



# **Event Services by Mary Lee, LLC**

## **Employee Handbook**

July 1, 2023

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[ELECTRONIC ACKNOWLEDGEMENT FORM](#)

## **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.

## **INTRODUCTORY STATEMENT**

This employee handbook is designed to acquaint you with Event Services by Marylee, LLC (the “Company”) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by The Company to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional satisfaction. Additionally, please review the HR Policies Supplement that includes specific in-depth detailed information on all company HR policies.

No employee handbook can anticipate every circumstance or question about policy. As The Company continues to grow, the need may arise and The Company reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or The Company to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook or the HR Policies Supplement as they occur.

## **Nature of Employment**

Employment with The Company is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, The Company may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook or the HR policies supplement are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between The Company and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at The Company's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President of The Company. Additional details can be found in the HR Policies Supplement, Section 2.

## **Employee Relations**

The Company believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor or other member of management.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that The Company amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **Equal Employment Opportunity**

It is the Company's policy to provide equal opportunity for employment, advancement within the Company and continuation of employment to all individuals regardless of race, color, religion, sex, age, sexual orientation, national origin, veterans' status (disabled or Vietnam-era veterans) or physical or mental disability.

The Company prohibits discrimination in all matters of recruitment, employment, promotion, demotion, transfer, separation, termination, compensation, selection for training and all other forms of benefit and policy administration.

All management personnel shall have the responsibility to implement this policy within their respective areas of responsibility. Your human resources representative shall be responsible for assuring compliance with the policy. Additional details can be found in the HR Policies Supplement, Section 2.

## **Business Ethics and Conduct**

The successful business operation and reputation of The Company is built upon the principles of fair

dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

## **Non-Solicitation**

Employees agree not to solicit clients and employees of The Company, including but not limited to, distributing personal/business cards and/or contact information at events.

The Company will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Business Office for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every employee of The Company. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

The continued success of The Company is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to The Company and its clients, to act in a way that will merit the continued trust and confidence of the public. This includes keeping client's privacy and The Company's trade secrets during the course of acting on its behalf. Employees cannot post names, addresses, photos, or other personal info/images regarding clients, their homes, off-premise locations and events on social media or other forms of media without the prior express, written consent of The Company, other employees and/or the clients themselves. Any request to do so, must be made in writing to the Catering and Staffing Coordinator (Coordinator) or President.

## **Release of Rights**

From time to time, The Company may want to use images on social media or other forms of media for business purposes. Employees agree to allow The Company to use images or discreet employee information for the purposes of business development.

Images captured by clients, or others working on behalf of the clients, may be used without express written consent of the employees unless a written request is made to The Company at the time images are captured. Additional details can be found in the HR Policies Supplement, Section 6.

## **Immigration Law Compliance**

The Company is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, 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 The Company within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal. Additional details can be found in the HR Policies Supplement, Section 2.2.

## **Conflicts of Interest**

Every employee has a duty of undivided loyalty to the Company. This means that employees should make decisions objectively and in the Company's best interests. Competing personal interests can interfere with an employees' judgment or create an unfavorable impression or implication of impropriety. For these reasons, each employee should either avoid or fully disclose in writing to the Company any activity, interest, association or relationship that could conflict with the independent exercise of his/her judgment in the best interests of the Company. The Company believes most questions involving a potential conflict of interest can be equitably resolved if adequately disclosed and reviewed.

No policy can set out a complete list of all possible conflicts of interest. Sometimes circumstances will clearly indicate a conflict, and in those cases, an employee should on his own initiative resolve or eliminate the conflict. In other cases, it will be difficult to judge whether a conflict prohibited by this policy exists, and employees are encouraged to consult with their supervisor or Business Management personnel before taking any action. Particularly difficult questions should always be discussed with the President.

As part of our compliance program, employees may be required to certify periodically that they have reviewed and/or read and understood, and comply with all of the policies and practices of The Company, which may be in effect from training, memos and/or contained in the Staff Guidelines. In addition, employees must disclose any non-compliance, including any conflict of interest. Nevertheless, employees should disclose potential conflicts as soon as possible, and not wait for a formal request for certification. Additional details can be found in the HR Policies Supplement, Section 2.

## **Disability Accommodation**

The Company is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position (i.e. ability to lift up to 50 lbs., stand and walk for long periods of time while carrying items).

Reasonable accommodation is available to disabled employees, where their disability reasonably affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or



changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Company is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Company will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Company is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. Additional details can be found in the HR Policies Supplement, Section 2.

## **Job Posting and Employee Referrals**

Job Postings do not pertain to event bookings. The Company provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. Notices of openings may be posted, although The Company reserves its discretionary right to not post a particular opening.

Job openings will be posted on the website or on internet job sites. Each job posting notice will include the dates of the posting period, job title, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least six calendar months in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for open jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should notify the Coordinator in writing via e-mail or by submitting their resume, listing job-related skills and accomplishments. It should also describe how their current experience with The Company and prior work experience and/or education qualifies them for the position.

The Company recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

## **Employee Referrals**

The Company encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants. Employees should obtain permission from the individual before making a referral, share their knowledge of the Company, and not make

commitments or oral promises of employment.

An employee should submit the referrals resume to the Coordinator for an open job. If the referral is interviewed, the referring employee may be notified of the initial interview and the final selection decision.

## **Employment Categories**

It is the intent of The Company to clarify the definitions of employment classifications so that employees understand their employment status. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and The Company.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by The Company management.

In addition to the above categories, each employee will belong to an employment category:

FREELANCE PART-TIME employees make up the majority of The Company's positions and include positions of server, captain, bartender, chef, etc. 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.

REGULAR PART-TIME employees are employees working in the administration side of the business and typically work more regular schedules though the nature of the business requires flexibility at times.

Additional details can be found in the HR Policies Supplement, Section 3.

## **Access to Personnel Files**

The Company maintains a personnel file on each employee. The personnel file includes such information as the employee's pre-employment records, resume, records of training, and other employment records.

Personnel files are the property of The Company, and access to the information they contain is restricted. Generally, only supervisors and management personnel of The Company who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Coordinator. With reasonable advance notice, employees may review their own personnel files in The Company's offices and in the presence of an individual appointed by The Company to maintain the files. Additional details can be found in the HR Policies Supplement, Section 3.

## **Employment Reference Checks & Pre-employment Screenings**

To ensure that individuals who join The Company are well qualified and have a strong potential to be productive and successful, it is the policy of The Company to check the employment references of all applicants and asks potential employees to agree to pre-employment screenings. Any pre-employment screenings would be fully compliant with the Fair Credit Reporting Act (FCRA). Third party vendors may be used to facilitate pre-employment screenings and applicants must authorize this and provide in writing.

The Business Office will respond in writing only to those reference check inquiries that are submitted in writing, unless otherwise required by law. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## **Personal Data Changes**

It is the responsibility of each employee to promptly notify The Company of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Coordinator. Additional details can be found in the HR Policies Supplement, Section 3.2.

## **Employment Applications**

The Company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. The purpose is to provide both supervisors and employees the opportunity to discuss job tasks, identify and develop opportunities, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## **Employee Benefits**

Eligible employees at The Company are provided some level of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Additional details can be found in the HR Policies Supplement, Section 5.

The following benefit programs are available to eligible employees:

- \* Direct Deposit
- \*401k Plan
- \* Military Leave

\* Future Benefit: Employee Savings Plan (Program rollout early 2023) Supplemental information forthcoming

## **Holidays**

The Company operates on specific holidays throughout each calendar year. The holiday schedule for the upcoming year will be available from the Business Office in the fall of the current year.

Holiday pay will vary according to the holiday and may vary according to the event scheduled on that holiday. The Business Office and/or supervisor/captain can provide that information.

Events scheduled on a holiday often require employees to be “on-call”, which means they may or may not be called in to actually work at that event. Compensation may be provided to those who are scheduled to be on-call on the holiday, which will be on a case-by-case basis. The Business Office and/or supervisor/captain can provide information as to the compensation as this may vary according to the holiday and/or the client

## **Workers' Compensation**

The Company provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

The Company provides safety awareness at the annual meeting. Employees must adhere to all safety guidelines, trainings and processes. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither The Company nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by The Company. Additional details can be found in the HR Policies Supplement, Section 5.

## **Timekeeping**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require The Company to keep an accurate record of time worked in order to calculate employee pay. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work via the Staffmate App clock in / clock out feature, as well as the beginning and ending time of each meal period, where applicable.

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.

Employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employees' responsibility to certify the accuracy of all time recorded. The supervisor will review and approve the time before submitting it for payroll processing. Additional details can be found in the HR Policies Supplement, Section 7.

## **Paydays**

Generally, all employees are paid as close to the time work is performed where practicably possible. Payday is the Friday after the week the work was performed, if not sooner or previously notified. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

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.

Additional details can be found in the HR Policies Supplement, Section 7.

## **Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Employees must be actively employed, working at least two events every 180 days to avoid termination. Below are examples of some of the most common circumstances under which employment is terminated:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.
- \* Layoff - involuntary employment termination initiated by the organization for no disciplinary reasons.

When necessary, The Company may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, or return of The Company-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with The Company is based on mutual consent, both the employee and The Company have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law. If an employee decides to resign from the Company, The Company requests at least 2 weeks written resignation notice from the employee. Additional details can be found in the HR Policies Supplement, Section 3.

## **Safety**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, The

Company has established a workplace safety program. This program is a top priority for The Company. The safety advisory group has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The Company provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings or other written communications. The Coordinator will assist in these activities and facilitate effective communication between employees and management about workplace safety and health issues.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. Additional details can be found in the HR Policies Supplement, Section 4.

## **Work Schedules**

Work schedules for employees vary. The Business Office, will typically advise employees via the Staffmate App of their individual work schedules. 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. Additional details can be found in the HR Policies Supplement, Section 4.1.

## **Smoking**

In keeping with The Company's intent to provide a safe and healthful work environment, smoking is prohibited throughout event spaces, unless otherwise designated. Smoking is **not allowed** anywhere indoors or where a client or other vendor may see an employee smoking. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. Additional details can be found in the HR Policies Supplement, Section 6.11.

## **Rest and Meal Periods**

Freelance employees are usually provided with staff meals or snacks for their break time. There will be times where they will not be provided and, in these cases, staff must supply their own or arrive after eating.

Since this time is counted and paid as time worked, employees must not be absent from their appointed work areas beyond the allotted rest period time. Employees are not allowed to leave the event venue during the allotted rest period time. Additional details can be found in the HR Policies Supplement, Section 4.

## **Emergency Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a venue.

When operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid, unless otherwise specified.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Additional details can be found in the HR Policies Supplement, Section 4.

## **Family/Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at The Company, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family (including children) and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside their work area.

Visitors will remain at the appointed area while the respective The Company employee is contacted.

If an unauthorized individual is observed on The Company's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the designated area. Additional details can be found in the HR Policies Supplement, Section 6.12.

## **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. Additional details can be found in the HR Policies Supplement, Section 6.1.

## **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 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 the Business Office.

## **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. Additional details can be found in the HR Policies Supplement, Section 6.



## **Use of Cellular Phones**

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 their supervisor 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 area 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. Additional details can be found in the HR Policies Supplement, Section 6.8.

## **Personal Valuables and Belongings**

The Company cannot always provide a secure location to secure personal valuables or belongings. The Company strongly recommends leaving personal items, valuables and belongings at home or secured personally. Anything brought to the event, including but not limited to cellular phones, coats/jackets, handbags and backpacks, etc., must be left in the designated staff area, by The Company. Neither The Company, its clients nor the event partners can be held responsible for loss, theft, or damage to any employee's personal valuables or belongings.

The Company reserves the right to inspect handbags, backpacks, coats, or other personal effects at any time. The Company requires the cooperation of employees in administering this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. Additional details can be found in the HR Policies Supplement, Section 6.9.

## **Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Additional details can be found in the HR Policies Supplement, Section 5.

NATIONAL GUARD OR RESERVES The following is the Company's' policy regarding various compensation and benefit elements as they apply to employees in the National Guard or Reserves, who are activated to serve full-time military duty.

- Seniority Seniority will be maintained for up to five years of military absence commencing with the date the employee is activated to full-time military service.

MILITARY RESERVE DUTY To facilitate employee participation in the Military Reserve Corps, each regular full-time employee who is a member of the National or State Guard, or organized Reserve Corps, will be permitted a period of absence for participation in compulsory active duty assignments, including annual two-week encampments.

- Training Orders The employee will submit to his immediate supervisor a copy of the training orders the first working day after their receipt. If the employee is allowed to choose the period during which military duty is to be performed, the employee should make arrangements with his supervisor to select a time which interferes least with the department's business requirements.

The above guidelines apply to The Company employees who are members of the National Guard or Reserves who are called to active duty. These guidelines do not apply to employees who leave The Company to enlist in the military service. Additional details can be found in the HR Policies Supplement, Section 5.

## **Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, The Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Detailed employee conduct guidelines can be found in the HR Policies Supplement, Section 6.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- ❖ Serving alcohol to minors, under age 21, or intoxicated guests. Staff should always exercise safe alcohol serving practices. Notify Captain, Coordinator, Host, or President of any issues
- ❖ Theft or inappropriate removal or possession of property including, but not limited to, left over alcohol or food is prohibited unless instructed by event manager
- ❖ Falsification of timekeeping records
- ❖ Working under the influence of alcohol or illegal drugs
- ❖ Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- ❖ Any consumption of alcohol before or during an event
- ❖ Fighting or threatening violence in the workplace
- ❖ Boisterous or disruptive activity in the workplace
- ❖ Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- ❖ Insubordination or other disrespectful conduct
- ❖ Violation of safety or health rules
- ❖ Smoking in prohibited areas
- ❖ Sexual or other unlawful or unwelcome harassment
- ❖ Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- ❖ 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 and work cancellations or any absence without notice
- ❖ Unauthorized absence from work areas during the workday
- ❖ Unauthorized use of telephones, mail system, or other employer-owned or partner owned equipment
- ❖ Unauthorized disclosure of business "secrets" or confidential information
- ❖ Violation of personnel policies
- ❖ Unsatisfactory performance or conduct

Employment with The Company is at the mutual consent of The Company and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. Detailed employee conduct guidelines can be found in the HR Policies Supplement, Section 6.

## **Drug and Alcohol Use**

It is The Company's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on The Company premises or at event venues and while conducting business-related activities off The Company premises, no employee may use, remove from the premises, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all The Company policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause The Company any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Business Office without fear of reprisal. Additional details can be found in the HR Policies Supplement, Section 6.6.

## **Harassment**

The Company affirms its commitment to ensure an environment that is free from unlawful workplace harassment and promotes the tenets of fairness, respect and a healthy regard for its many diversities. Harassment of any employee is prohibited. Harassment includes, but is not limited to, any unwelcome or unsolicited speech or conduct based upon race, color, religion, sex, age, national origin, veteran's status, physical or mental disability, or any other protected classification pursuant to the local laws governing each location. A hostile work environment, an environment that a reasonable person would find hostile or abusive, is also strictly prohibited.

Harassment in the workplace by any employee will result in disciplinary action up to and including

dismissal and may result in personal legal liability. Employees should report violations of this policy to their supervisor or to the Coordinator or whatever entity is deemed appropriate according to state or local laws. Such complaints will be investigated promptly and corrective action will be taken where allegations are verified. No employee will suffer retaliation or intimidation as a result of using the Company's complaint procedure. Additional details can be found in the HR Policies Supplement, Section 6.7.

## **Attendance and Punctuality**

To maintain a safe and productive work environment, The Company expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism/cancellations and tardiness place a burden on other employees and on The Company. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor or captain as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. Additional details can be found in the HR Policies Supplement, Section 7.1.

## **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the client's and event venue's reputations The Company presents to the community. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions and adhere to the uniform specified for the event they are working. Staff Guidelines are available for more detailed information. The Company reserves the right to change these guidelines at any time.

No Staff Guidelines can cover all contingencies so employees should use good judgment in their choice of clothing to wear to work. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Consult your supervisor, or the Coordinator if you have questions about acceptable casual attire for work. Additional details can be found in the HR Policies Supplement, Section 6.4.

## **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.

## **Return of Property or Rental Equipment**

At the end of events, items used for the event must be returned in the same condition as upon arrival or notify Captain, Coordinator, President or Client of any breakage or concerns immediately.

Employees are responsible for all The Company property, materials, or written information issued to them or in their possession or control. Employees must return all The Company property immediately upon request or upon termination of employment. The Company may take all action deemed appropriate to

recover or protect its property. Additional details can be found in the HR Policies Supplement, Section 6.10.

## **Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with The Company. Although advance notice is not required, The Company requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation. Additional details can be found in the HR Policies Supplement, Section 3.5.

## **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 premises. Additional details can be found in the HR Policies Supplement, Section 4.4.

## **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 Business Office if problem is unresolved.
4. The Business Office will resolve the issue.
5. If the problem is still unresolved and if necessary, the Coordinator will present the problem to the President 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. Additional details can be found in the HR Policies Supplement, Section 2.

## **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. Additional details can be found in the HR Policies Supplement, Section 6.9.

## **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. Additional details can be found in the HR Policies Supplement, Section 6.9.

## **[Electronic Acknowledgement Form](#)**