

**A'BriTin**  
**Non-Exempt Employee**  
**Handbook**

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## **ABOUT THIS HANDBOOK/DISCLAIMER**

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with A'BriTin. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. A'BriTin adheres to the policy of employment at will, which permits the A'BriTin or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No A'BriTin representative other than the Head of Human Resources may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be signed and in writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate A'BriTin documents. These A'BriTin documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general A'BriTin guidelines. The A'BriTin may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the Head of Human Resources.

This handbook supersedes all prior handbooks.

<b>Section 1 - Governing Principles of Employment</b>	5
1-1. Introduction	5
1-2. The A'BriTin Way - The 10 I's and We's	5
1-3. Reasonable Accommodations & Interactive Dialogue	5
1-4. Equal Employment Opportunity	6
1-5. Non-Harassment	7
1-6. Drug-Free and Alcohol-Free Workplace	8
1-7. Workplace Violence	9
1-8. Corrective Action	10
<b>Section 2 - Operational Policies</b>	11
2-1. Probationary Period for New Employees	11
2-2. Employee Classifications	11
2-3. Your Employment Records	11
2-4. Right to Review Personnel Records	11
2-5. Working Hours and Schedule	12
2-6. At-Will Policy	12
2-7. Lunch and Break Periods	12
2-8. Artificial Intelligence	12
2-9. Your Paycheck	13
2-10. Timekeeping Procedures	13
2-11. Overtime	13
2-12. Tips and Gratuity	14
2-13. Direct Deposit	14
2-14. Salary Advances	14
2-15. Wage Disclosure Protections	14
2-16. Performance Review	15
2-17. Record Retention	15
2-18. Open Door Policy	15
<b>Section 3 - Benefits</b>	16
3-1. Benefits Overview	16
3-2. Health and Safety	16
3-3. Workers' Compensation	16
3-4. Employee Assistance Program	16
3-5. Employee Referral Awards	17

<b>Section 4 - General Standards of Conduct</b>	18
<b>4-1. Workplace Conduct</b>	18
<b>4-2. Punctuality and Attendance</b>	18
<b>4-3. Use of Communications and Computer Systems</b>	19
<b>4-4. Use of Social Media</b>	19
<b>4-5. Personal and Company-Provided Portable Communication Devices</b>	20
<b>4-6. Personal Belongings</b>	21
<b>4-7. Inspections</b>	21
<b>4-8. Smoking</b>	21
<b>4-9. Solicitation and Distribution</b>	21
<b>4-10. Confidential Company Information</b>	21
<b>4-11. Conflict of Interest and Business Ethics</b>	21
<b>4-12. Use of Facilities, Equipment and Property, Including Intellectual Property</b>	22
<b>4-13. Employee Dress and Personal Appearance</b>	22
<b>4-14. Publicity/Statements to the Media</b>	23
<b>4-15. Operation of Vehicles</b>	23
<b>4-16. Business Expense Reimbursement</b>	23
<b>4-17. References</b>	24
<b>4-18. Exit Interviews</b>	24
<b>4-19 A Few Closing Words</b>	24
<b>General Handbook Acknowledgment</b>	25
<b>Receipt of Non-Harassment Policy</b>	27



## Section 1 - Governing Principles of Employment

### 1-1 - Introduction

For employees who are commencing employment with A'BriTin ("A'BriTin" or "A'BriTin"), on behalf of A'BriTin, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

We would like to extend our personal best wishes for success and happiness here at A'BriTin. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Seth & Dawn Brittain, Owners

### 1-2. The A'BriTin Way - The 10 I's and We's

1. I am A'BriTin - I own my position on the team.
2. I am Accountable for my Continuous Development - A better me is a better A'BriTin.
3. I Have Integrity - It's what I do when no one is watching.
4. I Keep Everyone Informed - I communicate so there's no surprises.
5. I Make Responsible Decisions - I think like an owner.
6. We Expect to be the Best in our Industry - We hire top talent and help them reach their full potential.
7. We Deliver for our Clients - Every day, every client.
8. We Believe in Balanced Lives - We cherish family, community and life-work balance.
9. We Create a Positive & Safe Work Environment - We recognize, reward and celebrate the good stuff.
10. We Promote Fun and Laughter on a Daily Basis - Work hard, play harder.

### 1-3. Reasonable Accommodations & Interactive Dialogue

A'BriTin is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom A'BriTin has notice may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment.
- Sincerely held religious beliefs and practices.
- Needs as a victim of domestic violence, sex offenses, or stalking.
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request accommodation based on any of the reasons set forth above should contact the Head of Human Resources. Accommodation requests can be made in writing using a form which can be obtained from the Head of Human Resources. If an individual who has requested accommodation has not received an initial response within five (5) business days, the employee should contact the Head of Human Resources.

After receiving a request for accommodation or learning indirectly that the employee may require such an accommodation, A'BriTin will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, A'BriTin may initiate an interactive dialogue under certain circumstances, such as when A'BriTin has knowledge that employee's performance at work has been negatively affected and



a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. If A'BriTin initiates an interactive dialogue with an employee, it should not be construed as A'BriTin's belief an individual requires an accommodation but will serve as an invitation for the employee to share with A'BriTin any information the employee desires to share or to request an accommodation.

Interactive dialogue may occur in person, by telephone, or by electronic means. As part of the interactive dialogue, A'BriTin will communicate openly and in good faith with the employee in a timely manner to determine whether and how A'BriTin may be able to provide reasonable accommodation. To the extent necessary and appropriate based on the request, A'BriTin will attempt to explore the existence and feasibility of alternative accommodations and positions for the employee. A'BriTin is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, A'BriTin reserves the right to request supporting documentation to the maximum extent permitted by applicable law.

A'BriTin will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing accommodation.

A'BriTin will not allow any form of retaliation against employees who have requested accommodation, for whom A'BriTin has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact the Head of Human Resources.

## 1-4. Equal Employment Opportunity

A'BriTin is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, familial status, veteran status, sexual orientation, genetic information, public assistance, local human rights commission activity or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

A'BriTin will endeavor to provide reasonable accommodation to qualified employees with disabilities with known physical or mental limitations unless the accommodation imposes an undue hardship on the operation of our business. If an employee needs assistance performing his or her job duties because of a physical or mental condition, the employee should inform the Head of Human Resources and/or Owners. Employees may also contact the ADP MyLife Advisors at (800) 554-1802.

A'BriTin will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on A'BriTin's operations. If an employee wishes to request such accommodation, the employee should speak to the Head of Human Resources and/or Owners. Employees may also contact the ADP MyLife Advisors at (800) 554-1802.

If you feel you have been subjected to conduct violating this policy, you should immediately report the matter to your supervisor. If you cannot contact this person or have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be a violation of this policy, please contact your second-level supervisor.

Note: If your supervisor or next-level manager is the person to whom the complaint is directed, you should contact any higher-level manager in your reporting chain. Employees may also contact the ADP MyLife Advisors at 800-554-1802 if they are uncomfortable for any reason using the above procedure. The Company will not allow any form of retaliation against individuals who raise equal employment opportunity issues.

If you feel you have been subjected to any such retaliation, report it in the same manner you would report a perceived violation of this policy. To ensure our workplace is free of artificial barriers, violating this policy, including any improper retaliatory conduct, will lead to discipline, up to and including discharge.

## 1-5. Non-Harassment

It is A'BriTin's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by A'BriTin.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on A'BriTin premises, while on A'BriTin business (whether or not on A'BriTin premises) or while representing A'BriTin. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

### Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to always behave in a manner consistent with the intended purpose of this policy.

### Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

# A'BriTin

Examples of conduct that violate this policy include:

1. Unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement.
2. Requests for sexual favors or demands for sexual favors in exchange for favorable treatment.
3. Obscene or vulgar gestures, posters, or comments.
4. Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies.
5. Propositions or suggestive or insulting comments of a sexual nature.
6. Derogatory cartoons, posters, and drawings.
7. Sexually explicit e-mails, text messages or voicemails.
8. Uninvited touching of a sexual nature.
9. Unwelcome sexually related comments.
10. Conversation about one's own or someone else's sex life.
11. Conduct or comments consistently targeted at only one gender, even if the content is not sexual.
12. Teasing or other conduct directed toward a person because of the person's gender.

## Reporting Procedures

If the employee has been subjected to or witnessed conduct that violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Head of Human Resources. If the person the complaint is directed toward is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

## Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

## Retaliation Prohibited

In addition, A'BriTin will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner that the employee would report a claim of perceived harassment under this policy.

Violation of this policy, including any improper retaliatory conduct, will result in disciplinary action, up to and including termination.

## 1-6. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect A'BriTin property, and to ensure efficient operations, A'BriTin has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals working for A'BriTin.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by an individual anywhere on A'BriTin premises, while on A'BriTin business (whether or not on A'BriTin premises) or while representing A'BriTin, is strictly prohibited. Employees and other individuals who work for A'BriTin are also prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking alcohol at business meetings and





related social outings. Violation of this policy will result in disciplinary action, up to and including discharge.

A'BriTin maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any A'BriTin employee, including themselves.

## 1-7. Workplace Violence

A'BriTin is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to A'BriTin and personal property.

A'BriTin does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, A'BriTin specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, A'BriTin does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in A'BriTin policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any A'BriTin employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto A'BriTin premises.

### Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent that maintaining confidentiality does not impede A'BriTin's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action due to reporting a threat in good faith under this policy.

If A'BriTin determines, after an appropriate good faith investigation, that someone has violated this policy, A'BriTin will take swift and appropriate corrective action.

If the employee receives a threat from an outside party, that employee should follow the steps detailed in this section. It is important for A'BriTin to be aware of any potential danger in its offices. Indeed, A'BriTin wants to take effective measures to protect everyone from the threat of a violent act by employees or anyone else.



## 1-8. Corrective Action

Corrective action at A'BriTin is progressive. The action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally, termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Performance Improvement Plans (PIP) may also be used as corrective action, separate or paired with a formal warning, write-up, or other disciplinary actions. Generally, a PIP is given to course correct an employee's work and provide metrics for improvement.

Though committed to a progressive approach to corrective action, A'BriTin considers certain rule infractions and standards violations as grounds for immediate termination of employment. These include but are not limited to theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization by senior management, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of A'BriTin to a customer, a prospective customer, the general public, or an employee.

## Section 2 – Operational Policies

### 2-1. Probationary Period for New Employees

The probationary period for regular full-time exempt and regular part-time exempt employees lasts for 90 days from date of hire. During this time, employees have the opportunity to evaluate A'BriTin as a place to work and management has its first opportunity to evaluate the employee. During the introductory period, both the employee and A'BriTin have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 90-day review will be given, and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain A'BriTin standards for job performance and behavior.

### 2-2. Employee Classifications

For purposes of this handbook, all A'BriTin employees fall within one of the classifications below.

**Full-Time Employees (exempt)** - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

**Part-Time Employees (exempt)** - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

**Short-Term Employees or Seasonal Employees (non-exempt)** - Employees who were hired for a specific short-term project, seasonal needs, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for A'BriTin benefits but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such a salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### 2-3. Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing the Head of Human Resources of any changes. Employees also should inform the Head of Human Resources of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

### 2-4. Right to Review Personnel Records

Under Minnesota law, active employees have the right to review their personnel record once every six (6) months. Employees who leave A'BriTin may review their personnel record once every year as long as A'BriTin maintains the personnel record.

To review their personnel record, employees must make a good faith request in writing to the Head of Human Resources. Employees may also request a copy of the record when they review it. The copy will be made available to the employee at no cost.

A'BriTin will allow employees to review their personnel record within seven (7) working days of the written request or 14 working days of the written request if the personnel record is physically located outside of Minnesota.

What is contained in the personnel record is carefully defined under Minnesota law. The law does not require employee access to information that is not contained in the personnel record.

Employees who dispute information in their personnel records may request that it be removed from the record. However, if A'BriTin does not agree the information should be removed, the employee may submit a written response to the denial (not to exceed five (5) pages).

No action can be taken against employees who appropriately ask to review their personnel records.

If employees are improperly denied their rights as provided by this law, the law provides certain remedies.

This notice only describes some of the employees' rights under the law. For more information, the Minnesota statutes detailing employee rights can be found at Minnesota Statutes, § 181.960 through Minnesota Statutes §181.965. These laws can be found online at <https://www.revisor.mn.gov/pubs/> or in public libraries throughout the state.

## 2-5. Working Hours and Schedule

A'BriTin office hours are 9:00 am to 5:00 pm, Monday through Friday. Events and event schedules can be at any time and day of the week.

Employees will be assigned a work schedule based on their job classification and location and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point, A'BriTin may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided with rest periods as required by law. A supervisor will provide further details.

## 2-6. At-Will Policy

### At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by A'BriTin or the employee without notice, cause, or liability.

area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any A'BriTin-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by A'BriTin.

questions concerning this policy or would like to apply to work remotely, they should contact the Head of Human Resources.

## 2-7. Lunch and Break Periods

Full-time exempt and part-time exempt are allowed a 30-minute break period to be held on or off site. All breaks should not interfere with work activities and should be taken responsibly.

All full-time non-exempt and part-time/season non-exempt employees must follow breaking periods laid out by Minnesota law.

## 2-8. Artificial Intelligence

A'BriTin recognizes that the use of AI tools can potentially assist employees with the performance of job duties. However, there are many risks. To ensure the protection of confidential information and the integrity of our operations, as set forth below, all employees who wish to use AI tools must receive management approval and, if granted, comply with the below best practices.

**Evaluation of AI tools.** Employees must evaluate the utility and security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees should also review the reputation of the tool developer and any third-party services used by the tool. But most importantly, employees **must** receive management approval prior to using any AI tool after explaining the manner in which it will be used and the benefits to the business.

**Protection of confidential data.** In using any AI tool, employees must not upload or share any confidential, proprietary, or protected data without prior written approval from the Head of Human Resources. This includes data related to customers, employees, or partners. Similarly, employees must ensure any AI tool does not utilize confidential or copyrighted information of a third party.

**Access control.** Employees must not give access to any AI tools approved for business use to anyone outside the company without prior approval from the Head of Human Resources and implementation of processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

**Compliance with security policies.** Employees must apply the same security best practices we use for all company and customer data. This includes using strong passwords, keeping software up-to-date, and following A'BriTin's data retention and disposal policies.

## 2-9. Your Paycheck

Employees will be paid weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, A'BriTin is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Workforce Support immediately so A'BriTin can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

## 2-10. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes through ADP. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave, or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

For any questions or concerns regarding hours worked, late or missing IN/OUT punches or scheduling, please contact [WorkforceSupport@abritin.com](mailto:WorkforceSupport@abritin.com).

## 2-11. Overtime

When A'BriTin experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for monitoring business activity and requesting overtime work if necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior management authorization.

Any non-exempt employee who works overtime without authorization may be subject to disciplinary action, up to and including termination.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each workweek unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

## 2-12. Tips and Gratuity

Employees are entitled to 100% of all tips a client gives for their event. A'BriTin does not keep any portion as a "house fee" or "admin fee." Tips are generally provided either before the event, during the event, or after the event. Depending on the type of event, types of positions working, and directives from the client, tips are to be split up 80% toward catering and 20% toward bartenders. If a Captain is at the event, a tip will be split 85% towards catering and 15% towards bartenders. This is because bartenders can collect tips from guests throughout the evening while servers do not. For all tip questions, comments, or concerns, please contact WorkforceSupport@abritin.com.

Cash Tips - must be split between all staff on-site. Cash should never come back to the office.

Pre-Tips - when a client tips on their bill prior to the completion of the event. This will be on your next payroll check.

Tip at Event - when a client provides a tip check at the event. This is to come back to the office to be recorded and included on your next payroll check.

Post-Tips - when a client provides a tip day(s) after the event. This will be recorded and included on your next payroll check.

Plated Events/Event Production - for plated style events, 5% of charged Event Production will be split between all catering staff that worked on the event.

## 2-13. Direct Deposit

A'BriTin strongly encourages employees to use direct deposit. Authorization forms are available from Workforce Support, though they should be completed by employees within their ADP portal for security and time-saving purposes.

## 2-14. Salary Advances

A'BriTin does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

## 2-15. Wage Disclosure Protections

Under Minnesota law, an employer may not:

1. require nondisclosure by employees of their wages as a condition of employment;
2. require employees to sign a waiver or other document which purports to deny them the right to disclose their wages; or
3. take any adverse employment action against employees for disclosing their own wages or discussing another employee's wages which have been disclosed voluntarily.

Nonetheless, this policy should not be construed to:

1. create an obligation on A'BriTin or on employees to disclose wages;
2. permit employees, without the written consent of A'BriTin, to disclose proprietary information, trade secret information or information that is otherwise subject to legal privilege or protected by law;
3. diminish any existing rights under the National Labor Relations Act; or
4. permit employees to disclose wage information of other employees to a competitor of A'BriTin.

An employer may not retaliate against the employee for asserting rights or remedies set forth in this policy.

Employees may bring a civil action against A'BriTin for a violation of this policy. If a court finds that A'BriTin has violated this policy, the court may order reinstatement, back pay, restoration of lost service credits, if appropriate, and the expungement of any related adverse records of the employee who was the subject of the violation.

## **2-16. Performance Review**

Depending on the employee's position and classification, A'BriTin endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, A'BriTin encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## **2-17. Record Retention**

A'BriTin acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against A'BriTin and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Human Resources Department to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving A'BriTin that may have an impact on record retention protocols.

## **2-18. Open Door Policy**

All employees have the opportunity to express ideas and opinions to management. A'BriTin believes that open communication is essential to a successful work environment, as well as to A'BriTin's success. All employees may express ideas and opinions directly to A'BriTin management. Employees who would like to bring an idea or suggestion to A'BriTin's attention, or just simply wishes to discuss an issue not covered by a separate reporting procedures, are always welcome to send an email or make a call to Human Resources.

## Section 3 - Benefits

### 3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is A'BriTin's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include Employee Assistance Program, Employee Discounts, Flexible schedule, Referral Program and Training.

If employees have any questions regarding benefits, they should contact the Head of Human Resources.

### 3-2. Health and Safety

The health and safety of employees and others on A'BriTin property are of critical concern to A'BriTin. A'BriTin intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on A'BriTin's premises, or in a product, facility, piece of equipment, process or business practice for which A'BriTin is responsible should be brought to the attention of management immediately.

Periodically, A'BriTin may issue rules and guidelines governing workplace safety and health. A'BriTin may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

A'BriTin is enrolled in the Nurse Navigator Program through ADP TotalSource. Any and all injuries or illnesses that are work-related and/or happen on work premises must be recorded through the Nurse Navigator Hotline (888) 551-5605. This hotline is available to all employees regardless of status, available 24 hours a day, 7 days a week, 365 days a year. Here a registered nurse will advise on next steps as well as start a Workers Compensation case, if applicable.

For all serious and life-threatening emergencies, CALL 911 immediately.

### 3-3. Workers' Compensation

On-the-job injuries are covered by A'BriTin's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow A'BriTin procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### 3-4. Employee Assistance Program

A'BriTin provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing. Further details can be obtained through Human Resources.



## 3-5. Employee Referral Awards

A'BriTin encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and all Human Resources personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source. If the referral is hired and completes 3 months of service and the employee is still the employee of A'BriTin, the employee is eligible to receive a monetary award. The reward is currently a gross amount of \$200 for regular part-time hires and \$200 for regular full-time hires.



## Section 4 - General Standards of Conduct

### 4-1. Workplace Conduct

A'BriTin endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in A'BriTin's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing A'BriTin property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of A'BriTin's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of A'BriTin's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on A'BriTin property.
11. Willful or careless destruction or damage to A'BriTin assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of A'BriTin's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of A'BriTin policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and A'BriTin reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. A'BriTin will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, A'BriTin will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

### 4-2. Punctuality and Attendance

Employees are hired to perform important functions at A'BriTin. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of



employment with A'BriTin.

### 4-3. Use of Communications and Computer Systems

A'BriTin's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other A'BriTin policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy regarding their use of A'BriTin systems.

A'BriTin may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when A'BriTin deems it appropriate to do so. The reasons for which A'BriTin may obtain such access include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that A'BriTin operations continue appropriately during the employee's absence.

Further, A'BriTin may review Internet usage to ensure that such use with A'BriTin property, or communications sent via the Internet with A'BriTin property, are appropriate. The reasons for which A'BriTin may review employees' use of the Internet with A'BriTin property include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that A'BriTin operations continue appropriately during the employee's absence.

A'BriTin may store electronic communications for a period after the communication is created. From time to time, copies of communications may be deleted.

A'BriTin's policies prohibiting harassment, in their entirety, apply to the use of A'BriTin's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since A'BriTin's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

### 4-4. Use of Social Media

A'BriTin respects the right of any employee to maintain a blog or web page or to participate in a social networking, X (formerly Twitter) or similar site, including but not limited to Facebook and LinkedIn. However, to protect A'BriTin interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as X (formerly Twitter) or similar site, during work time or at any time with A'BriTin equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as X (formerly Twitter), Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, X (formerly Twitter) or similar site or on someone else's, if the employee mentions A'BriTin and also expresses either a political opinion or an opinion regarding A'BriTin's actions that could pose an actual or potential conflict of interest with A'BriTin, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not A'BriTin's position. This is necessary to preserve A'BriTin's good will in the marketplace.



Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, X (formerly Twitter) or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. A'BriTin policies apply equally to employee social media usage.

A'BriTin encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

#### **4-5. Personal and Company-Provided Portable Communication Devices**

A'BriTin-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through A'BriTin's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a A'BriTin-provided or personal device, employees must comply with applicable A'BriTin guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a A'BriTin-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, A'BriTin information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of A'BriTin information. This is the only way currently possible to ensure that all A'BriTin information is removed from the device at the time of termination. The removal of A'BriTin information is crucial to ensure compliance with A'BriTin's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a A'BriTin-issued device, A'BriTin's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

#### **Portable Communication Device Use While Driving**

Employees who drive on A'BriTin business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.



Texting and e-mailing while driving is prohibited in all circumstances.

#### **4-6. Personal Belongings**

It is encouraged to limit the number of personal belongings brought into the workplace that is not necessary for completing your work, for the sake of safety and security. Certain A'BriTin locations may have lockers to store personal items and employees are encouraged to provide a working lock to secure their belongings. A'BriTin is not responsible for any personal items lost or stolen on the premises.

#### **4-7. Inspections**

A'BriTin reserves the right to require employees while on A'BriTin property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on A'BriTin or client property, and work areas. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to A'BriTin or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

#### **4-8. Smoking**

Smoking, including the use of e-cigarettes, is prohibited inside all A'BriTin premises and in all A'BriTin vehicles. Smoking is allowed in designated areas only.

#### **4-9. Solicitation and Distribution**

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for A'BriTin. Solicitation of any kind by non-employees on A'BriTin premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of A'BriTin is prohibited at all times. Distribution of literature by non-employees on A'BriTin premises is prohibited at all times.

#### **4-10. Confidential Company Information**

During the course of work, employees may become aware of confidential information about A'BriTin's business, including but not limited to information regarding A'BriTin finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to A'BriTin's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to A'BriTin's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of A'BriTin may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

#### **4-11. Conflict of Interest and Business Ethics**

It is A'BriTin's policy that all employees avoid any conflict between their personal interests and those of A'BriTin. The purpose of this policy is to ensure that A'BriTin's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of A'BriTin.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with A'BriTin, by any employee who is in a position to directly or indirectly influence either A'BriTin's decision to do business, or the terms upon which business would be done with such organization;



2. holding any interest in an organization that competes with A'BriTin;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with A'BriTin or which competes with A'BriTin; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with A'BriTin.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and A'BriTin.

## 4-12. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of A'BriTin's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, A'BriTin is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

## 4-13. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well-groomed and wearing the proper attire.

### Office Setting

Business casual.

### Events

All-black uniform, including a black button-up shirt, black slacks, black shoes, black belt, and black socks. These items are not company-provided and are at the expense of the employee.

Visible tattoos should not be aggressive or inappropriate in nature. If so, they must be covered. All piercings should be removed for food safety purposes.

Long hair must be pulled back for food safety purposes. Long beards must use beard nets.



#### Kitchen

Comfortable and appropriate attire can be worn in the kitchen, including but not limited to t-shirts, sweatshirts, pullovers, jeans, long pants, and closed-toed shoes.

Tank tops, sleepless tops, shorts, and open-toed shoes are not permitted.

#### Colleges/Food Service Locations

Branded company shirts may be provided for you. The employee is responsible for proper work pants and shoes.

### **4-14. Publicity/Statements to the Media**

All media inquiries regarding the position of A'BriTin as to any issues must be referred to Marketing Manager. Only Marketing Manager is authorized to make or approve public statements on behalf of A'BriTin. No employees, unless specifically designated by Marketing Manager, are authorized to make those statements on behalf of A'BriTin. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of A'BriTin must first obtain approval from Marketing Manager.

### **4-15. Operation of Vehicles**

All employees authorized to drive A'BriTin-owned or leased vehicles or personal vehicles in conducting A'BriTin business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on A'BriTin property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

A'BriTin-owned or leased vehicles may be used only as authorized by management.

#### **Portable Communication Device Use While Driving**

Employees who drive on A'BriTin business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

### **4-16. Business Expense Reimbursement**

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to Accounting along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

## 4-17. References

A'BriTin will respond to reference requests through the Human Resources Department. A'BriTin will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

### **Only the Human Resources Department may provide references.**

Should the employees decide to leave A'BriTin, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All A'BriTin property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation.

Employees also must return all of A'BriTin's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay A'BriTin (through payroll deduction, if lawful) for any lost or damaged A'BriTin property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## 4-18. Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources Representative, if possible.

## 4-19. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about A'BriTin. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, A'BriTin, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about A'BriTin or its personnel policies and practices.





## General Handbook Acknowledgment

This Employee Handbook is an important document intended to help employees become acquainted with A'BriTin. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because A'BriTin's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

**I have received and read a copy of A'BriTin's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of A'BriTin at any time.**

**I further understand that my employment is terminable at will, either by myself or A'BriTin, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of A'BriTin other than the Head of Human Resources may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of A'BriTin's Employee Handbook.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file



It is A'BriTin's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by A'BriTin.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on A'BriTin premises, while on A'BriTin business (whether or not on A'BriTin premises) or while representing A'BriTin. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

### **Harassment Defined**

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

### **Sexual Harassment Defined**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;



- 11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- 12. teasing or other conduct directed toward a person because of the person's gender.

**Reporting Procedures**

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

**Investigation Procedures**

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

**Retaliation Prohibited**

In addition, A'BriTin will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand A'BriTin's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to the management - it will be filed in your personnel file.