



Loop Media Brand
Staff Member Handbook

Staff Member Handbook	1
Core Policies	5
Welcome	5
A Welcome Policy	5
At-Will Employment	6
About the Company	7
Company Culture	7
Company Values	7
Mission	7
About	7
Why choose us	8
Our Service	8
Ethics Code	8
Revisions to Handbook	9
Hiring and Orientation Policies	10
Conflicts of Interest	10
Employment Authorization Verification	10
Employment of Relatives and Friends	10
Job Descriptions	10
New Hires and Introductory Periods	10
Training Program	11
Training Pay	11
Wage and Hour Policies	12
Attendance	12
Probationary staff members	12
Punctuality and Attendance	12
Absence Explanation	13
Direct Deposit	14
Introduction to Wage and Hour Policies	14
Job Abandonment	14
Paycheck Deductions	14
Payroll Advances and Loans	15
4.0 Recording Time	15
Performance, Discipline, Layoff, and Termination	16
Criminal Activity/Arrests	16
Exit Interview	16
Outside Employment	17
Pay Raises	17
Performance Improvement	17
Post-Employment References	17
Resignation Policy	17
Workforce Reductions (Layoffs)	18
Driving Record	19
Employer Sponsored Social Events	19
GPS Monitoring of Employer Vehicles	19

Incentive Programs	20
Nonsolicitation/Nondistribution Policy	20
Off-Duty Use of Employer Property or Premises	21
Personal Appearance	21
Personal Cell Phone/Mobile Device Use	21
Personal Data Changes	22
Social Media	22
Suggestion Policy	24
Telephone Use	24
Third Party Disclosures	24
Use of Employer Vehicles	24
6.1 Workplace Privacy and Right to Inspect	26
Benefits	26
COBRA	26
Family and Medical Leave (FMLA)	26
7.1 Military Leave (USERRA)	32
Regular Full-Time Personnel	32
Regular Part-Time Personnel	32
Unemployment Compensation Insurance	32
Safety and Loss Prevention	32
Business Closure and Emergencies	32
Drug and Alcohol Policy	34
Face Masks in the Workplace	35
General Safety	37
Workplace Violence	37
Trade Secrets and Inventions	39
Confidentiality and Nondisclosure of Trade Secrets	39
Inventions	39
Customer Relations	39
Customer, Client, and Visitor Relations	39
Products and Services Knowledge	39
Texas Policies	40
Hiring and Orientation Policies	40
Disability Accommodation	40
EEO Statement and Non Harassment Policy	40
Religious Accommodation	42
Wage and Hour Policies	43
Accommodations for Nursing Mothers	43
Overtime	44
Pay Period	44
If you quit without two-week notice, please allow your total hours/check(s) to be processed for up to 2-weeks.	44
Performance, Discipline, Layoff, and Termination	45
Disciplinary Process	45
General Policies	45
Access to Personnel and Medical Records Files	45
Benefits	45

Jury Duty Leave	45
Voting Leave	46
Witness Leave	46
Safety and Loss Prevention	46
Workplace Smoking	46
Custom Policies	47
Custom Policies	47
Check Payments	47
Office Staff	47
Uniform	47
Non-Compete Policy	49
Prohibited Conduct	49
Closing Statement	52
Acknowledgment of Receipt and Review	53

Core Policies

Welcome

A Welcome Policy

Welcome! We hope that your employment with J Holdings DBA Loop Media Brand will be rewarding and beneficial. We take pride in our staff members as well as in the products and services we provide.

The Company complies with all federal and state employment laws, and this handbook generally reflects those laws. The Company also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all staff members. When questions arise concerning the interpretation of these policies as they relate to staff members who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Company reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no staff member handbook can address every situation in the work place.

If you have questions about your employment or any provisions in this handbook, contact Human Resources. We wish you success in your employment here at J Holdings!

All the best,

Loop Media Brand, Corporation J Holdings

At-Will Employment

Your employment with J Holdings is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Corporation has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Corporation.

If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce staff members in the exercise of their rights under Section 7 of the National Labor Relations Act

About the Company

Company Culture

We treat our staff members with the highest level of respect and dignity thereby promoting excellent performance, which will ultimately lead to total client satisfaction and increasing opportunity.

The strong relationships with our staff members and clients are the foundation of the Company. We remain flexible and adaptable to the needs of our staff members and clients allowing us to constantly improve the way we conduct business.

It is the goal of the Company to provide the very best service possible, and to live up to our motto – "Unparalleled Exposure Through Digital Marketing". It is the responsibility of each and every staff member to act and appear professionally, and to serve our clients in a professional manner, with integrity and honesty.

Company Values

ACCOUNTABILITY

Execute assignments with a responsible mindset to guarantee persistency and integrity through team effort.

INNOVATIONS

Adapt to a rapidly growing industry; with a focus on changing the way customers experience business solutions.

INVULNERABILITY

Implement personalized solutions ensuring the deliverance of a vigilant and value structured environment.

Mission

Empower businesses with smart digital strategies and automated systems.

Driving consistent, high-quality lead generation. We help brands grow by turning attention into action – building pipelines, through intentional marketing, we deliver results that matter.

About

Loop Media Brand is a results-driven digital marketing firm dedicated to helping businesses grow through innovative digital solutions. Known for its strategic approach; empowering clients to reach their customers more effectively by leveraging proven methods that drive engagement, connect with target audiences, and deliver measurable business results.

The firm specializes in creating clear and simplified digital marketing strategies that business owners can maintain amid the demands of daily operations. These strategic roadmaps are designed to guide marketing efforts, helping businesses allocate resources effectively and maximize return on investment.

Whether a company is well-established or just starting out, Loop Media Brand equips clients with the

tools and knowledge to build and manage marketing plans that align with long-term success.

Why choose us

At Loop Media Brand, we exist to help businesses grow beyond expectations. We take the stress out of marketing so you can focus on what you do best—running your business. Our mission is to help you reach bold, even “unrealistic” goals, by creating strategies that drive visibility, engagement, and profit.

Choosing Loop Media Brand for your marketing means **partnering with a team** deeply attuned to the pulse of digital culture and innovation. With a strong understanding of platform algorithms and the language of **business engagement**, ensures your brand not only captures attention but also meaningfully **connects with your target audience**.

Our 20 years of expertise in optimizing content for **MAXIMUM** visibility, combined with a data-driven approach to campaign strategy and performance analysis. The firm digital marketing tools guarantee a **MEASURABLE** return on investment and a stronger, more connected online presence for your brand.

With Loop Media Brand, you're not simply working with a marketing agency — you're **partnering with a creative force** committed to amplifying your brand's impact. Through strategic, **results-driven marketing**, Loop Media Brand brings your story to life and positions it to thrive in today's **competitive world**.

Our Service

- Advertising
- Content Creation
- Email Marketing
- Marketing Plan
- Social Media Management
- SWOT Analysis
- Website Management

Ethics Code

J Holdings will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and staff members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the J Holdings.

We expect that staff members, and directors, will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports,

marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Company or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including J Holdings policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

Hiring and Orientation Policies

Conflicts of Interest

J Holdings is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, , and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Company, you must disclose it to your Managers. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with J Holdings. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Managers.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, , and morale at J Holdings. It is your obligation to inform the Company of any such potential conflict so the Company can determine how best to respond to the particular situation.

Job Descriptions

J Holdings attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Managers.

Job descriptions prepared by the Company serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Company may have to revise, add to, or delete from your job duties per business needs. On occasion, the Company may need to revise job descriptions with or without advance notice to staff members.

If you have any questions regarding your job description or the scope of your duties, please speak with your Managers.

New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with J Holdings and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities.

Your introductory period with the Company can be shortened or lengthened as deemed appropriate by management and Human Resources. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

Training Program

In most cases, and for most departments, training staff members is done in a group basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Managers.

Training Pay

staff members will sometimes be given on-site training before being assigned to a scheduled shift. This training will generally be 1 to 4 hours with a supervisor or experienced site staff member. Minimum wage will be paid for training that takes place prior to working your regular position. Training for the purpose of current position will be paid at your scheduled rate of pay.

Wage and Hour Policies

Attendance

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Managers. You may be required to provide documentation of any medical or other excuse for being absent or late were permitted by applicable law.

Regular attendance and punctuality are essential for the smooth operation of the Company. We want to establish attendance guidelines that will ensure a consistent and fair approach to solving attendance problems. Therefore, we will be enforcing the following attendance policy:

Suspensions are without pay and will include a write-up which will be put into staff member file. staff members will be subject to disciplinary action when unexcused absences and tardiness take place.

In light of this, staff members will henceforth be required to act in accordance with the following policy regarding call-offs, failure to do so will result in the consequences specified. Probationary Period and evaluations will be based on attendance and performance.

Probationary staff members

An staff member, in the initial employment/probationary period, who has two (2) occurrences, may receive a written warning or termination based on the Company judgement. If the staff member has one or more additional occurrences after written warning, within the remainder of the initial employment/probationary period or extended initial employment/probationary period, the staff member may be subject to extension of probationary period or termination of employment.

Punctuality and Attendance

As an staff member of the Company, you are expected to be punctual and regular in attendance. staff members may not start their duties prior to the scheduled start time. Any tardiness or absence causes problems for your fellow staff members and your supervisor. When you are absent, your assigned work must be performed by others.

staff members are expected to report to work as scheduled, on time and prepared to start work. On time is defined as from the start of your scheduled shift (on the hour) up to five (5) minutes after. This five (5) minute grace period benefit is only extended to staff members who arrive on time for their scheduled shift. staff members should not clock in one (1) minute prior to the start of their scheduled shift or perform any job-related duties. Example: If your shift is scheduled to start at 1900 hrs and you clock in at 1905 hrs you will still be paid as though you clocked in at 1900 hrs. An staff member who does not arrive on time for their scheduled shift will not receive the benefit of the grace period and will be considered tardy.

A five (5) minute grace period is also extended to staff members who clock out on time at the end of their shift. On time is defined as up to Five (5) minutes prior to the end of your scheduled shift. Example: If your scheduled end of shift is 0500 hrs and you clock out at 0455 hrs you will still be paid as though you clocked out at 0500 hrs. staff members must not work or be clocked in one (1) minute beyond the end of their scheduled shift unless authorized to do so by management. staff members also are expected to remain at work for their entire work

schedule, except for when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided. Note: If at the end of your scheduled shift the relieving staff member hasn't arrived you are still required to contact your supervisor before working overtime. If you are unable to report for work on any particular day, you must under all but the most extenuating circumstances call the office at least eight (8) hours before the time you are scheduled to begin working for that day. If you call less than eight (8) hours before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. In all cases of absence or tardiness, staff members must provide their supervisor with an honest reason or explanation. staff members also must inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated. The Company defines excessive absenteeism as more than six days in a twelve-month period, three in a one-month period, and two in one week.

An occurrence of a no-call, no-show will result in the staff member being removed from the schedule until the staff member contacts his/her supervisor and supplies an explanation for the lack of contact. A single occurrence can result in termination. If you fail to report for work without any notification to your supervisor and your absent for a period of one day, the Company will consider that you have voluntarily abandoned or quit your employment. The consequence can also result in a pay reduction to minimum wage of worked hours of current, and future pay period.

staff members are expected to report for work on time. Tardiness for nonexempt staff will be reviewed for each day of work the staff member does not report as scheduled. staff members who are more than two hours late in reporting for work will receive disciplinary action that may result to termination.

Absence Explanation

15+ minutes after shifts start- Tardy

15 minutes - 2 hours- Late

Over 2 hours- Unauthorized absence

Call-off Absence with notification is considered a call-off if the notice is given less than 2 weeks in advance of the shift starting time. All call offs must be provided with valid necessary documentation in order to be excused.

2 call-offs in the 30-day period= 2-day suspension from schedule

3 call-offs in the 30-day period= 5-day suspension from schedule

4 call-offs in the 30-day period= Employment termination

Tardy

Tardiness occurs when an staff member is not present, and ready to begin working, at his/her workstation/ or location at their scheduled time. Tardiness also occurs when an staff member leaves work prior to the end of their scheduled shift without prior approval.

Please refer to following consequences:

3 times tardy in the 30-day period= 1-day suspension from schedule

4 times tardy in the 30-day period= 3-day suspension from schedule

5 times tardy in the 30-day period= Employment termination

No Call/No Show:

staff members must report their absence each day; failure to do so is considered a no call/no show.

Please refer to following consequences:

Zero tolerance= Immediate employment termination.

All staff members must inform their supervisor of absences/tardiness whenever possible. staff members who fail to contact management cause others to take on additional duties, which leads to an overall loss in productivity. An staff member who fails to notify his or her department of any absence in accordance with the Company policy will be subject to corrective action as follows: failure to notify of absence—termination.

Direct Deposit

J Holdings encourages all staff members to enroll in direct deposit. If you would like to take advantage of direct deposit, ask Human Resources for an application form. Typically, the bank will begin the direct deposit of your payroll within 14 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be given to you on paydays described in the preceding sections in lieu of a check.

Introduction to Wage and Hour Policies

At J Holdings, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Managers.

Job Abandonment

If you fail to show up for work or to call in with an acceptable reason for your absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from J Holdings.

Paycheck Deductions

J Holdings is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt staff members may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. The company will also make an adequate deduction amount for uniform or equipment agreed upon with the Company personnel. If you have any questions about deductions from your pay, contact your Managers.

The Company will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Managers.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The Company will not retaliate against staff members who report erroneous deductions in accordance with this policy.

Payroll Advances and Loans

The company will provide advances to staff members who provide written consent which authorizes withholdings from payroll earnings includes but not limited to:

- Licensing/certification
- Uniforms/ equipment
- staff member loan

staff members must sign a payroll deduction authorization form to be considered for advancement.

staff members will be payroll deducted in agreed increments until the balance is paid. staff members must be in good standing with the company to complete agreed pay-back terms. For any reason, the staff member faces disciplinary action including termination, the remainder of the balance will be payroll deducted in full.

4.0 Recording Time

J Holdings is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain staff members. To ensure that the Company has complete and accurate time records and that staff members are paid for all hours worked, nonexempt staff members are required to record all working time using Company time cards/time sheets/punch clock/timekeeping application/other, based on position. Exempt staff members may also be required to track days or time worked. Speak with your Managers for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Company procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Other compensable time required by state law (such as time taken waiting to undergo and undergoing mandatory screenings.

Time sheets/time cards are to be turned in to your Managers or appropriate department.

If you are required to clock in, you should clock in no more than five minutes before the time you actually start

working and clock out no later than five minutes after you actually stop working.

Notify your Managers of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to appropriate department any staff member, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

Performance, Discipline, Layoff, and Termination

Criminal Activity/Arrests

J Holdings will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Company, whether on or off Company property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Exit Interview

You may be asked to participate in an exit interview when you leave J Holdings. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

Open Door/Conflict Resolution Process

J Holdings strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your Managers and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its staff members, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of your Managers at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Managers. If you have already brought this matter to the attention of your Managers before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at J Holdings is prohibited. The Company recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect your ability to effectively perform your duties. Any conflicts should be reported to your Managers. Failure to adhere to this policy may result in discipline up to and including termination.

Pay Raises

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with J Holdings profitability, job performance, and the consumer price index. The Company may also make individual pay raises based on merit or due to a change of job position.

Performance Improvement

J Holdings will make efforts to periodically review your work performance. The performance improvement process will take place annually or as business needs dictate. You may specifically request that your Managers assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

Post-Employment References

J Holdings policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation. Forward any requests for employment verification to Human Resources.

Resignation Policy

J Holdings hopes that your employment with the Company will be a mutually rewarding experience; however, the Company acknowledges that varying circumstances can cause you to resign employment. The Company intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The Company requests that you provide a minimum of two weeks' notice of your resignation. If you are a Manager, you are requested to provide a minimum of four weeks 'notice. Provide a written resignation letter to your Managers. If you provide less notice than requested, the Company may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

For any reason a two-week notice is not provided or performed by the staff member or manager, Loop Media

Brand has all rights to resulting in a pay reduction to minimum wage of worked hours of current, and future pay period. The Company reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The Company will pay separated staff members in accordance with applicable laws and other sections of this handbook.

Notify the Company if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all Company property at the time of separation, including such as uniforms, cellphones, keys, tools, laptops, credit cards, and identification cards. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Company may pursue criminal charges for failure to return Company property.

Workforce Reductions (Layoffs)

If necessary based upon business needs, J Holdings management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

General Policies

Authorization for Use of Personal Vehicle

All staff members required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. J Holdings may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Company.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Computer and Copying of Software

Software programs purchased and provided by J Holdings are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you

assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company, or developed by Company staff members or contract personnel on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party. The Director of Information Systems is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Company must be purchased through Information Systems or appropriate department.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

Driving Record

All staff members required to operate a motor vehicle as part of their employment duties at J Holdings must maintain a valid driver's license and acceptable driving record. The Company may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the Company.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

Employer Sponsored Social Events

J Holdings holds periodic social events for staff members. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Managers prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

GPS Monitoring of Employer Vehicles

J Holdings desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting Company vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the Company uses GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning vehicle monitoring should be directed to Human Resources or other appropriate department. Questions concerning the proper use of any vehicles should be directed to your Manager.

Any staff members who abuses the privilege of driving company vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

Incentive Programs

Occasionally, The Company may award a discretionary bonus to qualifying staff members. Bonuses/ commission are based on such factors as business performance and individual merit and are awarded at the sole discretion of management.

If applicable, bonus may be earned above the hourly wage. The bonus/ commission can be removed at the discretion of the company. An entire pay period must be completed with no infractions to be eligible for the bonus/ commission.

Please note: Bonuses/ commission is not subject to holiday differential. Below is a small list of reasons that the bonus may be pulled/ recalled:

- Job abandonment
- Unexcused Absence
- Uniform Disciplinary
- Unsatisfactory attendance
- Not giving 2 weeks' notice
- Job negligence

Nonsolicitation/Nondistribution Policy

To avoid disruption of business operations or disturbance of staff members, visitors, and others, J Holdings has implemented a Nonsolicitation/Nondistribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Nonsolicitation/Nondistribution Policy.

You are prohibited from soliciting other staff members during your assigned working time. For this purpose, working time means time during which either you or the staff members who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other staff members are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and nonharassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted.

Non-staff members are not permitted to distribute materials on company premises at any time. This policy is not

intended to restrict the statutory rights of staff members, including the right to discuss terms and conditions of employment. Violations of this policy should be reported to Managers.

Off-Duty Use of Employer Property or Premises

You may not use J Holdings property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Company products, or office supplies for personal use without prior authorization.

It is Company policy to control off duty and nonworking hour use of Company facilities either for business or personal reasons. You are prohibited from using Company facilities during off duty or nonworking hours without the written consent of your Managers. If you use Company facilities during your off-duty hours or Company off-hours, you may be required to sign a log-in and log-out sheet maintained by the Company or building manager.

Personal Appearance

Your personal appearance reflects the reputation, integrity, and public image of J Holdings. All staff members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Company, in accordance with applicable law, will reasonably accommodate staff members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Company. Contact your Managers to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

Personal Cell Phone/Mobile Device Use

While J Holdings permits staff members to bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device

that has a camera and/or audio/video recording capability, you are restricted from using those functions on Company property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the Company requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may not connect your personal device to the Company network or to Company equipment (computers, printers, etc.). Nothing in this policy is intended to prevent staff members from engaging in protected concerted activity under the NLRA. You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

Personal Data Changes

It is your obligation to provide J Holdings with your current contact information, including current mailing address and telephone number. Inform the Company of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact Human Resources.

All staff members are responsible for helping to make J Holdings a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Managers immediately. Refrain from discussing specifics regarding Company systems, alarms, passwords, etc. with those outside of the Company.

Immediately advise your Managers of any known or potential risks and/or suspicious conduct of staff members, customers, or guests of the Company. Safety and is the responsibility of all staff members and we rely on you to help us keep our premises secure.

Social Media

At J Holdings, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Company, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all staff members who work for the Company.

Guidelines

For purposes of this policy, *social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Company, as well as any other form of electronic communication.

Company principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or staff members of the Company.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The Company cannot force or mandate respectful and courteous activity by staff members on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Company policy. Your personal posts and social media activity should not reflect upon or refer to the Company.

Maintain Accuracy and Confidentiality

When posting information:

Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company.

Do not create a link from your personal blog, website, or other social networking site to a Company website that identifies you as speaking on behalf of the Company.

Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Company.

Make it clear in your social media activity that you are speaking on your own behalf.

Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Company.

Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media on behalf of the Company. Direct all media inquiries for official Company responses to Human Resources.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent staff members from communications regarding wages, hours, or other terms and conditions of employment, or to restrain staff members in exercising any other right protected by law. All staff members have the right to engage in or refrain from such activities.

Suggestion Policy

At J Holdings, we welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Company, or meet customer and client needs. Discuss your ideas with your Managers or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Company.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Company tools or property are considered to be the property of the Company.

Telephone Use

J Holdings phones are principally for work-related communications. Unless there is an emergency, limit long distance telephone calls to business purposes only. Limit personal use of Company telephones to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Voicemail/Email/Internet Usage Policy.

Third Party Disclosures

From time to time, J Holdings may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former staff members, newspapers, law enforcement agencies, and other outside persons may contact our staff members to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the position of the Company to Human Resources. If you have any questions about this policy or are not certain what to do when such a contact is made, contact Human Resources.

Use of Employer Vehicles

Company vehicles are to be used for J Holdings business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

If you drive a Company vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your Managers.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify your Managers immediately. As the driver of a Company vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a Company vehicle or drive a personal vehicle on Company business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

6.1 Workplace Privacy and Right to Inspect

J Holdings property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any staff members, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.

Benefits

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible J Holdings staff members and their beneficiaries to continue health insurance coverage under the Company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an staff member, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact Human Resources to learn more about your COBRA rights.

Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), J Holdings provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered staff members in certain circumstances.

Eligibility

To qualify for FMLA leave, you must:

1. Have worked for the Company for at least 12 months, although it need not be consecutive;
2. Worked at least 1,250 hours in the last 12 months; and
3. Be employed at a worksite that has 50 or more staff members within 75 miles.

Reasons for Leave

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period for any of the following reasons:

- The birth of a child and in order to care for that child (leave must be completed within one year of the child's birth);
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition, which makes you unable to perform any of the essential functions of your position; or A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

The 12-month period is define 12-month period.

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service.

As used in this policy:

- *Spouse* means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- *Child* means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- *Parent* means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- *Next of kin* for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.
- *Serious health condition* means an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions that may qualify, contact Human Resources.
- *Health care provider* means a medical doctor or doctor of osteopathy, physician assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- *Qualifying exigencies* for military exigency leave include:
 - Short-notice call-ups/deployments of seven days or less (Note: Leave for this exigency is available for up to seven days beginning the date of call-up notice);
 - Attending official ceremonies, programs, or military events;
 - Special childcare needs created by a military call-up including making alternative childcare arrangements, handling urgent and nonroutine childcare situations, arranging for school transfers, or attending school or daycare meetings;
 - Making financial and legal arrangements;
 - Attending counseling sessions for yourself, the military service member, or the military service members' son or daughter who is under 18 years of age or is 18 or older but incapable of self-care because of a mental or physical disability;
 - Rest and recuperation (Note: Fifteen days of leave is available for this exigency per event);

- Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (Note: Leave for these events are available for 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
- Parental care when the military family member is needed to care for a parent who is incapable of self-care (such as arranging for alternative care or transfer to a care facility); and
- Other exigencies that arise that are agreed to by both the Company and you.

A serious injury/illness incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties

Notice and Leave Request Process

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practicable (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must consult with the Company first regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Company.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. When you request leave, the Company will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the Company may require an examination by a second health care provider designated by us. If the second health care provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

The Company also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Call-In Procedures

In all instances of absence, the call-in procedures and standards established for giving notice of absence from work must be followed.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you may/will be required to substitute any accrued and unused paid leave (e.g., vacation/paid time off/sick days/personal days) for unpaid FMLA leave as permitted by law.

Your FMLA leave runs concurrently with other types of leave, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In

addition, the substitution of paid leave for unpaid leave may not result in your receipt of more than 100 percent of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

Intermittent Leave

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Company may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all staff members returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until it is provided.

Health Insurance

Your health insurance coverage will be maintained by the Company during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made.

Alternatively, at our option, the Company may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not

return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If you and your spouse are both employed by the Company, the total number of weeks to which you are both entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, spouses employed leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Company is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

Interaction with State and Local Laws

Where state or local family and medical leave laws offer more protections or benefits to staff members, the protections or benefits that are more favorable to the staff member, as provided by these laws, will apply.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Designation of Leave

If the Company becomes aware of any qualifying reason for FMLA leave, the Company will designate it as such. An staff member may not refuse FMLA designation under this policy.

Retaliation

The Company will not retaliate against staff members who request or take leave in accordance with this policy.

7.1 Military Leave (USERRA)

J Holdings complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Managers of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

Regular Full-Time Personnel

Regular full-time staff members are those who have completed their introductory period and are regularly scheduled to work more than 30 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to staff members at J Holdings are for regular full-time staff members only.

Regular Part-Time Personnel

All staff members who work fewer than 30 hours per week are considered part time. Part-time staff members are not eligible for J Holdings benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by J Holdings and provides temporary income for staff members who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company.

Safety and Loss Prevention

Business Closure and Emergencies

J Holdings recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

Company Closure

Examples of emergencies when the Company may close include, but are not limited to, i.e., power outage, heavy rain conditions, etc.

Notification

In an emergency, the Company will make every effort to notify you of the closing by phone/email/etc. These notification efforts assume that you have access to electricity and internet and/or phone service.

When the Company is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation. In a regional power outage, for example, the Company is likely to have no power. If there is reported flash flooding in your area, report to work only if you can make it safely.

Partial-Day Closure

If an emergency event such as inclement weather or a power outage occurs, the Company may decide to close mid-day. When the Company closes mid-day, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely. Notified of Closure Prior to Reporting to Work

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise. If you are exempt, you will be paid your normal wages.

Benefits Coverage

Your health insurance coverage will be maintained by the Company during the closure on the same basis as if you were still working.

If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when the Company is able to remain open. The Company recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your Managers, by any method possible.

Time missed under circumstances where the Company remains open and you are unable to report to work is to be used as vacation time, personal time, or is unpaid.

Drug and Alcohol Policy

J Holdings is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

The Company expressly prohibits staff members from engaging in the following activities when they are on duty or conducting Company business or on Company premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Company does not discriminate against staff members solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Company Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Managers if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the Company may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Treatment and/or Rehabilitation

The Company may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the Company may consider your continued employment as long as concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. The Company may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

Face Masks in the Workplace

J Holdings is committed to maintaining a safe and healthy workplace. We have implemented this policy to protect you, your coworkers, and your families from the spread of COVID-19.

Background

The Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the World Health Organization (WHO) have found that wearing face masks can help prevent the spread of COVID-19, especially when social or physical distancing cannot be accomplished and in areas of significant community spread. This is especially true for individuals who are not fully vaccinated and individuals with immunocompromising conditions who remain at risk for COVID-19 infection after vaccination.

Disclaimer of Restrictions on staff member Rights

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Accommodation Requests

If you require an accommodation regarding this policy for reasons based on religion, disability, or other grounds protected by federal, state, or local laws, contact Human Resources.

You may request the accommodation orally or in writing. You should include all relevant information, including:

A description of the accommodation requested. The reason
for the accommodation.

The Company will engage in an interactive dialogue with you to determine the precise limitations of your ability to comply with this face mask policy and explore potential reasonable accommodations that could overcome those limitations. You are encouraged to suggest specific reasonable accommodations. However, the Company is not required to make the specific accommodation requested and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Modification of Policy

The Company reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Due to the rapidly evolving medical information surrounding COVID-19, if at any time applicable local, state, or federal masking requirements conflict with this policy, staff members are expected to comply with the more stringent requirement.

Reporting Violations

If you witness or become aware of any staff members or other individuals violating this policy, report them to Human Resources.

Enforcement

Failure to comply with this policy may result in discipline, up to and including termination of employment.

Retaliation

The Company prohibits any form of discipline, reprisal, intimidation, or retaliation against staff members who report violations in accordance with this policy.

General Safety

It is the responsibility of all J Holdings staff members to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Company health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Company also requires that all occupational illnesses or injuries be reported to your Managers as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

Workplace Violence

As the safety and of our staff members, vendors, contractors, and the general public is in the best interests of J Holdings, we are committed to working with our staff members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Company has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, staff members, and non-staff members such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Managers in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Human Resources.

Trade Secrets and Inventions

Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, J Holdings staff members are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that staff members are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Managers or Human Resources or appropriate department.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to J Holdings, is a "work for hire" and is the property of the Company.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Company, you are required to obtain a written waiver of this policy, signed by you.

Customer Relations

Customer, Client, and Visitor Relations

J Holdings strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your Managers immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your Managers or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Company as a leader in its field.

Products and Services Knowledge

As a representative of J Holdings, you are expected to be familiar with the products and services we offer. Take every opportunity to learn the interrelationship between your department or division and the others of the Company. We consider our staff members to be the best reflection of our business brand and company success.

Texas Policies

Hiring and Orientation Policies

Disability Accommodation

J Holdings complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Managers. You may be asked to include relevant information such as:

- A description of the proposed accommodation. The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against staff members for requesting an accommodation.

EEO Statement and Non Harassment Policy

Equal Opportunity Statement

J Holdings is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, religion, color, national origin, gender, sex, sexual orientation (including transgender

status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information, marital status, AIDS/HIV status, military service, veteran status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against staff members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Managers or any other designated member of management.

Policy Against Workplace Harassment

J Holdings has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race, religion, color, national origin, gender, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information, marital status, AIDS/HIV status, military service, veteran status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, staff members, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors; Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age (40 and older), race, religion, color, national origin, gender, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information, marital status, AIDS/HIV status, military service, veteran status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify any member of management.

The Company prohibits retaliation against staff members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Religious Accommodation

J Holdings is dedicated to treating its staff members equally and with respect and recognizes the diversity of their religious beliefs. All staff members may request an accommodation when their religious beliefs cause a deviation from the Company dress code or the individual's schedule, basic job duties, or other aspects of employment. The Company will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other staff members — when determining a reasonable accommodation. At no time will the Company question the validity of a person's belief.

If you require a religious accommodation, speak with your Managers or Human Resources.

Wage and Hour Policies

Accommodations for Nursing Mothers

J Holdings will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk cannot be stored in company refrigerators, refrigerators provided in the lactation room or other location, in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other staff members who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods.

You must make reasonable efforts to not disrupt Company operations.

You are encouraged to discuss the length and frequency of these breaks with your Managers.

Meal and Rest Periods

All non-exempt staff members are entitled to periodic rest break periods during their workday. If you are a non-exempt staff member, you will not be paid for all such break periods and you will clock out unless discussed otherwise by the Company. Your supervisor will advise you of the time and duration of your breaks and you are expected to return to work promptly at the end of any rest break.

Generally, you will be entitled to one (1) 10-minute rest break for every four (4) hours you work (or major fraction thereof, which is defined as two (2) hours).

If you work more than six (6) hours and up to 10 hours in a workday, you will receive one(1) rest break during the first half of your shift and one (1) rest break during the second half of your shift.

If you work more than 10 hours and up to 14 hours, you will be entitled to an additional paid 10-minute rest break. If you work more than five(5) hours in a workday, you are also entitled to an unpaid meal period of at least 30 minutes.

If you work more than 10 hours, you are entitled to a second, unpaid meal period of at least 30 minutes.

Depending on the circumstances, you may be able to waive your second meal period if you took the first one. You must clock out for your meal period. You must not perform any work during your meal period, and you must stop working for at least 30 full, consecutive minutes.

When a work period of not more than six (6) hours will complete the day's work the meal period may be waived

by mutual consent of the employer and the staff member. Unless the staff member is relieved of all duty during a 30-minute meal period, the meal period shall be considered an "on duty" meal period and counted as time worked. An "on duty" meal period shall be permitted only when the nature of the work prevents an staff member from being relieved of all duty and when by written agreement between the parties an on-the-job paid meal period is agreed to. The written agreement shall state that the staff member may, in writing, revoke the agreement at any time.

Unless an on-duty meal break agreement is in place, all rest breaks and meal periods must be taken away from the regular work area. Under no circumstances, are you to sit in your car, or leave the property. Please remember that the clients do not differentiate whether or not you are on your break.

If you are on a position that does not offer an On-Duty Meal Break, then the following must be followed. You are to take a 30-minute break, uninterrupted, within the first 5 hours of your shift whereby you are entitled to leave your location. If for any reason, this break is interrupted by work, you must start the break over again for the entire 30 minutes. You must call into dispatch at the beginning and end of your break. Your break must be taken no sooner than 2 hours after your start of shift and no later than 5 hours after the start of your shift.

If for any reason, you do not take the applicable rest breaks and/or meal periods, you must notify your supervisor immediately.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Managers.

At certain times J Holdings may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At J Holdings, the standard pay period is biweekly for all staff members. Pay dates are Mondays. If a pay date falls on a holiday, you will be paid on the preceding workday. If a pay date falls on a Saturday, paychecks will be issued on Friday. If a pay date falls on a Sunday, paychecks may be issued on Monday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your Managers if this type of date arises. If you are paid by commission, refer to your commission agreement.

Review your paycheck for accuracy. If you find an issue, report it to your Managers immediately.

If you quit without two-week notice, please allow your total hours/check(s) to be processed for up to 2-weeks.

Staff members are extremely busy with day-to-day operations and will need time to process your separation. This means you may not receive your check on the current/upcoming pay period. Separation includes processing all your hours worked and receiving the company uniforms and equipment.

Providing us with a resignation notice can help us prepare your final checks and separation paperwork in a timely manner.

Performance, Discipline, Layoff, and Termination

Disciplinary Process

Violation of J Holdings policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate staff members who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Managers will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Company is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

General Policies

Access to Personnel and Medical Records Files

J Holdings maintains separate medical records files and personnel files for all staff members. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the Company reasonable notice. Inspection must occur in the presence of a Company representative.

All requests by an outside party for information contained in your personnel file will be directed to Human Resources, which is the only department authorized to give out such information.

Benefits

Jury Duty Leave

J Holdings encourages staff members to fulfill their civic duties related to jury duty. If you are summoned for

jury duty, notify your Managers as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty.

The Company reserves the right to require staff members to provide proof of jury duty service to the extent authorized by law. The Company will not retaliate against staff members who request or take leave in accordance with this policy.

Voting Leave

If an staff member does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the staff member may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an staff member will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an staff member requesting time off to vote shall give his or her supervisor at least two days' notice and a receipt upon return to demonstrate participation.

Witness Leave

J Holdings realizes that, on occasion, staff members may be subpoenaed to appear in a civil, criminal, legislative, or administrative proceeding. In such cases, you will be provided unpaid leave to attend. Notify your Managers as soon as possible to make scheduling arrangements.

The Company reserves the right to require staff members to provide proof of the need for leave to the extent authorized by law. The Company will not retaliate against staff members who request or take leave in accordance with this policy.

Safety and Loss Prevention

Workplace Smoking

J Holdings is concerned about the effect that smoking and secondhand smoke inhalation can have on its staff members and clients. Smoking in the office, client areas, and restrooms is prohibited.

Custom Policies

Custom Policies

Check Payments

If a paycheck is lost, the staff member must pay required fees (bank charges and reissue fee) to be reissued a new paycheck. Human Resources will provide the amount that will need to be paid to Loop Media Brand to reissue a paycheck.

Office Staff

Uniform

STANDARDS OF APPEARANCE

All staff members must arrive at work in full uniform **NO EXCEPTIONS**.

PERSONAL APPEARANCE AND HYGIENE

J Holdings consider professional appearance to include the wear of proper undergarments and accessories, as well as clean hair and fingernails. The length of the fingernail must not extend more than $\frac{1}{4}$ " beyond the tip of the finger. Sideburns and mustaches should be neatly trimmed. Beards are not permitted. Non-traditional hair colors are not permitted. A neat natural haircut and hairstyle is important.

TATTOOS

No visible tattoos or other body art are permitted in the workplace. Exceptions may be made for staff members who have small, non-offensive tattoos that cannot easily be covered by standard clothing.

EYEWEAR

While on duty, J Holdings staff members are required to wear conservative prescription eyeglasses or sunglasses, if needed. Faddish eyewear of any description is not acceptable. They may not wear sunglasses or darkly tinted glasses inside buildings without a waiver from a physician.

JEWELRY

With the exception of female staff members (who may wear small, plain gold tone, silver

tone, or pearl button earrings no larger than 1 in diameter on their earlobes), J Holdings personnel will not wear jewelry on any part of their head or face while on the clock. personnel may not wear more than two rings per finger or two per hand, and they may not wear beads, necklaces, chains, bracelets, and similar jewelry that cannot be covered by the uniform.

ACCESSORIES

staff members will not wear logos or accessories, other than those required or assigned by management. All accessories that are not a part of company attire must be approved.

SHIRTS

All shirt options - Can not have any graphics or designs.

T-shirts only provided by the company.

Blouses / Button-Down:

Button-down short-sleeved or long-sleeved collar shirts are permitted. Other shirts must be assigned or approved by management. At all times shirts must be fully tucked in and pressed with no wrinkles. The shirt must be worn with no more than one button open at the collar and the sleeves fully extended. The shirt must be clean and neat fit.

POLO

Polo shirts are permitted. Polo shirts must be worn with one button open at the collar and sleeves fully extended. The polo shirt may not show any signs of faded color, snagged, nor tears.

FOOTWEAR

All black footwear preferred, solid colors only. Opened toe footwear and bare ankles are PROHIBITED.

PANTS

Khaki or Dark slack colored pants preferred. Pants must properly fit over footwear. There is NO EXCEPTIONS to wrinkle and/ or faded pants. The shirt must be always tucked inside pants. All staff members are required to wear a black or brown belt that fits in the pants loop of waist. No baggy, loose fit, tight fit, or skin leg pants regardless of male or female.

Jeans Only Friday, Saturday & Sunday

HOISERY

Dark colored hosiery only without pattern. Bare ankles or patterned hosiery are PROHIBITED.

UNDERGARMENTS

Black fully concealed undergarments only. These items will have no lettering or design on them to ensure that they are not visible through the uniform. Female must wear supportive brassieres. Attire must be fully buttoned, zipped, and/or closed to assure there is no exposure of undergarments. Under shirts must be concealed and not showing past sleeves of uniform shirt. White or black undershirts only.

VIOLATION	1st OFFENSE	2ND OFFENSE	3RD OFFENSE	4 th OFFENSE
Out of Uniform	Verbal Warning	Warning Notice in File	2 Day Suspension	Termination

Non-Compete Policy

The staff member specifically agrees that for a period of 2 years after the staff member is no longer employed by the Company, the staff member will not engage, directly or indirectly, either as proprietor, stockholder, partner, staff member, staff member or otherwise, in the same or similar activities as were performed for the Company in any business within the State of Texas, which distributes or sells products or provides services similar to those distributed, sold, or provided by the Company at any time during the 2 years preceding the staff member's termination of employment.

Prohibited Conduct

J Holdings wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our staff members, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge staff members for any reason permitted by law.

Examples of inappropriate conduct include:

- Falsifying employment records, employment information, or other Company records.
- Falsifying any timecard, either your own or another staff member's.
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any staff member or customer.
- Removing or borrowing Company property without prior authorization.
- Unauthorized use of Company equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on Company property.
- Participating in horseplay or practical jokes on Company time or on Company premises.
- Carrying firearms or any other dangerous weapons without authorization on Company premises at any time.
- staff member may not use their own vehicle on any job site unless given specific permission from the Company.
- Engaging in criminal conduct whether or not related to job performance.
- Causing, creating, or participating in a disruption of any kind during working hours on Company property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Using abusive language at any time on Company premises.
- Failing to notify a supervisor when unable to report to work.
- Failing to obtain permission to leave work for any reason during normal working hours. Failing to observe working schedules, including rest and lunch periods.
- Failing to provide a physician's certificate when requested or required to do so. Sleeping or malingering on the job.
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency.
- Working overtime without authorization or refusing to work assigned overtime.
- Wearing disturbing, unprofessional, or inappropriate styles of dress or hair while working.
- Violating any safety, health, , or Company policy, rule, or procedure.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Committing of or involvement in any act of unlawful harassment of another individual. Failing to promptly report work-related injury or illness.

staff members Must:

- Maintain a neat and professional appearance at all times. As such, staff members will be required to provide a photo of their appearance at the beginning of each shift.
- Maintain a military bearing and a courteous attitude. Greet visitors in a pleasant and helpful manner.
- Under any circumstances, you do not have permission from the Company to physically touch anyone' else items unless given permission to do so by the Company.
- Follow all written and verbal instructions.
- Pass on to the relief staff member all orders pertaining to the job as well as any unusual activities during your watch.
- Not perform personal work on the clock.
- Not use foul or abusive language while on the clock.
- Report unusual incidents occurring while on the clock to the immediate supervisor, and make a written report of such incidents no later than the end of the shift.
- Not sleep, drink intoxicating beverages, sell or use illegal drugs, engage in horseplay or fight while on the clock or at any time while in uniform representing the Company. Refrain from unnecessary conversation with client staff members or other persons on the premises surrounding the post. NO FRATERNIZING.
- Refrain from smoking at all times while on the clock (you are considered "on-the clock" during your entire shift unless specifically told otherwise).
- Refrain from conversations concerning official or company business with anyone not authorized to receive such information.
- Never talk to members of the press (newspapers, radio, or television) about the Company or the client. Instead, refer them to management.
- Not permit vending, soliciting, collecting of contributions, or distribution of handbills on the premises of a client's facility or grounds of the Company.
- Not entertain friends or personal visitors on the clock. Relatives or friends who deliver food, clothing, etc. may not remain on the premises any longer than 5 minutes.

- Treat keys entrusted to you with care, using a large key ring or similar devise to prevent them from being lost or inadvertently taken home.
- Treat equipment required for the performance of duty with the utmost care. Repair or replacement costs due to carelessness may be deducted from wages if the staff member is found negligent and/or willfully responsible.
- Report changes of address or telephone number immediately to the Company.
- Not use a client's telephone or any other equipment such as computer, personal computer, calculators, etc. without the express permission of the client.
- Unauthorized telephone calls will be charged to the staff member and will result in the bonus being deducted from wages, and continued abuse could lead to termination.
- Not bring in devices, televisions, or other similarly distracting equipment to client's facility without the prior permission from the immediate Supervisor.
- Not bring pets of any kind on post.
- No sitting in car at any time for any reason, unless authorized in writing.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Both you and the Company remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

Loop Media Brand Solutions, Corporation J

Holdings

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the J Holdings staff member Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other staff member, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Human Resources of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or affect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade staff members from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits a staff member from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by J Holdings.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

Date: _____

Full Name:

Signature: