that your online activities do not interfere with your job or your commitments to your fellow employees.
2. Privacy while at work. While at work you should have no expectation of privacy regarding anything you post on a social media site.

3. You are personally responsible for the content that you post on-line, whether in a blog, social computing site or any other form of user generated media. Be mindful that what you post will be public for a long time. Protect your privacy and take care to understand a site's terms of service. Please be reminded of the guidelines listed under the Business Ethics section.
4. Do not post any personal, financial, confidential, sensitive or proprietary information about The Company or any of our clients, other employees, etc.
5. Identify yourself, your name and when relevant your role at The Company when you discuss The Company or related matters, such as events. You must make it clear that you are speaking for yourself and not on behalf of The Company.
6. Do not infringe on copyright or trademarks. Don't use The Company logos unless approved to do so.
7. If you get approval to post content online relevant to The Company in your personal capacity, you must use a disclaimer such as: "The postings on this site are my own and DO NOT necessarily represent The Company's positions, strategies or opinions".
8. If you choose to list your work affiliation on a social network, then you should regard all communication and posts on that network as you would in a professional network.
9. Speak respectfully about our current, former and potential clients, partners, employees and competitors. Do not engage in name-calling or behavior that will reflect negatively on you or The Company.
10. Respect your audience. Don't use ethnic slurs, personal insults, obscenity or engage in any conduct that would not be acceptable in The Company's workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory, such as politics and religion. Social media sites are not the forum for venting personal complaints about supervisors, co-workers or the company.

Employees who violate the Policy may be subject to discipline, up to and including termination of employment. If you have any questions about this policy, please contact Marylee Santoro.

Problem Resolution

The Company is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from The Company supervisors and management.

The Company strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern in writing to the Coordinator or supervisor. No employee will be penalized, formally or informally, for voicing a complaint with The Company in a reasonable, business-like manner, or for using

the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Business Office or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to the HR Coordinator if problem is unresolved.
4. The HR Coordinator will resolve the issue.

5. If the problem is still unresolved and if necessary, the HR Coordinator will present the problem to Marylee Santoro in writing.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

6.2 Disciplinary Action

Disciplinary action at Event Services by Marylee LLC is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Event Services by Marylee LLC reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Event Services by Marylee LLC recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company or client property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging Event Services by Marylee LLC business practices or any other confidential information

- Any misrepresentation of Event Services by Marylee LLC to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality / Photography

Event Services by Marylee LLC takes the protection of Confidential Information very seriously. “Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers’ personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with Event Services by Marylee LLC and as a direct result of your job responsibilities with Event Services by Marylee LLC. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to the HR Coordinator or Marylee Santoro.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of Event Services by Marylee LLC, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee’s right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees’ rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the HR Coordinator or Marylee Santoro.

Photography

Event Services by Marylee, LLC reserves the right to use any anonymous photographs of the event for promotional purposes, social media, and printed marketing materials without compensation or acknowledgement.

6.4 Personal Appearance

The purpose of Event Services by Marylee LLC's personal appearance policy is to ensure a safe and sanitary workplace for all employees. Event Services by Marylee LLC strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing Event Services by Marylee LLC, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

Variable uniforms as designated in the event details and/or on Staffspace or the Staffmate app.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees should avoid wearing excessive jewelry and excessive cologne or body sprays. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to an event may be sent home to change their clothing.

Event Services by Marylee LLC understands that in certain situations, the Company may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on Event Services by Marylee LLC.

Questions regarding appropriate workplace attire should be directed to the Event Captain/Lead or Marylee Santoro.

6.5 Workplace Violence

Event Services by Marylee LLC strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. Event Services by Marylee LLC will not tolerate any form of retaliation against any employee for making a report under this policy.

Event Services by Marylee LLC will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.6 Drug & Alcohol Use

Event Services by Marylee LLC is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for Event Services by Marylee LLC is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of Event Services by Marylee LLC, or in any vehicle owned or leased on behalf of Event Services by Marylee LLC or while on Company business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

Event Services by Marylee LLC will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Owner / Founder immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Event Services by Marylee LLC employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Event Services by Marylee LLC reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with Event Services by Marylee LLC, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between Event Services by Marylee LLC and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.7 Sexual & Other Unlawful Harassment

Event Services by Marylee LLC is committed to a work environment in which all individuals are treated with respect. Event Services by Marylee LLC expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of

employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

Event Services by Marylee LLC strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to the Event Captain/Lead. If you believe it would be inappropriate to discuss the matter with the Event Captain or Lead, you may bypass your supervisor and report it directly to:

Marylee Santoro
56 Three Lakes Dr., Stamford, CT 06902
203-554-6069

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

Event Services by Marylee LLC expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.8 Cellular Phone Usage

Use of cellular phones is permitted at break and a meal or snack period. The Company recognizes that in some instances, employees need to use cellular phones for personal emergencies during business hours. Cellular phones and similar devices should never be used during events or during working hours for non-emergencies. If an emergency arises, employees must gain approval from the Event Lead or Captain before dealing with the emergency and should be done in private away from clients, guests and other partners.

If the practice continues, disciplinary action could be taken up to and including termination. Depending on the event, The Company may request, that all cellular phones should be either shut off, have a normal ring, or, preferably, they should be left in the staff or be on vibrating mode. Non-emergency use of personal cellular phones during business hours will lead to disciplinary action up to and including termination.

6.9 Personal Property / Parking & Towing

Employees should use their discretion when bringing personal property into the workplace. Event Services by Marylee LLC assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Event Services by Marylee LLC premises.

Parking

Parking is always at your own risk, however, it may be provided for employees and visitors on a first-come, first-served basis excluding designated handicapped spaces, reserved spaces and visitor's spaces. All employees are required to park in areas designated by the supervisor of the event or business partner management. Employees must park away from immediate proximity to allow premium access for guests and clients. Parking may be provided by valet or staff to park in designated location. Do not park on grass and be careful not to damage curbs, plantings, decorative stonework, etc.

Please keep within parking lines so that there are enough parking spaces available. This will help to protect your car and those of your others' from possible damage. Always lock your car. The Company, its clients or event partners are not responsible for theft or damage to your vehicle or its contents. Always drive at a safe speed when entering or exiting parking lots or driveways. Please be aware of pedestrians in parking lots, crossing the entrance to the parking lot or in other areas surrounding the events.

Towing

All vehicles are subject to be towed if not in designated areas or in areas not in compliance with local laws. To avoid this, it is vital that you are clear as to where parking is allowed. The Company will not be held liable for towing fees.

6.10 Use of Company and Customer Property

Company and customer property refers to anything owned by the company or customer: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's

responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company, and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

Event Services by Marylee LLC has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of Company and Customer property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company and Customer Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company / Customer Property:

Event areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company or customer property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

Workplace Monitoring

Workplace monitoring may be conducted by The Company to ensure quality control, employee safety, security, and customer satisfaction.

The Company, its clients or event venues may conduct video surveillance of non-private workplace areas. Video monitoring may be used to identify security and or safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because The Company is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

6.11 Smoking

Event Services by Marylee LLC provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the

workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

6.12 Visitors in the Workplace / at Events

To ensure the safety and security of Event Services by Marylee LLC and its employees, only authorized visitors are permitted on Event premises.

All authorized visitors are also required to wear a “visitor” badge while on event premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Company at all times.

6.13 Computer, Email & Internet Usage

Computers, email, and the Internet allow Event Services by Marylee LLC employees to be more productive. However, it is important that all employees use good business judgment when using Event Services by Marylee LLC’s electronic communications systems (ECS).

Standards of Conduct and ECS

Event Services by Marylee LLC strives to maintain a workplace free of discrimination and harassment. Therefore, Event Services by Marylee LLC prohibits the use of the Company’s ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company’s policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

Event Services by Marylee LLC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Event Services by Marylee LLC does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Event Services by Marylee LLC prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company’s policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.

- Sending or posting the Company’s confidential material, trade secrets, or non-public proprietary information outside of the Company. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of Event Services by Marylee LLC.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by Event Services by Marylee LLC are the property of Event Services by Marylee LLC. Employees have no right of personal privacy when using Event Services by Marylee LLC’s ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee’s right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees’ rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to Marylee Santoro.

6.14 Company Supplies

Only authorized persons may purchase supplies in the name of Event Services by Marylee LLC. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Event Services by Marylee LLC or bind Event Services by Marylee LLC by any promise or representation without express written approval.

6.15 Technology

Employees are responsible for downloading and navigating our employee scheduling and time tracking platform, Staffmate, to their mobile device. This application is required for access to event information, client specific details, employee schedules, as well as clocking in / clocking out to record hours worked. Employees are expected to turn on Staffmate notifications to have visibility for job placement opportunities, work schedule reminders and event day notifications or changes. Employees are expected to utilize the availability feature on their profile to record days they are unavailable for work.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Company. Event Services by Marylee LLC expects regular attendance and punctuality from all employees. This means

being at the event, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

Please record all unavailable working days in the Staffmate app calendar. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify the Event Captain/Lead or Marylee Santoro as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an Event Captain/Lead or Marylee Santoro is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify the Event Captain or lead as soon as possible.

Employees, who are going to be absent for more than one event, should contact Marylee Santoro on each day of their absence. Event Services by Marylee LLC reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify the Event Captain/Lead or Marylee Santoro after three consecutive days of absence, Event Services by Marylee LLC will presume that the employee has voluntarily resigned. Event Services by Marylee LLC will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence, call outs and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Timekeeping

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to the Event Captain/Lead or Marylee Santoro.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

Event Services by Marylee LLC strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Days for military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

7.3 Paydays

Event Services by Marylee LLC employees are paid on a Weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

We encourage all employees to utilize Direct Deposit for payroll. If you choose the direct deposit option, you will not receive a weekly paper paystub. You will receive an email to enroll in the ADP self-service portal. You will then log in to the ADP portal to access your payroll stub and view hours and deductions.

If you prefer a paper check, this option is available and your paystub will be included with your paper check. Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

Event Services by Marylee LLC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with Marylee Santoro immediately. Event Services by Marylee LLC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.