

Employee Handbook

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Welcome to (Company)!

At (Company) we are dedicated to (mission statement).

We seek to do this in a collaborative, fun, and open-hearted work environment where every person's individual talents and experiences contribute to our success, and where that success is shared by every person.

What drives us at (Company) is our belief that (company values)..

(Company) is a B Certified corporation. Our B Certification symbolizes our commitment to uphold rigorous standards of social and environmental performance, accountability and transparency. In addition of taking care of our employees through great benefits, (Company) is committed to supporting other B Corporations and local, environmentally/socially responsible suppliers and vendors whenever possible. As our biggest footprint resides in our manufacturing, we take care to work locally with our primary supplier in (location)

(Company) Mission

(Company) Vision

(Company) Company Values

Yes and... A concept borrowed from improv that reminds us to approach every opportunity, collaboration, and challenge with an open mind, open heart, and a willingness to hold hands and jump.

K.I.S.S/M /Keep it Simple Sister/Mister. For our customers, for our partners, for each other. (Company) is a solution born from design ideals, delivering on this tenet of good design is integral to our success.

Empathize to innovate. Empathy and understanding is what got us here. We honor every individual's journey, and promise to engage, explore, and seek a deeper understanding to make our product and processes better.

Make them smile. We take our mission seriously, but that doesn't mean we don't have a sense of humor about it.

Feed the Body, Feed the Soul. We must remember food and nourishment is at the center of what we do. Good food is grounding, bonding, and transformative. We thoughtfully prepare, share, and enjoy good food as a way of staying connected to (Company)'s reason for being.

We each have different gifts for the revolution. Diverse backgrounds, experiences, talents, and styles make us stronger. Celebrate our differences.

Housekeeping

Our office is our showroom, with this in mind please do your part to keep it clean and presentable. We take care of cleaning and trash ourselves. If you see something that needs to be picked up or organized (in the office or our shared kitchen) please help out. The space is designed to be open and flexible for visiting collaborators who might need to borrow a desk or pull up a chair, for this reason and aesthetics please minimize personal tchotchkes and excess papers.

Our space is open and inviting, family and friends are always welcome - that said, please be respectful when you're on the phone and/or having a conversation.

The last one out should lock the office - if you need to get in outside of working hours you'll need the key code to access the building.

All full-time employees receive a commuting stipend and are responsible for securing their own parking (see CFO for parking options) or can apply it to other forms of transportation.

Equipment

We supply you with a computer—please only use it for work-related purposes. Do not install or replace anything on it without first consulting with the COO.

Non-Compete

During employment at (Company), employees agree to not directly or indirectly, participate as an owner, partner, director, officer, manager, employee, agent or consultant in any business entity or organization which engages in or is involved in any business (a) which directly or indirectly competes with the business or, to the extent you are aware of it, the proposed business of (Company).

Should you engage in non-competitive employment in addition to (Company) it must be outside of our regular business hours and done on your own equipment and with your own supplies.

Alcohol & Drugs

We offer access to a variety of situations that require professionalism and personal responsibility. One of these is periodic and limited access to alcoholic beverages during staff gatherings and other (Company) related events.

Overconsumption of alcohol is not acceptable under any circumstances and you must be of legal age to partake in alcohol consumption. We trust that you will respect and use the utmost care when in these situations. Selling, distributing, possessing or being under the influence of illegal drugs in the workplace are strictly prohibited.

Smoking

We have and want a smoke-free environment. Please smoke outside of the building in designated areas.

Time off and Leave

Our hours are 9-5 but we all have families and appointments and obligations outside of the office—so a little flexibility in our schedule can make a big difference. Should you occasionally need to arrange your hours around family or personal needs or work from home, let your manager know in advance. Any permanent change in schedule (e.g., leaving early at a certain time on repeated days) needs to be approved by the CEO.

Holidays

All regular full-time and regular part-time employees are paid for each of the following holidays. Regular part-time employees will be paid for holidays if they fall during their regular work week schedule.

New Year's Day Memorial Day Independence Day Labor Day
Thanksgiving Day and the following day Christmas Day

We also close between December 26 and December 31 (up to four days) each year.

If one of the listed Holidays falls on a Saturday or Sunday, a weekday contiguous with the holiday will be observed as a holiday. If a holiday occurs during your scheduled paid time off, you will not be charged a PTO day for the day on which the holiday falls.

Paid Time Off (PTO)

Everyone needs some time off, and the best kind of time off is paid time off (PTO). Paid time off (PTO) is a daily accrual for vacation, personal, and sick leave and is based on employment level (e.g. 100% vs 80% time). Unused PTO rolls over to the following year, but is capped at 1-year PTO (i.e. if you are allotted 20 days PTO per year, but have accrued 30 days PTO by end of year 2... only 20 days will rollover to the following year and you will lose 10 days PTO).

Requests of more than one week need to be made and approved a minimum of 2 months in advance.

You start accruing PTO days on your first day at a rate of 20 days per year (pro-rated for less than full time employees)

If you are going to be absent or tardy let your supervisor know at the earliest time possible and PTO will be accounted for.

Exempt employees will use PTO in whole-day or half day increments. Nonexempt employees will use PTO to account for any time out of the office beyond a half hour. You can carry a negative balance of no more than three days.

You are required to utilize all remaining PTO prior to being approved for unpaid time off unless federal or state law provides otherwise.

There will be no payout of available accrued PTO at the end of employment. You may not extend employment with available accrued PTO or other forms of leave.

Volunteer Time Off

(Company) supports community service and volunteering. In addition to supporting nonprofits with our work, (Company) supports taking time off to volunteer with values-aligned organizations. Employees who would like to take time to work on the ground with these organizations are encouraged to discuss the opportunity with their manager.

Leave* Jury Duty

You are able to take the necessary time off for Jury Duty without financial loss. We'll pay you your regular pay for a maximum of 10 business days of actual jury service. You must notify the CEO within 48 hours or as soon as possible after receipt of the jury summons. On any day or partial day you are not required to serve, you will be expected to return to work. To receive jury duty pay, you need to show a statement of jury service, issued by the court.

Bereavement Leave

We offer up to 20 hours of bereavement leave within a 5-day period for a family member and up to 8 hours for close friends. This time should be taken consecutively within a reasonable time and may not be split or postponed. When on bereavement leave, you will be paid for actual time lost from work—e.g., if a holiday occurs on any of the days you're absent, you may not receive holiday pay in addition to paid bereavement leave. Paid bereavement leave is only available to regular full-time and regular part-time employees.

Parental & Family Leave

In accordance with the Vermont Parental and Family Leave Law, we grant family leaves of absence without pay for up to 12 weeks per year to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to their own serious health condition or to care for a child, spouse/ domestic partner, or parent with a serious health condition. Employees who work

an average of at least 30 hours/week and have been employed by (Company) for at least 12 months are eligible.

Eligible employees who give birth will be fully compensated for up to 12 weeks of Parental Leave. Compensation, or the wage rate, will be based on your current annual salary or hourly wage (excluding bonuses and stipends) minus Short-Term Disability benefit payments received during the benefit duration period.

In addition, we will pay for 2 weeks of Family/Parental Leave for employees who adopt or have a partner who gives birth within the first year after birth or placement. The rest of the eligible leave time will be unpaid.

Compensation, or the wage rate, will be based on your current annual salary or hourly wage, excluding bonuses and stipends. Payments will be made through payroll, on a semi-monthly basis, less applicable taxes and deductions. Semi-monthly compensation totals may not exceed your current semimonthly compensation rate.

Except if you have a serious illness, compensation paid to or on behalf of you during the leave will be returned to (Company) if you do not return from leave and stay for a minimum of eight (8) consecutive weeks. If applicable, PTO compensation will be excluded.

Respect Mama

We also provide reasonable break time and a comfortable, clean, private space for an employee to express breast milk or nurse a child.

Short-Term Leave

In the state of Vermont, short-term family leave is available to employees where commitments to one's family member requires them to be away from work for less than 1 full day. For example, these may include parent-teacher conferences or doctor appointments. You are eligible to take unpaid leave for up to 4 hours in 30 days and no more than 24 hours leave over 12 months. You may also apply your accrued PTO hours to make sure that you are compensated during your leave if you wish; however, you are not obligated to do so.

Military Leave

If you are an employee and are inducted into the U.S. Armed Forces, Reserves, or Vermont National Guard, you will be eligible for reemployment after completing military service, provided:

- You show your orders to the CEO as soon as you receive them.
- You satisfactorily complete your active-duty service.
- You enter the military service directly from your employment with (Company).
- You apply for, and are available for, reemployment within 90 days after discharge from active duty—if you are returning from up to 6 months active duty

for training, you must apply within a reasonable time (usually 30 days) after discharge.

Military Reserves or National Guard Leave

If you serve in U.S. military organizations or state militia groups, you may take the necessary time off without pay to fulfill this obligation while retaining all of your legal rights for continued employment under existing laws. You may apply accrued PTO leave if you wish; however, you are not obligated to do so. You are expected to notify the CEO as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

*Note: PTO accrual and stock option vesting is paused for all forms of extended leave. PTO cannot be used to extend your leave without approval from the CEO.

Benefits

Benefits change year to year so please check out our benefit overview for details.

All monthly premiums are paid by (Company) and are at no cost to full-time employees. Part-time employees working at least 30 hrs/week are eligible for benefits but at a pro-rated cost.

Performance Management & Goals

We believe in honest conversations and are committed to continual constructive feedback. We support this and individual growth by setting goals and conducting annual performance reviews. This offers the opportunity to take a step back and assess your annual evolution.

Each year will begin with a review/discussion of (Company)'s annual goals. These goals will evolve or change year over year to reflect what we want to accomplish in terms of the work that we do, supporting our own culture, and meeting our financial objectives.

These company goals will be a guide for you to create your own individual goals for the year. Your goals will be closely reviewed during the performance review process to ensure they are progressing and benefiting (Company) and your own professional growth.

Getting Paid

The workweek for all employees begins on Sunday and ends on Saturday. Hourly employees are responsible for submitting their weekly timesheets to their supervisor for approval.

Pay Periods

Salaried employees are paid on the 15th and the last business day of each month. Hourly employees are paid every other Friday.

Paycheck Deductions

We are required by law to make certain deductions from your paycheck each time one is prepared. These include, but are not limited to, Federal and Vermont- state income taxes and your contribution to Social Security and Medicare. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form. Any change in name, address, telephone number, marital status, or number of withholdings must be updated in _____ immediately to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes. Voluntary deductions such as benefit premiums and 401(k) deferrals will be based on benefit eligibility and benefit selection.

Garnishments

Whenever court-ordered deductions are to be taken from your paycheck, you will be notified. According to the Federal Wage Garnishment Act, three or more garnishments may be cause for dismissal.

Errors In Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the CFO immediately. We will research the situation and ensure that any necessary correction is made properly and promptly.

Overtime Pay

All nonexempt employees are eligible for overtime pay for actual hours worked in excess of 40 hours in a workweek. All overtime must be approved in advance by the CEO. Paid leave, including holidays, is not counted as worked hours.

Expenses

If you incur business-related expenses, submit these expenses with all receipts to the CFO in a timely manner. If you do not retain your receipt, you will not be reimbursed.

Discipline and Discrimination

There are times when employees may fail to meet the work standards of (Company), fail to exhibit proper conduct or professional attitude, or fail to successfully adhere to (Company) policies or procedures. There are situations which may be cause for discipline, up to and including immediate termination. Whether to take corrective action, and what action to take, is solely within (Company)'s discretion.

Non-Harassment

Employees have the right to work in an environment free of all forms of illegal

discrimination, inappropriate illegal conduct and illegal harassment. (Company) does not tolerate harassment of or by any employee because of race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, physical or mental condition, health coverage status, genetic information, veteran or military status, or other protected category under state or federal law. (Company) is committed to providing a workplace free from this type of unlawful conduct. It is also illegal, and violates (Company)'s policies, to retaliate against any employee for filing or cooperating in the investigation of a complaint of illegal harassment.

Harassment because of a person's sex, gender, race, sexual orientation, or the other categories described above, is a form of discrimination and can include name-calling, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or discriminatory nature when:

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

Examples of illegal harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on sexual favors;
- touching or grabbing a part of an employee's body after it is known or should be known that such physical conduct was unwelcome;
- displaying or transmitting sexually suggestive, racially offensive, or otherwise discriminatory pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- regularly telling sexual jokes or using sexually vulgar language or language that is derogatory to a protected class, particularly if it is known or should be known that the person does not welcome such behavior;
- retaliating against any person for having filed or supported a complaint of illegal harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.).

Any employee who believes they have been the target of illegal harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that the conduct is offensive and must stop. If the employee does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to the CEO.

If (Company) receives a complaint of illegal harassment, or otherwise has reason to believe that illegal harassment is occurring, it will promptly investigate and address the matter. (Company) may be required by law to take action if it learns of potential harassment, even if the aggrieved employee does not wish to formally file a complaint. The (Company) leadership team is required to promptly respond to any complaint or suspected acts of illegal harassment and promptly report them to the CEO.

(Company) will attempt to keep any investigation of a complaint as confidential as possible, except as may be reasonably necessary to successfully complete the investigation. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action that affects the working environment of any person involved in this investigation.

If the allegation of illegal harassment is supported by the investigation, (Company) will take appropriate corrective action. Both the complaining person and the accused will be informed of the results of the investigation, and the organization will take steps to make the offending behavior stop and to prevent retaliation. Any employee, supervisor, or agent who the organization determines has illegally harassed another employee will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning, up to and including dismissal. If the allegation is not supported by the investigation, both parties will be informed of that fact. If the complainant is dissatisfied with (Company's) action, or is otherwise interested in doing so, they may file a complaint by writing or calling the following state or federal agencies:

Vermont Attorney General's Office Civil Rights Unit
109 State Street, Montpelier, VT 05609
(802) 828-3171
(802) 828-3665 (TDD)

Equal Employment Opportunity Commission John F. Kennedy Federal Building
475 Government Center, Boston, MA 02203
(800) 669-4000
(800) 669-6820 (TTY)

Ending Employment

Vermont is an employment-at-will state. This means that you can choose to terminate employment with (Company) at any time for any reason—and vice versa. Nothing in these policies changes this at-will relationship. With all employment separations any and all (Company) equipment must be returned and benefit coverage will end based on the plan description.

Resignations

If you anticipate having to resign your position with us, you are expected to notify the CEO at least 2 weeks in advance of your planned departure date. Where possible, individuals in exempt positions are encouraged to offer 4 weeks notice. You may not use PTO to extend your employment or within 4 work weeks of your anticipated employment end date, unless approved by the CEO at the time of resignation. Your final paycheck will be received on the next regular payday.

Anyone who fails to come to work for 3 consecutive days without notifying the CEO will be considered voluntarily terminated.

Involuntary Terminations

If we decide to discontinue the employment relationship and you are discharged, your next regularly scheduled paycheck will contain all outstanding compensation.

Layoffs

In the event of a layoff due to lack of work, (Company), where possible, will give a 2-week notice or extend 2 weeks severance in lieu of notice for those who have worked here for 1 year or more. The final paycheck will be processed at the next regularly scheduled time.

Outstanding Loans/Debts

If and when you do leave (Company) you will be expected to repay any outstanding loans or debts. These may include outstanding expenses or bills and, in some cases, repayment of relocation expenses. Repayment of these debts will be discussed at the exit interview and repayment arrangements will be agreed upon.

Terminology & Legal Stuff

Policies

These policies are intended only as guidelines and do not constitute an employment contract or binding promises. No changes in any benefit, policy, or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities. We will keep everyone informed of modifications with a ten (10) day notice. This employee handbook should serve as a guide.

Personnel Details

(Company) will provide equal employment and advancement opportunities to all individuals. Employment decisions are based on our determination of merit, qualifications, and abilities regardless of race, religion, color, age, gender, marital status, national or ethnic origin, ancestry, sex, gender identity or expression, sexual orientation, socioeconomic status, pregnancy, disability or perceived disability, positive HIV-blood related test results or veteran status. This policy governs all aspects of employment, including selection, job assignment, compensation, corrective action, termination, and access to benefits and training opportunities.

Every position at (Company) is classified as one of the following:

Regular Full-Time (FTE)

These employees are regularly scheduled to work 40 hours per week and are eligible to receive full benefits, subject to the conditions and limitations of each benefit plan.

Regular Part-Time (PTE)

These employees are scheduled to work at least 20 hours per week. Regular part-time employees are generally eligible to receive full benefits, subject to the conditions and limitations of each benefit plan. Bonuses, PTO accruals, education and other forms of leave are prorated based on the number of scheduled hours.

Temporary Employee

Occasionally we may hire employees for specific periods of time or for the completion of a specific project. Any employee hired under these conditions will be considered a temporary employee and is not eligible for benefits except where required by Federal or State law. Internships are considered temporary employment.

Nonexempt and Exempt Employees

Nonexempt and exempt status refers to provisions under the federal Fair Labor Standards Act (FLSA) that guide whether a position is eligible for overtime pay. Overtime is allocated to all nonexempt positions when an employee has worked more than 40 regular hours in a workweek. Paid leave, such as holiday, sick, or vacation pay, does not apply toward worked time. (Company) requires nonexempt employees to account for their time in a precise manner to comply with FLSA standards regarding overtime wages. Overtime must be approved in advanced by the CEO.

If a position is considered “exempt” from the FLSA provision, employees in that position are therefore ineligible for overtime pay. Exempt positions are those where the role itself meets certain professional, executive, or administrative criteria outlined by the FLSA.

**Receipt and Acknowledgement of the (Company)
Handbook.**

I have received and read a copy of the (Company) Employee Handbook.

Employee's Signature _____ Date _____