



Wicki Ventures, LLC Employee Handbook

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WELCOME TO WICKI VENTURES

Sincerely,

Wicki Ventures, LLC

Scott Holowicki

Owner/Operator

INTRODUCTION

A FEW WORDS ABOUT OUR CUSTOMERS

Our customers are the lifeblood of our business. Without them, we'd have no reason to open our doors. Therefore, our goal every minute of every hour our restaurants are open is to make our customers glad they came to McDonald's. Unfortunately, our number one complaint is accuracy. We need your help and commitment in "doing whatever it takes" in satisfying our customers.

Your role in satisfying our customers cannot be overstated. You are critical. A member of your management team will be talking with you more specifically about what you can do to make a difference in your restaurant's success.

How do we make our customers glad they visited our McDonald's? It is a combination of things: The food selection and taste. The experience our customers have been served. The cleanliness of the restaurant - whether at the counter, in the dining room, in the restrooms, or in the parking lot. All of these combine to create a good or bad impression with our customers. One thing wrong can prevent customers from returning. Several things done really well can make those customers very loyal to us.

As you gain experience working at McDonald's, you will probably have ideas about how we could improve our service to our customers. Share your ideas! Our continued successes as a restaurant depends on new, fresh thinking, so do not hesitate to speak up.

The bottom line is this: Treat your customers like guests in your own home. Whether you are working at the drive-thru, cleaning the dining room, or preparing a hamburger, you have many opportunities to delight your customers.

DOING WHATEVER IT TAKES

We have a saying at this McDonald's that sums up our approach to customer service: "Doing whatever it takes." It means that each of us must find the best ways to make our customers happy – especially when they come to us with complaints.

"Doing whatever it takes" can mean different things at McDonald's. During your orientation and first weeks on the job, be sure to talk with your restaurant manager about how your restaurant is meeting that commitment and what your role will be to satisfy your customers.

QSC&V

QSC&V is another often-heard expression at McDonald's and one that started with our founder, Ray Kroc. It stands for quality, service, cleanliness, and value. We think it does a good job of identifying the critical areas of our business.

Quality refers mainly to our food – the product our customers receive. To ensure the highest possible quality, we carefully select only the best food and equipment suppliers, and standardize food preparation and king procedures throughout our restaurants. Still, you are the most important

part of the quality equation. If a product isn't right, don't serve it. Soon you will be trained in our strict food product standards.

Service is best when you think like a customer. A caring and respectful attitude and a sincere smile builds our value to our customers – and your value to McDonald's. Your management team will be talking with you more specifically about how the customers in your restaurant like to be treated.

Cleanliness is the first thing our customers notice when they arrive at our McDonald's. It is the lack of cleanliness that they notice more. Our customers expect that at every McDonald's restaurant they visit they will find clean surroundings. That means the windows and doors are spotless, the parking lot, sidewalks, and floors are swept, the stainless steel in the grill sparkles, and the restrooms are bright, clean, and odorless. You will often be asked to help make sure that we meet their expectations.

Value is the total experience our customers have in our restaurants, from the food and service quality, to the dining room environment, and to the price they pay. If you don't know already, you'll soon learn firsthand that McDonald's is the leading quick service restaurant when it comes to providing a good value. After all, it's our heritage and something that is just as important to our customers today.

PURPOSE OF THE EMPLOYEE HANDBOOK

This handbook will provide you with general information concerning **Wicki Ventures** and your responsibilities. It cannot anticipate every question you may have and it is not designed to provide specific practices or policies for every situation. Questions concerning specific practices and policies, or how the general rules and policies apply, should be discussed with your supervisor.

This handbook is prepared for informational purposes only. **Wicki Ventures** reserves the right to interpret, modify, revoke, suspend, amend, terminate, or change any or all such plans, policies and procedures, in whole or in part, at any time without notice.

Except as to the Shorten Statute of Limitations provision provided in this Employee Handbook, and provided in your Employment Application, and the Acknowledgment which constitute an employment contract, this **handbook is not a contract**, and does not guarantee your employment, nor your wages, benefits, or any other aspect of your employment. Either you or **Wicki Ventures** may terminate your employment at any time, for any reason, with or without cause or notice. Understand that no supervisor, manager, or representative of **Wicki Ventures**, other than the owners of **Wicki Ventures** has the authority to enter into any agreement with you for employment for any specified period or to make any such promises or commitments.

While it is expected that your employment with **Wicki Ventures** will be rewarding and long term, either you or **Wicki Ventures** may terminate the employment relationship at any time with or without notice, for any reason or no reason at all, with or without cause. It should also be understood that no representative of **Wicki Ventures**, other than the President, has any authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the foregoing. Furthermore, if the President makes any such agreement, it shall not be enforceable unless it is in writing and signed.

Wicki Ventures will not have policies and/or procedures, nor make any decisions, that are contrary to any federal, state, or local laws.

Some subjects, such as benefits described in this handbook, are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits.

Wicki Ventures shall have the right to unilaterally review and revise this employee handbook periodically, including changes necessary for clarification or as recommended by legal counsel. Changes to this handbook will be communicated to the staff as soon as approved and available.

DISCLAIMER: Nothing in this Employee Handbook shall be construed to restrict an employee's rights under Sections 7 and 8(a)(1) of the National Labor Relations Act. No policy set forth in this Employee Handbook shall be construed or understood to prevent an employee from engaging in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

SECTION 101: EMPLOYMENT-AT-WILL

Employment with **Wicki Ventures** is voluntarily entered into, and employees are free to resign at any time, with or without cause. Similarly, **Wicki Ventures** may terminate your employment at any time, for any reason, with or without cause.

Policies, guidelines, and practices set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between **Wicki Ventures** and any of its employees. The provisions of this handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended, modified, or revoked at any time, at the sole discretion of **Wicki Ventures**. These provisions supersede all existing and prior policies, guidelines and practices and Employee Handbooks.

This handbook is designed to acquaint you with our **Wicki Ventures** and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment.

It is not our intention to cover every facet or question about our **Wicki Ventures** policies and procedures. **Wicki Ventures**, therefore, without prior notice, at any time, and for any reason, reserves the right to modify these policies and apply them in a manner that retains sole discretion in **Wicki Ventures**. Any revised information may supersede, modify, or eliminate existing policies. The President of **Wicki Ventures** shall approve any revisions to the policies of this handbook.

DISCLAIMER: Nothing in this Employee Handbook shall be construed to restrict an employee's rights under Sections 7 and 8(a)(1) of the National Labor Relations Act. No policy set forth in this Employee Handbook shall be construed or understood to prevent an employee from engaging in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

SECTION 102: EQUAL EMPLOYMENT OPPORTUNITY

At **Wicki Ventures**, we believe that diversity enriches our performance, the communities in which we live and work, and the lives of our employees, clients, vendors, and the community. As our workforce evolves, our efforts to understand, value and incorporate differences become increasingly important.

Wicki Ventures is an Equal Opportunity Employer (EOE). It is the policy of **Wicki Ventures** to extend equal opportunity to all qualified staff members and applicants for employment without respect to race, color, religion, national origin, LGBTQ+ status, veteran status, sex, age, disability, or any other protected class under the law. **Wicki Ventures** does not condone and will not tolerate discrimination, intimidation, or harassment based on these factors, and sexual harassment is prohibited whether directed toward women or men. Such conduct will subject the employee to disciplinary action, up to and including immediate termination.

In all hiring and employment practices, **Wicki Ventures** makes every effort to ensure that it does not discriminate against employees and applicants. This policy addresses **Wicki Ventures'** commitment to providing equal opportunity employment for all employees and applicants and to promoting diversity in the workplace.

Wicki Ventures will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you feel you have been subjected to any form of discrimination, you should contact your immediate supervisor as soon as possible after the incident. If this is not possible or appropriate under the circumstances, you are free to report the incident to Human Resources and/or a management team member. **Wicki Ventures** will immediately undertake an effective, thorough, and objective investigation. If **Wicki Ventures** determines that discrimination, harassment, or unacceptable conduct has occurred, effective remedial action will be taken commensurate with the severity of the offense. **Wicki Ventures** will not retaliate against any employee who files a complaint or participates in an investigation and will not permit retaliation by management or co-workers.

Opportunity at **Wicki Ventures** is based on merit and qualifications irrespective of race, color, religion, national origin, veteran status, sex, age, disability or any other protected class under the law. **We do not tolerate** any employee engaging in harassment or discrimination of any kind. Please see our “Non-Discrimination and Anti-Harassment Policy” and our “Sexual Harassment Policy.”

SECTION 103: AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) is a comprehensive federal civil rights law specifically for individuals with disabilities. It gives certain protection to qualified individuals with disabilities.

Wicki Ventures complies with the ADA to ensure that qualified applicants and employees with a known disability, who are able to perform the *essential functions* of the job, with or without *reasonable accommodation*, and whose employment does not pose a threat to their health and safety or that of others, are provided equal employment opportunity.

Employees seeking or needing an accommodation, shall make a written request to the Human Resource Department. This request will allow **Wicki Ventures** and the employee to engage in the interactive process to determine the specific need and request. Each request for an accommodation shall be evaluated on a case-by-case basis with the goal of making every effort to accommodate a request for accommodation that does not cause a hardship, significant difficulty, or expense. Employee is not entitled to his or her “choice” of accommodation, but rather a “reasonable” accommodation that fits the circumstances.

The obligation to provide reasonable accommodation is ongoing. **Wicki Ventures** may be required to provide a different accommodation if the disability or other circumstances change.

If you have any questions, you should contact the Human Resource Director or the U.S. Department of Labor: <https://www.dol.gov/general/topic/disability/ada>, or the EEOC: <https://www.eoc.gov>.

SECTION 104: RECRUITMENT

Wicki Ventures is committed to attracting and retaining superior employees in order to enhance our continued dedication to service excellence. It is the policy of **Wicki Ventures** to have a wide variety of recruiting resources available in order to have a selection of candidates for each position to result in the best fit for the candidate and **Wicki Ventures**.

In general, and to the best extent possible, our recruiting process involves an internal and external search. **Wicki Ventures** selects the best-qualified candidate for the position.

Wicki Ventures is an Equal Opportunity Employer (EOE). It is our policy to extend equal opportunity to all qualified staff members and applicants for employment without respect to race, color, religion, national origin, veteran status, sex, age, LGBTQ+ status, disability, or any other protected class under the law. We do not condone and will not tolerate discrimination, intimidation, or harassment based on these factors, and sexual harassment is prohibited whether directed toward women or men. Such conduct will subject any employee to disciplinary action, up to and including immediate termination.

All candidates *may* be subject to post-offer employment screenings. These screenings may include, but are not limited to, drug screens, criminal history background checks, medical examinations (in those positions where this is required), and Social Security Administration verifications. In addition, prior to an offer of employment, candidates may be subject to reference checks regarding previous work history where available. Further, all offers of employment are contingent on verification of the employee's right to work in the United States.

On the first day of work, **Wicki Ventures** will request the employee to provide original documents verifying their right to work and to sign a verification form required by federal law. If at any time the employee cannot verify their right to work in the United States, **Wicki Ventures** may be obliged to terminate their employment.

SECTION 105: EMPLOYMENT APPLICATIONS - REQUIREMENTS

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

PERSONNEL DATA CHANGES

For your protection, convenience, and benefit, you are requested to notify Human Resources immediately of any change in your name, address, phone number, or number of dependents. Keeping this information accurate enables us to reach you in an emergency, forward your mail and W-2 forms, maintain your insurance and other benefits and compute your payroll deductions. This personal information will be handled with complete confidence. We will not supply personal information to unauthorized individuals.

Note: **Wicki Ventures** is required by law to provide you either a hard copy of your W-2 or a free digital copy (if you opt for that) each year. However, if you request a replacement of your W-2, **Wicki Ventures** will charge a \$25.00 replacement fee.

EMPLOYMENT OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For 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. Although **Wicki Ventures** has no prohibition against employing relatives of current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, **Wicki Ventures** will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

EMPLOYMENT OF FRIENDS

We encourage you to refer your qualified friends for job openings. While we can make no promises they will be hired, they are encouraged to apply for open positions in the company. We will not hire friends where actual or potential conflicts may arise which could compromise supervision, safety, confidentiality, security, morale, and the like, at the Company.

If two employees marry, cohabitate, or otherwise become involved when they find they are in a conflict or potential conflict position the company may, at its option, take action to eliminate the conflict or potential conflict, including terminating one of the employees.

SECTION 106: REFERENCE AND BACKGROUND CHECKS

To ensure that individuals who join **Wicki Ventures** are well qualified and have a strong potential to be productive and successful, prior to making an offer of employment for all **salaried** employees, **Wicki Ventures** may conduct a job-related background check.

A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation and/or criminal record and credit checks. Third-party services may be hired to perform these checks.

Candidates applying for a position with **Wicki Ventures** may be required to submit to a background check depending on the nature of the position. Change in job status may also require a current employee to undergo a background check. The results of this process may deem an employee ineligible to fill certain job positions within **Wicki Ventures**. **Wicki Ventures** will protect the confidentiality of any results received through this process.

CRIMINAL CHECKS

Wicki Ventures uses third parties to conduct criminal background checks. **Wicki Ventures** will comply with federal laws that protect applicants and employees from discrimination. That includes discrimination based on race, color, national origin, sex, LGBTQ+ status, religion; disability; genetic information (including family medical history); and age (40 or older).

In addition, **Wicki Ventures**, to the extent required, will comply with the Fair Credit Reporting Act (FCRA) with regard to conducting criminal background checks. The Federal Trade Commission (FTC) enforces the FCRA.

In conducting criminal background checks and convictions, **Wicki Ventures** complies with the EEOC guidelines regarding the use of criminal background checks and specifically follows the “Green Factors” set forth in *Green v. Missouri Pacific Railroad*. The “Green Factors” require **Wicki Ventures** to evaluate the criminal background check report under the following test which assesses whether an exclusion is job-related for the position in question and consistent with business necessity:

- The nature and gravity of the offense or conduct;
- The time that has passed since the offense or conduct and/or completion of the sentence; and
- The nature of the job held or sought.

To the extent that the criminal background check reveals conduct that would exclude the person from the specific job applied for after applying the “Green Factors,” and to the extent that the basis for denying the job was related to the criminal background check, **Wicki Ventures** will send out an appropriate letter to the prospective employee explaining the basis for denial of the job. The prospective employee shall have ten days after the date of the correspondence explaining the basis for denial of the job to contact **Wicki Ventures** and schedule a meeting explaining how the criminal background conduct should not exclude him/her. Failure by the prospective employee to

contact **Wicki Ventures** within the ten (10) day period as provided above, shall constitute a waiver of such right to engage **Wicki Ventures** regarding the decision to deny employment.

If you have any questions regarding your rights, please feel free to contact the Human Resource Department at **Wicki Ventures** or the EEOC at www.eeoc.gov.

MOTOR VEHICLE RECORD CHECKS AND PRIVACY LAWS

Wicki Ventures' ability to collect and verify, in the normal course of business, and use employees' Motor Vehicle Records (MVR) is the federal Driver's Privacy Protection Act (DPPA) of 1994. That law restricts state Department of Motor Vehicles (DMV) from disclosing personally identifiable driver records without first obtaining the driver's expressed written consent. MVRs will be on file only as long as they are reasonably needed to screen an employee and sharing those records only with the persons who evaluate the employee's ability to drive a **Wicki Ventures** vehicle.

Please feel free to contact Management if you have any questions.

SECTION 107: ORIENTATION - INTRODUCTORY PERIOD

The employee's first ninety (90) days of employment with the Company are considered an introductory period. This introductory period will be a time for getting to know fellow employees, managers, and the tasks involved in the position, as well as becoming familiar with the Company's products and services. The supervisor or manager will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and the Company. During this introductory period, the Company will evaluate employees' suitability for employment, and employees can evaluate the Company as well. At any time during this first ninety (90) days, employees may resign. If, during this period, employee work habits, attitude, attendance, performance, or other relevant factors do not measure up to our standards, the Company may release employment.

At the end of the introductory period, the supervisor or manager will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Please understand that completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Please also understand that completion of the introductory period does not imply that employees now have a contract of employment with the Company, other than at-will. Completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the Company of more than one (1) year is considered an introductory employee during his/her first ninety (90) days following rehire.

SECTION 108: IMMIGRATION LAW COMPLIANCE

All employees of **Wicki Ventures** are required by federal law to verify their authorization to work in the United States. In compliance with the law, **Wicki Ventures** prohibits discrimination in hiring, recruiting, referring for a fee, or discharging any person based on citizenship and national origin.

The U.S. Immigration and Naturalization Services require that **Wicki Ventures** and candidates for employment provide specific information within three (3) days of commencing employment. Candidates for employment must complete Section 1 of Form I-9 and provide **Wicki Ventures** with specific documents to establish their identity and employment eligibility.

Identity can be established by providing documentation such as a current state-issued driver's license, state-issued identification card, or similar document such as a school I.D. with a photograph, voter's registration card, or military service record.

An employment eligibility document is a valid Social Security card, a birth certificate, or any immigration document.

Wicki Ventures believes in strict compliance with I-9 policies. **Wicki Ventures** will not accept any deviation in compliance with the I-9 processes. An employee that fails to comply with the I-9 requirements will be immediately terminated.

It is the policy of **Wicki Ventures** that training on I-9 compliance is a priority and the following will occur:

1. The most senior Human Resources staff will always be trained on Form I-9 retention procedures.
2. All I-9s will be maintained in a central location and will be accessible in a manner that allows them to be produced in accordance with government **Wicki Ventures** requests.
3. That every newly hired employee shall be E-Verified prior to hire.

The senior Human Resources staff will be responsible for storing, tracking re-verification, and purging I-9s appropriately.

SECTION 109: SOCIAL SECURITY NUMBER PRIVACY POLICY

Wicki Ventures has adopted a Social Security Number Privacy Policy. The purpose of the Social Security Policy and this policy is to ensure, to the extent possible, the confidentiality of social security numbers, to prohibit the unlawful disclosure of social security numbers, to limit the persons who have access to the information and documents that contain social security numbers, and to set forth and practice proper procedures for the disposing of documents which contain social security numbers.

In the regular course of business, **Wicki Ventures** collects and maintains documents which contain social security numbers, under conditions and circumstances allowed by law. In accordance with **Wicki Ventures** policy, and as required by law, all or more than four (4) sequential digits of a social security number may not be placed on identification cards, badges, timecards, employee rosters, bulletin boards, permits, licenses, or any other materials or documents for public display. Documents, materials or computer screens that display all or more than four (4) sequential digits of a social security number may not be disclosed for public viewing and is limited only to authorized personnel who have a business reason for reviewing such information.

All documents containing social security numbers must be stored in a physically secure manner so that only authorized personnel have access to such information. Social security numbers may not be stored on computers or electronically unless they are secured from unauthorized access. Only management personnel who have legitimate business reasons to know may have access to records containing social security numbers. Social security numbers must be kept private and secure at all times. Documents may not be sent through the mail which contain all or more than four (4) sequential digits of a social security number, if the number can be seen through the envelope window or is otherwise visible from the outside of the envelope or package.

If documents containing social security numbers need to be disposed of, such disposal must be done in such a way to protect the confidentiality of the social security numbers. It is the policy of **Wicki Ventures** that this is done by shredding.

Violations of the Social Security Privacy policy will result in discipline up to and including discharge. Employees are encouraged to immediately report any violations of this policy to the Human Resource Director.

SECTION 110: MCDONALD’S AND WORKING STUDENTS

With more than 34,000 restaurants worldwide, McDonald’s is one of the country’s largest employers of young people. Along with this leadership comes an important responsibility: To see that education and school work are the top priorities of our school age employees, and to make sure that their job experience complements, rather than detracts from, their education.

We subscribe to the following principles in our restaurants:

- Education is a significant priority. There is no question that, between education and employment, education comes first.
- To make sure that education comes first, McDonald’s provides flexible working hours to accommodate classes, homework assignments, and extracurricular educational activities.
- Excessive or late working hours should never compromise grades and school attendance.
- McDonalds provides training, skills development, and work experience, which teaches the importance of responsibility, self-discipline and superior achievements.
- McDonald’s complies with all laws concerning the employment of minors and continues to commit to policies, which go beyond local requirements.
- We take a leadership role in working with parents, educators and students on education issues.
- McDonald’s believes in supporting education by recognizing our employee’s scholastic achievements through various scholarship opportunities.

OHIO MINOR LABOR LAWS

- Every minor 14-17 years of age must have a work permit, unless otherwise stated in Chapter 4109.
- Every minor must receive a 30-minute break if they work more than five (5) consecutive hours.

SCHOOL IN SESSION

AGE	MAY NOT WORK PRIOR	MAY NOT WORK AFTER	MAXIMUM HOURS SCHOOL DAY	MAXIMUM HOURS NON-SCHOOL DAY	MAXIMUM WEEKLY HOURS
14 & 15	7:00 a.m.	7:00 p.m.	3	8	18
16 & 17	7:00 a.m.	11:00 p.m.	n/a	n/a	n/a

SCHOOL NOT IN SESSION

AGE	MAY NOT WORK PRIOR	MAY NOT WORK AFTER	MAXIMUM HOURS SCHOOL DAY	MAXIMUM HOURS NON-SCHOOL DAY	MAXIMUM WEEKLY HOURS
14 & 15	7:00 a.m.	9:00 p.m.	n/a	8	40
16 & 17	n/a	n/a	n/a	n/a	n/a

DUTIES A 14 OR 15 YEAR OLD MAY PERFORM

✓ Front Counter	✓ Drive Thru Cashier	✓ Drive Thru Runner
✓ Order Taker	✓ Host/Hostess	✓ Draw Drinks
✓ McFlurry/McCafe	✓ Initiator <i>*in plain view of customer</i>	✓ Assembler <i>*in plain view of customer</i>

****NO dropping or raising fries or other product into or out of the fry vat.****

RESTRICTIONS ON WORK ACTIVITIES - 14 & 15 YEAR OLD MAY NOT:

- Perform any cooking activity using fry vats (unless the fryers are equipped with and utilize devices that automatically raise and lower the product into and out of the oil or grease)
- Use a microwave oven in our restaurants (because they have the capacity to heat products above 140 degrees F.)
- Load or unload trucks or conveyors
- Minors can "occasionally" enter freezers to "momentarily" retrieve items.
- Work in walk-in freezers or refrigerators. Perform any biscuit preparation
- Operate, load, or empty a trash compactor or shredder
- Work on ladders, scaffoldings, or roofs
- Operate any power-driven machinery
- Operate, adjust, or clean electric or power-driven food slicers (including electric knives or cheese, vegetable and meat slicers or shredders)
- Clean any kitchen surface or power-driven equipment if the temperature of the surface/equipment exceeds 100 degrees F.
- Work on any filtering task

- Perform any type of work on a roof
- Operate any laundry equipment
- Drive on any public roadways while working

SECTION 111: WICKI VENTURES INFORMATION AND COMMUNICATIONS

Wicki Ventures offers a variety of information sources for Employees, so that they may be informed of **Wicki Ventures** developments, changes, and procedures. Examples of such sources include staff meetings, office memos, email updates, website, etc. As part of your job performance, you are expected to avail yourself of these information sources. You will be held accountable for compliance with **Wicki Ventures** directives that have been communicated through these sources.

BULLETIN BOARDS

Important announcements are posted from time to time on company bulletin boards. Such announcements include: general interest information, benefits information, approaching holidays or company events and state and federal notices that **Wicki Ventures** is required to post either on a continuing basis or at specified times throughout the year. No one is permitted to post materials of any kind on the bulletin boards without prior approval from Human Resources.

SECTION 201: EMPLOYMENT CATEGORIES

It is the intent of **Wicki Ventures** to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The following are our employment category definitions:

EXEMPT EMPLOYEES

Exempt employees generally do not receive overtime pay per federal and state wage and hour laws. In general, exempt employees are paid to accomplish specific goals and conditions irrespective of time requirements. In order to be an Exempt employee, the job position held by an employee must meet specific guidelines set forth by the Department of Labor.

NON-EXEMPT EMPLOYEES

Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. “Comp time” pay and flex time is strictly forbidden with non-exempt employees. Employees may *not* be asked to “waive their rights” to any provisions entitled to them by the Department of Labor (*i.e.*, overtime pay), nor are employees entitled to request to “waive their rights.”

REGULAR FULL-TIME EMPLOYEES

Employees who are not in a temporary status and who are regularly scheduled to work **Wicki Ventures** full-time schedule. A regular full-time employee is one who works thirty (30) or more hours per week.

PART-TIME EMPLOYEES

Employees who are not assigned to a temporary status and who work continuously for a specified number of hours per week which is less than a regular schedule of thirty (30) hours per week. Part-time employees receive all **legally mandated** benefits (such as Social Security and Workers' Compensation Insurance) but are not eligible for health benefits. Part-time employees are eligible for pro-rated vacation and personal time after one (1) year of continuous employment and average at least 20 hours per week.

*Part-time Employees asked to work forty (40) hours or more in order to complete special projects or tasks do not qualify as full-time.

IT IS THE INTENT OF **WICKI VENTURES** TO FULLY COMPLY WITH THE FAIR LABOR STANDARDS ACT (**FLSA**) WITH REGARD TO ITS CLASSIFICATION OF EMPLOYEES. IF YOU FEEL YOU HAVE BEEN MISCLASSIFIED, PLEASE IMMEDIATELY CONTACT YOUR SUPERVISOR OR THE HUMAN RESOURCE DEPARTMENT.

SECTION 301: WORK SCHEDULES FOR NON-EXEMPT AND EXEMPT EMPLOYEES

HOURS OF WORK

The standard workweek for the Company will begin at 12:01 a.m. Wednesday and end at midnight the following Tuesday. Employees are expected to be at their work area, ready to work at their scheduled time. Your manager will let you know your work schedule, including what time you will be expected to start and finish work each day.

“Work hours,” as defined in the policy, is intended to include any time spent during the day engaged in business activity and as documented on the employee’s timecard.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the Manager. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime.

OFF-THE-CLOCK WORK POLICY

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (engaging in work assignments or duties that are not reported as time worked) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to a supervisor or member of management. Failure to record all time worked is grounds for discipline up to and including termination.

MEAL AND REST BREAKS

Breaks will be provided depending on your work hours. Breaks range from a quick pause for something to drink, to a thirty (30) minute lunch break. State law and the number of hours you work will dictate the length of your break. While on break you will not be permitted to be on the floor or behind the front counter.

One of the best benefits of working for McDonald’s is the food. You may have a meal that consists of a sandwich/salad, a potato product, and drink during your break free of charge. When ordering during your break, all employees should go and get in line as if they were a customer. Employees are not permitted to assemble their own orders. Any and all employee meals must be consumed on the premises.

All lunches are to be consumed in an area out of view of our customers. Under no circumstances should you eat your lunch at a desk or counter that is considered a point-of-sale. If you elect to eat the employee meal, your lunch period is not permitted to exceed thirty (30) minutes. **Discounted meals are not allowed to be taken off property.**

WORK ASSIGNMENTS

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "and other assigned duties." From time to time, you may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. You will be compensated at your regular rate of pay while performing other assigned duties on a temporary basis.

SECTION 302: ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, **Wicki Ventures** expects employees to be reliable and to be punctual in reporting for scheduled work. You are also expected to take your lunch/meal times within the time limits set by your Manager. Absenteeism and tardiness place a burden on other employees and on **Wicki Ventures**. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Manager as soon as possible in advance of your arrival.

If you cannot make it into work due to an illness or an emergency you are responsible for finding your own replacement for your shift.

If an employee fails to report to work for one (1) day and has not notified his/her supervisor (“no call/no show”), he/she will be considered to have voluntarily terminated employment with **Wicki Ventures**. **This Policy is subject to compliance with the ADA.**

Any paid time off must be used in any absences. For extenuating circumstances, please see our Leave of Absence policy. **This Policy is subject to compliance with the ADA.**

All absences of three (3) or more consecutively scheduled days (where employee notified his/her supervisor) or more require a doctor’s notice. Extenuating circumstances will be handled on a case-by-case basis. **Wicki Ventures** will make decisions in accordance with applicable federal, state, and local laws.

If an employee times out or leaves work during a scheduled shift without prior approval and/or notification to his/her supervisor, or designated person in charge, he/she will be considered to have voluntarily abandoned employment with **Wicki Ventures**. Extenuating circumstances will be reviewed on a case-by-case basis.

Excessive absenteeism and tardiness will not be allowed. When an employee is frequently absent or late it detracts from the efficiency of **Wicki Ventures**, which has an impact on others who are performing their jobs. A person with a record of excessive absenteeism or tardiness may be subject to disciplinary action, up to and including termination.

Absence in excess of an employee’s allotted Personal and Vacation time is a violation of the companies’ attendance policy and is grounds for termination. Habitual tardiness and/or leaving work prior to the end of a scheduled shift without authorization by an immediate supervisor will include disciplinary action up to and including termination.

QUESTIONABLE PATTERN OF ABSENCES

- ✓ Repeated unscheduled absences taken concurrently with days off, weekend, or holidays.
- ✓ Unscheduled absences taken on a day or days for which a request for scheduled time off was denied.

- ✓ If this pattern of absences is suspected, the employee will receive a penalty of two (2) unscheduled absences for each occurrence and will receive a separate written warning.
- ✓ Three (3) unscheduled absences (which are separate occurrences) in the first 90-days of employment may result in termination.
- ✓ Failure to attain and sustain an acceptable attendance record in a rolling 12-month period will result in disciplinary action as outlined in the Progressive Discipline section of the Employee Handbook.

SECTION 303: OVERTIME FOR NON-EXEMPT EMPLOYEES

On occasion, we may ask employees to work beyond their regular scheduled hours. We may expect employees to work a reasonable amount of overtime because of their position. We will try to give employees notice when overtime work is necessary; however, it will not always be possible to notify workers in advance. Exempt employees will not be paid for working beyond their regular scheduled hours. Nonexempt employees are entitled to payment of overtime, according to the following rules:

- All overtime work must be approved by the general manager. Working overtime without permission violates Company policy and may result in disciplinary action.
- For the purposes of calculating how many hours an employee has worked in a day or week, our work week begins on Wednesday and ends on Tuesday.
- Nonexempt employees will be paid one and a half times their regular hourly rate of pay for every hour worked more than forty (40) hours.

SCHEDULED OVERTIME

Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required work week of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your supervisor. He/she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.

INCIDENTAL OVERTIME

Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work.

IT IS THE INTENT OF WICKI VENTURES TO FULLY COMPLY WITH ALL STATE AND FEDERAL LAWS INCLUDING THE FLSA. IF YOU BELIEVE YOU HAVE NOT BEEN PAID FOR WORK, YOU MUST IMMEDIATELY CONTACT MANAGEMENT SO THAT CORRECTIVE ACTION CAN BE TAKEN. PLEASE REVIEW *SAFE HARBOR POLICY* CONTAINED IN THIS EMPLOYEES HANDBOOK.

SECTION 304: SAFE HARBOR POLICY

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work.

REVIEW YOUR PAY STUB

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

NON-EXEMPT EMPLOYEES

If you are eligible for overtime pay or extra pay (including pay due under our handbook or a collective bargaining agreement), you must maintain a record of the total hours you work each day. These hours must be accurately recorded. You must record accurately all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

EXEMPT EMPLOYEES

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for **Wicki Ventures**. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

You will receive your full salary for any workweek in which work is performed. However, under federal law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons in a workweek in which work was performed:

- * Full day absences for personal reasons, including vacation.
- * Full day absences for sickness or disability.
- * Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).
- * Family and Medical Leave absences (either full or partial day absences).

- * To offset amounts received as payment for jury and witness fees or military pay.
- * Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.
- * The first or last week of employment in the event you work less than a full week.

Your salary also may be reduced for certain types of deductions, such as: your portion of health, dental, or life insurance premiums; state, federal, or local taxes, Social Security; or voluntary contributions to a 401(k) or pension plan. In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- * Partial day absences for personal reasons, sickness, or disability.
- * Your absence because the facility is closed on a scheduled work day.
- * Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- * Any other deductions prohibited by state or federal law.

PLEASE NOTE: You will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness, or disability. However, your salary will not be reduced for partial day absences if you do not have accrued paid time off.

TO REPORT VIOLATIONS OF THIS POLICY, COMMUNICATE CONCERNS, OR OBTAIN MORE INFORMATION

It is a violation of **Wicki Ventures'** policy for any employee to falsify the time worked or to assist another employee in falsely reporting time worked. It is also a serious violation of **Wicki Ventures** policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to the Human Resources Department.

You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your timesheet. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your timecard. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If you have questions about deductions from your pay, please contact Human Resources immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to a supervisor

immediately. If a Manager is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply within three business days), you should immediately contact Human Resources or the Manager of Payroll.

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

In addition, **Wicki Ventures** will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in **Wicki Ventures** investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

DISCLAIMER: Nothing in this Employees Handbook shall be construed to restrict an employee's rights under Sections 7 and 8(a)(1) of the National Labor Relations Act. No policy set forth in this Employees Handbook shall be construed or understood to prevent an employee from engaging in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

SECTION 401: TIMEKEEPING

Accurately recording time worked is the responsibility of every employee of **Wicki Ventures**. Federal and state laws require **Wicki Ventures** to keep an accurate record of time worked in order to calculate your pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Exempt employees must accurately record any Paid Time Off and submit information to Payroll.

PROCEDURE

Each field employee is required to keep a timecard for his/her job activities each week. Each time card should contain the following information:

1. Your name;
2. Week ending date;
3. Job numbers worked that day;
4. Hours worked at each job daily coded to specific division;
5. Total hours worked for that week;
6. Your supervisor's signature for each job site you work on each day; and
7. Your signature.

It is your responsibility to turn in your time card to your supervisor and have them sign it. All hours worked must be authorized by the superintendent in charge. It is also your responsibility to ensure that your time card is turned into the office each week. Failure to turn in your time card or have it signed could result in your pay being delayed. Further, if you are off for a particular day, you must specify the exact reason for your absence. For example: "vacation," "sick," "OSHA training," "rain day" etc.

All job superintendents are required to keep a timesheet for each day on their job. Timecards will verify all activities performed on the job for that week as well as all employees and hours worked on that job each week. These timecards will be used to monitor job progress as well as to cross reference with all timecards. Superintendents should also use these timecards to list all vendors from which materials were purchased for that day as well as all subcontractors who performed work on the job that day. Finally, it is the superintendent's joint responsibility to ensure that all employees' timecards are initialed for the hours worked on their job. All office employees who are performing a direct job function must also turn in a weekly time sheet. This time should indicate a job number and name the amount of time spent daily on each job and all hours should be coded in the appropriate division.

Timecards must be received by the personnel office no later than 8:00 a.m. every Monday. Failure to comply will result in a delay of your pay for that time period.

If you are an employee of **Wicki Ventures**, you are expected to record your time using **Wicki Ventures'** timekeeping system. Your supervisor will advise you of the way to track your time

worked. If you are an hourly employee and you forget to record your time or need a correction to be made, you must submit it to your supervisor or designee for approval and correction.

Neglecting to record your time may cause your hours to be invalidated or incorrectly posted. Falsifying your own timecard or that of another is prohibited and may be grounds for disciplinary action, including termination.

Nonexempt employees should not report to work prior to their scheduled starting time nor stay after their scheduled stop time without expressed prior authorization from their supervisor. **Overtime work must always be approved by your supervisor.**

IT IS THE INTENT OF WICKI VENTURES TO FULLY COMPLY WITH ALL STATE AND FEDERAL LAWS INCLUDING THE FLSA. IF YOU BELIEVE YOU HAVE NOT BEEN PAID FOR WORK, YOU MUST IMMEDIATELY CONTACT YOUR SUPERVISOR SO THAT CORRECTIVE ACTION CAN BE TAKEN. PLEASE REVIEW SAFE HARBOR POLICY CONTAINED IN THIS EMPLOYEES HANDBOOK.

SECTION 402: COMPENSATION

It is the practice and policy of **Wicki Ventures** to accurately compensate employees and to do so in compliance with all applicable state and federal laws.

The standard workweek for the Company will begin at 12:01 a.m. Wednesday and end at midnight the following Tuesday.

The designated pay period for all employees is semi-monthly. Generally, the first pay period extends from the first day of the month through the fifteenth (15th) day of the month. The second pay period of the month extends from the sixteenth (16th) of the month through the end of the month. Paychecks are distributed on the 22nd day of the month, for the first pay period and on the 7th day of the following month, for the second pay period. Except as otherwise provided, if any date of paycheck distribution falls on a Saturday, Sunday or holiday, employees may be paid on the preceding scheduled workday.

Wicki Ventures and its subsidiaries are pleased to announce the implementation of the FSV employee pay card. You will have the following two choices for the payment of your paycheck:

1. Direct Deposit to any combination of a checking and/or savings account of your choice. This can be any bank or credit union.
2. FSV Employee Pay Card. This new option gives you a “plastic paycheck” with a Visa Card logo, which is loaded with your paycheck on payday. It is available immediately to make purchases anywhere the Visa Card logo is accepted, to pay bills such as utilities or rent, and to access cash within the Allpoint/Money Access ATM network. You can also receive cash from the pay card at a bank that provides Visa Card cash advances.

**All pay increases are based upon merit and market factors. There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions.*

**Employees' pay also may be adjusted downward. Salary decreases may take place when there is: job restructuring, job duty changes, job transfers, or adverse business economic conditions.*

TO REPORT CONCERNS OR TO OBTAIN MORE INFORMATION

If you have questions about deductions from your pay, please contact the Human Resources Department. If you believe you have been subject to any improper deductions, you should immediately report the matter to Management. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including termination of employment for any employee(s) who violate this policy. In addition, we will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination of employment. Please note that where state law is more generous to employees, the state law will be followed.

SECTION 403: GARNISHMENTS / SETOFFS

WAGE GARNISHMENTS

A wage garnishment is an order from a court or a government directing **Wicki Ventures** to withhold a certain amount of money from an employee's paycheck and send it to an address following the directive of the order. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, money owed as a result of a judgment in a civil lawsuit, or other.

If **Wicki Ventures** is instructed by a court to garnish your wages, you will be notified of the garnishment. Please note that we are legally required to comply with these orders. If you have a dispute or have concerns about the amount of a garnishment, you must contact the court that issued the order.

PAY DEDUCTIONS AND SETOFFS

The law requires that **Wicki Ventures** make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. **Wicki Ventures** also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." **Wicki Ventures** matches the amount of Social Security taxes paid by each employee.

Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of any voluntary programs offered by **Wicki Ventures**.

Pay setoffs are pay deductions taken by **Wicki Ventures**, usually to help pay off a debt or obligation to **Wicki Ventures** or others and will be made where applicable in compliance with federal and state law.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Human Resource Department can assist in having your questions answered.

LOANS AND PAY ADVANCES

During our years in business, we have learned that loans to employees or advances in pay do little in the long run to help an employee meet his or her financial obligations. At the same time, we may be put in a very difficult and unpleasant position if we were required to collect a past due loan. For these reasons, it is our policy not to make loans or pay advances to employees.

SECTION 501: EMPLOYEES BENEFITS

HEALTH INSURANCE

Wicki Ventures complies with all applicable federal and state laws with regard to health insurance administration. All **full-time** regular employees are entitled to benefits under the Company's health and other company-sponsored insurance plans, as may be in effect from time to time. Full-time employees are defined as one regular working thirty (30) or more hours per week.

An employee hired as a variable hour employee will have their hours tracked for the standard measurement period of one year. If that employee works for the organization for the entire standard measurement period and averages thirty (30) or more hours per week, then the employee is eligible for health insurance in the stability period.

All full-time employees will be eligible for health insurance on the first day of the month following two (2) months of employment. Variable hour employees who qualify for health insurance will be eligible the first day of the month following the measurement period. The Company reserves the right to change or terminate health plans or other benefits at any time.

PAID TIME OFF (PTO) POLICY

Wicki Ventures and its subsidiaries believe that their employees deserve time away from work to spend with family and friends. As an independent franchise of McDonald's our PTO policy is as stated below:

Certified Shift			Certified Department Manager			Certified General Manager		
1 year of service	40 hrs PTO	1.67 hrs/pay	1 year of service	80 hrs PTO	1.67 hrs/pay	1 year of service	135 hrs PTO	5.63 hrs/pay
3+ years of service	80 hrs PTO	3.33 hrs/pay	3 years of service	120 hrs PTO	3.33 hrs/pay	3 years of service	180 hrs PTO	7.5 hrs/pay

* (Higher ranked position PTO policies are noted in Addendum I and available to employees holding those positions.)

Eligibility for Manager PTO is based on a **thirty (30) hour work week** continuous year-round. PTO begins to accrue at the commencement of employment anniversary noted above and accrues on a monthly basis. PTO is accrued each pay period based on length of service and job level pursuant to the Accrual Schedule above. In an effort to accommodate the desires of those employees who would like to take their vacations early in the year, employees will be permitted to “borrow” against the PTO they expect to accrue over the course of a vacation year. It should be noted, however, that if your employment with our Company is terminated for any reason prior to the time that you have accumulated the number of PTO days taken during the vacation year, you will be responsible for reimbursing **Wicki Ventures** for the amount of used but unaccrued PTO. The Company will deduct the amount of used, but unaccrued PTO from your final paycheck, should that be necessary. PTO accrued will automatically roll over into the new Plan Year up to 1 week. PTO will not accrue during unpaid leaves of absence in which the employee is not receiving a paycheck.

Requests for scheduled and unscheduled PTO must be submitted in writing. PTO time needs to be scheduled with the store manager and must be approved by the area supervisor at least two weeks in advance, to not disrupt the workplace. Request forms must all be completed on the company website two weeks in advance. In the event of an unforeseen circumstance such as personal illness, illness of a child or a death in the family, please obtain the approval of the store manager and area supervisor to be absent.

As a newly eligible or promoted employee, PTO time will be awarded to you after you have completed your qualified time with the Company as noted above. The number of hours awarded to you during your first year of eligibility or promotion will be prorated based on your month of eligibility or promotion.

All employees are required to show up the day before and the day after their scheduled time off. If an employee does not adhere to this policy, their scheduled PTO will be denied or forfeited on their paycheck.

* When a salaried employee reaches their 5 or 10 years of service, the employee will receive their additional week if their anniversary is in the first 6 months of the calendar year, January 1 – June 30th. If their anniversary is in the last 6 months of the year, July 1 – December 31, they will receive their additional week on the commencement of the new calendar year.

Crew Member		
1 year of service	24 hrs PTO	1.0 hr/pay
2 years of service plus	40 hrs PTO	1.67 hrs/pay

Eligibility for Crew PTO is determined on January 1st of each year and is based on an **average of 30 hours a week the year prior**. As stated above, employees will be permitted to “borrow” against the PTO they expect to accrue over the course of a vacation year. It should be noted, however, that if your employment with our Company is terminated for any reason prior to the time that you have accumulated the number of PTO days taken during the vacation year, you will be responsible for reimbursing **Wicki Ventures** for the amount of used but unaccrued PTO. The Company will deduct the amount of used but unaccrued PTO from your final paycheck, should that be necessary. PTO accrued will automatically roll over into the new Plan Year up to 1 week. PTO will not accrue during unpaid leaves of absence in which the employee is not receiving a paycheck. Crew PTO may only be used during the months April-September.

Requests for scheduled and unscheduled PTO must be submitted in writing. PTO time needs to be scheduled with the store manager and must be approved by the area supervisor at least two (2) weeks in advance, so as not to disrupt the workplace. Request forms must all be completed on the

Company website two (2) weeks in advance. In the event of an unforeseen circumstance such as personal illness, illness of a child or a death in the family, please obtain the approval of the store manager and area supervisor to be absent.

FREE MEALS

You may have a meal that consists of a sandwich/salad, a potato product, and drink during your break free of charge.

RETIREMENT PLAN

Employees may choose to participate in our 401(k) plan after one year of employment and 21 years of age. Open enrollment periods are January and July of every year. The Company will match up to 4% of your contributions. You may elect to make Roth contributions or Pre-Tax contributions.

UNEMPLOYMENT COMPENSATION

Every quarter, **Wicki Ventures** contributes funds to unemployment compensation.

The basic reason for unemployment pay is to provide some security to those who are unemployed through no fault of their own. The state is responsible for determining eligibility and the amount you will be paid. In order to make an unemployment claim, you must establish your right to the benefits. You must meet certain conditions before you can obtain these benefits.

WORKER'S COMPENSATION

Worker's compensation is automatically provided to all employees at **Wicki Ventures'** cost. Payment under this insurance depends upon your cooperation and prompt reporting of any accident and/or injury. All accidents and/or injuries sustained while working should be reported immediately to your supervisor because of compensation insurance requirements, which limit the time in which reports are to be made to the insurance provider. Failure to report an injury could result in no coverage of medical treatment or income benefit as the result of the injury.

Employee rights under the FMLA and Workers' Compensation are concurrent. Therefore, an employee with an on-the-job injury that also qualifies as a serious health condition may receive benefits under both the FMLA and state Workers' Compensation laws simultaneously. However, employees cannot receive Workers' Compensation wage loss benefits and paid FMLA leave concurrently. If an employee receives Workers' Compensation wage loss benefits, the employee cannot use accrued paid leave during this period of FMLA leave.

SECTION 502: BEREAVEMENT LEAVE

A regular full-time salaried Employee of **Wicki Ventures** may request a leave of absence with pay for a maximum of three (3) working days upon the death of a member of their immediate family. The request should be made to their Supervisor. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships. Proof of death may be required.

Immediate family is understood to include:

- ✓ Spouse / Domestic partner
- ✓ Child / Step-child
- ✓ Parent
- ✓ Brother / Sister
- ✓ Grandparent
- ✓ Grandchild

Any available personal time off can be used at this time with the approval of your Supervisor. Additional unpaid time off will be granted to allow for any arrangements associated with the death that must be made.

PLEASE NOTE: FRAUDULENT USE OF THIS POLICY WILL BE CAUSE FOR IMMEDIATE TERMINATION.

SECTION 503: MOTHER’S RIGHTS

BREASTFEEDING / LACTATION POLICY

As part of our family-friendly policies and benefits, **Wicki Ventures** supports breastfeeding mothers by accommodating the mother desiring to express breast milk during her workday when separated from her newborn child. **Wicki Ventures** will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has a need to express the milk. **Wicki Ventures** has provided “a suitable and private place that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.”

**The FLSA requirement of break time for nursing mothers to express breast milk does not preempt State laws that provide greater protections to employees (for example, providing compensated break time, providing break time for exempt employees, or providing break time beyond one (1) year after the child’s birth).*

TIME AND LOCATION OF BREAKS

Wicki Ventures has designated the room for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting the Human Resources Director. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work off site or in other locations will be accommodated with a private area as necessary.

Wicki Ventures will provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary depending on your particular circumstance and need.

COVERAGE AND COMPENSATION

Only employees who are not exempt from Section 7(r) of the Fair Labor Standards Act, which includes the FLSA’s overtime pay requirements, are entitled to breaks to express milk.

Pursuant to Federal law, **Wicki Ventures** is not required under the FLSA to compensate nursing mothers for breaks taken for the purpose of expressing milk. However, to the extent that an employee is already provided compensated breaks and uses that break time to express milk, will be compensated in the same way that other employees are compensated for break time. In addition, the FLSA’s general requirement that the employee must be completely relieved from duty or else the time must be compensated as work time applies. Section 15(a)(3) of the FLSA states that it is a violation for any person to “discharge or in any other manner discriminate against any employee because such employee has exercised her protected right.

SECTION 601: WICKI VENTURES EQUIPMENT POLICIES

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

Please notify the Manager if any equipment, appliances, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Manager can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of **Wicki Ventures** equipment, or failure to safeguard the equipment from loss, can result in disciplinary action, up to and including termination of employment.

Employees are prohibited, without prior approval of the Manager, from using any **Wicki Ventures** equipment or property for any personal purpose or for any other purpose other than for the conduct of **Wicki Ventures'** business. At the discretion of the Manager, employee use of **Wicki Ventures** equipment or property for personal use may be granted on an individual request basis.

Wicki Ventures may request that you reimburse us for the cost of any items that are not returned when required. **Wicki Ventures** may also take all action deemed appropriate to recover or protect its property.

IT IS THE INTENT OF WICKI VENTURES TO FULLY COMPLY WITH THE FAIR LABOR STANDARDS ACT (FLSA) WITH REGARD TO PAYMENT OF WAGES AND COMPENSATION AND ITS CLASSIFICATION OF EMPLOYEES. IF YOU FEEL YOU HAVE BEEN MISCLASSIFIED, PLEASE IMMEDIATELY CONTACT YOUR SUPERVISOR OR THE HUMAN RESOURCE DEPARTMENT.

SECTION 602: GENERAL WORKPLACE POLICIES / SECURITY

It is every employee's responsibility to help keep our workplace secure from unauthorized intruders. Every employee must comply with security precautions.

1. No one is permitted to sign any documents without prior approval from the General Manager, Supervisor, or Director of Operations.
2. Posting, defacing, or removing notices, signs or writing on our company bulletin boards without authorization is prohibited.
3. Misappropriation of cash, cash equivalents, raw products, materials that are confidential, and properties such as parts or tools. This includes giving away or under-charging for food and beverage products and consuming food, which was not purchased or given to you by the restaurant management.
4. Any violation of meal policy or giving away products.
5. Restaurant premises must be kept clean and free of litter at all times.
6. Loitering is prohibited when not on schedule – this includes the manager's desk or cabinet.
7. **All waste must be thrown out. It's never to be taken home even at closing time. It is always to be thrown out.**

If you are the last to leave the workplace for the evening, you are responsible for doing all of the following:

- Turn off the computer/registers,
- Make sure the oven and all other equipment is turned off,
- Lock all the money in the safe,
- Lock the front and back door.

If you have questions about any of these responsibilities, please talk to the owners and/or general manager.

Wicki Ventures reserves the right to have video surveillance on its property. This is done to protect **Wicki Ventures** assets as well as all **Wicki Ventures** employees. For the safety of all employees, **Wicki Ventures** reserves the right to inspect any individual while on company premises. This right includes, but is not limited to, the inspection of lunch boxes, purses, parcels, duffel bags, briefcases, lockers, etc. The Company may conduct inspections at random or when there is suspicion of theft. All employees are expected to cooperate with company security inspections.

Wicki Ventures does not assume responsibility for any personal property located on its premises, in vehicles, or in parking areas. Employees are to use their own discretion when choosing to bring personal property to the workplace and do so at their own risk.

All employees will enter and exit **Wicki Ventures** through main entrances during off-hours. Any employee who enters the premises during unscheduled hours must inform and have their supervisor's approval in advance. **Wicki Ventures** monitors activity throughout its facilities 24-hours a day.

SECTION 603: THEFT / VANDALISM / ILLEGAL ACTIVITY

Under the HIPAA Security Rule, **Wicki Ventures** is required to “implement policies and procedures to safeguard **Wicki Ventures** and the equipment therein from unauthorized physical access, tampering, and theft.” Each location will identify its particular needs for HIPAA and OSHA compliance and maintain the highest levels of security and safety.

Employees who have a legitimate business need will be issued keys and are to use them responsibly. These keys shall not be duplicated. If your key is lost or stolen, you should notify your supervisor immediately. Any **Wicki Ventures** keys must be returned to the organization upon termination of employment.

LOSS PREVENTION POLICY

The company is committed to establishing and maintaining an environment free of theft. All employees, therefore, are required to be fully cooperative in any and all programs that help the company with loss prevention. The financial success of our business is to minimize its shrinkage, which is the unauthorized loss of its inventory, cash and other properties.

As part of this policy, management reserves the right to search employees' desks, workstations, lockers or company-owned vehicles.

Company personnel who provide credible information leading to the arrest and conviction of staff involved in theft or other criminal acts against the company are eligible to receive a cash reward, the payment and amount to be determined at the sole discretion of the president. Any information proffered will be held in the strictest of confidences. For more information about this program, contact your manager. Because loss prevention is everyone's responsibility, we encourage employees to participate in this program. Any time an employee observes suspicious behavior immediately notify the human resources department.

If you believe you have encountered unethical, fraudulent or illegal conduct, you are required to immediately report it to your supervisor or someone else in management. If you believe your supervisor is engaged in inappropriate conduct, or has not sufficiently addressed your concerns, you should bring the matter to the attention of the next level of supervision or human resources.

You are also required to report to management any inquiries made of you or fellow employees by any Federal, State or local agencies regarding the conduct or activities of the company.

Examples of unethical, fraudulent or illegal acts include:

- Falsification of loan, credit, accounting records or management information.
- Theft or misuse of employee, company or customer property.
- Violation of any federal, state or local laws.
- Offer or acceptance of money or gifts from a customer or vendor in violation of company guidelines.

- Violation of the company Code of Ethics, policies or procedures.

If an employee prefers to remain a "silent witness" to an internal theft, which includes "moonlighting" or diversion of Company business, the complete details of the situation being reported may be outlined in a letter mailed through the U.S. Postal Service, not through interoffice mail, to the following Corporate Headquarters address:

CONFIDENTIAL

Scott Holowicki, Owner/Operator
Wicki Ventures, LLC
5049 Cemetery Rd.
Hilliard, OH 43026-1642

Wicki Ventures' policy with regard to theft is to fully investigate, apprehend and prosecute to the fullest extent of the law. Employment termination would also be a consequence of violation of this policy. **Wicki Ventures** offers all of its employees every opportunity to succeed, prosper and advance in their chosen career. The demand for honesty, integrity and reliability is always expected.

Wicki Ventures is not responsible for fire, theft, or the personal liability of your vehicle(s) or its contents. Keep your vehicle(s) locked at all times.

Wicki Ventures parking lots, driveways, dock areas, picnic areas, and areas surrounding **Wicki Ventures** buildings are considered company property and subject to all policies within the employee manual. Employees are required to abide by all posted signs on company property.

SECTION 701: PERFORMANCE EVALUATION

A performance and wage review will be given in February and August. Assuming your performance review results in a merit increase, raises will take effect the 2nd payroll period in March and September (until the maximum is reached or exceeded in accordance with **Wicki Ventures** pay).

MERIT INCREASE POTENTIAL

Exceeds Expectations:	\$0.25
Meets Expectations:	\$0.15
Needs Improvement:	No increase

If in this appraisal employees are given an evaluation sheet or other written document, employees will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but merely that the employee has been given the opportunity to examine the evaluation and fully discuss the contents of it with his/her supervisor or manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

Because pay increases are based on merit, the performance evaluation is an important element in the merit review. In addition to the formal bi-annual reviews, informal counseling sessions may be conducted from time to time.

Crew Wage Guidelines will be reviewed annually for their applicability. When you reach the maximum, your wage will remain frozen, unless you complete training for a higher-level position or the range increases.

A good performance evaluation does not guarantee continued employment or a pay raise.

PROMOTIONS / DEMOTIONS

The Company is most interested in providing maximum opportunity for employee advancement within the Company, if advancement opportunities are available. Accordingly, present employees of the Company may be considered for promotions and may be preferred for promotion before any new employees are hired to fill vacancies that may arise. Of course, the Company retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If and when a demotion occurs, employees may maintain their seniority with the Company.

JOB POSTINGS / TRANSFERS

Sometimes, the best person for a job is right under our nose. As a result, we encourage current employees to apply for vacant positions that interest them.

It is the policy of the Company to promote qualified individuals from within rather than to select persons from outside the organization to fill vacancies in established positions or to fill newly created positions. When job openings occur, the Company will, at its discretion, post those openings in order to provide Company employees the opportunity to submit their applications.

Management reserves its right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are at the discretion of the Company.

SECTION 801: WORKPLACE HOUSE RULES

Wicki Ventures believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the area. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their supervisor.

Wicki Ventures' experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. **Wicki Ventures** believes that **Wicki Ventures** amply demonstrates our commitment to you by responding effectively to your concerns.

You must conduct yourself with honesty, integrity and in good faith. You are required to comply fully with applicable laws, to deal fairly and honestly with the public and private sectors, and to seek guidance from your supervisor when questions arise. You must be vigilant in ensuring compliance with applicable federal, state, and local laws affecting other employees, business relationships and those we serve. You must avoid situations involving, or which could involve, conflicts of interest, and must maintain the confidentiality of corporate records, data and other proprietary information, and be in compliance with all HIPAA regulations.

To ensure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. The offenses and disciplinary actions listed on the following pages are not all-inclusive. Any unacceptable conduct, though not specifically covered by the following items, may result in disciplinary action, up to and including termination.

Repeated violation of the same rule, violation of more than one rule in a single act or violations of different rules at different times shall be cause for accelerated or compound disciplinary action including termination. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination of employment:

- Malicious or willful destruction or damage of **Wicki Ventures** property or supplies, or to the property of another employee, customer, or visitor.
- Stealing or removing without permission **Wicki Ventures** property or the property of another employee, customer, or visitor.
- Obtaining the job by lying or giving false or misleading information, falsifying any employment documents or records (including falsifying any time records), and other acts of dishonesty.
- Bringing or possessing firearms, weapons, or other hazardous or dangerous devices or substances on **Wicki Ventures** property without proper authorization.
- Possessing, using, or selling alcoholic beverages or illegal drugs on **Wicki Ventures** property, or reporting for duty under the influence of alcohol or illegal drugs.

- Instigating or participating in insubordination.
- Pleading guilty to or being convicted of any crime other than a minor traffic violation.
- Harassing, threatening, intimidating, or coercing a supervisor or another employee.
- Distributing **Wicki Ventures'** database, customer records, or other company records to any person, in violation of the company's policies.
- Failure to follow **Wicki Ventures'** procedures for maintaining the confidentiality of company proprietary information.
- Failure to adhere to **Wicki Ventures'** procedures regarding safety and OSHA compliance.
- Providing unsatisfactory job performance.
- Ignoring or not following an established safety rule.
- Using **Wicki Ventures** equipment without permission.
- Performing the job carelessly or negligently.
- Using abusive or vulgar language.
- Working unauthorized overtime.
- Smoking in areas where "No Smoking" signs are posted.
- Participating in horseplay or any other action that endangers others or **Wicki Ventures** property, or disrupts work.
- Leaving **Wicki Ventures** premises or the work area during work hours without obtaining permission or notifying the supervisor.
- Possessing or removing **Wicki Ventures** or employee property, food, or other items without permission.
- Sleeping while on duty.
- Appearing at work inappropriately groomed or dressed.
- Taking too much time at lunch, being tardy or absent from work, or being absent from the work area.
- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records, expense reports, and other records.

- Bringing controlled substances or intoxicants onto premises, using the same, or reporting to duty under the influence of controlled substances or intoxicants, or exhibiting signs of being under the influence of controlled substances or intoxicants, or if management has reasonable suspicion, subject to medical verification.
- Physical fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of **Wicki Ventures**, employee, client, or community property.
- Insubordination.
- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment or discrimination.
- Excessive absenteeism, tardiness, or any absence without notice.
- Unauthorized absence from the workplace during the workday (during an assigned shift).
- Violation of any **Wicki Ventures** policy or procedure.
- Failure to report to work for one (1) day; or absence of two (2) consecutive shifts without prior notification to your supervisor.
- Failure to immediately report occupational injuries or hazardous conditions.
- Disciplinary action imposed by another state or other lawful licensing authority; violating a statute, rule, or regulation of federal, state, or local laws.
- Unauthorized use of any **Wicki Ventures** issued credit cards, petty cash funds, or telephone accounts.
- Refusal or failure to perform requested work assignment, abusive language or other acts of conduct that violate common decency and morality.

DISCLAIMER: Nothing in this Employees Handbook shall be construed to restrict an employee's rights under Sections 7 and 8(a)(1) of the National Labor Relations Act. No policy set forth in this Employees Handbook shall be construed or understood to prevent an employee to engage in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

SECTION 802: EMPLOYEE RELATIONS

OPEN DOOR POLICY

Wicki Ventures wants each employee to be treated fairly and impartially. **Wicki Ventures** also recognizes that issues may arise during the day-to-day operations of the business about which you may feel the need to talk to management. We have an open door policy for all employees to access any management personnel, including the General Manager. If you have a complaint or problem, never complain to customers. If you have a complaint or problem, discuss it with your manager away from customers or public areas.

Open communication can solve many of the problems we face in the work environment. When you have suggestions or concerns about your job, work environment or any other matter that affects your performance, we ask that you promptly address them with any member of management or Human Resources. While we are confident that the majority of your questions/concerns can be addressed through your manager in a timely and professional manner, you should talk to your Manager, Human Resources, or any other member of management if you are uncomfortable talking to your manager about an issue or if you have not received a satisfactory response from your manager.

ALL STAFF MEETINGS

Wicki Ventures assembles store-wide general meetings three to four times per year. These meetings are designed to provide all members of our organization an opportunity to network and share information through a myriad of topics such as:

- Information/instruction on new corporate technologies
- “Cutting-Edge” presentation techniques
- Apprising our staff of corporate-wide marketing strategies
- Employee perspectives, views and questions on policy
- Promoting an awareness of corporate workload, diversity and current project highlights
- Policy updates

All sessions are scheduled for no more than two (2) hours and are structured by an outlined agenda issued in advance of the meeting. **Attendance is mandatory.**

EMPLOYEE SUGGESTIONS

We realize the value and importance of employees' suggestions and recommendations. Take your suggestions to your supervisor. S/he may put your ideas into written form for consideration. Employees will be recognized for worthwhile suggestions.

SECTION 803: PROGRESSIVE DISCIPLINE

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established. **Wicki Ventures** supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

HOWEVER, WICKI VENTURES RESERVES THE RIGHT TO USE OR NOT USE PROGRESSIVE DISCIPLINE DEPENDING ON THE CIRCUMSTANCES OF THE EVENT. WICKI VENTURES MAY SKIP PROGRESSIVE DISCIPLINE AND GO RIGHT TO TERMINATION.

Outlined below are the steps of our progressive discipline policy and procedure. **Wicki Ventures** reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines **Wicki Ventures'** progressive discipline process:

- **Verbal warning (Documented):** A supervisor verbally counsels an Employee about an issue of concern, and a written record of the discussion is placed in the Employee's file for future reference.
- **Written warning (Documented):** Written warnings are used for behavior or violations that a supervisor considers to be serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an Employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance Improvement Plan (Documented):** Whenever an Employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the Employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90-days. Within this time period, the Employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

- **Suspension:** All suspensions will be without pay and are not eligible to use Personal Time Off /Vacation Days.
- **Termination:** **Wicki Ventures** reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion, and discharge.

A “THIRD” violation in any 12-month period may result in termination, which includes a 24-hour (minimum) cooling-off period for investigation and consideration by the Management Team, Director of Human Resources, Area Supervisor, Director of Operations, or Owner/Operator. This cooling off will also apply for serious violations resulting in termination. Where conduct involves more serious offenses including but not limited to theft, dishonesty, gross misconduct, insubordination, alcohol/drug related, walking out on a scheduled shift, etc.) A suspension pending investigation may be appropriate, during which time you will not be permitted to work.

APPEAL PROCESS

If an individual employee wishes to appeal discharge, layoff, or a change in working conditions, he or she must present a written statement to the President within ten (10) days after he or she is informed of the discharge or change in the working condition. The written statement will contain the facts the employee believes should be considered and shall state the resolution the employee believes is appropriate. The President shall consider and advise the employee or former employee of the final decision regarding the employee’s complaint or grievance within ninety (90) days after the employee initiates the process.

SECTION 804: EXPECTATIONS – BUSINESS ETHIC AND CONDUCT

CUSTOMER / VENDOR RELATIONS

Impressions are constantly changed and formed by every contact our customers have with our service. Every time our customer hears or sees anything having to do with **Wicki Ventures**, it strengthens or changes their perception of us.

We expect our clients to have great expectations and a very positive impression of us. It is up to each employee to fulfill these expectations and build a lasting impression. We must consider quality in every aspect of what we do and say. Our reputation is our future.

Below are several things you can do to help give customers a good impression of **Wicki Ventures**. These are the building blocks for our continued success.

1. Act competently and deal with clients in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

Internal problems should be discussed with management, not customers. At one time or another we all become frustrated as a result of our own internal problems. These problems may result from a period of turnover, administrative backlog, human error, or other issues. However, when we communicate these inefficiencies to our customers, we only lose our own credibility.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

Failure to provide excellence in service as deemed necessary by **Wicki Ventures** will result in disciplinary action, up to and including termination.

EMPLOYEE PATRONAGE

Employees may also patronize the dining facilities during normal hours of operation when they are not working and are not scheduled to work. Discounts on food or are provided to employees, (but are not extended to family and friends). You are not permitted to patronize the facilities while wearing your work uniform. You are not permitted to access computer systems or inventory, go behind the service counter, go into the kitchen, or serve guests when not on duty. You are expected to behave in a professional manner and are not permitted to be publicly intoxicated while patronizing the **Wicki Ventures** facilities.

BUSINESS ETHIC AND CONDUCT

We expect **Wicki Ventures** employees to be ethical in their conduct. It affects our reputation and success. **Wicki Ventures** requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our customers' trust. Employees have a duty to **Wicki Ventures**, our customers, and shareholders to act in ways that will earn the continued trust and confidence of the public.

As an organization, **Wicki Ventures** will comply with all applicable laws and regulations. **Wicki Ventures** expects all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Human Resources Manager for advice and consultation.

It is the responsibility of every **Wicki Ventures** employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

Our business ethics policy is as follows:

Wicki Ventures employees will maintain the highest ethical standards in the conduct of **Wicki Ventures** affairs. Intent of this policy is that each employee will conduct **Wicki Ventures** business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

The following is a summary of the Company's policy with respect to (1) gifts, favors, entertainment, and payments given or received by **Wicki Ventures** employees, (2) potential conflicts of interest, and (3) certain other matters:

GENERAL POLICY APPLICATION

A. Gifts, Favors, Entertainment, and Payments Received by Employee:

1. **Wicki Ventures** employees shall not seek or accept for themselves or others gifts, favors, entertainment, payments without a legitimate business purpose nor shall they seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any persons or business organizations that do or seek to do business with or is a competitor of **Wicki Ventures**. In the application of this policy:

- a. **Wicki Ventures** employees may not accept for themselves and members of their families common courtesies usually associated with customary business practices.
- b. Cash payments of any kind are strictly prohibited. Any gift(s) received in excess of \$50 in value must be disclosed with your immediate supervisor and/or manager.

B. Conflicts of Interest:

Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of **Wicki Ventures**. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors or any person doing or seeking to do business with **Wicki Ventures** are to act in the best interest of **Wicki Ventures**. Each employee shall make prompt and full disclosure in writing to their manager of any potential situation which may involve a conflict of interest. Such conflicts include:

1. Ownership by employee or by a member of their family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of **Wicki Ventures**.
2. Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the **Wicki Ventures**.
3. Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving **Wicki Ventures** or its interests.
4. Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the company.

C. Compliance

Any violation of this policy will subject the employee to disciplinary action or immediate discharge. Any **Wicki Ventures** employee having knowledge of any violation of the policy shall promptly report such violation to the appropriate level of management. When questions arise concerning any aspect of this policy, contact the Human Resource Department.

DISCLAIMER: Nothing in this Employees Handbook shall be construed to restrict an employee's rights under Sections 7 and 8(a)(1) of the National Labor Relations Act. No policy set forth in this Employees Handbook shall be construed or understood to prevent an employee to engage in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

SECTION 805: DRUG AND ALCOHOL FREE WORKPLACE

PREAMBLE

We have a vital interest in providing you with a safe, healthful, and efficient work environment. We recognize that our employees are valuable. Because of this belief, we strive to maintain a safe, drug-alcohol free workplace. We have a zero tolerance for illegal or improper drug use and/or alcohol abuse.

OSHA

We comply with OSHA's policy on Anti-Retaliation, incentive programs, and reporting requirements including drug testing employees when an injury or incident has occurred. If employees do not feel free to report injuries or illnesses, the employer's entire workforce is put at risk. Employers do not learn of and correct dangerous conditions that have resulted in injuries, and injured employees may not receive the proper medical attention, or the workers' compensation benefits to which they are entitled. Ensuring that employees can report injuries or illnesses without fear of retaliation is therefore crucial to protecting worker safety and health.

MARIJUANA AND OHIO LAW

According to the U.S. Drug Enforcement Administration (DEA), marijuana is considered a Schedule I illegal drug under the [Title 21 United States Code Controlled Substances Act](#). That means a person may not use, possess, manufacture, or distribute the drug, even for medical reasons. However, despite marijuana being a Schedule I illegal drug pursuant to Title 21 of the United States Code Controlled Substances Act, the **State of Ohio** has passed medical marijuana laws that permit the use of marijuana under state law.

The Americans with Disabilities Act (ADA) does not protect employees' use of medical marijuana because it is an illegal drug. Federal courts held the ADA does not require employers to permit employees' use of medical marijuana as a reasonable accommodation. The Drug-Free Workplace Act also requires federal contractors and federal grantees to guarantee drug-free workplaces as a condition of receiving government contracts and grants. Businesses that employ individuals subject to federal regulations, such as DOT regulated drivers, must also maintain a drug-free workplace policy.

There presently exists a conflict between state and federal law on this issue that is not likely to be resolved any time soon. REGARDLESS, there is no conflict regarding the prohibition of employees using marijuana-recreational and/or medical marijuana, during working hours; possession of marijuana-recreational and/or medical marijuana on Company premises; arriving at work under the influence of marijuana-recreational and/or medical marijuana. For purposes of this Policy, the Company shall treat recreational and medical marijuana use the same as alcohol use which is prohibited as follows:

- 1. Employees are prohibited from using marijuana-recreational and/or medical marijuana, during working hours;**

2. **Employees are prohibited from possession of marijuana-recreational and/or medical marijuana on Company premises. This includes on an employee's person or in his/her car.**
3. **Employees are prohibited from arriving at work under the influence of marijuana recreational and/or medical marijuana.**
4. **From selling marijuana on Company premises.**

Accordingly, marijuana-recreational and medical shall be included in the term illegal and prescribed drugs in this policy.

STATEMENT OF POLICY

Wicki Ventures is seriously concerned about the adverse effects of alcohol and illegal and prescribed drug abuse on the health and safety of our employees and our communities, and about maintaining standards of high performance in our business. Dependence on alcohol and/or illegal and prescribed drugs can interfere with an employee's health and job performance and may pose serious safety, health, or security risks not only to the user but to those who work with the user. The possession, use, sale, or presence of an illegal drug, misuse of prescribed drugs, or alcohol in the workplace poses unacceptable risks for safe, healthful, and efficient operations, and is illegal.

DEFINITIONS

- a) **Alcohol** or alcoholic beverages means any beverage that may be legally sold and consumed and that has an alcoholic content.
- b) **Prescribed** drugs means prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured and pursuant to and in accordance with a valid prescription or according to manufacturer's instructions.
- c) **Illegal** drug means any drug that is (a) not legally obtainable, or (b) not legally obtained by the user, or (c) an otherwise legal drug or other substance which is used inappropriately. This term includes prescribed drugs not being used for prescribed purposes, or not being used as prescribed dosages, or not being used by the person to whom the drugs were prescribed. It also includes, but is not limited to, controlled substances as defined below.
- d) **Controlled** substance as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, marijuana or any other controlled substance. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

PRESCRIPTION AND/OR PRESCRIBED DRUGS

- a) Use of prescription or legally obtained drugs, including over-the-counter drugs, by an employee while performing company business or while in a company facility is permitted when used in accordance with directions or prescription and when it does not pose a safety threat to the employee or others. The use of such drugs must be reported to Human Resources and only the dosage needed for the day may be possessed by the Employee.
- b) If your use of prescription drugs or over-the-counter drugs may affect your capacity to perform job duties or may create a danger to you or other employees, you are required to report such use to your supervisor in charge and/or Human Resources.
- c) No prescription drugs may be brought onto company premises by any person other than the person for whom the drug has been prescribed by a licensed medical practitioner, and will be used only in the manner, combination and quantity prescribed.
- d) Notwithstanding anything to the contrary above, and as it relates to Marijuana-recreational or medical:
 - (i). Employees are prohibited from using marijuana-recreational and/or medical marijuana, during working hours;**
 - (ii). Employees are prohibited from possession of marijuana-recreational and/or medical marijuana on Company premises. This includes on an employee's person or in his/her car.**
 - (iii). Employees are prohibited from arriving at work under the influence of marijuana recreational and/or medical marijuana**

ILLEGAL DRUGS

The use, possession, manufacture, distribution, or sale of illegal drugs on Company property, as well as the presence of an illegal drug in an employee in any detectable amount while on company premises or performing Company business, is strictly prohibited. An employee need not be affected by usage or “under the influence” of an illegal drug to be subject to disciplinary action, up to and including termination, under this policy.

ALCOHOLIC BEVERAGES

- a) No alcoholic beverages may be brought on to or consumed on Company premises or adjacent parking areas.
- b) Being “under the influence” of alcohol while on duty, or in conjunction with Company work-related business is prohibited. “Under the influence” means that you are affected by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor of the obvious

impairment of physical or mental abilities such as slurred speech or difficulty in maintaining balance. The determination of being under the influence can be established by a professional opinion, a scientifically valid test, and in some instances, by a reasonable layperson's objective, documented opinion.

- c) Drinking, reasonable evidence of drinking, including having alcoholic beverages on your breath, having slurred speech, inability to stand or walk, or displaying other signs of drinking on company premises or otherwise engaged in performing Company work-related duties is strictly prohibited.
- d) Impaired job performance as a result of drinking alcoholic beverages is prohibited.

ILLEGAL DRUG ABUSE OR PRESCRIPTION DRUG OR ALCOHOL USE ON THE JOB

- a) A person presently using illegal drugs will not knowingly be employed or allowed to perform work for **Wicki Ventures**.
- b) Off duty abuse of alcohol which results in excessive absenteeism or tardiness or is the cause of accidents or poor performance will result in discipline up to and including termination.

SAFETY OF WORKFORCE; WORK RULES; DRUG AND/OR ALCOHOL TESTS

In order to ensure the safety of all personnel, as a condition of employment, all employees may be required to submit to tests to determine alcohol, abuse of prescription drugs and/or illegal drug use in the following circumstances:

- a) **Pre-Placement:** To the extent permitted by applicable law, all applicants selected for potential employment may be required to pass a drug-screening test. All offers of employment are conditioned on a successful drug screen. The provider of the test will be determined by **Wicki Ventures**. The cost of the test will be paid by the Company.
- b) **Reasonable Suspicion:** Reasonable suspicion means suspicion based on specific personal observations by the supervisor or a reliable witness concerning such factors as the appearance, behavior, speech, or breath odor of an employee. If the employee is acting in an abnormal manner and/or a supervisor has reasonable suspicion to believe that an employee is under the influence of alcohol or illegal drugs, the employee may be required to provide an appropriate specimen for laboratory testing by a medical or testing facility designated by the Company.
 - (i) **With regard to marijuana, reasonable suspicion of under the influence means if the employer possesses a “good faith belief that the employee manifests specific, articulable symptoms while working that decrease or lessen the employee’s performance.”**
- c) **Post-Accident-Illness/Injury:** Any employee with a work-related accident or illness resulting in personal injury (necessitating medical treatment) or substantial

damage to property may be required to submit to testing for illegal drug or alcohol use or abuse immediately or as soon thereafter as allowed by the employee's medical condition. For purposes of this provision, the employee will only be required to submit to drug/alcohol testing for incidents for which employee's drug/alcohol use is likely to have contributed to the incident or there is a reasonable basis to investigate whether drug or alcohol use may have caused or contributed to the injury or illness, and for which the drug/alcohol test can accurately identify impairment caused by drug/alcohol use. In addition, if marijuana is suspected, Employer must have a good faith belief that the employee manifests specific, articulable symptoms which caused or contributed to the injury.

- (i) The provider of the test will be determined by **Wicki Ventures** and the cost of the test will be paid by the Company.
 - (ii) For purposes of this policy, reasonable suspicion means that the employee reasonably believes that the incident was caused in part or in whole because the employee was under the influence of drugs or alcohol.
 - (iii) The purpose of this provision is to ensure compliance with OSHA's requirements regarding drug testing.
 - (iv) Other employees involved in the incident or who contributed to the incident shall also be tested.
- d) **Post-Accident-Injury/Illness-Mandatory Testing.** Subsection b) above does not apply to mandatory Federal (DOT) or state workers' compensation testing provisions or testing under a state free workplace program to comply with workers' compensation provisions. In such cases or under these particular circumstances, employees are required to submit to post-accident-illness/injury drug and alcohol tests.
- (i) The provider of the test will be determined by **Wicki Ventures** and the cost of the test will be paid by the Company.

REFUSAL TO COMPLY WITH MANAGEMENT REQUEST FOR SCREENING

Refusal to comply with a management request to a drug or alcohol screening will be viewed as insubordination and an employee may be terminated. Examples of behaviors that constitute refusal to submit to an alcohol or controlled substance screen are as follows:

1. Refusing to provide a specimen. This includes providing an insufficient volume of urine without a valid medical explanation.
2. Tampering with, adulterating, or substituting a specimen.
3. Failing to appear for testing within two (2) hours of being notified.

4. Leaving the scene of an accident without just cause prior to submitting to a test.
5. Leaving the collection facility before submitting to a test.
6. Failing to permit an observed or monitored collection when required.
7. Failing to take a second test when required.
8. Failing to undergo a medical examination when required within a reasonable time frame.
9. Failing to cooperate with any part of the testing process.
10. Once the test is underway, failing to remain at site and provide a specimen.

DISCIPLINARY ACTION

Violation of this Policy shall result in termination.

SECTION 806: WORKPLACE HARASSMENT – THE BASICS

Harassment is not always intentional and does not have to be intentional to be illegal. Men can harass men, women can harass women, women can harass men, and men can harass women. It's the behavior that counts, not the gender of the participants. A person can feel harassed even if he or she is not the intended target of the behavior. While not all harassing behavior meets the standard of illegal conduct, **any workplace harassment is inappropriate and should not be tolerated.** If you feel harassed at work, or you are aware of incidents of workplace harassment, you have a right and a responsibility to address the situation. You may confront the harasser if you feel comfortable doing so, and report the harassment ***immediately*** to your immediate supervisor, Management team member, and/or Human Resources. If your supervisor, Management team member, or Human Resources is not available or appropriate under the circumstances, please notify the President. If you report an incident of harassment, we will conduct a fair, discreet investigation, and appropriate corrective action will be taken.

It is illegal to retaliate in any way against an employee for complaining about, reporting, or participating in a complaint regarding workplace harassment.

HARASSMENT BY NON-EMPLOYEES

Wicki Ventures will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, suppliers, and any other business related matters.

COMPLAINT PROCEDURE AND INVESTIGATION

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to a Manager. If that person is not available, or if it would be inappropriate to contact that person, contact another Manager or an Owner. **Wicki Ventures** will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate with **Wicki Ventures** in enforcing this policy and investigating and remedying complaints. Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise an appropriate member of management. Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, including termination.

RETALIATION

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who-in good faith-cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

SECTION 807: NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

ANTI-DISCRIMINATION / HARASSMENT

It is our philosophy and policy that any unlawful discrimination against any employee or applicant based on race, color, sex, religion, national origin, age, handicap, height, weight, veteran or marital status will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, training and development, promotions and other terms and conditions of employment and termination.

Wicki Ventures considers its staff a team. Like any team, everyone has to work together to achieve maximum success. Harassment of any employee negatively affects our entire team. **Wicki Ventures** prohibits the unlawful harassment of any employee including, but not limited to, joking remarks or other abusive conduct directed at employees because of their race, color, sex, religion, national origin, age, handicap, height, weight, ancestry, genetic information, veteran, marital status or membership in another protected group.

ANTI-HARASSMENT - SEXUAL AND NON-SEXUAL

Wicki Ventures prohibits any kind of unlawful harassment of any employee or client. Sexual harassment is prohibited because it is intimidating, often is the result of an abuse of power, and is wholly inconsistent with **Wicki Ventures'** policies, practices, and management philosophy. Sexual harassment is defined, generally, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, express or implied. Sexual harassment can take the following forms:

- ♦ Sexual conduct that interferes with another employee's work performance or creates an intimidating, hostile, uncomfortable, or offensive work environment.
- ♦ Personnel decisions (e.g., promotion, raises, scheduling) made by a supervisor based on the employee's submission to or rejection of sexual advances.
- ♦ Submission to a sexual advance used as a condition of keeping or getting a job, whether expressed in explicit or implicit terms.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, requests for sexual favors, unnecessary touching of any individual, graphic or verbal commentaries regarding the human body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

ANTI-RACIAL / NATIONAL ORIGIN HARASSMENT

No unlawful harassment of any employee or customer will be tolerated at **Wicki Ventures**. Racial and national origin harassment is verbal or physical conduct that denigrates, belittles or shows hostility or aversion towards an individual because of his/her race or national origin and has the purpose or effect of creating an intimidating, hostile, or offensive working environment, has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affects an individual's employment opportunities.

Racial or national origin harassment includes, but is not limited to, epithets, slurs, intimidating or hostile acts that relate to race or national origin, written or graphic material that denigrates, belittles or shows hostility or aversion toward an individual because of his/her race or national origin or that is placed on walls, bulletin boards or elsewhere on our premises or circulated in our offices.

EMPLOYEE RECOURSE

Any employee who feels subjected to discrimination or harassment (sexual and non-sexual), or who witnesses any conduct which appears to involve sexual harassment, must immediately report it directly to the Human Resource Director, in writing. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to a supervisor of **Wicki Ventures**, in writing, who will undertake the investigation. Such reports will be investigated promptly and thoroughly. If the report has merit, disciplinary action will be taken against the offender. Depending on the severity of the misconduct, the disciplinary action could range from a warning to termination of employment.

Complaints of this nature will be maintained in confidence and divulged only to the extent necessary to complete the investigation and determine the appropriate resolution. **Wicki Ventures** prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in complaint investigation. However, if **Wicki Ventures** determines that false information was provided regarding a complaint, disciplinary action may be taken against that individual up to and including discharge. You may also report any complaint of discrimination to the EEOC, www.eeoc.gov.

Retaliation is prohibited by federal law and **Wicki Ventures** policy. It is defined as any adverse or negative action against a person participating in any reporting, investigation, or proceeding that is perceived as: intimidating, threatening, coercing, hostile, harassing, retribution, or violence that occurred in connection to the making and follow-up of the report. This also includes actions against an individual who has (a) complained about alleged discrimination, harassment or retaliation, (b) participated as a party or witness in an investigation relating to such allegations, or (c) participated as a party or witness in a court proceeding or administrative investigation relating to such allegations. Federal civil rights laws, including Title VII, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. Intimidation means to make others fearful or to put fear into others. Generally, proof of actual fear is not required in order to establish intimidation. It may be inferred from conduct, words, or circumstances reasonably calculated to produce fear. Any person violating this policy may be subject to appropriate discipline, up to and including termination.

ANTI-BULLYING POLICY

In addition to **Wicki Ventures'** commitment to provide a work environment free from discrimination and harassment, **Wicki Ventures** is also committed to providing an environment that is free from all forms of bullying. As with discrimination and harassment, all directors, supervisors, and employees are expected to conduct themselves in such a way as to ensure no bullying occurs.

While not an exhaustive list, the following types of behavior are examples of bullying:

- **Verbal:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; use of offensive nicknames; using a person as target of jokes; abusive and offensive remarks, shouting or raising one's voice at an individual; constant criticism on matters unrelated or minimally related to the person's job performance or description; public reprimands or public humiliation of any kind; spreading rumors and gossip.
- **Physical:** Pushing, shoving, kicking, poking, tripping; unwanted physical contact; assault or threat of physical assault; damage or threat of damage to a person's work area or property.
- **Gestures:** Nonverbal obscene or threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities, not allowing a person to speak or express himself or herself (*i.e.*, ignoring or interrupting).

As with discrimination and harassment, **Wicki Ventures** considers bullying in any form to be a serious offense and in violation of this policy. If any employee believes he or she has witnessed or been subjected to any type of bullying, the person should immediately report to the Human Resource Department.

Complaints are to be investigated promptly and appropriate action taken. Information obtained during investigations is kept as confidential as possible, but information about incidents of alleged bullying must be shared to the extent necessary to conduct an investigation and take any corrective action deemed appropriate by **Wicki Ventures**.

Wicki Ventures prohibits retaliation against any employees and applicants who complain about bullying, oppose any bullying, or participate in the investigation of complaints about bullying.

Retaliation is any adverse or negative action that is perceived as intimidating, threatening, coercing, hostile, harassing, retribution, or violence.

WHISTLEBLOWER PROTECTION POLICY

A whistleblower, as defined by this policy, is an employee of **Wicki Ventures** who reports an activity of an employee of **Wicki Ventures** that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. Appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; fraudulent financial reporting; forgery, and other related illegal acts.

If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity by an employee of **Wicki Ventures**, the employee must contact the Human Resource Department. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally or recklessly files a false report of wrongdoing is not a whistleblower and is subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas — confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower is maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. **Wicki Ventures** will not retaliate against a whistleblower. Any whistleblower who believes he/she is being retaliated against must contact the Human Resource Department immediately.

All reports of illegal and dishonest activities by an employee of **Wicki Ventures** must be promptly submitted to the Human Resource Department, who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact Human Resources.

SECTION 808: POLICY PROHIBITING VIOLENCE IN THE WORKPLACE

Because we are committed to providing each employee a work environment that is safe and secure and free of prejudice, harassment, threats, intimidation, and violence, to the extent possible, we have set forth the following procedures for reporting violations of our workplace violence policy and guidelines for handling violations of the policy. Workplace violence, as used in this policy, is threatening, intimidating, coercing, harassing or violent behavior (verbal or physical) involving employees, those we serve, vendors or anyone conducting business with or, on behalf of, **Wicki Ventures**.

Examples of prohibited workplace violence include, but are not necessarily limited to:

- Use of abusive and threatening language.
- Repeated strong, sexist, racist, or other inappropriate comments based on an individual's protected status.
- Belittling or rigid, judgmental utterance about others.
- Pursuit of another employee with the intent to harm the employee or to place the employee in fear of harm.
- Unwanted physical contact such as assault, impeding or blocking movement or any physical interference with normal work or movement when directed at an individual.
- Conspiring against, excluding or persecuting an employee or coworker.
- Violent incidents outside of work.
- Violence directed at inanimate objects, and/or vandalism.
- Bringing on to **Wicki Ventures** property a firearm, a knife, explosive materials, toxic agents or any other weapon or device intended to be used as a tool of violence.
- Violating another individual's personal space while engaging in negative communication.

We strive to create an environment for our employees that is free of violence or threats of violence from supervisors, co-workers, and non-employees. Threats, threatening behavior or acts of violence against any employee, client, or anyone on **Wicki Ventures** property is prohibited. Any employee who violates this policy will be subject to corrective action up to and including termination of employment.

REPORTING REQUIREMENTS

If you believe you have witnessed, or been the subject of violent behavior in the workplace, you should first protect yourself (this includes calling 911 if imminent danger exists), then report the incident immediately to any of the following: your immediate supervisor, Human Resources, a Management Team Member, and/or the President.

Any supervisor who witnesses or receives a report of *perceived* or *actual* violence in the workplace will contact his/her supervisor or manager, Human Resources, and President. All supervisory staff must consider the safety of **Wicki Ventures**, its employees and non-employees as the highest priority. If immediate medical or police intervention is needed or potentially needed, the supervisor, with administrative input as available, is to decide whether the next step should be: 1) medical/police intervention or 2) contact with the immediate supervisor, Human Resources, Management Team Member, and/or President, regardless of the day or hour. **Wicki Ventures'** President is to be notified of any potential or actual violence.

Retaliation as a result of an employee or supervisor reporting violent behavior is against **Wicki Ventures** policy and is subject to disciplinary action, up to and including termination.

PREVENTION

The safety of all **Wicki Ventures** employees, clients, non-employees, and community are of the highest priority. Supervisory and executive staff will consistently make decisions and take actions that are consistent with this basic principle. Therefore, any employee who exhibits behavior, whether verbal or physical, which is *potentially* violent and/or could reasonably be expected to lead to violence in the workplace may be required to accept a management referral to seek outside assistance and/or counsel. Refusal to seek outside help may be grounds for disciplinary action up to and including termination.

SECTION 809: FIREARMS, WEAPONS-FREE WORKPLACE

STATEMENT OF POLICY

It is the policy of **Wicki Ventures** to maintain a work environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, **Wicki Ventures** is committed to a strong stand against firearms and weapons in the work environment.

It is **Wicki Ventures** policy to maintain a firearms and weapons free workplace and prohibit the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. The Company will strictly enforce this policy.

DEFINITIONS

- (a) **Firearm:** A weapon, a pistol or rifle, whether loaded or unloaded, capable of firing a projectile and using an explosive as a propellant.
- (b) **Weapons:** Dangerous weapons mean:
 - ❖ any device from which a projectile may be fired by an explosive;
 - ❖ any simulated firearm operated by gas or compressed air; sling shot;
 - ❖ sand club;
 - ❖ metal knuckles;
 - ❖ any spring blade knife;
 - ❖ any knife which opens or is ejected open by an outward, downward thrust or movement; or
 - ❖ any instrument that can be used as a club and poses a reasonable risk of injury.
- (c) **Office:** All permanent facilities, all mobile facilities, all leased facilities, and any facility designated as an office by the Company.
- (d) **Parking lot:** All lots at permanent facility, lots at project sites, any lot that the Company designates as a parking lot that is not at a permanent facility or project site.
- (e) **Company vehicle:** All company-owned vehicles, all company-leased vehicles, all company-rental vehicles, and all personal vehicles for which the owner receives a vehicle allowance, all personal vehicles where the owner receives reimbursement for mileage.
- (f) **Company sponsored events:** Sporting events, award banquets, and picnics.

- (g) **Search:** To examine in order to find something concealed.
- (h) **Job sites:** Any and all locations where the company conducts business.

SIGNS

- (a) At each entrance to offices, parking lots, and project sites, a sign shall be posted in a location that is conspicuous to all who enter an office, parking lot, or project site.
- (b) Signs shall have wording or pictogram that prohibits firearms and weapons. Signs shall be of the quality that they will not fade due to the elements.

COMMUNICATION OF POLICY

- (a) Each employee of the Company shall receive a copy of this policy at the time of his/her hire and shall sign a copy of the acknowledgment. Employees who were employed before the effective date of this policy shall also receive a copy of this policy and shall sign a copy of the acknowledgment. A copy of the signed acknowledgment shall be maintained in each employee's personnel file.
- (b) A copy of this policy shall be attached to each subcontractor's subcontract, and shall become a part of its subcontract. The subcontractor shall be responsible for communicating this policy to its employees and any employees and any second tier subcontractors that the subcontractor sublets any portion of its contract.

PROHIBITED CONDUCT

- (a) The transportation of firearms or weapons in company vehicles is prohibited. This includes but is not limited to, (1) to and from work, (2) when conducting company business, (3) at all times in company-owned or leased vehicles.
- (b) The carrying of permitted and non-permitted firearms while at company offices, parking lots, sponsored events, and job sites.
- (c) The carrying of weapons while at company offices, parking lots, sponsored events, and job sites.
- (d) Exception: powder actuated tools which are manufactured for the use of fastening building materials are not part of this policy.

SEARCH

- (a) The Company is frequently engaged in work where the owner reserves the right to search all vehicles prior to entering the work site and all persons and their personal effects.
- (b) The Company reserves the right to conduct reasonable, unannounced searches of company premises and personal searches of employees and others while entering, on, or leaving

company premises, including, but not limited to, personal effects, vehicles, lockers, desks, tool boxes, clothing, meal containers, and baggage.

- (c) Individuals refusing to allow an inspection will not be detained or forced to submit to the inspection. Refusal violates company policy and constitutes voluntary termination of the employment relationship. Non-employees who refuse to allow an inspection will not be permitted on company premises.

DISCIPLINE

- (a) Violations of any portion of this policy will subject the employee to disciplinary action up to and including termination of employment.
- (b) Violations of by a subcontractor's employee any portion of this policy will constitute insubordination and serious misconduct that will mandate the subcontractor's employee to immediate removal from the Company's premises and barring future access to any company premises.

REPORTING

Staff or security personnel will request any visitor found in possession of a firearm or other dangerous weapon to remove it from the facility and local law enforcement authorities will be notified promptly.

SPECIAL INSTRUCTIONS FOR EMPLOYEES

Any employee concerned about personal safety may request an escort (*e.g.*, to a parking lot off premises) or other appropriate intervention by security personnel. Educational materials will be made available on request regarding the magnitude of the workplace violence problem in the United States and the role of firearms and other dangerous weapons in this violence. Training will be provided to employees on this and other workplace violence prevention measures that **Wicki Ventures** has implemented.

SECTION 810: EMPLOYEE COMPLAINT PROCEDURE

We have a sincere interest in employee well-being and in responsiveness to employment related issues. As a result, employees are free to discuss matters related to their job with their supervisor, either personally or in writing, without fear of retaliation. Immediate supervisors are most familiar with you and your job functions, and are therefore in the best position to assist with questions, concerns, or issues. Supervisors work closely with you and are interested in seeing that you are treated fairly and properly. In the event that your supervisor cannot help to resolve a matter, or you feel you cannot speak with your supervisor about a question, concern, or issue, then the following steps can be taken to register a complaint. In general, your concerns or complaints should not be addressed directly with Management Team Members, Human Resources, or the President (if they are not your immediate supervisors) unless circumstances warrant otherwise. (*i.e.*, immediate threat of harm, etc.)

Step One

Complete a written complaint.

- ❑ You should keep a copy for yourself
- ❑ Give a copy to your immediate supervisor
- ❑ Give a copy to your management team member and Human Resources (If the complaint is about your supervisor, a copy should be directed to your management team member. If the complaint is about your supervisor and/or your management team member, your complaint should be submitted to the President, with a copy to Human Resources.)

Step One Response

A response will be given to you. The timing of the response will be subject to the necessary time needed for a thorough investigation, if required, and any other issues that may surround the complaint. Periodic follow-up will be given throughout the course of the investigation.

Step One Conclusion

You will be given a reasonable amount of time (generally five (5) days, no more than ten (10)) to accept or reject the initial response. If you are not satisfied with the response, you may reject the response and appeal to Step Two.

Step Two

The initial written complaint will be forwarded to your management team member, Human Resources, and a copy will be forwarded to the President.

Step Two Response

A response will be given to you. The timing of the response will be subject to the necessary time needed for any additional investigations, if required, and any other issues that may surround the complaint. Periodic follow-up will be given throughout the course of the investigation.

Step Two Conclusion

You will be given a reasonable amount of time (generally five (5) days, no more than ten (10)) to accept or reject the response given in Step Two. If you are not satisfied with the response, you may reject the response and appeal to Step Three. Failure to accept or reject the response will automatically move the complaint to Step Three in the process.

Step Three

Your written complaint will be forwarded to the President for a response.

Step Three Response

The President may request a meeting with all parties involved. Notes of the meeting will be taken and initialed by all parties at the meeting. A response will be given to you by the President. The timing of the response will be subject to the necessary time needed for any additional investigations, if required, and any other issues that may surround the complaint. Periodic follow-up will be given throughout the course of the investigation.

Step Three Conclusion

The written response of the President will be the final response given.

Due to the amount of time needed for a thorough investigation, the provisions of this policy are not available to employees who have already submitted their separation notice, or are no longer employees.

SECTION 811: COMBATING TRAFFICKING IN PERSONS

Wicki Ventures strives to provide a workplace that is free of all prohibited acts in employment and has a zero tolerance policy for any acts by our employees, sub-contractors or independent contractors that would serve to further the trafficking of persons. In the performance of their job duties, employees are prohibited from engaging in the following:

- **“Coercion”** - which means any threat of harm or physical restraint against any person; any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or the abuse or threatened abuse of the legal process
- **“Commercial sex act”** – which means any sex act on account of which anything of value is given to or received by any person
- **“Debt bondage”** – which means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined
- **“Forced labor”** – which means knowingly providing or obtaining the labor or services of a person through threats of serious harm to, or physical restraint against, that person or another person; by means of any scheme, plan or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or by means of the abuse or threatened abuse of law or the legal process
- **“Involuntary servitude”** – which includes a condition of servitude induced by means of any scheme, plan or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or the abuse or threatened abuse of the legal process

Any of the above acts, which is not all inclusive and which also includes more severe forms of trafficking in humans, is prohibited. Employees who are aware of any of these acts occurring are required to report these incidents immediately to their Manager. **Wicki Ventures** will conduct a full and thorough investigation of the reported violation of this policy and take remedial action and where necessary, place any employee under disciplinary action up to and including termination of employment. Employees who in good faith make reports of trafficking in humans or who participate in an investigation of such will not be disciplined, retaliated against or have any adverse employment action made against them for making these reports.

SECTION 812: SMOKING

TOBACCO, E-CIGS, SMOKING AND/OR VAPING

To maintain a safe and healthy working environment and to ensure compliance with applicable laws, the use of including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco, vaporizing/vapor producing devices, and e-cigarettes is prohibited in all facilities and on properties owned or leased by **Wicki Ventures**. This includes company vehicles. The intent of this policy is to provide a work environment that is deemed tobacco/nicotine-free.

Smoking is to be limited to break time and lunch break. Those who smoke must comply with the Company's policy and expectations regarding breaks; no additional breaks are provided for tobacco use purposes. Absence from the work area for excessive numbers or periods of time is not tolerated. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including discharge.

SECTION 813: DRESS GUIDELINES

A neat personal appearance and good grooming habits reflect respect for oneself and the workplace. Expensive clothing is not necessary for a well-groomed appearance. Employees are to wear clothing appropriate for a professional business office. If employees have any questions, they should contact their supervisor or manager for counseling.

- All employees shall be required to wear a clean, neat, McDonald's uniform shirt (all buttons except the top must be buttoned), black slacks, belt, McDonald's hat, nametag, and black shoes (non-skid/slip resistant highly recommended). No yoga pants, jeans, leggings, or sandals will be allowed. A sweater, color-coordinated with the uniform, may be worn.
- Uniforms are provided to you when you attend orientation. Always wear the approved McDonald's uniform provided during working hours. Shirts must always be tucked in while in the restaurant. Keep your uniforms clean.
- All employees are required to maintain the highest standards relating to personal hygiene, including daily bathing; use of deodorant, clean hands, cosmetics used in moderation, and fingernails must be clean and groomed. Excessive length that may interfere with any job function will not be prohibited.
- Jewelry is permissible when worn in good taste and limited, in size and amount. **Facial piercings are at the discretion of the area supervisor and manager.** Any questions, consult your manager.
- It is required that all employees style their hair so that it does not exceed moderate length or height, and is worn in good taste. Hair that is shoulder length or longer must be contained in a hat, hairnet, or ponytail. Multicolored dyed hair is not permitted. All employees unable to meet these guidelines will be sent home and possibly terminated.
- Neat, cleanly-shaven facial hair is permissible in any form. If your facial hair is found to be excessive in length you will be asked to wear a beard cot or groom.
- **Tattoos that are visible are at the discretion of the area supervisor and manager.** Any questions, consult your manager.

RELIGIOUS ACCOMMODATION

To the extent that an employee or applicant needs a dress or grooming accommodation for religious reasons, he/she should notify Wicki Ventures that such an accommodation is needed for religious reasons. If Wicki Ventures reasonably needs more information, the company and employee will engage in an interactive process to discuss the request. If it would not pose an undue hardship (*e.g., costly, compromises workplace safety, decreases workplace efficiency, infringes on the rights of other employees, or requires other employees to do more than their share of potentially hazardous or burdensome work*), **Wicki Ventures will grant the accommodation.**

SECTION 814: CONFLICTS OF INTEREST

Wicki Ventures expects employees to avoid activities that create a conflict of interest with their responsibilities to **Wicki Ventures**. While each supervisor and employee is entitled to privacy in his or her personal affairs and endeavors, each supervisor and employee has a duty to be free of outside interest, investments, activities and/or influences which might:

- a) Violate any law, ordinance, or government regulation; or
- b) Impair the exercise of a supervisor's or employee's judgment, fiduciary responsibility, initiative or efficiency in acting for **Wicki Ventures**; or
- c) Expose a supervisor, employee or **Wicki Ventures** to legal liability or public criticism; or
- d) Be harmful or detrimental to **Wicki Ventures** or which would violate high standards of professional conduct.

It is our policy not to permit you or your immediate family members to accept, either directly or indirectly, any types of services, vacations, cash payments (other than reasonable reimbursement of out of pocket expenses), or loans from any person with whom you relate to in the course of your work with **Wicki Ventures**.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with **Wicki Ventures**. However, your employment at **Wicki Ventures** should be your priority over any outside employment. You will be judged by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside **Wicki Ventures** for materials produced or services rendered while performing their jobs.

Typically, any employee on a paid or unpaid leave of absence should not be reporting to work for any organization other than **Wicki Ventures**. Working for another employer while on a paid or unpaid leave of absence from **Wicki Ventures** without express, written permission from your Supervisor or Management, may be grounds for disciplinary action, up to and including termination.

DATING / FRATERNIZATION

This Independent McDonald's Franchisee is committed to fostering a professional work environment. That means that our managers and employees have a responsibility to maintain such an environment and avoid relationships that create a conflict of interest. Certain personal relationships between employees, especially those in a reporting capacity, may cause issues for the employees involved as well as for their co-workers. This can include a lack of objectivity towards the subordinate's job performance, the perception of favoritism by other employees, and potential

sexual harassment complaints. Further, dating or fraternizing between a managerial employee and any crew employee who is a minor may raise legal and parental concerns. This policy also applies to relationships with independent contractors and vendors engaged by this Independent McDonald's Franchisee.

RULES FOR RESTAURANT MANAGEMENT EMPLOYEES OF THIS INDEPENDENT FRANCHISEE

While we understand and respect employees' needs to develop personal relationships at work, the following rules apply in order to avoid workplace conduct that may negatively impact the work environment.

- **Dating or Romantic Relationships**. Employees who have a direct or indirect reporting relationship to each other are prohibited from dating. "Dating" means being involved in any kind of romantic or intimate relationship, and includes, but is not limited to, any sexual relationship or encounter.
- **Fraternization between Restaurant Management and Crew Employees**. Restaurant management employees are prohibited from fraternizing, or socializing outside of work with any crew employee who works in the same restaurant, unless the fraternizing or socializing occurs in public and at least three or more of this Independent McDonald's Franchisees employees are present. Restaurant management employees may not offer alcohol to, consume alcohol in the presence of, or be present if alcohol is consumed by crew employees who work in their restaurant. Restaurant management employees must always use good business judgment with regard to fraternizing or socializing with crew.

EMPLOYEE OBLIGATIONS

- Any employee who enters into or plans to enter into a dating or romantic relationship that violates this policy must advise his/her Supervisor or Owner Operator immediately.
- In order to address a violation of this policy, this Independent McDonald's Franchisee may take such steps as it deems reasonable and appropriate to correct the violation, including (but not limited to) transferring or reassigning one or both of the employees involved; asking the employees involved to cease dating or to agree not to begin dating; or terminating the employment of one or both of the employees.
- Any employee who intends to enter into a reporting relationship that may be subject to the nepotism policy must report the relationship to his/her Supervisor or Owner Operator immediately.
- **Employees of this Independent Franchisee who violate the Dating and Fraternization Policy will be disciplined up to and including termination.**
- **This Independent McDonald's Franchisee's Policy against Discrimination and Harassment applies to all work-related situations. Unwelcome advances of a sexual nature toward any individual in a work-related situation always are prohibited.**

SECTION 815: HIPAA AND CONFIDENTIALITY

Employees must keep all medical records and other confidential information secure and confidential at all times. Specifically:

- All employee and client medical information is to be held in the strictest of confidence. Confidential information is not to be discussed with anyone except in the context of the work related situation.
- Incoming confidential telephone calls or confidential-related conversations should be held quietly and discretely in order to minimize the possibility that discussion regarding confidential information is overheard by others.
- Confidential medical information can not be disclosed from one person to another.
- A person's medical condition and/or client's medical information is private and will not be discussed with any staff member or office visitor who does not have an explicit need to know.
- A person may request that his/her medical record be released to other health care institutions, physician's offices, insurers or the like by completing a release of information form and designating the recipient of the information.
- Violating confidentiality is a serious offense and is grounds for disciplinary action, including immediate termination.

All Protected Health Information (PHI) and Electronic Protected Health Information (ePHI) (which includes medical and financial information), employee records, financial and operating data of **Wicki Ventures**, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by any employee unless pertaining to his or her specific job requirements. Examples of inappropriate disclosures include:

- Employees discussing or revealing PHI/ePHI or other confidential information to friends or family members.
- Employees discussing or revealing PHI/ePHI or other confidential information to other employees without a legitimate need to know.

The unauthorized disclosure of PHI/ePHI or other confidential information by employees can subject each individual employee and our **Wicki Ventures** to civil and criminal liability. Disclosure of PHI/ePHI or other confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action up to and including termination.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

In the course of your employment with **Wicki Ventures**, you may see confidential information such as customer lists and proposals, and/or other financial information. It is against **Wicki Ventures** policy to disclose to anyone confidential information regarding the operations of **Wicki Ventures**. Because it is vital to the interest and success of the Company that business information and trade secrets be protected, certain individuals may be asked to sign a non-disclosure agreement as a condition of their employment.

Wicki Ventures ensures that the people who handle these records receive training about their legal obligations and **Wicki Ventures**' policy for managing them.

ACCOUNT AND CUSTOMER INFORMATION

Employees are prohibited from distributing customer, and/or account information to anyone, in any form, except the named account holder, less authorized differently by a Management employee.

MEDIA INQUIRIES

In order to reduce disruption to our employees and to maintain our service to our customers, **Wicki Ventures** will respond to media inquiries in a timely and professional manner only through designated spokespersons. Communication with the media on behalf of **Wicki Ventures**, without approval from **Wicki Ventures** Director of Operations, is expressly prohibited. All media inquiries should be directed to the Director of Operations. Failure to adhere to this policy will lead to disciplinary action, up to and including termination.

SECTION 816: SOLICITATION, DISTRIBUTION, LOBBYING

SOLICITATION

In an effort to ensure a productive and harmonious work environment, persons not employed by **Wicki Ventures** may not solicit or distribute literature in the workplace during work hours. This does not prohibit such distribution during lunch periods or when the employee is off-the-clock.

Wicki Ventures recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The collection of money, goods, or gifts for charitable groups
- The circulation of petitions
- The distribution of literature not approved by the employer

DISTRIBUTION

In addition, the posting of written solicitations on **Wicki Ventures** bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Employee Schedules
- Party Sheets
- Affirmative Action statement
- Internal memoranda
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

LOBBYING AND POLITICAL CAMPAIGN ACTIVITIES

It is the policy of **Wicki Ventures** that any lobbying or political campaign activities undertaken by **Wicki Ventures** (or by any employee, Board member, or other agent of **Wicki Ventures**), on behalf of **Wicki Ventures** shall comply with the applicable federal and/or state requirements, including those established under the Internal Revenue Code, the Lobbying Disclosure Act of 1995, as amended (2 U.S.C. §1601, *et seq.*), the Federal Election Campaign Act (2 U.S.C. § 431 *et seq.*), and the Byrd Anti-Lobbying Amendment. No employee, Board member, or other agent

of **Wicki Ventures** engage in any lobbying activity on behalf of **Wicki Ventures** without the express prior approval of the President.

Wicki Ventures (and any employee, Board member or other agent, acting on behalf of **Wicki Ventures**) is absolutely prohibited from participating or intervening in any political campaign. A "political campaign" shall be deemed to begin when an individual announces his/her candidacy for an elective public office, or is proposed by others for an elective public office.

DISCLAIMER: Nothing in this Employees Handbook shall be construed to restrict an employee's rights under Sections 7 and 8(a)(1) of the National Labor Relations Act. No policy set forth in this Employees Handbook shall be construed or understood to prevent an employee to engage in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

SECTION 901: WORKPLACE SAFETY - GENERAL

Safety and accident prevention is vital to all of us at **Wicki Ventures**. It is our goal that: (1) safety hazards are eliminated from the workplace; (2) unsafe acts or conditions be detected, reported and corrected; and (3) safety consciousness be instilled in all employees and our practices.

Some important guidelines follow, but you must remember that no mere set of rules can ever assure safe operations or the elimination of accidents or injury altogether.

1. It is every employee's responsibility to immediately report to his/her supervisor any hazardous or unsafe condition or practice which might cause injury to employees or customers or damage to our equipment. Be sure to follow up to ensure the appropriate corrective action has been taken. If it has not, you should report the condition or practice to a supervisor of **Wicki Ventures**.
2. Employees should not, when at all possible, work or remain on **Wicki Ventures** premises alone. Employees should check or verify outside doors are secure. When possible, the employee should notify his or her supervisor in advance when they will be in the office suite alone.
3. Never attempt to push, pull or lift an object that could cause injury. Ask for assistance. If an item must be lifted, lift with your leg muscles, not your back. Do not attempt to lift or move anything that is too heavy for you. Use appropriate equipment to assist you or ask for help.
4. All OSHA and any other applicable safety standards must be followed at all times. All safety warnings and signs must be observed at all times.
5. All safety devices required and provided must be used at all times.
6. Workspaces and aisles must be clean, neat and kept free of debris. Any employee who notices any condition causing the potential for harm must immediately notify a supervisor.
7. Know where the First Aid Kit is, and use it when needed.
8. Employees may not tamper with or change the controls or settings on heating, air-conditioning or other equipment if you are not assigned that responsibility.
9. Read and maintain familiarity with Safety Data Sheets (SDS) for toxins and their location in the facilities.

You must report all job-related injuries and illnesses to your supervisor immediately. Do not ignore small scratches or cuts, burns, bruises or abrasions; these should be treated at once. Do not wait. Failure to report an injury could result in serious consequences or in jeopardizing your workers' compensation claim should the injury be more serious than first suspected.

If the accident or injury happened at work and requires medical treatment after going home, see a doctor of your choice or go to the emergency room at the hospital. Advise your supervisor of the name of the doctor or hospital where treatment was received.

Follow this procedure if you are involved in or observe an accident at **Wicki Ventures**:

1. Report the accident to your supervisor or one of the Executives **immediately**.
2. Follow the supervisors or Executives directions for first aid and treatment.
3. Assist injured person(s), but do not risk aggravating an injury through ill-advised attempts at treatment. Never attempt to move an injured co-worker or person who is unable to move him or herself.
4. If an accident victim is unable to move, immediately see that an ambulance is called. When time permits and in extreme emergencies, alert the hospital before the accident victim arrives.
5. Follow the treating physician's orders.
6. Maintain contact with the supervisor if the accident requires the employee take time off work. The supervisor will follow up with the employee regarding treatment, appointments, return to work schedule, etc.
7. Report to the supervisor when returning to work for any necessary paper work or job Disciplinary Action.

In the event of fire, call 911 or the Fire Department immediately. If you are not able to personally make the call, you should promptly notify a supervisor or other responsible employee. Employees should also try to warn the building landlord and all other occupants of the building so that a safe, orderly evacuation of the premises can occur. Employees should not place their own life in immediate danger. **Employees should familiarize themselves with the location of the fire extinguishers and exit locations in the buildings.**

All employees involved in a job-related accident will be required to submit to drug screen and seek medical attention, if necessary. Failure to immediately submit to a drug screen will result in discipline including, but not limited to termination.

HEPATITIS B VACCINE

As required by OSHA regulations, and for your protection, our practice provides the Hepatitis B vaccine to all employees. This vaccine will be made available to you after you have been informed of the vaccine's effects, safety considerations, method of administration, the benefits of being vaccinated and the no cost provision.

Employees will be eligible for the vaccine within ten (10) working days of their first day of work. Under certain circumstances as provided by OSHA standards, the vaccine may not be made available.

If you choose not to be vaccinated, you must sign a Hepatitis B Vaccination Declination form. The vaccine will be made available to those employees who initially decline, but later decide to accept the vaccine.

SECTION 902: EMERGENCIES / ACTION PLAN

In case of an emergency, such as a fire, earthquake, or accident, your priority should be your own safety. In the event of an emergency causing serious injuries, IMMEDIATELY DIAL 911 to alert police and rescue workers of the situation, and then call the owners and/or general manager.

If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the emergency exits. Remember that every second may count - don't return to the workplace to retrieve personal belongings or work-related items. Each location will have a posted emergency exit strategy and every employee must be familiar with the escape plan. If you need clarification, please refer to the plan or consult your manager.

MEETING AREA

Everyone will meet at the designated meeting place and will check in with their supervisor and remain there until advised otherwise. A designated meeting area has been identified for **Wicki Ventures**. Please see your supervisor for specific information.

The Manager will account for all personnel and will inform the emergency responders if anyone is missing. Injured employees or other persons will be offered appropriate first aid and will be transported to the nearest emergency room if needed. Employees trained in CPR may administer CPR if needed.

IN CASE OF A ROBBERY

In case of a robbery, cooperate with the robber. Do not try to be a hero. Give the robber whatever he/she wants. Once the robber leaves, IMMEDIATELY DIAL 911 to alert police of the situation. After you call the police, call the owners and/or general manager. Lock all the doors so the robber cannot come back into the store. Separate all the witnesses and instruct them not to talk to each other. Once witnesses start talking amongst themselves they might confuse the facts and one witness might influence another witness's story. It is important that you give them paper and a pen, so they can write down all the information they remember.

Employees who are confronted or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Remember you don't have to be a hero.

Employees should remain calm, make constant eye contact and talk to the individual. If the owners and/or general manager can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given. As soon as you can, IMMEDIATELY DIAL 911 to alert police of the situation.

ADVERSE WEATHER

This policy establishes guidelines for **Wicki Ventures** operations during periods of extreme weather and similar emergencies. **Wicki Ventures** will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report

to work. However, the Company does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

DESIGNATION OF EMERGENCY CLOSING

Only by the authorization of designated managers will the Company cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will be expected to remain at work until the appointed closing time.

PROCEDURES DURING CLOSINGS

In the event of inclement weather, a decision will be made by top management by 7:00 a.m. on each day where there are conditions that make work questionable. You may call your job superintendent or the office to determine if there is any adjustment to the day's working schedule. If weather or traveling conditions delay or prevent an employee's reporting to work, the immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any available paid leave, or take the day off without pay.

BOMB THREATS

While we don't typically anticipate such an event, bomb threats do occur in our society. They are very rare, but each employee should be prepared to deal with such a threat should it arise.

The procedures for reporting a bomb threat are as follows:

1. The person receiving the threat must stay calm and attempt to get as much information as possible from the caller.

THE MOST IMPORTANT QUESTIONS TO REMEMBER AND ASK ARE:

- When will the bomb go off?
- Where is the exact location of the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- What will make it explode?
- Who placed the bomb?
- The caller?
- Why?
- What is the caller's name and possible location?

Let the caller give as much detail as possible. Do not interrupt.

1. Contact the Police Department by dialing 911 immediately after receiving the bomb threat. Remain calm and wait for the police to arrive.
2. A police officer will interview the person who received the threat and then contact management to discuss procedures and possible evacuation of the building. The Police Department will relate pertinent information to Management or the President so that a decision may be made as to whether or not to evacuate the building unless management has determined prior to arrival of the police to evacuate the building.
3. Pertinent information which makes evacuation mandatory may include, but is not limited to, the following:
 - a) device has been found
 - b) information from threat confirmed
 - c) specific information from caller (*i.e.*, kind of explosion, type of device)
4. Involve any member of **Wicki Ventures** management as soon as reasonably possible after the event occurs. In the absence of Management or Supervisor being on site, another employee should be looked to as a decision maker.
5. When the building is evacuated, everyone will be directed by the police to leave the building and go to a safe location (*i.e.*, across the street to another building) etc. Do not use elevators.

It will be the responsibility of the Police Department to contact the Police Department Communications respondent to implement their internal bomb checklist.

**SECTION 903: HAZARD COMMUNICATION STANDARD:
SAFETY DATA SHEETS (SDSs)**

The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) for each hazardous chemical to downstream users to communicate information on these hazards. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user-friendly, 16-section format. This provides guidance to help workers who handle hazardous chemicals to become familiar with the format and understand the contents of the SDSs.

Hazardous materials include those you may be exposed to routinely or during emergencies. There are two primary sources of information about hazardous materials: the product level and the SDSs or other documents as from time-to-time are required. Employees who have job duties that require access to this information have the responsibility to read the labels and SDS sheets or contact their supervisor to report problems or answer additional questions regarding hazardous materials. Please see your supervisor for further information regarding Hazardous Material Safety.

NON-ROUTINE TASKS

Non-routine tasks might also be hazardous. For any non-routine task, please be aware of your actions. If the non-routine task seems dangerous or potentially dangerous to you or other employees, please notify the operations manager immediately

PLEASE NOTE: PLEASE TAKE THE TIME TO PAY ATTENTION TO POSTED SAFETY MATERIAL. INFORMATION IS POSTED FOR YOUR SAFETY AND THE SAFETY OF THOSE AROUND YOU.

SECTION 904: SECURITY INSPECTIONS

Desks and other storage devices may be provided for your convenience, but remain the sole property of the employer. Accordingly, they, as well as any articles found within them, can be inspected by a police officer or representative of the employer at any time, either with or without prior notice.

We also wish to discourage theft or unauthorized possession of the property of employees, our **Wicki Ventures** clients, and visitors. To facilitate enforcement of this policy, **Wicki Ventures** or its representative may inspect not only desks and offices, but also packages and persons entering and/or leaving the premises. If you wish to avoid inspection of any articles or materials, you should not bring such items onto **Wicki Ventures** premises.

Computers furnished to employees are **Wicki Ventures** property. As such, computer usage and files may be monitored or accessed.

Wicki Ventures may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

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

EMPLOYEES HAVE NO EXPECTATION OF PRIVACY WITH REGARD TO COMPUTERS, INTERNET, TELEPHONES, DESKS, LOCKERS, AND OTHER STORAGE DEVICES PROVIDED TO EMPLOYEES.

SECTION 905: OCCUPATIONAL INJURY AND ILLNESS

This policy is intended to outline some procedures in the event of an on-the-job injury/illness. Section A outlines responsibilities to file a Worker's Compensation claim. Worker's compensation benefits and procedures vary and this is not intended to be an exhaustive guideline of procedures.

PAPERWORK REQUIREMENTS TO FILE A WORKER'S COMPENSATION CLAIM

1. All on-the-job injuries/illnesses must be immediately reported on our Incident/Accident forms. Please see your supervisor for a form. Work related injuries/illnesses should be reported immediately to your Supervisor or Management to ensure employee protection and handling. Your Supervisor is responsible for making the required report unless an approved alternative has been established. If there is a question of the need to make an Incident/Accident report, Management should be contacted prior to filing the report.
2. If you have been witness to or have relevant information regarding a work-related accident or injury, you should report that information to your Supervisor or Management.
3. When an on-the-job injury or illness disables you from working, your estimated length of disability will be obtained by your Supervisor and/or directly from the treating physician.
4. When you make a request to return to work, your Supervisor will obtain a written release form from your treating physician. If there are any restrictions or limitations, **Wicki Ventures** management will review the information to determine whether or not you can perform the essential functions of the job. If there is doubt that you can perform the essential functions of the job, discussions will be held between **Wicki Ventures'** Management Team and yourself to discuss how to accommodate your work needs.

WORKER'S COMPENSATION INSURANCE

If you are injured in a job-related accident while working and carrying out job related assignments, you may be eligible for Worker's Compensation as prescribed by state law.

If you experience a work related injury, illness or exposure, you must report it immediately to your supervisor. **Wicki Ventures** has established relationships with preferred providers for all non-emergency related incidents. Arrangements for emergency medical treatment for injury or illness may be made by any responsible party and will generally involve the closest emergency treatment facility. The health and welfare of our employees is our primary concern at such times. Appropriate documentation should be completed as soon as practicable.

Worker's compensation benefits are based on salary and vary according to state law. Benefits are subject to delayed payment schedule and maximum payment limitations. You may use any

applicable paid time off to make up the difference between worker's compensation payments and your base pay. Health insurance premiums will be handled on a case-by-case basis with your supervisor.

If an employee is eligible for a leave of absence, the leave time and Worker's Compensation leave time will run concurrently.

SECTION 1001: COMPUTER SECURITY

As we continue to implement technological advances in our day-to-day operations, it is very important that we also take the extra steps necessary to ensure we maintain the proper protection of medical information. In April 2005, the HIPAA Security Rule went into effect. The Rule states that we are to “ensure the confidentiality, integrity, and availability of all electronic protected health information the covered entity creates, receives, maintains, or transmits.” As a result of these guidelines and our overall desire to maintain the integrity and security of our data, our level of computer security has been raised, and we now monitor the security of our network and workstations very closely.

EMPLOYEES HAVE NO EXPECTATION OF PRIVACY WITH REGARD TO COMPUTERS, INTERNET, TELEPHONES, DESKS, LOCKERS, AND OTHER STORAGE DEVICES PROVIDED TO EMPLOYEES.

Company supplied computer and communications systems (including laptops, tablets, Internet, e-mail, phones, paging system, voice mail, copiers, scanners, faxes etc.) are for company business purposes only. They are not to be used for personal or non-job related business purposes or in an unprofessional manner. Employees who are issued company supplied equipment are responsible for loss, theft, repairs, including total replacement, caused by negligence of any kind.

EMAIL AND ELECTRONIC DATA IS NOT PRIVATE

Wicki Ventures owns the rights to all data and files in any computer, network or other information system (including company cell phones) used in the company. **Wicki Ventures** also reserves the right to monitor email, cell phone usage and their content. Employees must be aware that cellphone use and email messages they send and receive using company equipment are not private and are subject to viewing, downloading, inspection, release and archiving by the IT department and/or company officials at all times. No employee may access another employee’s computer, computer files or electronic mail messages without prior authorization from either the employee or an appropriate IT or company official.

All such systems and information contained within, created, and/or communicated via these systems are considered company business and property. As such, their use falls under all of the established company policies and guidelines that may or may not be contained in this manual.

Any computer policy violation may result in disciplinary action up to and including termination.

NETWORK LOGIN PASSWORDS

Passwords used to gain access to these systems must **not** be given to other **Wicki Ventures** Employees or other individuals not employed by **Wicki Ventures** unless on an emergency basis. Upon request, an employee must disclose their password(s) to the IT Department or their department head. Passwords that have been disclosed for any reason must be changed within 24-hours.

LOCKING / LOGGING OFF OF COMPUTERS

Any computer that is left unattended for a significant period of time must be either locked or logged off. You have the option of locking your computer manually, or setting it to lock automatically after a certain amount of time. If you choose the latter, you must set the computer to lock after a reasonable amount of time of inactivity. Moreover, you must log off of your computer when leaving for the day.

ELECTRONIC ASSETS USAGE

Wicki Ventures recognizes that use of the Internet has many benefits for **Wicki Ventures** and its employees. The Internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place **Wicki Ventures** and others at risk.

Wicki Ventures provides and maintains the following forms of electronic communication: internal and external electronic mail (Email), telephone voicemail, internet access, faxes and computer hardware and software.

The internal communication systems, as well as the equipment and data stored, are and remain at all times the property of **Wicki Ventures**. Accordingly, all messages and files created, sent, received or stored within the system should be related to our business and are and will remain the property of **Wicki Ventures**.

We reserve the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to retrieve the message. Therefore, ultimate privacy of messages cannot be assured to any employee.

While **Wicki Ventures** encourages employee use of the internet, its use is restricted to the following:

- To communicate with employees, vendors, or clients regarding matters within an employee's assigned responsibilities.
- To acquire information related to, or designed to facilitate the performance of regular assigned responsibilities; and
- To facilitate performance of any responsibility or project in a manner approved by the employee's supervisor.

The content of Email, voicemail messages or faxes may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender specific comments or any communication that would offend someone on the basis of their race, color, religion, national origin, veteran status, sex, age, disability, or any other category protected by state and federal laws.

In connection with the use of these communication media, **Wicki Ventures** expressly prohibits the following:

- **Unlawfully** disseminating or printing copyrighted materials, including articles and software, in violation of copyright laws.
- **Unlawfully** sending, receiving, printing or otherwise disseminating proprietary data, or other confidential information of **Wicki Ventures**.
- Sending, receiving, printing or otherwise disseminating offensive or harassing statements or language including disparagement of others based on their race, color, religion, national origin, veteran status, sex, age, disability, or any other class protected under state and federal laws.
- Sending or soliciting sexually oriented messages or images.
- Operating a business, usurping business opportunities, soliciting money for personal gain, or searching for jobs outside **Wicki Ventures**.
- Sending chain letters without proper use of discretion – personal mail should be conducted on your personal email account – not on **Wicki Ventures** email.
- Opening unidentified email – always delete it without opening.
- Internet based screen savers, weather bugs, etc.
- Gambling or engaging in any other activity in violation of state and federal laws.
- Circulating jokes, comics or non-job related computer graphics.
- Unauthorized, non work-related computer activity.

Actions for violation of this policy may include disciplinary action up to and including termination. The measure of discipline will correspond to the gravity of the offense as weighted by its potential affect on **Wicki Ventures** and fellow employees.

For more information on this matter, please see these other policies:

- Non-Discrimination and Anti-Harassment Policy
- Sexual Harassment Policy
- Workplace Harassment

EMPLOYEES HAVE NO EXPECTATION OF PRIVACY WITH REGARD TO COMPUTERS, INTERNET, FACILITIES, DESKS, LOCKERS, AND OTHER STORAGE DEVICES PROVIDED TO EMPLOYEES.

INTELLECTUAL PROPERTY AND TRADE SECRETS

Information about our food is part of what makes **Wicki Ventures** competitive. During your employment here, you will periodically learn sensitive information because you need that information to do your job. It is important for the health of this business - and for the well being of employees who depend on this business for their livelihood - that you keep information you learn through your employment confidential. Employees who improperly disclose confidential information, proprietary information, or trade secret information to anyone outside the Company will face disciplinary action, up to and including termination. Therefore, we encourage you to contact the owner if you have any questions.

After you leave this Company, you are still legally prohibited from disclosing sensitive, proprietary, trade secret, or confidential information. If you disclose such information, we will seek legal remedies.

SOFTWARE LICENSING - COMPUTER ALTERATIONS

Potential software licensing violations are a significant **Wicki Ventures** concern. A recent review of the network revealed a number of programs **Wicki Ventures** did not have legal rights to use. Also found were copyrighted music files present in employee directories and desktops. Not only are viruses commonly disguised as these types of applications, they infringe copyright laws.

If **Wicki Ventures** were to be audited, each instance of an unlicensed copyrighted application or file could result in fines and damage to our outstanding reputation. According to the US Copyright Act, illegal use or reproduction of software is subject to civil damages of as much as \$100,000 per title infringed, and criminal penalties, including fines of as much as \$250,000 per title infringed and imprisonment of up to five years. There have been several recent instances in the media where software copyright laws were enforced and penalties levied.

ALTERING SYSTEM CONFIGURATIONS

The Information Technology Department (IT) also encounters problems where users will “update” or modify their core system configuration. Users believe they are being helpful, but the end result is usually more work for IT and decreased productivity for the user. The solution for changes or updates to the core system is usually a system rebuild, which is very time consuming.

DISCLAIMER: Nothing in this Employees Handbook shall be construed to restrict an employee’s rights under Sections 7 and 8(a)(1) of the National Labor Relations Act. No policy set forth in this Employees Handbook shall be construed or understood to prevent an employee from engaging in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

SECTION 1002: COMMUNICATION EQUIPMENT

CELLPHONES AND SPEAKER PHONE USAGE

To ensure an efficient and safe operation, Employees may not engage in personal calls using their cellphones. Cell Phone calls are not permitted during working hours anywhere at the facility, unless such calls relate to a personal/family emergency, and the employee has previously acquired management permission. Cellphones are to be turned off and placed in a secure place while on the clock such as your car or locker. They are not permitted at your workstation. Cellphones that are found in your possession and being used while clocked in, will lead to a request of them being placed in a secure location. Refusal will result in being sent home with a written warning and can lead to termination.

You may use your cellphone during lunch breaks or allotted work breaks. When using your cellphone during lunch or work breaks, you should be aware of personal, private, and/or confidential information being discussed on cell phones when in the hallways and public areas. Speaker phones can easily be overheard by other employees, visitors, and clients and therefore, should be handled with caution.

Due to the potential for issues such as invasion of privacy, sexual or other harassment, employees may not take, distribute, or post pictures, videos, or audio recordings while on working time. Employees also may not take pictures or make recordings of work areas. An exception to the rule concerning pictures and recordings of work areas would be to engage in activity protected by the National Labor Relations Act including, for example, taking pictures of health, safety and/or working condition concerns or of strike, protect and work-related issues and/or other protected concerted activities.

DISCLAIMER: Nothing in this Policy shall be construed to restrict an employee's rights under Sections 7 and 8(a)(1) of the National Labor Relations Act. No policy set forth in this Employees Handbook shall be construed or understood to prevent an employee to engage in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

SECTION 1101: FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)

The federal Family and Medical Leave Act of 1993 (FMLA) as amended in 2008 and 2013 requires companies with 50 or more employees to provide eligible employees with unpaid leave. The following provides a general overview of two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave) described in this policy. Employees with any further questions about their eligibility for FMLA leave should contact Human Resources for more information.

Employees are eligible for FMLA leave if they:

1. Have worked for the Company for at least 12 months in the last 7 years;
2. Have worked at least 1,250 hours for the Company during the 12 calendar months immediately preceding the request for leave; and
3. Are employed at a work site that has 50 or more employees within a 75-mile radius

BASIC FMLA LEAVE

Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

1. To care for the employee's son or daughter during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical or childbirth; or
5. Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his/her position.

LEAVE IS UNPAID/SUBSTITUTION OF ACCRUED PAID LEAVE

FMLA leave is unpaid leave. If you request leave for other than Employee Medical reasons, any accrued paid vacation must first be substituted and used for otherwise unpaid FMLA leave, provided that you comply with the Company's vacation policy requirements. If you request Employee Medical leave, any accrued PTO pay must be used for otherwise unpaid FMLA leave. In addition, paid time under the Company's short-term and/or long-term disability policies and any leave for workers' compensation will apply as part of the 12-week leave period when you are taking Employee Medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12 week (or where applicable, the 26 week) leave period.

NOTICE OF LEAVE

If your need for FMLA leave is foreseeable, you must give Human Resources at least 30 days prior notice or as much notice as is practicable. If the need for leave is not foreseeable, then you are expected to provide notice to Human Resources as soon as practicable, generally the same day or the next business day you learn of the need for leave. Failure to provide such notice may be grounds for delay or denial of leave and may result in adverse employment actions. The Company has Request for FMLA leave forms available in Human Resources. In addition, you must comply with the Company's [or your department's] usual call in procedures. Absent unusual circumstances, you must follow these procedures and use these forms when requesting FMLA leave. Requests for FMLA leave must be provided to Human Resources.

MEDICAL CERTIFICATION/SECOND, THIRD OPINIONS FOR EMPLOYEE MEDICAL AND FML

If you are requesting Family Medical or Employee Medical leave, you must provide a medical certification from a health care provider. You may obtain the appropriate certification forms from Human Resources. Certifications must be provided within 15 calendar days after you are requested to provide such certification. Failure to provide requested certification in a timely manner may result in delay or denial of leave or other adverse consequences. For Family Medical and Employee Medical leaves, in its discretion and at its own expense, the Company may require a second medical opinion, and if the first and second opinions differ, may request a third medical opinion. If a third opinion is requested, it will be provided by a health care provider approved jointly by the employee and the Company and will be binding. The Company may also require recertification periodically during a leave. The Company may also ask for authentication and/or clarification of any medical certification submitted. All forms must be filled out completely and legibly.

HEALTH CARE BENEFITS

If applicable, health care benefits will be maintained during the leave. The employee is responsible for their portion of the medical insurance premium cost, if any. Failure to pay the employee portion of the health insurance premiums in advance may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.

The Company reserves the right to seek reimbursement from the employee for the medical insurance premiums paid by the Company, on behalf of the employee, while the employee was on FMLA leave if the employee fails to return from FMLA leave for reasons other than the continuation, recurrence or onset of a serious health condition of the employee or the employee's family member which would otherwise entitle the employee to leave under the FMLA or other circumstances beyond the employee's control.

TEMPORARY DISABILITY LEAVE

The Company recognizes that a temporary disability may preclude an employee's attendance at work. In such cases, the Company does not have a predetermined specified period of time in which this unpaid leave is granted. Rather, the Company will attempt to reasonably accommodate the needs of the employee as well as the needs of the Company. If a leave is granted, any extensions will be subject to the same considerations.

Employees that request a temporary disability leave must do so in writing. That request should be accompanied by a doctor's statement identifying the temporary disability, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. At any time during a temporary leave, the supervisor or manager may request that employees furnish a written statement(s) of their health. Prior to returning to employment with the Company, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

The Company observes and complies with all federal and state medical leave regulations that pertain to our employees. This includes the federal Family Medical Leave Act and any state FMLA provisions that might apply.

Any unused accrued PTO leave shall be used prior to the effective date of the temporary disability leave, except for pregnancy disability leave. Employees may request payment of any vested, but unused paid vacation time prior to the effective date of the temporary disability leave.

SECTION 1102: PARENTAL LEAVE

All full-time, salaried employees who have been employed for at least 1 year are eligible for 4 weeks of paid maternity leave and 1 week of paid paternity leave for a birth of the employee's child or adoption in the employee's home. The employee must also meet one of the following criteria:

- ◆ Have given birth to a child; or
- ◆ Be a spouse or committed partner of a woman who has given birth to a child; or
- ◆ Have adopted a child who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent.

If applicable, health care benefits will be maintained during the leave. The employee is responsible for their portion of the medical insurance premium cost, if any. Failure to pay the employee portion of the health insurance premiums in advance may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.

The Company reserves the right to seek reimbursement from the employee for the medical insurance premiums paid by the Company, on behalf of the employee, while the employee is on leave if the employee fails to return from leave.

After the four (4) weeks of maternity/one week of paternity leave has concluded, subsequent leave shall be covered under appropriate policies. The Family and Medical Leave Act (FMLA) allows employees up to 12 work weeks of unpaid leave annually. Paid leave under this policy shall run concurrently with FMLA leave. The balance of FMLA leave beyond the 4 weeks of paid maternity/paternity leave is unpaid unless the employee chooses to use PTO. Maternity/paternity leave is considered time used against the maximum twelve weeks of family medical leave and runs concurrently with FMLA or any other leaves for which the employee is eligible. After the paid maternity/paternity leave is exhausted, the employee may use PTO.

SECTION 1103: MILITARY LEAVE

NOTICE OF LEAVE

To request leave, you must notify **Wicki Ventures** of your request for leave in writing. You must give 48-hours' prior written notice (unless under the circumstances such notice is impracticable), or as much advance written notice as possible, to your Manager.

MILITARY LEAVE

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

The leave will be unpaid. However, you may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

If you are on military leave for up to thirty (30) days, you are required to return to work for the first regularly scheduled shift on the first calendar day after the end of your service, allowing reasonable travel time. If you are on longer military leave, you must apply for reinstatement in accordance with USERRA and all applicable state laws.

If you are returning from military leave, you will be placed in the position you would have attained had you remained continuously employed in, or a comparable position depending on the length of military service in accordance with USERRA. You will be treated as though you were continuously employed for purposes of determining benefits based on length of service.

Contact Human Resources for more information or questions about military leave.

MILITARY FAMILY LEAVE

There are two types of Military Family Leave available:

1. ***Qualifying Exigency Leave.*** Employees meeting the eligibility requirements described above may be entitled to use up to twelve (12) weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, or daughter, is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include:
 - ❖ Short-notice deployment (up to 7 days of leave)
 - ❖ Attending certain military events

- ❖ Arranging for alternative childcare
- ❖ Addressing certain financial and legal arrangements
- ❖ Periods of rest and recuperation for the service member (up to 5 days of leave)
- ❖ Attending certain counseling sessions
- ❖ Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active duty status)
- ❖ Other activities arising out of the service member's active duty or call to active duty and agreed upon by the company and the employee

2. ***Leave to Care for a Covered Servicemember.*** There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member meets all the following parameters:

- ❖ is a current member of the Armed Forces, including the National Guard or Reserves
- ❖ rendered medically unfit to perform his or her duties due to a serious injury or illness incurred while on active duty
- ❖ undergoing medical treatment, recuperation, or therapy; or in outpatient status; or on the temporary disability retired list.

An employee who fails to return to work at the expiration of the leave without an approved extension will be considered to have resigned. After the leave, the employee must be restored to the same or essentially-same position held before the leave.

JOB REINSTATEMENT

Following a military leave and application for reinstatement, every effort will be made to reinstate you to the same job or job level you would have reached had military leave not occurred. This is in accordance with applicable federal and state laws. If no such position is available, the Management will attempt to place you in a similar assignment with another department. If this is impossible, your original division must re-employ you on an overstaffed basis until an appropriate position is available with the division or elsewhere in the Company.

SECTION 1104: CIVIC LEAVE

JURY DUTY

Wicki Ventures understands your civic responsibilities. After receiving notice of your obligation to the court, you must notify your supervisor immediately. A certificate of service and a receipt for payment received from the court must be presented to your supervisor in order to receive pay as described in this policy. You are expected to return to work if more than two (2) hours of your scheduled shift remains for any day you are fulfilling a court commitment.

When a non-exempt employee (*i.e.*, hourly) is summoned for jury service, jury duty pay will be calculated on your base pay rate times the number of hours you would otherwise have worked on the day of absence. Pay for jury duty and other court commitments will not be considered hours worked for purposes of computing overtime pay. Duration of payment for jury duty by **Wicki Ventures** will be handled in accordance with federal, state, and local laws and handled on a case by case basis.

You must show the jury duty summons to your supervisor as soon as possible so that your supervisor may make arrangements to accommodate your absence. Of course, you are expected to report for work whenever the court schedule permits. Court commitments include service for jury duty and giving trial or deposition testimony only when you are not a party to the action.

If you are chosen to serve as a juror, you will be paid for the scheduled straight-time hours away from work. Either you or **Wicki Ventures** may request an excuse from jury duty if, in the employer's best judgment, your absence would create serious operational difficulties.

Accrual for benefits calculations, such as paid time off benefits, will not be affected during jury duty leave.

SUBPOENAED WITNESS

Wicki Ventures encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by **Wicki Ventures**, they will receive paid time off for the entire period of witness duty. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than **Wicki Ventures**.

Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to your Supervisor or Management immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

TIME OFF TO VOTE

Wicki Ventures encourages you to fulfill your civic responsibilities by participating in elections. Generally, you are encouraged to be able to find time to vote either before or after your regular work schedule. If you are unable to vote in an election during non-working hours, **Wicki Ventures** will grant you unpaid time off to vote in accordance with federal, state, and local laws.

If the polls are not open for at least two (2) hours before your shift begins or ends, you should request time off to vote from your supervisor at least two (2) working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift—whichever provides the least disruption to the normal work schedule.

SECTION 1201: NOTICE PERIOD

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **Resignation** - voluntary employment termination initiated by an employee.
- **Discharge** - involuntary employment termination initiated by **Wicki Ventures**.
- **Layoff** - involuntary employment termination initiated by **Wicki Ventures** for non-disciplinary reasons.
- **Retirement** - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Wicki Ventures will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to **Wicki Ventures**, or return of **Wicki Ventures**-owned property. Suggestions, concerns, and questions can also be voiced.

Since employment with **Wicki Ventures** is based on mutual consent, both the employee and **Wicki Ventures** have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Employees are requested to provide a minimum of two (2) weeks written notice of their intent to resign. Your notice of resignation to voluntarily terminate employment with **Wicki Ventures** should be submitted to your Manager.

RESIGNATION / TERMINATION

As an employment-at-will Employee, you have the right to resign at any time for any reason. If you find it necessary to resign, a two-week advance written notice to your supervisor or Human Resources specifying the last day that you will be working is appreciated. Depending on your position, upon notice of resignation, discharge may be immediate. Prior to departure, you may be asked to participate in an exit interview. Final paychecks for employees who quit without notice will be mailed to the most recent address on file.

Employees who sign a non-compete agreement with **Wicki Ventures** will be expected to honor the agreement upon departure, regardless of resignation or termination, and will be responsible for any and all court cost with non-compete violations.

PERSONAL POSSESSIONS AND RETURN OF COMPANY PROPERTY

Any **Wicki Ventures** property issued to employees, such as computer equipment, company-issued cellphones, nametags, keys, tools, parking passes, uniforms, or Company credit cards, must be returned to **Wicki Ventures** at the time of termination. Employees will be responsible for any lost or damaged items. Upon separation of employment employees are to remove their personal possessions.

Employees who are leaving **Wicki Ventures** will receive all compensation to which they are entitled once all company property in their possession has been returned to **Wicki Ventures**. Bonuses are not paid to employees who leave **Wicki Ventures** prior to when bonuses are paid.

CONTINUATION OF BENEFITS (COBRA)

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after experiencing a qualifying event as outlined below. Longer periods of coverage may be available dependent upon the qualifying event.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for:

Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

SECTION 1202: PERSONNEL RECORDS

Wicki Ventures maintains a personnel file on each employee. The personnel file includes such information as your job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records, to the extent available.

Generally, personnel files are the property of **Wicki Ventures**, and access to the information they contain is restricted. Your supervisor, Human Resources, or a **Wicki Ventures** Management Team Member, who has a legitimate reason to review information in your file, is allowed to do so.

If you wish to review your own file, you should contact your supervisor. With reasonable advance notice, you may review your own personnel file in our offices and in the presence of your supervisor, Human Resources, or a **Wicki Ventures** Management Team Member.

Wicki Ventures will comply with all applicable state and/or local laws to the extent such laws grant the employee greater access to his/her personnel file.

Wicki Ventures will provide full access to personnel records to law enforcement officials or when otherwise directed by law to do so. Other outside parties or agencies are not provided any information contained in your records, except in cases where employment salaries and other limited information is *verified* and specifically authorized by the employee and/or former employee. If you have any questions regarding the contents of your personnel file, please make an appointment with your supervisor, Human Resources, or a **Wicki Ventures** Management Team Member for a mutually convenient time. Personnel files cannot be removed from **Wicki Ventures** property.

SECTION 1203: EMPLOYMENT VERIFICATIONS

If you need to have **Wicki Ventures** verify employment information to an outside entity (*i.e.*, Apartment complex, home mortgage, loan application, etc.), you must sign a release at **Wicki Ventures** to permit **Wicki Ventures** to give out this information. Only the designated management employee for these matters is permitted to give out this information for employees. No other employee may give out this information.

For former employees, the designated **Wicki Ventures** employee only will respond to all reference check inquiries from other employers, only when a signed release from the employee with specific instructions on what information can be released is received. Responses to such inquiries will verify only dates of employment, wage rates, and position(s) held, unless otherwise required by law. Employment verifications conducted by anyone other than **Wicki Ventures** designated employee is strictly prohibited.

SECTION 1301: SOCIAL MEDIA POLICY

Social media are powerful communication tools and further employees' personal reputations. Because they blur the lines between personal voice and institutional voice, **Wicki Ventures** has crafted the following policy and guidelines to help clarify how best to enhance and protect personal and professional reputations when participating in social media. Social media has expanded the way people communicate. **Wicki Ventures** views online networking communities as tools to strengthen **Wicki Ventures**, its culture, conditions of employment and further employees' personal reputation.

As a business, **Wicki Ventures** is held to a different standard when it comes to its online communications.

This policy and the guidelines set forth herein should be applied to any online medium where information may reflect back on the image of **Wicki Ventures**. This policy and guidelines applies to all forms of social media including, but not limited to: blogs, message boards, Internet forums, blogs (WordPress[®]), microblogs (Twitter[®]), online profiles (Facebook[®] / LinkedIn[®] / Match[®] / Myspace[®]), diaries, journals, wikis, podcasts, chat rooms, picture albums (Instagram[®] / Flickr[®] / Picasa[®] / Shutterfly[®]), videos (YouTube[®]), email, instant messaging (Snapchat[®]) or any other form or process.

DISCLAIMER: Nothing in this policy shall be construed to restrict an employee's rights under Section 8(a)(1) of the National Labor Relations Act and specifically Section 7 of the Act. This policy does not apply to discussions or activities involving your terms and conditions of employment, wages, hours, and working conditions.

GENERAL GUIDELINES

In order to maintain the firm's reputation and legal standing and to protect confidential and proprietary information of **Wicki Ventures** and its customers, the following guidelines apply to all employees of **Wicki Ventures** when using **Wicki Ventures'** internet, computer, or related systems or devices or when using their personal systems or devices outside of work. Employees should:

- Not post as an agent or representative of **Wicki Ventures** without first acquiring permission from the owners.
- Not unlawfully reveal confidential and/or proprietary information regarding **Wicki Ventures**, its members.
- Not reveal client/member information.
- Be aware of Liability. You are responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts).

- Respect **Wicki Ventures** time and property. Do not engage in personal social media conversations unrelated to your job, job conditions, and/or terms of employment while at work during normal work hours (excluding breaks or lunch break).
- Maintain transparency. The line between professional and personal business is sometimes blurred. Be thoughtful about your postings and the content of such postings and potential audiences. Be honest about your identity. In personal posts, you must be clear that you are sharing your views as an individual, not as a representative of **Wicki Ventures**.
- Not participate in personal social media conversations while at work.
- Not approve recommendations or testimonials.
- Not post obscenity, profanity, sexual references or references to illegal drugs.
- Not engage in any discriminatory conduct of any nature or form as prescribed under State and Federal law.

POSTING AS AN INDIVIDUAL

- Be authentic. Be honest about your identity.
- Use a disclaimer. If you publish content on any website outside of **Wicki Ventures** and it has something to do about work you do, or subjects associated with **Wicki Ventures** use a disclaimer such as this “The postings on this site are my own and do not represent **Wicki Ventures**’ position, strategies or opinions.”
- Do not illegally use **Wicki Ventures** logo or copyright material.
- Be accurate.
- Be aware of Liability. You are responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the Courts). Discriminatory conduct of any nature or form as prescribed under State and Federal law.
- **Wicki Ventures** reserves the right to monitor comments or discussions about its employees, clients, competitors and the industry posted by anyone for the purpose of protecting legitimate protected proprietary, confidential and financial information, enforce anti-harassment and anti-discrimination policies, and to protect client confidential information.

- Employees are also cautioned that they should have **no expectation** of privacy or confidentiality using **Wicki Ventures** equipment or facilities.
- Failure to comply with this policy may lead to disciplinary action up to and including termination. If appropriate, the firm will pursue all available legal remedies. The firm will also report suspected unlawful conduct to the appropriate law enforcement authority.

LEGAL DISCLAIMER

Except as to the Shorten Statute of Limitations provision provided below, and provided in your Employment Application, and this Employee Handbook which constitute an employment contract, this handbook is not a contract, and does not guarantee your employment, nor your wages, benefits, or any other aspect of your employment. Either you or **Wicki Ventures** may terminate your employment at any time, for any reason, with or without cause or notice. Understand that no supervisor, manager, or representative of **Wicki Ventures**, other than the owners of **Wicki Ventures** has the authority to enter into any agreement with you for employment for any specified period or to make any such promises or commitments

TO THE EXTENT PERMITTED BY STATE LAW, I UNDERSTAND AND AGREE THAT I SHALL NOT COMMENCE ANY FEDERAL (NOT REQUIRING FILING WITH THE EEOC, NLRB OR OTHER ADMINISTRATIVE AGENCY FIRST) OR STATE LAW ACTION OR SUIT RELATED TO MY EMPLOYMENT WITH COMPANY: 1) MORE THAN SIX MONTHS AFTER THE TERMINATION OF MY EMPLOYMENT, IF THE ACTION OR SUIT IS RELATED TO THE TERMINATION OF MY EMPLOYMENT; OR 2) MORE THAN SIX MONTHS AFTER THE EVENT OR OCCURRENCE ON WHICH MY CLAIM IS BASED, IF THE ACTION OR SUIT IS BASED ON AN EVENT OR OCCURRENCE OTHER THAN THE TERMINATION OF MY EMPLOYMENT. WHILE I UNDERSTAND THAT THE STATUTE OF LIMITATIONS FOR FEDERAL AND/OR STATE LAW CLAIMS ARISING OUT OF MY EMPLOYMENT WITH COMPANY MAY BE LONGER THAN ONE YEAR, I AGREE TO BE BOUND BY THE SIX (6) MONTH PERIOD OF LIMITATIONS SET FORTH HEREIN AND I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY. SHOULD A COURT DETERMINE IN SOME FUTURE LAWSUIT THAT THIS PROVISION ALLOWS AN UNREASONABLE SHORT PERIOD OF TIME TO COMMENCE A LAWSUIT, THE COURT SHALL ENFORCE THIS PROVISION AS FAR AS POSSIBLE AND SHALL DECLARE THE LAWSUIT BARRED UNLESS IT WAS BROUGHT WITHIN THE MINIMUM REASONABLE TIME WITHIN WHICH THE SUIT SHOULD HAVE BEEN COMMENCED.

TO THE EXTENT PERMITTED BY LAW, I UNDERSTAND AND AGREE THAT ANY FEDERAL LAW CLAIM OR LAWSUIT REQUIRING TO BE SUBMITTED TO THE EEOC, NLRB OR ANY OTHER ADMINISTRATIVE AGENCY BEFORE FILING SUIT RELATING TO MY EMPLOYMENT WITH THE COMPANY MUST BE FILED NO MORE THAN 185 DAYS AFTER THE DATE OF FILING A PROPER AND TIMELY CHARGE WITH THE EEOC, NLRB, OR ANY OTHER ADMINISTRATIVE AGENCY HAS EXPIRED. WHILE I UNDERSTAND THAT THE STATUTE OF LIMITATIONS FOR CLAIMS ARISING OUT OF AN EMPLOYMENT ACTION MAY BE LONGER, I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.

JOB DESCRIPTIONS

GENERAL MANAGER – OVERVIEW AND JOB RESPONSIBILITIES

At McDonald's the General Manager is responsible for running a profitable restaurant and for making sure the restaurant meets McDonald's critical customer standards of Quality, Service and Cleanliness. Our standards are high, so this is a big job! To meet the restaurant goals, the GM does not work alone. The GM leads a team of Department Managers and Shift Managers that have specific responsibilities in the restaurant. In McDonald's, this means helping the Department and Shift Managers to set their own goals, following up on their progress and providing coaching and direction to help improve their departments. By helping improve the departments, the restaurant improves. The GM is also responsible for hiring and developing each manager and crew member to make sure that the restaurant has the right team to lead into the future. The GM works along side their Supervisor and Director of Operations to set and meet performance targets with sales and transaction growth, profitability of the restaurant and managing staffing levels.

Food Safety

- Verify that food safety daily/monthly checklists completed and verified
- Ensure all managers are ServSafe certified (monitor and follow-up on completion of training)

Business Planning

- Create and build a restaurant business plan that increases frequency of customer visits
- Establish a good relationship with the community
- Plan and project monthly profit and loss. Analyze and present results
- Monitor and report progress on department goals and objectives using weekly scorecard
- Prepare for and participate in weekly manager's meetings

People Practices

- Schedule and deliver crew orientations
- Write and conduct performance reviews for assigned managers and crew members
- Check to ensure that all performance reviews are completed and delivered; approve and administer wage increases
- Maintain appropriate staffing levels that's appropriate for the restaurant
- Verify compliance with all labor and employment laws and McDonald's policies (e.g., wage & hour, FMLA, ADA, labor laws etc.)

Plan Daily Maintenance and Cleanliness

- Follow-up on the cleanliness and organization of the restaurant weekly
- Train all employees and maintenance personnel in daily and weekly cleaning tasks

Scheduling and Training

- Verify the accuracy of the schedules to optimize sales and profitability
- Oversee and coordinate management development
- Follow-up on weekly/monthly management development training plans

DEPARTMENT MANAGERS – OVERVIEW AND JOB RESPONSIBILITIES

The completing of assigned responsibilities for shifts and systems are critical to being a great manager, but so is using the right leadership behaviors to get results. McDonald's Managers use specific leadership behaviors to lead their teams, serve their customers and get great results. These are not all the things Department Managers need to do to lead but are some of the behaviors that are most important to McDonald's. By demonstrating these behaviors and tasks, the Department Manager will set the right example and improve results.

Leadership Behaviors of Department Managers:

- Builds teamwork
- Communicates effectively and honestly
- Develops crew and managers
- Influences by example
- Organizes the work
- Puts the customers first
- Supports change
- Plans beyond the shift

Guest Service Manager

- Responsible for making sure Crew and Managers deliver a great customer experience
- Makes sure sales promotions are done well and that all service staff are trained in service procedures
- Makes sure team meets service targets, such as service speed, friendliness and accuracy
- Prepare for and participate in weekly manager's meetings
- Help in cleaning responsibilities for the restaurant and help train crew/managers in cleanliness tasks for the department
- Develop and follow plan for proper arrangement of Drive-Thru equipment and stock
- Ensure proper training to executive for outstanding customer service

Kitchen Manager

- Responsible for making sure the restaurant delivers great quality food to our customers, that our food is always safe and the cost of food is controlled
- Responsible for training kitchen staff in production procedures, including new items that are added to the menu
- Responsible for making sure the team meets target goals, production speed, food quality and accuracy
- Complete Manager's Monthly Food Safety Checklist and correct any issues observed
- Help analyze food cost
- Prepare restaurant team for health inspections and follow-up on action items
- Help in cleaning responsibilities for the restaurant and help train crew/managers in cleanliness tasks for the department

People Manager

- Responsible for making sure we hire qualified crew members
- Responsible for making sure new hires are properly trained and scheduled appropriately to meet restaurant sales and profit goals
- Complete follow-up with all new hires
- Select and train Crew Trainers
- Help in cleaning responsibilities for the restaurant and help train crew/managers in cleanliness tasks for the department
- Prepare and participate in weekly manager's meetings
- Works with General Manager to ensure the restaurant is meeting their performance targets with labor hours, dollars, managing orientations and staffing levels

SHIFT MANAGER – OVERVIEW AND RESPONSIBILITIES

McDonald's Shift Manager is responsible for providing leadership to crew and other managers during the shift to ensure great service to our customers. Shift Managers plan for each shift, monitor performance during the shift, take action to ensure the team is meeting McDonald's standards, monitor safety, security and profitability and communicate with the next Shift Manager to help prepare him/her to run a great shift.

Responsibilities

- Complete and verify daily food safety checklist
- Monitor food safety procedures during their shift
- Communicate with manager on shift and help identify sales trends/problems
- Monitor and correct service procedures
- Ensure cash controls are in place for shift
- Maintain safety and security during the shift
- Complete pre-shift checklist

- Review crew schedule for proper staffing
- Ensure labor controls are in place for each hour and each shift
- Communicate results and opportunities to the next manager
- Help in cleaning responsibilities for the restaurant
- Help the GM to meet performance targets

CREW TEAM MEMBER – OVERVIEW AND JOB RESPONSIBILITIES

- Connect with customers to ensure they have a positive experience
- Help with hospitality
- Help customers order their favorite McDonald's meals
- Help prepare McDonald's World Famous food
- Partner with other crew members and Managers to meet daily goals
- Help in cleaning responsibilities of the restaurant
- Help assist the Managers in any additional requests or responsibilities that may be asked

ACKNOWLEDGMENT AND AGREEMENT

*** Important Read Carefully***

I acknowledge receipt of **Wicki Ventures** Employee Handbook dated _____. I understand and agree that I am bound by the policies, terms and conditions of employment set forth in this Handbook.

I understand and agree that my employment with **Wicki Ventures** is **At-Will** and that I may terminate my employment at any time, for any reason, with or without notice and **Wicki Ventures** may do the same. I understand and agree that the Policies and conditions stated in this Employment Handbook govern my employment at **Wicki Ventures**. I understand and agree that this Employment Handbook supersedes and cancels any prior contrary verbal or written policies, statements, understandings or agreements concerning the terms and conditions of my employment with **Wicki Ventures**. I understand and agree that no employee has the authority to change the terms of my employment as stated in this Handbook other than a Principal of **Wicki Ventures**, in a writing signed by a Principal and directed to me personally.

Except as to the Shorten Statute of Limitations provision provided below, and provided in your Employment Application, and the Employee Handbook which constitute an employment contract, this handbook is not a contract, and does not guarantee your employment, nor your wages, benefits, or any other aspect of your employment. Either you or **Wicki Ventures** may terminate your employment at any time, for any reason, with or without cause or notice. Understand that no supervisor, manager, or representative of **Wicki Ventures**, other than the owners of **Wicki Ventures** has the authority to enter into any agreement with you for employment for any specified period or to make any such promises or commitments.

TO THE EXTENT PERMITTED BY STATE LAW, I UNDERSTAND AND AGREE THAT I SHALL NOT COMMENCE ANY FEDERAL (NOT REQUIRING FILING WITH THE EEOC, NLRB OR OTHER ADMINISTRATIVE AGENCY FIRST) OR STATE LAW ACTION OR SUIT RELATED TO MY EMPLOYMENT WITH COMPANY: 1) MORE THAN SIX MONTHS AFTER THE TERMINATION OF MY EMPLOYMENT, IF THE ACTION OR SUIT IS RELATED TO THE TERMINATION OF MY EMPLOYMENT; OR 2) MORE THAN SIX MONTHS AFTER THE EVENT OR OCCURRENCE ON WHICH MY CLAIM IS BASED, IF THE ACTION OR SUIT IS BASED ON AN EVENT OR OCCURRENCE OTHER THAN THE TERMINATION OF MY EMPLOYMENT. WHILE I UNDERSTAND THAT THE STATUTE OF LIMITATIONS FOR FEDERAL AND/OR STATE LAW CLAIMS ARISING OUT OF MY EMPLOYMENT WITH COMPANY MAY BE LONGER THAN ONE YEAR, I AGREE TO BE BOUND BY THE SIX (6) MONTH PERIOD OF LIMITATIONS SET FORTH HEREIN AND I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY. SHOULD A COURT DETERMINE IN SOME FUTURE LAWSUIT THAT THIS PROVISION ALLOWS AN UNREASONABLE SHORT PERIOD OF TIME TO COMMENCE A LAWSUIT, THE COURT SHALL ENFORCE THIS PROVISION AS FAR AS POSSIBLE AND SHALL DECLARE THE LAWSUIT BARRED UNLESS IT WAS BROUGHT WITHIN THE MINIMUM REASONABLE TIME WITHIN WHICH THE SUIT SHOULD HAVE BEEN COMMENCED.

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TO MY EMPLOYMENT WITH THE COMPANY MUST BE FILED NO MORE THAN 185 DAYS AFTER THE DATE OF FILING A PROPER AND TIMELY CHARGE WITH THE EEOC, NLRB, OR ANY OTHER ADMINISTRATIVE AGENCY HAS EXPIRED. WHILE I UNDERSTAND THAT THE STATUTE OF LIMITATIONS FOR CLAIMS ARISING OUT OF AN EMPLOYMENT ACTION MAY BE LONGER, I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.

I certify that I have read, fully understand, and accept all of the foregoing terms of this Handbook and Acknowledgement and Agreement.

Employee Signature:	_____
Print Name of Employee:	_____
Date: _____	

DISCLAIMER: Nothing in this Employee Handbook shall be construed to restrict an employee’s rights under Sections 7 and 8(a)(1) of the National Labor Relations Act. No policy set forth in this Employee Handbook shall be construed or understood to prevent an employee from engaging in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

ADDENDUM I

PAID TIME OFF (PTO) POLICY

Vacation Policies: All of the above stated vacation policies still apply to the positions listed below.

Office Administration		Area Supervisor		Director of Operations	
1 year of service	135 hours PTO	1 year of service	135 hours PTO	1 year of service	135 hours PTO
3 years of service	180 hours PTO	3 years of service	180 hours PTO	3 years of service	180 hours PTO
5 years of service	225 hours PTO	5 years of service	225 hours PTO	5 years of service	225 hours PTO
Plus 7 paid holidays		Plus 7 paid holidays		10+ years of service	270 hours PTO
				Plus 7 paid holidays	

HOLIDAYS

Job Classifications noted above are entitled to the following paid holidays observed by the Company:

Holiday	Date(s)
New Year's Day	January 1 st
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Christmas	December 25 th
Birthday	The day of your Birthday

No holiday pay will be paid to an employee who is on an unpaid status, or on any leave or absent due to workers' compensation. If a holiday falls on a Sunday or Monday, the holiday will be observed on the preceding Saturday or the following Tuesday. There will be no floating holidays.