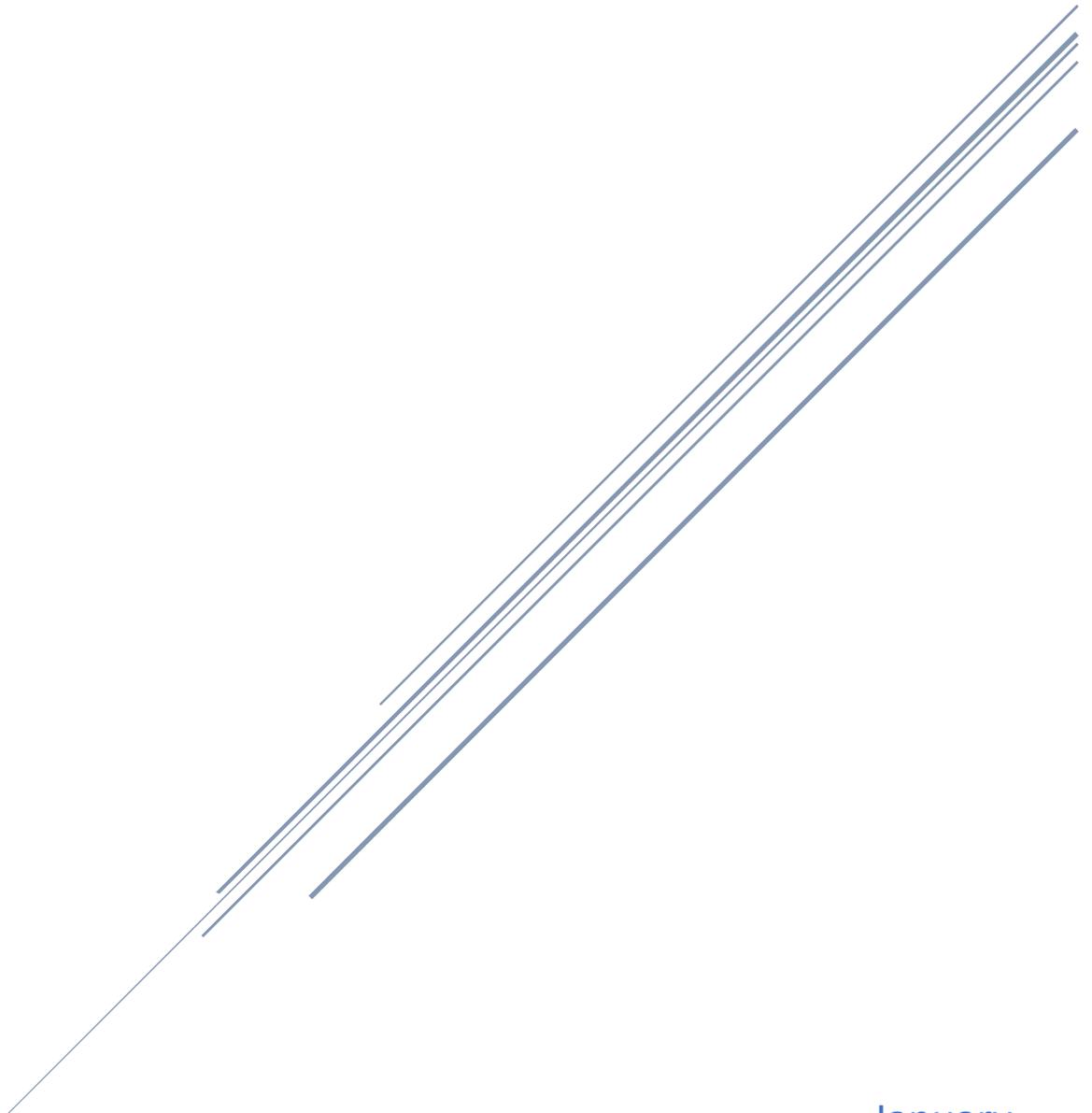


253 ORGANIC

Employee Handbook



January
2024

Contents

WELCOME TO 253 ORGANIC -----	4
COMPANY PHILOSOPHY -----	4
OPEN-DOOR POLICY-----	4
EQUAL EMPLOYMENT OPPORTUNITY -----	5
HARASSMENT POLICY-----	5
SEXUAL HARASSMENT POLICY -----	6
Introduction-----	6
Definition of Sexual Harassment -----	6
Complaints of Sexual Harassment -----	7
Sexual Harassment Investigation -----	7
Disciplinary Action-----	8
State and Federal Remedies -----	8
WORKING AND COMPENSATION-----	8
EMPLOYMENT ON AN AT-WILL BASIS-----	8
ATTENDANCE AND REPORTING TO WORK-----	9
EXCESSIVE ABSENTEEISM -----	10
WORKDAY HOURS AND SCHEDULING-----	10
RECORDING HOURS WORKED -----	11
PAY PERIOD AND PAYDAY-----	11
HOLIDAYS -----	11
EMPLOYMENT CLASSIFICATIONS-----	11
OVERTIME-----	12
PERSONNEL FILES -----	13
JOB DESCRIPTIONS-----	13
PERFORMANCE EVALUATIONS -----	14
TERMINATION OF EMPLOYMENT -----	14
REFERENCES/EMPLOYMENT VERIFICATION -----	14
EMPLOYEE ELIGIBILITY VERIFICATION (I-9) -----	14
REGISTERED AGENT IDENTIFICATION CARD-----	15
CRIMINAL OFFENDER RECORD INFORMATION (CORI) REPORT-----	15
BACKGROUND CHECKS -----	15
STANDARDS AND EXPECTATIONS FOR THE WORKPLACE -----	16

SAFETY -----	16
Reporting Unsafe Conditions or Practices -----	17
VISITORS IN THE WORKPLACE -----	17
MAINTAINING A SAFE WORKSITE -----	18
REPORTING AN INJURY -----	18
FIRST AID -----	18
CARE OF EQUIPMENT AND SUPPLIES -----	19
SMOKING AT THE WORKPLACE -----	19
VIOLENCE AND WEAPONS -----	19
DRUG-FREE WORKPLACE -----	20
RESPONDING TO CUSTOMER INQUIRIES AND PROBLEMS -----	20
APPEARANCE AND DRESS -----	20
CONFLICTS OF INTEREST -----	21
CODE OF ETHICAL CONDUCT -----	22
SOLICITATION AND DISTRIBUTION -----	23
PERSONAL CALLS, VISITS, AND BUSINESS -----	23
BUSINESS EXPENSES -----	23
PERSONAL PROPERTY -----	23
INSPECTION OF PERSONAL AND COMPANY PROPERTY -----	23
SECURITY POLICY -----	24
Security Officer -----	24
Internal Security -----	25
External Security -----	27
Reporting Security Breaches -----	28
Training -----	28
Responsibility and Disciplinary Actions -----	28
TECHNOLOGY POLICY -----	29
CONFIDENTIAL AND PROPRIETARY INFORMATION -----	30
RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE -----	31
RE-EMPLOYMENT -----	32
PARKING -----	32
MOONLIGHTING/DAYLIGHTING -----	32
BENEFITS -----	33

WORKERS' COMPENSATION BENEFITS-----	33
PAID SICK TIME-----	33
PAID VACATION TIME -----	35
PARENTAL LEAVE -----	36
JURY LEAVE-----	37
MILITARY LEAVE -----	37
VOTING LEAVE -----	37
PAID FAMILY AND MEDICAL LEAVE -----	38

WELCOME TO 253 ORGANIC

253 Organic (the “Company”) is providing this handbook to give you an overview of the Company’s policies, benefits, and rules. This handbook contains important information about the Company and about your employment with the Company. Please understand that this handbook only provides general information about the policies, benefits, and regulations governing the employees of the Company and is not a legal document. It is also not intended to be an express or implied contract. The guidelines presented in this handbook are not intended to replace sound management, judgment, and discretion.

This handbook does not create an employment agreement and employees are regarded as employees-at-will (as described more fully herein).

It is impossible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. The Company, as a result, may be required to interpret portions of this handbook or deviate from its express provisions. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. As a result, the Company reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its sole discretion, with or without notice to you.

All of us must work together to make the Company a viable, healthy, and profitable organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others, including all employees and our customers. If any statements in this handbook are not clear to you, please contact Human Resources.

COMPANY PHILOSOPHY

OPEN-DOOR POLICY

Open communications and the flow of information are important to the Company. The Company communicates with its employees through notices and meetings. These communications are intended to keep you up-to-date and informed.

In keeping with the Company’s philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

We urge you to go directly to management to discuss your job-related ideas, recommendations, concerns, and other issues which are important to you. If, after talking with management, you feel the need for additional discussion, you are encouraged to speak with the Chief Operations Officer or Human Resources. No retaliation or adverse action may be taken against an employee following this policy in good faith.

The most important relationship you will develop at the Company will be between you and your co-workers. However, should you need support from someone other than a co-worker, management is committed to resolving your individual concerns in a timely and appropriate manner.

EQUAL EMPLOYMENT OPPORTUNITY

It is the Company's policy to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, gender, age, religion, national origin, ethnicity, disability, marital status, veteran status, transgender, sexual orientation, genetic information or any other basis prohibited by law. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The Chief Operations Officer and all managerial personnel are committed to this policy and its enforcement.

If you are disabled and need a reasonable accommodation in order to perform the essential functions of your job, you may request an accommodation. The Company will make every effort to provide a reasonable accommodation for your known disability (if you are a qualified individual) so that you can perform the essential functions of your job when you can do so without direct threat to yourself or others.

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

HARASSMENT POLICY

The Company will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, gender or sexual orientation, age, ancestry, religion, national origin, ethnicity, handicap, disability, marital status, active military or veteran status, or genetic information. It is the Company's policy that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including termination of employment. The Company also will not tolerate any such harassment of our employees by our customers, vendors or others whom our employees come into contact within our workplace.

Employees must bring any violation of this policy to the immediate attention of any of the 253 Officers (CEOs, CFO, COO). The Company will thoroughly investigate all claims of harassment taking into consideration the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including termination of employment.

SEXUAL HARASSMENT POLICY

Introduction

It is the Company's goal to promote a workplace free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Company.

Employees are encouraged to bring concerns about sexual harassment to the attention of the Company. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is also unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have created a procedure to handle concerns of inappropriate conduct.

Because the Company takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

"Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of employment or as a basis for employment decisions; or,
2. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a co-worker for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

1. Unwelcome sexual advances – whether they involve physical touching or not;
2. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
3. Display of sexually suggestive objects, pictures, screensavers, cartoons, or videos;
4. Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
5. Inquiries into one’s sexual experiences;
6. Discussion of one’s sexual activities;
7. Sending sexually oriented or sex-based emails or text messages;
8. The use of the computer to disseminate sexually oriented or sex-based communications; and
9. Access of sexually explicit internet websites.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this Company.

Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with Human Resources. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting either of the following individuals:

John Snyder	Farrah Pomeroy
Chief Operations Officer	Human Resources Manager
253 Millers Falls Road	253 Millers Falls Road
Turners Falls, MA 01376	Turners Falls, MA 01376
Tel. 716-796-4679	Tel. 413-863-5517

They are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

Sexual Harassment Investigation

We will promptly investigate the allegation in a fair and expeditious manner. Furthermore, we will make every effort to maintain confidentiality under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person

alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will also impose disciplinary action.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment or any other form of discrimination, you may file a formal complaint with either or both the federal or applicable state agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies listed below has a short time period for filing a claim with the agency (EEOC - 300 days; MCAD - 300 days;). There may be other time periods for filing claims in court.

- i. The U.S. Equal Employment Opportunity Commission (“EEOC”)
1 Congress Street, 10th Floor
Boston, MA 02114
617-565-3200
<http://www.eeoc.gov/boston/index.html>
- ii. Massachusetts Commission Against Discrimination (“MCAD”)
One Ashburton Place
Boston, MA 02108
617-727-3990
<http://www.mass.gov/mcad/>

WORKING AND COMPENSATION

EMPLOYMENT ON AN AT-WILL BASIS

All employees of the Company, regardless of their classification or position, are employed on an at-will basis. This means that each employee’s employment can be terminated at the will of the employee or the Company at any time, with or without cause and with or without notice. Any officer, agent, representative, or employee of the Company, except in writing and signed by the Chief Operations

Officer, does not have the authority to enter into any agreement with any employee or applicant for employment on other than on an at-will basis. Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job descriptions, applications for employment, or any other document of the Company shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis.

ATTENDANCE AND REPORTING TO WORK

Each employee is important to the overall success of our operation. When you are not here, someone else must do your job. Consequently, you are expected to report to work on time. Reporting to work on time means you are ready to start work, not just that you have arrived in the parking lot. Your recorded start time should correspond within three minutes of the time your swipe card allows you entry. Additionally, by Massachusetts Law, every hourly employee working 6 or more consecutive hours must take at least a 30 minute unpaid break.

The Company will consider absence from work for three consecutive days, without direct notification to your direct supervisor via email, text, or phone call, to be a voluntary resignation. After three consecutive days' absence due to injury or illness, you may be required to provide medical documentation that you are fit to safely return to work.

Consistently shorting one's regularly scheduled shifts may jeopardize one's status as a full-time employee. If one loses his or her status as a full-time employee, he or she may lose benefits the Company provides, including without limitation vacation time and eligibility for paid holidays.

If you expect to be absent from the job for reasons approved herein (e.g., paid time off or a leave of absence), you should notify your direct supervisor as far in advance as possible. If you unexpectedly need to be absent from, or late to, work, you (or someone on your behalf, if you are unable yourself) must notify your direct supervisor at least 30 minutes prior to the start of your scheduled shift/workday that you will be late or absent and provide the reason or reasons for your absence or lateness. If your direct supervisor is not available, you should contact the Human Resources Manager and leave a voice message for your direct supervisor. If you (or whomever else provides notification) leaves a message, you or he/she should leave a telephone number for a return call. Failure to properly contact the Company will be considered an unexcused absence for disciplinary purposes.

Your attendance record will be considered as part of your annual performance review and it may be considered for other disciplinary action, up to and including termination of employment. Taking company-approved leaves does not affect your attendance record.

Whenever possible, medical and dental appointments should be scheduled around your assigned work hours. If you are unable to schedule an appointment before or after your regularly scheduled workday, you are required to confer with your direct supervisor to, if not a hardship for the business, make arrangements to accommodate you.

If you leave work early or for a period of time during the day, you must notify your direct supervisor when you leave and when you expect to return. For example, you should notify your direct supervisor if you need to leave campus during your lunch break to run an errand.

Any time absent from work must be covered by sick time, vacation time, or another company approved leave of absence. Absences after all available leave time has been exhausted may be considered unexcused for disciplinary purposes, up to and including termination of employment. Exceptions to this policy: If there is a lull in work, employees may be given the option to leave early. In those instances, they will not be expected to use leave time.

EXCESSIVE ABSENTEEISM

The Company depends on its employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination of employment. Generally, more than three unexcused absences in a six-month period, or more than five in a year, is unacceptable. The determination of excessive absenteeism will be made at the discretion of the Company.

Absence from work for three consecutive days without properly notifying your Direct Supervisor will be considered a voluntary resignation.

After three days' absence, you may be required to provide documentation from your doctor or clinic to support an injury- or illness-related absence, and to ensure that you may safely return to work.

WORKDAY HOURS AND SCHEDULING

The regularly scheduled workday is established by the employee's Manager when you are hired. Your schedule is subject to change based on business needs. Whenever possible, the Company will give you one week advance notice of a change in your schedule, but based on business needs, the Company may not be able to give advance notice.

In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, you should contact your manager.

The Company generally schedules meal periods and rest periods during the workday. Rest periods are 15-minute paid breaks. For meals, our policy is:

1. Meal periods will be no less than 30 minutes.
2. The meal period is unpaid.
3. All employees are required to take a lunch break and no employee is authorized, without prior approval, to perform work during the lunch period.
4. The employee must spend the meal period away from his/her workstation.
5. An employee may spend the meal period at his/her assigned workstation only if he/she is working during the meal period and overtime hours have been approved.

RECORDING HOURS WORKED

All employees are required to record their hours worked. The Company will provide you with access to a smart phone application (Homebase) for reporting your hours. Only you are authorized to record your own time.

Unless specifically authorized by the Company and only if work must be performed, employees may not start recording time before their regularly scheduled starting time or after their regularly scheduled quitting time.

Employees must correctly record their hours for each working day. Requests for corrections to timesheets must be submitted to Human Resources in writing as soon as possible but no later than 10:00 a.m. on the Monday after the end of a pay period. Failure to report errors by the applicable deadline may affect or delay your paycheck.

Supervisors are responsible for ensuring that the time reported by employees is accurate. Falsification of time reporting or actual time worked may result in disciplinary action, up to and including termination of employment.

PAY PERIOD AND PAYDAY

The Pay Period runs 14 days, beginning 12am Monday through 11:59pm Sunday. Payroll is issued every other Friday for the previous pay period. All employees are required to utilize direct deposit for payroll purposes. Accurate banking information must be turned in to the HR Manager when completing new hire paperwork. The employee may use the depository of their choosing.

HOLIDAYS

The company observes 7 paid holidays each year. An annual holiday calendar will be released each Fall confirming the upcoming year's holidays. Any employee who works on one of these holidays will receive holiday pay as well as the wages for hours worked.

EMPLOYMENT CLASSIFICATIONS

Upon being hired by the Company, all new employees must serve a 180 calendar day introductory period. It is especially important that you make the Human Resources Manager aware of any questions or problems you may encounter during this period. Your performance will be carefully monitored during this period. Satisfactory completion of the introductory period does not entitle you to employment for any specific term.

For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:

1. Regular Full-Time Employees - An employee who is scheduled to work an average of forty (40) hours per week on a regular and continuous basis.
2. Regular Part-Time Employees - An employee who is usually scheduled to work 20 to 30 hours per week on a regular and continuous basis. Regular part-time employees are not eligible for participation in those employee benefits programs made available for regular full-time employees.
3. Temporary or Seasonal Employees - An employee whose services are anticipated to be of limited duration falls into this classification. Temporary and seasonal employees are not eligible for participation in those employee benefits programs made available for regular full-time employees.

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

1. Exempt Employees - Certain employees such as executive and professional employees are paid on a salary basis for all hours worked each week. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime premium pay will be paid to exempt employees in most circumstances.
2. Non-Exempt Employees - All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of overtime premium pay.

OVERTIME

Occasionally it may be necessary for an hourly employee to work beyond his or her normal workday hours. Overtime pay is paid only when work is scheduled, approved, and made known to the hourly employee in advance by a supervisor. The supervisor must obtain approval from the Chief Operations Officer before requesting an hourly employee to work overtime. Under no circumstances may hourly employees work overtime without such prior approval.

Hourly employees will receive overtime pay at a rate of one-and-one-half times their regular hourly rate for all hours worked in excess of 40 in a workweek. Hours cannot be accrued, banked, or averaged from one week to another. Also, in no case, may hourly employees take compensatory time off in a following week in lieu of overtime pay.

To the extent possible, overtime will be distributed equally among all hourly employees in the same classification and position, provided that the hourly employees concerned are equally capable of performing the available work. Decisions regarding overtime work will be made by the appropriate supervisor.

Supervisors must provide an hourly employee with as much advance notice as possible when overtime is required so that the hourly employee can rearrange his/her schedule to work the requested time. Less than two hours is generally not considered adequate advance notice.

If overtime has not been authorized by the COO, supervisors may not ask hourly employees to work beyond their regularly scheduled hours or cut their meal period short. Demands on hourly employees to work when overtime has not been authorized violates the Fair Labor Standards Act.

PERSONNEL FILES

Your personnel file is the property of the Company and does not belong to you. However, upon request, you may review your personnel file in the presence of Human Resources provided you give the Company reasonable advance notice. You may also request a copy of any item(s) in your personnel file, and if you disagree with an item in your file, you may respond to that item in writing. A reasonable fee may be charged for copies. You may not remove anything from your personnel file.

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

JOB DESCRIPTIONS

The Company makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

The Company maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Company will prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Chief Operations Officer or Human Resources if you have any questions or concerns about your job description.

PERFORMANCE EVALUATIONS

Employees may have their job performance reviewed after the first 180 days of employment and on an annual basis by the Company. The Company may conduct evaluations more frequently as deemed necessary and appropriate by management.

Performance Evaluations are independent of, and may not be concurrent to, wage adjustments or merit increases.

TERMINATION OF EMPLOYMENT

Employees are responsible for all Company property, materials or written information issued to them or in their possession or control. Employees must return all such information immediately upon termination of employment.

REFERENCES/EMPLOYMENT VERIFICATION

Any requests for personnel information or references should be directed to the Human Resources Manager. Unless the Company receives a written request from an employee authorizing the Company to provide a reference, it is the Company's policy to confirm only dates of employment and position held in response to a request for a reference on a present or former Company employee. Exceptions to this policy only may be made by the Chief Operations Officer.

The Company strongly discourages you from providing a "personal reference" on behalf of any employee, former employee or non-Company employee. Personal references may not be written on Company letterhead. Any personal references that you provide must include a statement that you are acting in an individual capacity, and not on behalf of the Company.

EMPLOYEE ELIGIBILITY VERIFICATION (I-9)

All employers are required by the Immigration and Reform Control Act of 1986 to verify that all employees hired after November 1986 are authorized to work in the United States. This means that new employees must present documentation that establishes their United States citizenship, permanent resident status, or work authorization for non-immigrant aliens.

After an offer of employment is made and prior to beginning work, employees must complete an Employee Eligibility Verification, Form I-9, and present appropriate verification documentation. All offers of employment, and continued employment of persons whose employment authorization is of limited duration, are conditioned upon such employee's establishing his/her work authorization.

REGISTERED AGENT IDENTIFICATION CARD

An application for a registered agent identification card will be filed with the Commonwealth for each candidate offered a position of employment with the Company. The application will, as required, provide the following information:

1. Candidate's full name, address, date of birth.
2. All aliases used previously or currently including maiden names.
3. A copy of the candidate's driver's license or other government-issued ID.
4. Attestation that the individual will not engage in the diversion of cannabis products.
5. Written acknowledgement by the candidate of any limitations on his/her authorization to cultivate, harvest, prepare, package, possess, transport and dispense cannabis in the Commonwealth.
6. Background information including the following:
 - a. Description and dates of any criminal action that occurred in any jurisdiction which resulted in a conviction, guilty plea, plea of nolo contendere, or admission of sufficient facts.
 - b. Description and dates of any civil or administrative action that occurred in any jurisdiction relating to any professional, occupational or fraudulent practices.
 - c. Description and dates of any past or pending action on a license that occurred or is occurring in any jurisdiction.
 - d. Description and dates of any past or pending disciplinary action or unresolved complaint that occurred or is occurring in any jurisdiction.

CRIMINAL OFFENDER RECORD INFORMATION (CORI) REPORT

The Company is required to obtain a Criminal Offender Record Information ("CORI") report for each employee within 30 days prior to the submission of his/her application for a registered agent identification card.

This information will be used to fill out the background check information for criminal actions for each application for a registered agent identification card.

CORI reports will be stored securely and kept confidential. They will, however, be subject to review by the Commission investigators on request.

CORI reports are only valid for one year from the date they are generated. New CORI reports must be obtained, for all employees prior to the renewal of the Cannabis Control Commission Agent Registration.

BACKGROUND CHECKS

To obtain a required registered agent identification card, the Company is required to conduct background checks on all candidates offered positions of employment and again upon renewal of agent card. The Company may also conduct a background check on any current employee if the Company has cause to believe that a background check is warranted.

Background checks will be conducted in compliance with federal and state law by a reputable third-party consumer reporting agency. Information obtained through a background check will be kept separate from the employee's regular personnel file and will be maintained in strict confidence.

The background check generally will include a review of information from an individual's previous employer(s), educational institutions, law enforcement agencies at the federal, state and county levels; and in some cases credit reporting agencies. Background checks may include but are not limited to the following:

1. Review of criminal records,
2. Verification of social security number,
3. Verification of educational records,
4. Verification of employment records, and
5. Sexual offender registry search.

For new hires, background checks ordinarily will be processed at the time a conditional offer of employment is made.

In each case in which a background check will be performed, the individual will be asked to complete and sign a release authorizing the third-party vendor to conduct the background check. If the individual fails to sign the release, any offer of employment will be rescinded, and any current employment with the Company may be terminated.

Background check reports will be obtained and reviewed by Human Resources, who may review the information with the appropriate member of senior staff, the Company's legal counsel, or others with a need to know.

If an individual is denied employment due, wholly or in part, to information obtained in a background check, he/she will be so informed in advance of any adverse action. In addition, where required by law and to the extent applicable, the individual will be given (a) a copy of the relevant background check report, (b) a summary of the individual's legal rights concerning the background check report, and (c) the name, address and phone number of the third-party vendor if the individual has questions about the results of the report or wants to dispute the accuracy of the report. It is important to note, however, that the vendor does not make employment decisions and will be unable to provide any individual with specific reasons as to why the adverse action was taken.

STANDARDS AND EXPECTATIONS FOR THE WORKPLACE

SAFETY

The Company believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working

conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to the Chief Operations Officer in a timely manner.

The Company provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. The Safety Committee, which is composed of representatives from throughout the organization, has been established to help monitor the Company's safety program and to facilitate effective communication between employees and management about workplace safety and health issues. The Safety Committee has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the labor-management safety committee. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Reporting Unsafe Conditions or Practices

Employees are expected to be on the lookout for unsafe working conditions or practices, regardless of how insignificant the injury may appear. If you observe an unsafe working condition, you should warn others, if possible, and report that unsafe working condition to the Chief Operations Officer immediately. If you have a question regarding the safety of your workplace and practices, ask the COO for additional information.

If you observe a co-worker using an unsafe practice, you are expected to mention this to the co-worker and to the COO. Likewise, if a co-worker brings to your attention an unsafe practice you may be using, please thank the co-worker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

The Company will not retaliate against an employee who reports an unsafe working condition. This is important because one goal of the Company is to provide a safe and appropriate workplace.

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.

All site visitors must be recorded in the Visitors Log, issued an identifying badge, and must be escorted by an employee at all times.

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

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 office.

MAINTAINING A SAFE WORKSITE

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following:

1. Wear appropriate safety gear at all times.
2. Wear appropriate clothing around or while operating machinery.
3. Handle tools and machinery with care and respect.
4. Refrain from using cell phones, MP3 players or other electronic devices while handling Company machinery or vehicles or working in the factory.
5. Refrain from horseplay and practical jokes in the workplace.
6. Never operate Company machinery or vehicles while intoxicated or taking medications that impair your judgment.
7. Never tamper with or use equipment in an unauthorized manner.
8. Employees may not chew gum or eat candy or food while working in production.
9. Employees working in production must wear a hairnet, gloves, proper boots, a clean apron, and any other clothing that the Company deems to be appropriate at all times.

Employees can prevent accidents and contribute to a safe work environment by carefully examining their equipment to see if it is in good working order on a routine basis and report any needed repairs.

REPORTING AN INJURY

EMPLOYEES ARE REQUIRED TO REPORT ANY INJURY, ACCIDENT, OR SAFETY HAZARD IMMEDIATELY TO THE CHIEF OPERATIONS OFFICER. MINOR CUTS OR ABRASIONS MUST BE TREATED ON THE SPOT. MORE SERIOUS INJURIES OR ACCIDENTS WILL BE TREATED ACCORDINGLY. SERIOUS INJURIES MUST BE REPORTED ON THE INJURY OR ACCIDENT REPORT FORM AVAILABLE IN THE MAIN OFFICE. A DIGITAL ACCIDENT REPORT IS AVAILABLE ONLINE ON THE COMPANY FORMS SITE AT 253ORGANICFORMS.COM
PW: 253

FIRST AID

In the event of an emergency, call 911 immediately.

CARE OF EQUIPMENT AND SUPPLIES

All employees are expected to take care of all equipment (e.g., tools, computers, cell phones, etc.) and supplies provided to them. You are responsible for maintaining any equipment provided to you in proper working condition and for promptly reporting any problems with the equipment to the Chief Operations Officer.

If employees find that equipment is not working properly or in any way appears unsafe, they must notify their supervisor immediately so that repairs or adjustments may be made. Under no circumstances should employees start or operate equipment that they deem unsafe, nor should they adjust or modify the safeguards provided.

Delivery drivers are expected to make a daily visual inspection of the vehicles and to promptly report any damage to the vehicle. The drivers must also maintain the cleanliness of the inside and outside of the vehicle. The drivers must report any accident or incident immediately.

Neglect, theft, and/or destruction of the Company's equipment are grounds for disciplinary action, up to and including termination of employment.

SMOKING AT THE WORKPLACE

The Company's policy is to provide smoke-free environments for our employees, customers, and visitors. Smoking of any kind is prohibited inside our buildings. Employees may smoke on scheduled breaks or during mealtimes, as long as they do so in designated areas. Smoking breaks must be limited to 3 times daily. Employees who take excessive smoke breaks may be required to work longer hours to make up for time lost smoking.

VIOLENCE AND WEAPONS

The Company believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, Mace, etc., to work. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will also not be tolerated. Furthermore, if you have a problem that is creating stress or otherwise making you agitated, you are encouraged to discuss it with the Chief Operations Officer or the Human Resources Manager.

You are expected to immediately report to the COO any violation of this policy. Any employee found threatening another employee (directly or indirectly), fighting, and/or carrying weapons to work will be subject to disciplinary action, up to and including termination of employment.

DRUG-FREE WORKPLACE

The Company does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances, is strictly prohibited while on the Company's premises or while visiting customers. The use of illegal drugs as well as the illegal use of legal drugs is a threat to everyone because it can cause problems with safety, customer service, productivity, and our ability to survive and prosper as a business. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with the Chief Operations Officer. Violation of this policy will result in disciplinary action, up to and including termination of employment.

To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment. Questions concerning this policy, or its administration, should be directed to the COO. Nothing in this section shall be read to override any protections provided to employees by The Regulation and Taxation of Marijuana Act, as amended by St. 2017,c.55, An Act To Ensure Safe Access To Marijuana, with which the Company will comply fully and recognize all associated employee rights.

Any employee who is convicted of violating criminal drug statutes must notify the COO or Human Resources of that conviction within five days of the conviction. Failure to do so may lead to disciplinary action.

Your receipt of this policy statement and signature on the handbook acknowledgment form signify your agreement to comply with this policy.

RESPONDING TO CUSTOMER INQUIRIES AND PROBLEMS

At the Company, customer satisfaction is the measure of our success. It is the responsibility of each employee who interacts with customers to respond to customer's inquiries and problems in a professional and courteous manner.

APPEARANCE AND DRESS

In order to maintain a clean and safe working environment, all employees are required to wear appropriate clothing on the job.

Employees should always be neatly groomed and clothes should be clean and in good repair.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you

will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

1. Shoes must provide safe, secure footing, and offer protection against hazards.
2. Tank tops, tube or halter tops, may not be worn under any circumstances.
3. Hairstyles are expected to be clean and in good taste.
4. No facial piercings such as nose rings, eyebrow piercings, lip rings, etc. are allowed.
5. No jewelry or nail polish while working in production.

CONFLICTS OF INTEREST

You should avoid external business, financial, or employment interests that conflict with the Company's business interests or with your ability to perform your job duties. This applies to your possible relationships with any other employer, customer, or business associate.

This policy establishes only the framework within which the Company wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Department for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs both when an employee's responsibility of loyalty to the Company is compromised by the employee's outside interests and when an employee's influence over a decision may result in a personal gain for that employee or for a relative, friend, or other person with whom the employee has a personal relationship as a result of the Company's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the Company. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Company does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Company.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is

imperative that they disclose to an officer of the Company as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

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

CODE OF ETHICAL CONDUCT

To ensure the successful business operation of the Company, we expect that all of our employees will conduct themselves fairly and ethically. The Company's reputation for integrity and excellence requires that our employees carefully observe the spirit and letter of all applicable laws and regulations and at all times exhibit a scrupulous regard for the highest standards of conduct and personal integrity.

The Company's success is dependent upon its outstanding reputation which we are dedicated to preserving. Employees owe a duty to the Company and its principals to act in a way that will merit the excellent reputation enjoyed by the Company.

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, conflicts of interest, as discussed below are strictly prohibited.

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult the Chief Operations Officer if you have any questions.

Employees of the Company should not solicit anything of value from any person or organization who has (or may have) a business relationship with the Company.

Employees of the Company should not accept any item of value from any person or organization in exchange for or in connection with a business transaction between the Company and that other person or organization.

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

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

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

SOLICITATION AND DISTRIBUTION

For the safety, convenience, and protection of all employees, the Company prohibits solicitation and distribution of non-company materials on Company property at all times.

PERSONAL CALLS, VISITS, AND BUSINESS

The Company expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after their scheduled work shift or during breaks or meal periods. Regardless of when any personal call is made, it should be kept short.

Employees should also limit incoming personal calls, visits, or personal transactions. A pattern of excessive personal phone calls, personal visits, and/or private business dealings during work hours is not acceptable and may lead to disciplinary action.

BUSINESS EXPENSES

Employees may occasionally incur expenses on behalf of the Company. Employees must receive prior written approval from the Chief Operations Officer or the Chief Financial Officer. The Company will reimburse employees for typical business expenses, such as mileage (e.g., travel to visit a customer during the workday) and certain job-related supplies or materials. The Company will pay mileage reimbursements at the end of each month, upon receipt of the employee's mileage record. In order to be reimbursed for job-related supplies or materials, you must deliver a receipt for the supplies or materials to the CFO within 7 days of the purchase.

PERSONAL PROPERTY

Personal items should not be stored or kept in Company desks, lockers or files. The Company will not be responsible for the loss or theft of personal items at its facilities, and employees should have no expectation that documents, photographs, or other items left on Company property will remain private.

INSPECTION OF PERSONAL AND COMPANY PROPERTY

The Company's employees use the property and equipment the Company owns and provides, and may also use the Company's materials, information, and other supplies. You must remember that property supplied by the Company remains the property of the Company. The Company reserves the right to search any Company property (e.g., cell phones, desks, or other storage areas) at any time. The Company also reserves the right to inspect personal property (e.g., purses and knapsacks) during the workday or as employees leave the workplace. Refusal to allow inspection may lead to disciplinary action, up to and including termination of employment.

SECURITY POLICY

The Security Policy protects Protected Personal Information as defined in the Massachusetts Data Security Law. Protected Personal Information is an individual's first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such individual:

1. Social security number,
2. Driver's license number or state-issued identification card number, or
3. Financial account number, or credit card or debit card number, with or without any required security code, access code, personal identification number or password that would permit access to such individual's financial account (e.g., checking account numbers, savings account numbers, etc.).

Protected Personal Information does not include information that is lawfully obtained from publicly available information, or from federal, state, or local government records lawfully made available to the general public.

Security Officer

The Company has named John Snyder as the Security Officer with the overall responsibility for the development, implementation, maintenance, and supervision of security policies that conform to the Massachusetts Data Security Law. The Security Officer must ensure the confidentiality, integrity and availability of all electronic Protected Personal Information that the Company creates, receives, maintains or transmits; protect against any reasonably anticipated threats or hazards to the security or integrity of electronic Protected Personal Information; protect against any reasonably anticipated uses or disclosures of electronic Protected Personal Information that are not permitted or required; ensure compliance with the Massachusetts Data Security Law.

The Security Officer is responsible for ensuring that the Company:

1. Complies with Massachusetts Data Security Law,
2. Develops and implements security policies and procedures that comply with federal and state law,
3. Maintains the confidentiality of Protected Personal Information created or received by the Company from the date such information is created or received until it is destroyed,
4. Tests security safeguards on a routine basis,
5. Reviews the scope of the security measures at least annually, or whenever there is a material change in the Company's business practices that may implicate the security or integrity of records containing Protected Personal Information, and
6. Provides the appropriate level of training for all employees, as required.

Internal Security

To combat internal risks to security, confidentiality and/or integrity of any electronic, paper, or other records containing Protected Personal Information, and evaluating and improving, where necessary, the effectiveness of the current safeguards for limiting such risks, the following measures are mandatory and effective immediately.

1. A copy of this Security Policy must be distributed to all employees, who, upon receipt, must acknowledge in writing that he/she has received a copy.
2. Employment contracts and/or confidentiality agreements must contain provisions requiring employees to comply with this Security Policy and to prohibit any nonconforming use of Protected Personal Information during or after employment; with mandatory disciplinary action to be taken for any violation of this Security Policy. Violations may result in disciplinary action, up to and including termination of employment, assignment, or association with the Company. Such disciplinary action shall take into account the severity of the violation and the number of violations.
3. The amount of Protected Personal Information must be limited to the minimum amount needed for legitimate business purposes, or to comply with the Company's privacy policies and procedures, and federal and state regulations.
4. Access to records containing Protected Personal Information must be limited to those persons who need to have access to such information for legitimate business purposes or to comply with the Company's privacy policies and procedures, and federal and state regulations.
5. Electronic access to user identification after multiple unsuccessful attempts to gain access must be blocked.
6. All security measures must be reviewed annually, or whenever there is a material change in the Company's business practices that may reasonably implicate the security or integrity of records containing Protected Personal Information. The Security Officer is responsible for this review and any recommendation for improved security arising out of that review.
7. Terminated employees must return all records containing Protected Personal Information, in any form, that may at the time of such termination be in the former employee's possession (including all such information stored on laptops or other portable devices or media, and in files, records, work papers, etc.).
8. A terminated employee's physical and electronic access to Protected Personal Information must be blocked immediately. Such terminated employee shall be required to surrender all keys, IDs, access cards or badges, business cards, etc., that permit access to the Company's premises or information. Moreover, such terminated employee's remote electronic access, e-mail access, internet access, and passwords must be invalidated. The Security Officer shall maintain a highly secured master list of all lock combinations, passwords, and keys.
9. Current employees' IDs and passwords must be changed periodically. Passwords must contain at least one alpha character, one numeric character and one symbol.
10. Access to Protected Personal Information shall be restricted to active users and active user accounts only.

11. Employees must immediately report any suspicious or unauthorized use of Protected Personal Information to the Security Officer.
12. Whenever there is a Security Breach requiring notification in accordance with the Massachusetts Data Security Law, there shall be an immediate mandatory post-incident review of events and actions taken, if any, with a view to determining whether any changes in the Company's security practices is required to improve the security of Protected Personal Information.
13. Employees may not keep open files containing Protected Personal Information on their desks when they are not at their desks. Employees may not store Company files on personal computers or keep client files offsite.
14. At the end of each workday, all files and other records containing Protected Personal Information must be secured in a manner that is consistent with the Company's privacy policies and procedures, and federal and state law. For example, materials should not be left in open spaces such as administrative assistants' desks. Also, employees must log off computers at the end of each working day.
15. The Company shall develop rules (bearing in mind its business needs) that ensure that reasonable restrictions upon physical access to records containing Protected Personal Information are in place, including a written procedure that sets forth the manner in which physical access to such records is restricted; and the Company must store such records and data in locked facilities; secure storage areas or locked containers.
16. Access to electronically stored Protected Personal Information shall be electronically limited to those employees having a unique log-in ID; and re-log-in shall be required when a computer has been inactive for more than a few minutes.
17. Visitors' access to the Company's offices must be restricted. Visitors may not be allowed to wander freely through the Company's offices. Whenever possible, employees should meet with visitors in a secure confidential space when conversations may involve Protected Personal Information. From time to time vendors are allowed free access to the Company's office. Employees should not conduct conversation regarding business matters when such visitors are present unless necessary.
18. Paper or electronic records (including records stored on hard drives or other electronic media) containing Protected Personal Information shall be disposed of only in a manner that complies with M.G.L.c. 93I (e.g., paper documents should be shredded prior to disposal).
19. Paper or electronic records (including records stored on hard drives or other electronic media) containing and/or Protected Personal Information shall be retained in a manner that complies with business practices, Federal and State laws.
20. To ensure system compatibility and the security of electronic information, employees may not install or modify software on any computer provided or owned by the Company unless express prior approval is provided by the Company. This approval must be obtained for each installation or service.
21. To ensure that services provide appropriate security measures and that affected equipment can be safeguarded to avoid the downloading of computer viruses, express prior permission must be obtained from the Company before subscribing to, or using, any program that accesses information from external sources, including the use of any communications software, accessing any bulletin board or online service or use of the Internet.

22. Employees may not use password protection or encryption (coding) software or similar protections on any system or file without express prior approval from the Company. Where permission is provided, the password must be provided to the Security Officer. The use of any type of encryption scheme or password, whether or not authorized, in no manner restricts the Company's rights to monitor use of Company -provided technologies (see Technology Policy).
23. Where passwords and sign-on codes are in place, users may not share their passwords except to the extent required to comply with this Security Policy. Passwords should be guarded and not written or accessible on or near the equipment. Users who have access to the Company's systems through remote technology should take special precautions to ensure that their equipment is not used in an unauthorized manner or by unauthorized individuals.
24. Whenever information is provided to anyone outside the Company's location in electronic form, such information must be encrypted and/or password protected.
25. Employees who log into the Company's systems by way of a wireless communication must be securely configured and certified by an IT Specialist. If a user has any questions, he or she should contact IT.

External Security

To combat external risks to security, confidentiality and/or integrity of any electronic paper or other records containing Protected Personal Information, and evaluating and improving, where necessary, the effectiveness of the current safeguards for limiting such risks, the following measures are mandatory and are effective immediately.

1. There must be reasonably up-to-date firewall protection and operating system security patches, reasonably designed to maintain the integrity of the personal information, installed on all systems processing Protected Personal Information.
2. There must be reasonably up-to-date versions of system security agent software which must include malware protection and reasonably up-to-date patches and virus definitions, installed on all systems processing Protected Personal Information.
3. To the extent technically feasible, all personal information stored on laptops or other portable devices must be encrypted, as must all records and files transmitted across public networks or wirelessly, to the extent technically feasible. Encryption here means the transformation of data into a form in which meaning cannot be assigned without the use of a confidential process or key, unless further defined by regulation by the Massachusetts Office of Consumer Affairs and Business Regulation.
4. All computer systems must be monitored for unauthorized use of or access to personal information.
5. There must be secure user authentication protocols in place, including: (a) protocols for control of user IDs and other identifiers; (b) a reasonably secure method of assigning and selecting passwords, or use of unique identifier technologies, such as biometrics or token devices; (c) control of data security passwords to ensure that such passwords are kept in a secure location.

Reporting Security Breaches

The Company will mitigate any harm caused by unauthorized disclosures of Protected Personal Information and will notify affected clients and individuals when security breaches occur.

When an employee of the Company knows or has reason to know (1) of a Security Breach, or (2) that the Protected Personal Information was acquired or used by an unauthorized person or for an unauthorized purpose, that employee must notify the Security Officer immediately. The Security Officer will notify the Attorney General and the Office of Consumer Affairs and Business Regulation of that breach or unauthorized acquisition or use.

A “Security Breach” is the unauthorized acquisition or unauthorized use of unencrypted data or, encrypted electronic data and the confidential process or key that is capable of compromising the security, confidentiality, or integrity of Protected Personal Information, maintained by the Company that creates a substantial risk of identity theft or fraud against an individual. A good faith but unauthorized acquisition of personal information by a person or agency, or employee or agent, for the lawful purposes of such person or agency, is not a Security Breach unless the Protected Personal Information is used in an unauthorized manner or subject to further unauthorized disclosure.

“Encrypted” is defined as the transformation of data through the use of a 128-bit or higher algorithmic process into a form in which there is a low probability of assigning meaning without use of a confidential process or key, unless further defined by regulation of the Department of Consumer Affairs and Business Regulation.

Training

The Security Officer (or his/her designee) will provide training for all employees who use or disclose Protected Personal Information. Furthermore, the Security Officer (or his/her designee) will provide annual training for all managers, employees, and independent contractors, including temporary and contract employees, who have access to Protected Personal Information on the elements of this Security Policy with the appropriate level of security training as required. All attendees at such training sessions are required to certify their attendance at the training and their familiarity with the Company’s requirements for ensuring the protection of Protected Personal Information.

Responsibility and Disciplinary Actions

Each eligible employee has a duty to the Company to comply with the terms and conditions of this Security Policy. Any violations of this Security Policy must be reported to the Company or Security Officer.

Violations are subject to disciplinary action, up to and including termination of employment. Disciplinary action will be based on the severity of the violation(s) and the number of violations.

If any employee has a question with regard to this Security Policy, he or she should consult privately and confidentially with the Security Officer.

TECHNOLOGY POLICY

253 Organic provides certain employees with computer and telephone equipment and a variety of technologies, including the capability to send or receive voice mail and electronic mail (“E-mail”) and access to several online services and other external resources. Unauthorized use of telephone and computer equipment can threaten the ability of these systems to operate properly and potentially subject the user and the Company to certain liabilities.

All messages created, sent or retrieved over the Company’s computer and telephone equipment are the sole property of the Company and not the employees. The Company reserves the right to access, search, inspect, copy, delete and disclose any message, communication or file on any voice mail, e-mail or computer system owned or operated by the Company at any time or for any reason. The Company also reserves the right to access, search, inspect, copy, delete and disclose any file stored in any electronic form or any other medium located on Company property or kept with files or equipment that belong to or are provided by the Company at any time for any reason. The Company may also monitor telephone calls to assure quality. All equipment, software, files, disks, diskettes, communications or messages created, maintained or sent or received on any system or storage device provided by the Company are considered Company property.

Confidential information and trade secrets of the Company are not to be disclosed to any third person in any manner whatsoever, including without limitation, by electronic means, under any circumstances. Further, because cell phones, e-mail and voice mail are not completely secure, the utmost discretion should be used before sending and storing confidential or sensitive information, and, if at all possible, the most secure mode of transmission and storage should be used in accordance with the Company’s Security Policy. If there are questions regarding which mode, of transmission is appropriate, please contact the Security Officer.

Employees may not use the Company’s equipment to send or receive messages in violation of federal or state law, in violation of Company policy (e.g., the Security Policy), in violation of the intellectual or other property right or interest of another or in any inappropriate, discriminatory, or unauthorized manner. As an example and not by way of limitation, messages that are profane, vulgar, harassing, defamatory or promote a user’s personal beliefs on non-business issues are prohibited. Use of Company -provided resources in violation of this policy will result in disciplinary action, up to and including termination. The Company, in its sole discretion, may advise appropriate law enforcement officials of any suspected violations of law without the prior consent of the sender or receiver of a communication or any other person.

CONFIDENTIAL AND PROPRIETARY INFORMATION

The Company considers its confidential and proprietary information and trade secrets, including the confidential and proprietary information and trade secrets of our customers, to be one of its most valuable assets. As a result, employees must carefully protect and must not disclose to any other party at any time (including after any termination of employment) any confidential and proprietary information and trade secrets belonging to the Company or its customers except to the extent necessary to perform your duties for the Company or its clients or with the prior written consent of the Chief Operations Officer. Such protected information includes, but is not limited to, the following examples:

1. Personal or financial information regarding the principals, officers, directors, or managers and their affiliated and/or related entities,
2. Personnel information
3. Any information relating to individuals, businesses, or other entities which the Company has established a business or working relationship,
4. Customer or vendor lists and information,
5. Financial information,
6. Business strategies,
7. Marketing strategies,
8. Contemplated or pending projects,
9. Proprietary business processes,
10. Development and acquisition plans,
11. Research and development strategies,
12. Formulas, recipes, and product ingredients, and
13. Any other proprietary information, whether communicated orally or in documentary, computerized or other tangible form, concerning the Company's or its clients' operations and business.

The removal of materials, documents, files, records, and other property belonging to the Company from the premises is not encouraged. However, if you must do so, please remember that confidential and proprietary information and trade secrets must be safeguarded at all times. Any electronic files you access remotely must also be safeguarded at all times.

Employees should ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving their work areas each day. During the workday, employees should not leave any sensitive information lying about or unguarded.

Employees who improperly use or disclose trade secrets, confidential or proprietary business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information. Neither these guidelines nor any terms set forth in a nondisclosure agreement shall be limiting to the other. Rather, each shall be construed broadly so as to compliment each other to provide the broadest protection for the Company's activities.

All Company property, including any materials containing confidential information, must be surrendered immediately upon notice of termination or demand.

If you have any questions about this policy, consult the COO.

RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. The Company expects each employee to present himself or herself in a professional appearance and manner. If an employee is not respectful and considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary. It is within the Company's sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, the Company reserves the right to terminate an individual's employment with the Company at its discretion, with or without notice.

The following is not a complete list of infractions for which an employee may be subject to discipline, but it is an example of those infractions that may result in immediate discipline, up to and including termination of employment, for a single offense:

1. Excessive absenteeism (or absence without notice) or lateness (or lateness without notice).
2. Unsatisfactory performance or conduct.
3. Smoking anywhere on the property.
4. Chewing gum and/or eating in areas of the property where it is prohibited such as on the production floor.
5. Participating in personal calls or messages during scheduled work times (not on break).
6. Dishonesty, including falsification of timecards and other Company-related documents, or misrepresentation of any fact.
7. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
8. Possession of, consumption of, or being under the influence of alcoholic beverages while on Company or customer premises or on Company business.
9. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or unprescribed controlled substances.
10. Reporting for work with illegal drugs or unprescribed controlled substances in your body.
11. Possession of weapons, firearms, ammunition, explosives, or fireworks on Company premises (including parking areas) or customer premises.
12. Failure to promptly report a workplace injury or accident involving any of the Company's employees, visitors, equipment, vehicles, or property.
13. Commission of a crime, or other conduct which may damage the reputation of Company.
14. Use of profane language while on Company business.

15. Stealing, misappropriating, or intentionally damaging property belonging to the Company or its visitors or employees.
16. Unauthorized use of the Company's or its customers' name, funds, equipment, or property, including telephone, mail system or other employer-owned equipment.
17. Insubordination, including failure to comply with any work assignments or instructions given by any Company employee with the authority to do so unless such assignment or instruction violates Company policies or federal or state law.
18. Violation of the Company's Equal Employment Opportunity Policy or its Harassment Policy.
19. Interference with the work performance of other employees.
20. Failure to utilize Company machinery or equipment in accordance with the manufacturer's specifications.
21. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
22. Failure to maintain the confidentiality of proprietary information belonging to the Company or its customers.
23. Failure to comply with the Company's personnel policies and rules.
24. Disqualification of Registered Agent Identification Card.

RE-EMPLOYMENT

As a general rule, the Company will not rehire former employees who:

1. Were dismissed by the Company;
2. Resigned without giving two weeks' notice;
3. Were dismissed for inability to perform job duties;
4. Had a poor attendance record; or
5. Violated work rules or safety rules.

PARKING

Parking at the Company in designated areas is available for all employees. Employees should consult their supervisor for the location assigned to them. The Company will not be liable for damage, theft, or other destruction of an employee's property while utilizing the parking lot.

MOONLIGHTING/DAYLIGHTING

The Company discourages our employees from taking additional outside employment. Employees who wish to take on outside employment must first obtain permission from the Chief Operations Officer. Work requirements for the Company, including overtime, must take precedence over any outside employment.

The Company will not permit any employee to take an outside job with an employer in the same or related business as the Company, or which is in any way a competitor of the Company. Employees are not permitted to work for any customer of the Company outside of the regular working hours.

If the Company permits an employee to take outside employment, the employee must report to the COO when the outside job has started. If you are unable to work when requested by the Company (including overtime), or unable to maintain a high work performance level at the Company, permission to work at the outside job may be rescinded, or your employment with the Company may be terminated.

Employees are expected to be engaged in services and activities for the Company while at work. You may not engage in outside activities during working hours (i.e., daylighting).

BENEFITS

WORKERS' COMPENSATION BENEFITS

The Company purchases workers' compensation insurance for employees who suffer accidental injuries or occupational diseases arising out of and in the course of employment. Benefit coverage and medical payments will be in accordance with the requirements of the Massachusetts Workers' Compensation law.

In the event of an accident or injury, you must notify the Chief Operations Officer immediately, no matter how minor the incident or accident may appear. Depending on the severity of the injury, the injured employee may be referred to an emergency room or a local clinic.

If you are injured, you must complete the necessary accident/incident reports within 24 hours of the injury. The Company reserves the right to require that you be tested for the presence of drugs or alcohol after any accident.

PAID SICK TIME

1. Introduction

253 encourages all employees to maintain a healthy work-life balance and is committed to supporting employees in their time of need.

253 complies with the Massachusetts Earned Sick Time Law. This policy outlines the rules and regulations regarding the accrual and usage of sick time for eligible employees.

2. Allocation

All employees that have completed their first 90 days with 253 will be allocated 40 hours of paid sick time on January 1st of each year.

During the first 90 days of employment new employees may accrue but may not use earned sick time. During their first year of employment, new employees accrue sick time at a rate of one hour for every 30 hours worked up to a maximum of 40 hours of sick time in that first year. Thereafter, employees receive 40 hours of paid sick time each year.

3. Requesting Sick Time

3.1. Notification

When an employee needs to use sick time, they are required to provide notice to their immediate supervisor or manager as well as Human Resources as soon as practicable. Whenever possible, employees should notify their supervisor at least 30 minutes before their scheduled work shift.

3.2. Documentation

Employees may be required to provide reasonable documentation for absences of more than three (3) consecutive days. This documentation may include a doctor's note or other medical verification.

4. Permitted Uses

Employees may use accrued sick time for the following reasons:

- To care for their own physical or mental illness, injury, or medical condition.
- To care for a child, spouse, or parent with a physical or mental illness, injury, or medical condition.
- To address the physical or psychological effects of domestic violence.

5. Confidentiality

All information related to an employee's use of sick time will be treated as confidential and will not be disclosed to other employees.

6. Compliance

The company will adhere to all applicable laws and regulations, including the Massachusetts Earned Sick Time law, and will not retaliate against employees who use their sick time in accordance with this policy.

7. Contact Information

For questions, concerns, or requests for accommodation related to sick time, employees should contact Farrah Pomeroy – HR Manager.

This policy is subject to periodic review and may be updated as necessary to ensure compliance with state and federal laws. Employees are encouraged to refer to the most recent version of the policy available in the employee handbook or provided by Human Resources

PAID VACATION TIME

1. Introduction

253 encourages all employees to take advantage of their vacation time to recharge, relax, and maintain a healthy work-life balance. We value our employees' well-being and believe that time away from work is essential for personal and professional growth.

This policy outlines the company's guidelines and procedures for providing vacation time to its employees, encouraging a healthy work-life balance, and ensuring fairness and consistency in granting time off.

2. Eligibility

All employees are eligible for vacation time, subject to the provisions outlined in this policy.

3. Accrual of Vacation Time

3.1 Full-time hourly employees:

Full-time employees are eligible for paid vacation time after six months of service.

Vacation time allocation is based on an employee's length of service with the company and is granted January 1st of each year. The allocation rates are as follows:

- Employees in their first three years of service, 40 hours (equivalent to one workweek) of vacation time will be granted at the beginning of the calendar year.
- Employees who have completed three years of service, 80 hours (equivalent to two workweeks) of vacation time will be granted at the beginning of the calendar year.

3.2 Part-time employees:

Part-time employees are eligible for paid vacation time after one year of service.

- 25 hours of vacation time (equivalent to one workweek) will be granted on January 1st following one year with the company.
- 50 hours of vacation time (equivalent to two workweeks) will be granted at the beginning of the calendar year following three years with the company.

3.3 New employees:

Upon completion of the introductory period, vacation time will be granted and available for use by the employee as follows:

- A full-time employee who starts January through June will receive 20 hours of vacation at the completion of their 6-month introductory period.
- A full-time employee who starts July through December will receive 40 hours of vacation at the completion of their 6-month introductory period.

4. Usage of Vacation Time

Employees may use their vacation time at their discretion, following the company's standard request and approval process. Requests for vacation time should be submitted to the employee's supervisor and the HR department with reasonable notice, whenever possible. Barring unforeseen circumstances, employees should submit requests for vacation no less than one month in advance.

Employees must use vacation time in the year in which it is granted.

Vacation is intended for employees to have planned time away from work and is not to be used in place of sick time for call outs. Upon separation employees will receive compensation for accrued unused vacation in that year of service.

5. Holidays

Vacation time is separate from company-recognized holidays, which are provided as additional paid time off.

6. Scheduling Considerations

The company will make every effort to accommodate employees' preferred vacation dates; however, scheduling is subject to business needs and may be adjusted in consultation with the employee.

7. Exceptions

This vacation time policy is subject to review and revision by the company as needed. Any changes will be communicated to employees in advance. It is the responsibility of all employees to ensure compliance with this policy and to seek clarification from the HR department if they have any questions.

PARENTAL LEAVE

Parents, who have completed at least one hundred eighty (180) consecutive days of full-time employment with the Company, may take an unpaid leave of absence for the purpose of giving birth or adopting a child under the age of eighteen (18) (or for adopting a child under the age of twenty-three (23) if the child is mentally or physically disabled) up to a period of twelve (12) consecutive weeks. Two current employees shall only be entitled to twelve (12) weeks of parental leave in aggregate for the birth or adoption of the same child.

Employees must provide at least two weeks notice of the anticipated date of departure and the employee's intention to return. If the need is not foreseeable, the employee must provide notice as soon as practicable if the reason for the delay is beyond the employee's control.

At the end of the bonding leave, the employee will be reinstated to his/her previous or similar position with the same status, pay, benefit accrual and seniority as of the date of his/her leave unless business necessity makes this impossible or unreasonable and the leave exceeds twelve (12) weeks.

JURY LEAVE

Employees who are called for jury duty will be granted time off with pay to perform this civic duty. Employees must notify Human Resources as soon as they learn they have been summoned as a juror so that work arrangements can be made. In order to be paid for Jury Leave, an employee must provide Human Resources with the jury summons and a note from the Clerk of the Court indicating the times the employee was in court for jury duty.

The Company will pay employees straight time for their regularly scheduled hours of work, minus the compensation they received from the court for their service as jurors, for up to five days of jury service. An employee who is excused from jury duty prior to the end of a regularly scheduled workday must report for work for the remainder of that day, or otherwise notify HR of his or her availability to work.

MILITARY LEAVE

The Company will grant employees called into military service an unpaid leave of absence and reemployment rights as provided by the laws of the United States.

Employees in the military reserve or National Guard will be granted two weeks off to fulfill their annual two-week training obligation. Upon submission of military pay vouchers, employees will be paid the difference between military pay and their regular base pay for such two week training period.

In addition, new FMLA regulations include two types of military family leave referred to as “qualifying exigency leave” and “military caregiver leave”. Employees should speak with Human Resources regarding military leave. Reinstatement following military leave will be in compliance with state and federal law.

VOTING LEAVE

Generally, employees should vote before or after regularly scheduled work hours. However, employees may request unpaid leave, if needed, to vote during the first two hours after the polls open.

PAID FAMILY AND MEDICAL LEAVE

253 provides paid family and medical leave (“PFML Leave”) through the Commonwealth of Massachusetts’ Department of Family and Medical Leave (“DFML”). Eligible employees may take PFML Leave for their own serious health conditions, to bond with a child or newborn, and to address needs relating to a family member who is a service member in the armed forces.

NOTE: Different rules may apply to portions of the Family Leave and Medical Leave portions of PFML Leave.

1. Eligibility

Generally, all employees (e.g., full-time, part-time, or seasonal) are eligible for PFML. Employees must also meet a financial test to be eligible for PFML Leave.

2. Length of PFML Leave

Family Leave

Employees may take up to 12 weeks of paid Family Leave during a calendar year for the following reasons:

- To bond with a child within the first 12 months after its birth
- To bond with a child within the first 12 months after adoption or foster care placement
- To care for a family member with a serious health condition
- Due to a qualifying exigency (i.e., a family member is on active duty or has been notified of an impending called to active duty in the Armed Forces).

Under PFML, employees may also take up to 26 weeks of Family Leave during a calendar year to care for a family member who is or was a member of the Armed Forces.

For employees who work on a part-time schedule, the maximum amount of Family Leave is determined on a pro rata basis. If an employee’s schedule varies from week to week, pay is calculated based on a weekly average of the employee’s scheduled hours over the 12 months prior to taking Family Leave.

Medical Leave

An employee who is unable to work due to their own serious health condition may take up to 20 weeks of paid Medical Leave during a calendar year.

3. Maximum Amount of Combined PFML Leave

The maximum amount of combined Family Leave and Medical Leave that an employee may take is capped at 26 weeks per calendar year.

4. Intermittent or Reduced Leave Schedule

Family Leave may be taken intermittently or on a reduced leave schedule if it is used:

- To bond with a child if both the employee and the Company agree;
- Due to a family member's serious health condition, if medically necessary; or
- For a qualifying exigency.

Employees may take Medical Leave intermittently or on a reduced leave schedule, if medically necessary and if it is used for their own serious health condition.

PFML Leaves taken on an intermittent or reduced leave schedule are reduced on a pro rata basis. Intermittent leave must be taken in 15-minute intervals.

Employees who want to take PFML Leave intermittently or on a reduced leave schedule must notify HR to work out a schedule that meets both the employee's and the Company's needs. The schedule is subject to the employee's healthcare provider's approval if the need for leave is based on a serious health condition.

5. Waiting Period

The first seven calendar days of PFML Leave (the "Waiting Period") are unpaid. The Waiting Period counts against the total available period of PFML leave. If the leave is taken intermittently or on a reduced leave schedule, the waiting period is seven consecutive calendar days from the date of the first instance of leave, not the aggregate accumulation of seven days of leave.

If an employee returns from PFML Leave and within 90 days of returning from leave must take additional PFML Leave for the same reason or health condition, the waiting period is waived for the second leave period. If the second PFML leave is taken for another reason or different health condition, the waiting period is not waived.

The waiting period does not apply to Medical Leave during a pregnancy or recovery from childbirth if the employee's health care provider provides supporting documentation that the Medical Leave is immediately followed by Family Leave. In such case, the seven-day waiting period for the Family Leave does not apply.

6. Weekly Benefit Amount

The maximum dollar amount is adjusted annually by DFML. The weekly benefit amount will not increase while an employee is on leave. If the weekly benefit amount is less than your average weekly wage, as determined by DFML, you may use accrued vacation or accrued sick leave in addition to your weekly benefit so that your weekly benefit and accrued leave equal your average weekly wage. In no event may your average weekly wage and accrued leave exceed your average weekly wage.

The weekly benefit amount may be reduced by amounts that the employee receives while on PFML Leave from:

- Any government program (e.g., unemployment and workers' compensation other than for permanent disability incurred prior to the application for leave);
- Any other federal or state temporary or permanent disability law

If PFML benefits and benefits under the following programs are paid for the same benefit period, the PFML benefits may be reduced so that the amount paid under both programs does not exceed the employee's weekly wages:

- Any other paid family and medical leave policy maintained by the Company; or
- Any wages received from another employer or through self-employment.

7. Benefits While on PFML Leave

Taking PFML Leave will not affect an employee's right to accrue vacation time, sick leave, bonuses, advancement, seniority, length-of-service credit or other employment benefits, plans or programs. During PFML Leave, the Company will continue to provide for and contribute to the employee's employment-related health insurance benefits, if any, at the level and under the conditions that coverage was provided when the employee was actively at work.

8. Substituting Paid Leave

An employee may elect to use accrued paid leave rather than PFML Leave. The accrued paid leave will run concurrently (i.e. at the same time as) with the PFML Leave.

9. Coordination with FMLA And Parental Leave

PFML Leave runs concurrently with other forms of leave under federal and state law, including FMLA and Parental Leave (described below), when the leave is for a qualified reason under those leave programs.

10. Requesting PFML Leave

Employees should notify the Company of the need for PFML Leave at least 30 calendar days in advance of the anticipated start date of the leave. If unforeseen or uncontrollable circumstances or emergency situations arise and 30 calendar days' notice cannot be given, the employee must provide notice as soon as practicable.

Prior to filing a claim with DFML, employees should discuss all aspects of the requested leave with the Company. Discussions should include the start and end dates for the PFML leave, the schedule or frequency of leave (continuous, reduced, or intermittent), company policy and guidelines, if relevant, and the reason for taking leave. A claim should be filed with DFML after the employee and the Company agree on all aspects of the requested leave.

When an employee applies for PFML, the Company will receive an email notification from DFML about the employee's application. Upon receipt of this notification, the Company will have 10 business days to review the employee's application and respond to DFML.

An employee can appeal a denial of benefits and request an additional review by contacting DFML.

11. Job Protection and No Retaliation

When an employee returns from PFML Leave, the employee will be restored to their previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit and seniority as of the date of leave. The Company will not restore an employee who has taken PFML Leave to the previous or to an equivalent position if other employees of equal length of service credit and status in the same or equivalent positions have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of leave. The employee, however, will retain any preferential consideration for another position to which they were entitled as of the date of leave.

In accordance with Company policy, there will be no retaliation of any kind against an employee who applies for PFML Leave.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received the current employee handbook maintained by 253 Organic (the “Company”) and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the Human Resources Manager upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the Company reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of the Company, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or the Company at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of the Company has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, handbooks, or any other documents of the Company shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

This handbook is Company property and must be returned upon termination of employment.

Signature

Date

Employee Name: Printed