



Partyman Catering's Guide to Greatness

Table of Contents

Section I: Welcome to the Family!

1.1	Who We Are, “The Partyman Way”	1
1.2	Partyman’s Mission Statement	1
1.3	Our Core Values	1
1.4	Our 12 Guiding Principles	2
1.5	Purpose of this Guide	2

Section II: Employment

2.1	Equal Employment	3
2.2	Policy Against Sexual & Other Harassment	3
2.3	Complaint Procedure	6
2.4	Non-Discrimination Against Persons With Disabilities	7
2.5	Lactation Accommodation	8
2.6	Immigration Law Compliance	8
2.7	Background Checks	8
2.8	At-Will Notice	8
2.9	Introductory Period	9
2.10	Employment Classifications	9
2.11	Anniversary Date & Seniority	10
2.12	Personnel Records	10
2.13	Employee References	11
2.14	Job Transfers	11
2.15	Employment Separation	11

Section III: Scheduling, Payroll & Compensation

3.1	Scheduling	12
3.2	Payroll	12
3.3	Pay Periods & Deposits	12
3.4	Skylight Pay Options Card	12
3.5	Pay Disagreements	12
3.6	Punching In & Out	13
3.7	Wages & Additional Pay	13
3.8	Reimbursements	13
3.9	Attendance & Tardiness	14
3.10	Hours of Work	14
3.11	Off-the-Clock Work	14
3.12	Overtime	15
3.13	Meal Breaks	15

Table of Contents

Section IV: General Conduct Guidelines

4.1	Acceptable & Unacceptable Conduct .	16
4.2	Workplace Violence & Security	17
4.3	Injury/Accident Response & Reporting	17
4.4	Driving Safety	18
4.5	Inclement Weather	19
4.6	Designation of Emergency Closing	20
4.7	Procedures During Closings.....	20
4.8	Confidentiality	20
4.9	Inspections & Searches	21
4.10	Electronic Assets Usage	21
4.11	Social Media	23
4.12	Company Phone Usage & Personal Cell Phones	24
4.13	Cell Phone Use	24
4.14	Earbuds	24
4.15	Media Contacts	24
4.16	Parking	24
4.17	Personal Property	25
4.18	Smoking & Vaping	25
4.19	Drug & Alcohol	25
4.20	Uniform & Hygiene	26

Section V: Benefits

5.1	Partyman Bucks Program	28
5.2	Holidays	28
5.3	New York Sick & Safe Leave (PSL)	28
5.4	New York Paid Family Leave (PFL)	29
5.5	Family Medical Leave Act (FMLA)	31
5.6	Other Paid Time Off	34

Section VI: New York HERO Act Policy

Acknowledgement of Partyman Catering’s Guide to Greatness

SECTION 1: WELCOME TO THE FAMILY

Partyman Catering has been in business since 1999. We take pride in the relationships we build with our team and clients. We consider ourselves catering professionals and strive to create a fun, exciting atmosphere. Our award-winning success has been a direct result of the amazing people on our team. You have been given the opportunity to join this amazing team and will play a key role in our future successes. We operate as a family and will settle for nothing less than the highest level of respect for each other, our clients, and our products. We hired you because we think you are awesome and will be a great addition to this family.

Our team welcomes you aboard and we look forward to an exciting future with you! This guide provides you a little insight on who we are, our company expectations and values, along with basic rules and guidelines that are expected from everyone.

1.1 Who We Are, “The Partyman Way”

Partyman Catering believes in a positive, uplifting work environment that is filled with exceptional teamwork and respect that ultimately provides us with outstanding employees. An outstanding employee does not only do their job correctly and follow policies, but they perform with the highest level of moral standards and form great relationships with people inside and outside the company. They notice what's going on around them and have attention to detail and initiative to integrate constant learning for the success of their team and execution of an event. They have a genuinely happy, willing attitude. They are passionate with their strengths and not afraid to let them shine through their work. Most of all, they respect themselves, strangers, and our home. They pick up that piece of paper on the floor others may have walked by, are punctual, and work as a team.

1.2 Partyman’s Mission Statement

The heartbeat of Partyman lies in its family of employees. Our natural rhythm demands a work environment that is gratifying and yields respect. In return, our team produces events that are second to none. We deliver this same respect and relentless dedication to every client and event we produce, while unwavering from the integrity and values that have made us who we are today. The undeniable result is client, community, and employee satisfaction.

1.3 Our Core Values

- Relationships
- Happiness
- Respect
- Teamwork
- Success
- Passion

1.4 Our 12 Guiding Principles

- We care
- We do what's right, not what's easy
- We forgive and ask for forgiveness
- We are transparent and honest
- We are respectful and expect the same from our employees, partners, and clients
- We are family, treat our clients as such, and think the best in everyone
- We are leaders, innovators, and amazing at what we do
- We enjoy life and the work we perform
- We are open-minded and willing to learn as well as teach
- We are creative, passionate, and always improving
- We are professional and work hard, but have fun doing it
- We live, work, play, hire and fire by our values

1.5 Purpose of this Guide

This Guide is presented as a matter of information and has been prepared to inform employees about Partyman Catering's philosophy, employment practices, policies and the benefits provided to our valued employees, as well as the conduct expected from them. We hope this Guide will help employees feel comfortable with Partyman.

This Guide will not answer every question employees may have, nor would the Partyman want to restrict the normal question and answer interchange among us. Please don't hesitate to ask questions. Every manager will gladly answer them. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

Partyman depends on its employees; their success is our success. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find Partyman a great place to work. While this Guide is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the handbook can be amended at any time.

No one other than authorized management may alter or modify any of the policies in this employee Guide. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee. Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Further, nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

Section II: Employment

2.1 Equal Employment

It is the policy of Partyman Catering to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to:

- Race;
- Color;
- Age;
- Sex;
- Sexual orientation;
- Gender;
- Gender identity;
- Religion;
- National origin;
- Pregnancy;
- Genetic information, including family medical history;
- Physical or mental disability;
- Military or veteran status;
- Child or spousal support withholding;
- Citizenship and/or immigration status; or
- Any other protected class, in accordance with applicable federal, state, and local laws.

2.2 Policy Against Sexual & Other Harassment

General

It is our policy to provide a work environment that is free from discrimination and harassment and from offensive and degrading remarks and conduct for all individuals. Offensive behavior, including harassment – at work or at any related functions – will not be tolerated. Any employee, including any manager, supervisor, co-worker or third party, who is found to have acted in violation of this policy will be subject to appropriate disciplinary action, which may include termination, suspension, demotion, transfer, reprimand, mandatory education and/or written warning.

Definitions and Examples

Employee conduct that is inappropriate and offensive has the potential of being perceived as harassment and will not be tolerated. Supervisors are responsible for acting promptly and dealing promptly and with situations in which they observe or are advised of inappropriate and offensive behavior.

Harassment

Harassment may include, but is not limited to, verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of the any protected characteristic, including but not limited to an individual's race, creed,

religion, age, gender, sexual orientation, national origin, height, weight, marital status, disability, veteran or citizenship status, predisposing genetic characteristics, or status with regard to public assistance, or any other characteristic protected under applicable federal, state or local law.

Harassment of any kind will not be tolerated, and can take the form of verbal or physical conduct that:

- Has the purpose of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Harassment may include but is not limited to:

- Epithets;
- Slurs;
- Jokes;
- Negative Stereotyping;
- Threats;
- Intimidation;
- Hostile Acts; or
- Denigrating or hostile written or graphic material posted or circulated in the workplace.

It is Partyman Catering's policy to ensure equal employment opportunity without discrimination or harassment. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace such as during business trips, business meetings and business-related social events.

Sexual Harassment

Another form of offensive behavior is sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication, including opposite or same sex harassment, where:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment;
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment; or creates an intimidating, hostile, or offensive employment environment.
- "Sexually motivated" includes unwelcome, objectionable and offensive conduct or communication which, even though it may not be sexual in nature, is directed at an employee because of his or her gender.

A few examples of sexual harassment or actions that have the potential for creating a hostile or offensive work environment include, but are not limited to:

- Use of any offensive or demeaning terms, which have sexual connotation, or are addressed to an employee because of his or her gender.
- Objectionable, unwelcome physical proximity or physical contact.
- Unwelcome gender-based suggestions regarding, or invitation to, social engagements.
- Any indication expressed or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend or may depend on the granting of sexual favors to any other person or upon the acceptance of unwelcome objectionable sexual conduct, advances or comments.
- Any action relating to an employee's job status, which is in fact affected by consideration of the granting or refusal of gender-based requests for social or sexual favors.
- The existence of an atmosphere of sexual harassment or intimidation.
- Jokes or remarks of a sexual nature made to, or in the presence of, employees who may find such materials offensive.
- The dissemination of materials (such as cartoons, articles, pictures, etc.) which have a sexual content, and which are not necessary for our work, to employees who may find such materials offensive.

Harassment is prohibited regardless of the sex of the harasser or the recipient. If you believe you are being subjected to sexual harassment in any form or being subjected to reprisal, or if you witness sexual harassment or reprisal, you are encouraged to make a report to your supervisor or other management.

Sexual Misconduct

Employees may be in a position to assert influence over people under their supervision. It is essential that such influence and the impression of impropriety be avoided. Employees who hold supervisory positions must refrain from dating or having intimate or sexual relations with other employees under their supervision, even if mutually consented to. Sexual relations for purposes of these policies shall be defined as intimate relations that transcend the bounds of typical friendship.

Sexual Violence

Sexual violence is an act of aggression and coercion, not an expression of sexual intimacy. Sexual harassment may include sexual violence. We will do whatever possible to offer safety, privacy and support to the victim/survivor of sexual violence.

2.3 Complaint Procedure

We remain committed to creating an atmosphere free of discrimination and harassment, sexual or otherwise. Employees are responsible for respecting the rights of their co-workers.

Partyman subscribes to the open-door policy. Employees may bring a particular complaint to their supervisor or manager for resolution. When matters cannot be handled on an informal basis, Partyman has established a formal procedure for a fair review of any work-related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner. Employees may skip to Step 2 if the complaint is related to their supervisor or manager or if they felt they would not provide an impartial resolution to the problem.

Step 1

The complaint should be submitted in writing to a supervisor, manager or designee within three (3) working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three (3) working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the supervisor, manager or designee will give the employee a written resolution within three working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2

If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 1 solution to the management or their designee. Such a request should be made within three (3) working days following the receipt of the Step 1 resolution. Management or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the employee's supervisor or manager (if appropriate), and any other employee of Partyman whom the aggrieved employee chooses. Management or appointed representative will render the final decision within ten (10) working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. We prohibit any form of retaliation against any employee for filing a *bona-fide* complaint under this policy, or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, we determine that the complaint is not *bona-fide*, or that an employee has provided false information regarding the complaint, disciplinary and/or legal action may be taken against the individual who filed the complaint or who gave false information.

If you believe you are being subjected to harassment in any form or being subjected to reprisal, or if you witness harassment in any form or reprisal, you are strongly encouraged and have an obligation to make a report to management. Employees can raise concerns and make reports without fear of reprisal or retaliation. Nobody at Partyman, regardless of position or title, is exempt from compliance with this policy. Employees are also encouraged to report harassment and/or reprisal by clients, employees and any other non-employees. We will not tolerate harassment or reprisals against our employees in connection with their employment. Employees can raise concerns and make reports without fear of reprisal or retaliation. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Partyman Catering prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

New York State Sexual Harassment

We comply with all New York State requirements regarding sexual harassment training, materials, and complaint procedures. For further details, please refer to Partyman Catering's standalone Sexual Harassment Policy, or contact Human Resources for further information.

2.4 Non-Discrimination Against Persons With Disabilities

We are committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and all amendments thereto ("ADAAA"). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, we will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA and ADAAA, who has made the Partyman aware of his or her disability, provided that such an accommodation does not constitute an undue hardship on the Partyman.

Procedure for Requesting Accommodation

A qualified individual with a disability may request a reasonable accommodation from Partyman. Upon receipt of an accommodation request, management will meet with the individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that we might make to help overcome those limitations.

Management will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, and the impact of the accommodation on the operation of Partyman, including its impact on the ability of other employees to perform their duties. The process is one of dialogue between the affected individual and management. We will inform the employee of our decision.

For the purposes of this policy, the term “disability” means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- A record of such an impairment; or
- Being regarded as having such an impairment.

2.5 Lactation Accommodation

Partyman Catering provides a supportive environment to enable breastfeeding employees to express breast milk during work hours for up to three (3) years following the birth of a child. Employees will not be discriminated against or retaliated against for exercising their rights under this policy and reasonable efforts will be made to provide a private room or location in close proximity to the work area for this purpose.

2.6 Immigration Law Compliance

All individuals hired by the Partyman will be required to establish and certify their identity and right to work in the United States. Each employee will be required to complete Section 1 of Form 1-9 on their first day of employment, and produce, within three business days, proof of their identity and eligibility to work in the United States.

2.7 Background Checks

Prior to making an offer of employment, or after making a conditional offer, Partyman may conduct a job-related background check. The background check may consist of prior employment verification, professional reference checks, education confirmation, criminal background, and/or credit checks, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check.

2.8 At-Will Notice

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employees are at-will with Partyman Catering and their employment can be terminated at any time, with or without cause and with or without prior notice. This Partyman policy requires all employees to be hired at-will

and this policy cannot be changed by any oral modifications. There have been no implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Guide or any other Partyman document or written or verbal statement or policy.

2.9 Introductory Period

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

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

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

A former employee who has been rehired after a separation from Partyman Catering of more than one (1) year is considered an introductory employee during their first ninety (90) days following rehire.

2.10 Employment Classifications

Partyman Catering has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Regular Full-Time Employee: An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than thirty (30) hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by the Company.

Regular Part-Time Employee: An employee who is scheduled to work less than thirty (30) hours in a workweek and may be eligible for some benefits.

Temporary Employee: An employee who is scheduled to work on a specific need of the Company. The employee will not receive any benefits unless specifically authorized in writing.

Exempt: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

Non-Exempt: Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of the Company are non-exempt.

2.11 Anniversary Date & Seniority

The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service commencing on the date of hire at Partyman Catering. Should employees leave the Partyman s employment and then be rehired, previously accrued seniority will be forfeited, and seniority will begin to accrue again on the date of rehire. Except for certain protected leaves and paid time off, seniority does not accrue during leaves of absence without pay or leaves of absence that exceed thirty (30) calendar days.

2.12 Personnel Records

Partyman Catering will maintain various employment files while individuals remain an employee of the company. Examples of these files are employee personnel files, attendance files, I-9 files, and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or manager so the appropriate updates can be made to the files. Partyman Catering will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

Employee files have restricted access. Only the employees' supervisor or manager may have access to those personnel files. In the event that an employee wishes to confirm the information in their personnel file, they must do so by requesting information through their supervisor. Employees may review their personnel file by making a written request to their supervisor or manager. The written request will become a permanent part of the personnel file.

2.13 Employee References

Partyman Catering makes strict provisions regarding information provided to people outside the Company for current and former employees. This information is restricted to the employment dates and positions held in Partyman Catering for that person. This is done to protect Partyman and its employees. This information will only be released by authorized management.

2.14 Job Transfers

Management reserves its right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are solely decided by Partyman Catering.

2.15 Employment Separation

Resignation

Employees are requested to provide a minimum of two (2) weeks' written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with Partyman Catering should be submitted to their supervisor or manager. An exit interview may be requested.

Termination

All employment with Partyman Catering is at-will employment. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with Partyman Catering, or Partyman can terminate the employment relationship at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modification.

Personal Possessions and Return of Company Property

Any Partyman Catering property issued to employees, such as computer equipment, keys, tools, parking passes or Company credit cards must be returned to Partyman Catering at the time of employment separation. Employees may be responsible for any lost or damaged items. Upon separation of employment employees are to remove their personal possessions from all Partyman property.

Section III: Scheduling, Payroll & Compensation

3.1 Scheduling

Partyman Catering uses a scheduling app called Homebase. You will receive an invitation via text and email. Please download the mobile app. If you're unable to access Homebase, please contact Human Resources.

After creating your account:

1. Add a photo
2. Update your personal information and
3. Complete any requested documents.

Schedules are posted on Fridays at 3 p.m. for the following week.

3.2 Payroll

Partyman Catering uses Paychex Flex for payroll services. You will receive an invitation via text or email. You must create an account to see pay stubs and W-2's. Paper copies of these documents will not be available unless specifically requested. If you're unable to access Paychex Flex or Homebase, please contact Human Resources.

3.3 Pay Periods & Deposits

The standard seven-day payroll week is Monday through Sunday. Employees are paid weekly and can expect payment on Thursday. For your convenience, paychecks may be deposited directly into a bank savings or checking account of your choice. To participate, you must complete a Direct Deposit Authorization Form and contact your supervisor or Human Resources. If you have a change of mailing address, we ask you to please notify Human Resources immediately.

If any date of paycheck distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

3.4 Skylight Pay Options Card

Should an employee not have a bank account, Partyman Catering will set up a Skylight Pay Options card.

Employees with Skylight Pay Options Card will receive their pay for the week on that card which then can be withdrawn as a debit/credit card.

3.5 Payment Disagreements

If you receive an incorrect paycheck or no paycheck at all, please contact us via email at billing@partymancatering.com with the date of the pay period in question and the work details as soon as possible.

3.6 Punching In & Out

Accurate timekeeping is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance. Employees may not ask another employee to clock in or out for them. Should an employee miss an entry into the timekeeping system, they must notify their manager as soon as possible for correction.

Employees should clock in no sooner than five (5) minutes before their scheduled shift. Additionally, employees are required to clock in and out for their designated paid lunch periods. The length of the lunch period should be thirty (30) minutes; alteration or waiver of the lunch period requires manager approval.

3.7 Wages & Additional Pay

Wages vary and are based on position, level of experience, and performance. Partyman Catering conducts regular evaluations and issues promotions as it sees fit. Employees who feel deserving of a higher pay wage should reach out to their supervisor to discuss.

Additional pay may include reimbursements, mileage, and tips. Any additional pay will be included in paychecks.

3.8 Reimbursements

Employees are granted reimbursements for:

- Purchased supplies.
- Mileage (if driving their personal vehicle to events and returning to Partyman Catering).

A printed receipt **MUST** be submitted to receive a reimbursement; make sure your name is on it before placing it in the Billing Department's office mailbox.

A mileage form must be filled out to receive mileage reimbursement. Your supervisor's signature is required. The form may be found in the Employee Room and in the Lead Binder at events. The form must be submitted to the Billing Department mailbox.

Event tips are not guaranteed—we do not charge our clients a gratuity. However, any tips received (including bar tips) will be shared among the staff who worked that event. We do not and will not schedule staff around specific tipped or non-tipped events. Tips are distributed directly into your paycheck. All cash tips received should be reported on summary forms or to a supervisor so that our planning team can appropriately thank our clients for being gracious.

The W-4 form that you complete when you are hired tells the employer how much to deduct from your gross pay according to Federal and State Laws. This amount is considered a deposit towards your income tax that you may owe on April 15th of the following year.

3.10 Attendance & Tardiness

Employees are expected to be at work and ready to go when their scheduled shift begins or resumes. If an employee is unable to be at work on time, or at all, they must notify their manager no later than thirty (30) minutes before the start of their scheduled workday. If an employee's manager is not available, the employee should contact another member of management. If an employee is physically unable to contact Partyman Catering, they should ask another person to make contact on their behalf. Leaving a message with a co-worker or answering service is not considered proper notification. Excessive tardiness or absences are unacceptable job performance.

When an employee calls in absent, they should provide their expected time or date of return. Partyman Catering reserves the right to require proof of the need for absence, if allowed by law. If an employee is absent for three (3) consecutive days and has not provided proper notification, Partyman will assume that the employee has voluntarily quit their position and will proceed with the termination process.

If an employee becomes ill during their scheduled workday and feels they may need to leave before the end of their shift, they should notify their manager immediately. If an employee is unable to perform their job at an acceptable level, they may be sent home until they are well enough to work.

Absences should be arranged as far in advance as possible. When an employee needs to be absent during the workday, they should attempt to schedule their outside appointment or obligation so that their absence has the smallest impact possible on business operations.

3.11 Hours of Work

Employees are expected to be at their work area, ready to work at their scheduled time. Employees will be given their individual duty hours upon hire; at the time of any change in position and weekly through the Homebase scheduling app (see below). If the normal duty hours are changed or if the Partyman Catering changes its operating hours, employees will be given written notice to facilitate any personal planning.

3.12 Off-the-Clock Work

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (engaging in work assignments or duties that are not reported as time worked) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. This includes checking email on personal devices after work hours. Any possible violations should be reported promptly to a supervisor or member of management.

3.13 Overtime

Partyman Catering complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over forty (40) in a workweek.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

3.14 Meal Breaks

Employees are required to take a meal break for a minimum of thirty (30) minutes for every six (6) continuous hours worked. Employees may also observe two (2) breaks of fifteen (15) minute “coffee” breaks during their shift. The scheduling of all breaks must be approved by your supervisor. Meal breaks are unpaid.

Section IV: General Conduct Guidelines

4.1 Acceptable & Unacceptable Conduct

Employees are expected to exercise common sense and courtesy at all times, for the benefit of clients, co-workers, and Partyman Catering as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to meet these expectations may be grounds for discipline, up to and including termination. The following are examples of unacceptable conduct, but this is not an exhaustive list.

- Failure to follow the policies outlined in this handbook.
- Negligent, careless, or inconsiderate treatment of clients or their information.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of Partyman property from the premises.
- Sharing trade secrets or other confidential business information with anyone who does not have an official need to know.
- Accessing, without authorization, confidential information pertaining to clients or employees.
- Falsifying or changing any type of Partyman, client, or employee document or record without authorization.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of Partyman, a client, or an employee.
- Taking or giving bribes of any nature.
- Entering Company premises without authorization.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Unauthorized use of a personal vehicle for Partyman business.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on Partyman premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off Partyman premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects the Company services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Leaving during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- Sleeping during regular working hours.
- Recording time for another employee or having time recorded by another employee.
- Use or possession of illegal drugs on Partyman premises at any time.
- Use of alcohol or illegal drugs during working hours or working under the influence of intoxicants.
- Unauthorized possession of a weapon on Partyman premises.
- Illegal gambling on Partyman premises.

4.2 Workplace Violence & Security

It is the intent of Partyman Catering to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom Partyman does business. Partyman has zero tolerance for violent acts or threats of violence.

Partyman Catering expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or Partyman property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on Partyman premises will be subject to immediate discharge.

Employees within Partyman Catering share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, manager or designee. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

4.3 Injury/Accident Response & Reporting

In the event that an employee becomes injured or witnesses an injury during working hours, they must report it immediately to the nearest available supervisor or manager. Employees are to render any assistance requested by supervisor, or manager. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must obtain an injury reporting form and complete and return the form to management as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by management or the designated Safety Officer. The employee may not return to work without the permission of Human Resources or the Safety Officer.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, Partyman Catering has an independent interest in making its facilities a safe and healthy place to work. Partyman recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as all non-functioning or hazardous equipment, to a supervisor or manager immediately. Appropriate remedial measures will be taken when possible and appropriate.

Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

4.4 Driving Safety

The safety and well-being of our employees is of critical importance to Partyman Catering. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on Partyman business will be expected to consistently follow all the safety procedures below.

- All employees are expected to wear seat belts at all times while in a moving vehicle being used for Partyman Catering business, whether they are the driver or a passenger.
- Use of handheld devices, whether personal or Partyman Catering -owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending or receiving text messages or e-mails, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.
- Employees are required to turn off cell phones or put them on vibrate before starting their car. Employees may consider changing their voicemail message to indicate that they are unavailable to talk, as they are driving. Employees are permitted and encouraged to communicate to clients, associates, and business partners of the policy as an explanation as to why calls may not be returned immediately.
- Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only.
- The use of other handheld electronic devices, such as iPads, iPods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on Partyman Catering business.
- Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading, or changing radio stations or music is also strongly discouraged while driving, even when in slow-moving traffic.
- The use of alcohol, drugs, or other substances including certain over-the-counter cold or allergy medications that in any way impair driving ability is prohibited.

- All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- All passengers must be approved by management in advance of travel.
- Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- Employees must promptly report any accidents to local law enforcement as well as to Partyman Catering in accordance with established procedures.
- Employees are also required to report any moving or parking violations received while driving on Partyman Catering business and/or in Partyman vehicles.
- Insurance must be maintained current as a term and condition of continuing employment in positions that require driving.

The job requires an employee to operate their personal vehicle. The employee shall be required to submit proof of a current and valid state driver's license. Employees must submit a photocopy of the cover page of their insurance policy covering that vehicle as proof of insurance.

If an employee is involved in an automobile accident while on Partyman Catering business (in a personal or Partyman vehicle) they must report the accident to their supervisor or manager immediately. Employees should request and obtain a police report and police investigation at the scene of the accident. Employees should not admit liability or guilt and should not apologize or say they are sorry under any circumstances, even if they believe they are at fault.

4.5 Inclement Weather

This policy establishes guidelines for Partyman Catering operations during periods of extreme weather and similar emergencies. Partyman will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, Partyman does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

4.6 Designation of Emergency Closing

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

4.7 Procedures During Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

When a partial or full-day closing is authorized by management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be sent home for partial days with the option of using paid time off for the remainder of the day. If paid time off is not available, employees will be excused from work without pay and without disciplinary action.
- Exempt employees will be expected to continue work from home if their job duties allow. Partyman Catering will pay the exempt employee's regular salary regardless.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

4.8 Confidentiality

There shall be no disclosure of any confidential information or trade secrets to anyone outside Partyman Catering without the appropriate authorization. Confidential information may include internal reports, policies, procedures, and other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instruments, formulas and technology. In addition, always respect financial disclosure laws and third-party intellectual property.

It is an employee's duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax, and email.

When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to a supervisor or manager without comment from the employee.

When any inquiry is made regarding any client, the inquiry must be forwarded to a supervisor or manager.

Confidential information shall be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA).

4.9 Inspections & Searches

Any items brought to or taken off Partyman Catering premises, whether property of the employee, Partyman, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by Partyman Catering. Partyman Catering may monitor any telephone conversation employees have on Partyman owned or controlled equipment, premises, or property. Any inspection or search conducted by Partyman Catering, or its designees, may occur at any time, with or without notice.

4.10 Electronic Assets Usage

Partyman Catering recognizes that use of the internet has many benefits for the company and its employees. The internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the internet appropriately if required by their job. Use of the internet for non-work purposes should be held to a reasonable limit; reasonableness will be determined by management. Non-work internet usage may be prohibited. If employees have questions about what constitutes reasonable usage, they should not hesitate to contact their manager or supervisor.

The following guidelines have been established for using the internet and email in an appropriate, ethical, and professional manner:

- Employees are prohibited from placing any passwords or restrictors on any document, computer or computer software without the prior permission of their supervisor or manager. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting, or erasing any Partyman Catering information without the appropriate authorization is strictly prohibited
- Partyman Catering internet and email access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with

derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference or any other federal or state protected status shall be transmitted. Harassment of any kind is prohibited.

- Disparaging, abusive, profane, or offensive language (materials that would adversely or negatively reflect upon Partyman Catering or be contrary to Partyman Catering best interests) and any illegal activities including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the internet or email are forbidden.
- Copyrighted materials belonging to entities other than Partyman Catering may not be transmitted by employees on Partyman Catering's network. All employees obtaining access to another company's or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except with permission or as a single copy to reference only. If employees find something on the internet that may be interesting to others, they should not copy or download it. Instead, they can give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on their own.
- Employees should not use the system in a way that disrupts its use by others. This includes but is not limited to streaming of any video, unless work-related, streaming of music unless approved by management, sending or receiving many large files and sending email messages to an excessive number of users or sending emails that are not work-related in content.
- The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses or spyware that can extensively damage our computers and compromise security of Company information. Do not ever download any programs or software on any Partyman Catering device without permission from a manager. Also, many browsers add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network, and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio, or images that they place on Partyman Catering drives or send over Partyman Catering's internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the Partyman Catering's name is attached to all messages so use discretion in formulating messages.
- Email is not guaranteed to be private or confidential. All electronic communications are Partyman Catering property. Therefore, Partyman Catering reserves the right to examine, monitor and regulate email messages, directories and files, as well as

internet usage. Also, the internet is not secure so don't assume that others cannot read or possibly alter messages.

- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the Company.

All Partyman Catering-supplied technology including computer systems and Partyman Catering-related work records belong to Partyman Catering and not the employee. Partyman Catering routinely monitors usage patterns for its email and internet communications.

Since all the computer systems and software, as well as the email and internet connection are Partyman Catering-owned, all Partyman policies are in effect at all times. Any employee who abuses the privilege of Partyman-facilitated access to email or the internet may be denied access to the internet.

4.11 Social Media

It has become second nature for many to post on social media, this includes all social media and photo-based sites. It is our strict policy that no phones or cameras be present at event sites unless very specifically requested by a supervisor.

Employees are prohibited in any way from disclosing information relating to Partyman Catering's:

- Trade secrets;
- Recipes;
- Financials;
- Operational or legal details; or
- Any personal information pertaining to clients and/or other employees.

Any dishonorable content posted will not be tolerated, such as:

- Racial;
- Ethical;
- Sexual; or
- Religious or physical disability slurs.

Employees should not respond to any negative or offensive posts by clients and/or vendors. Nor should Employees create a link from their blog, website or other social networking site to a Company website without identifying themselves as a Company employee. Remember, only personal opinions should be expressed. Employees should never represent themselves as a spokesperson for Partyman Catering. If Partyman Catering is a subject of the content they are creating, they should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of Partyman Catering, fellow employees, members, customers, suppliers or people working on behalf of the Company. If an employee does publish a blog or post online related to the work they do or subjects associated with Partyman Catering, they should make it clear that they are not speaking on behalf of Partyman

Catering. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Partyman Catering.”

Employees must refrain from using social media while on work time or on Company equipment unless it is work-related as authorized by a manager or consistent with the Electronics Assets Usage policy. Employees may not use Company email addresses to register on social networks, blogs, or other online tools utilized for personal use.

We ask you to please bring this to a supervisor’s attention as soon as possible should deviation from these policies be noticed.

4.12 Company Phone Usage & Personal Cell Phones

The telephones of Partyman Catering are to be restricted to business calls for Partyman business. All employees are required to be professional and conscientious at all times when using Partyman phones. The use of personal cell phones or other devices during working hours should be held to a reasonable limit. Reasonableness of cell phone usage will be determined by management.

4.13 Cell Phone Use

We ask that cell phones are kept on silent. Event staff are expected to keep cell phones in their purse, locker, or car as cell phones are not part of the uniform. Personal business can be conducted during breaks or lunches. Supervisors and Event Leads are the only ones permitted to have cell phones readily available during an event, usage must occur out of sight of any guest or client. Cell phone use while driving is strictly prohibited to keep everyone safe.

4.14 Earbuds

We do not allow the use of earbuds or headphones in the loading dock or warehouse areas of the Partyman Catering building and they are also prohibited while at an event. With the intent of keeping yourself and others around you safe, you must be aware of your surroundings.

4.15 Media Contacts

Employees should not speak to the media on Partyman Catering’s behalf without contacting management. All media inquiries should be directed to them.

4.16 Parking

Partyman Catering’s employee parking is located on the North side of the building on the grass lawn. All employees are expected to drive with the highest level of safety and awareness for themselves and others. In the event of driving a Partyman Catering vehicle, parking locations may vary and communication with a supervisor is encouraged for correct parking placement.

4.17 Personal Property

Partyman Catering is not responsible for any personal property. It is best only to carry essentials when working an event. A locker may be provided to employees who wish to utilize one but are required to purchase their own lock.

4.18 Smoking & Vaping

Smoking and vaping are treated the same. There is a designated smoking and vaping area at Partyman Catering. Smokers who utilize this area are required to clean and empty any ashtrays or butt housing. Smoking at an event is not to happen unless approved by your Event Lead, and in the event it is, you must follow the venues rules on smoking, along with being completely out of sight of any possible guest. Following and returning to work after smoke breaks, employees must thoroughly wash their hands.

4.19 Drug & Alcohol

Partyman Catering is dedicated to providing employees with a workplace that is free of drugs and alcohol. For the safety of our employees and clients, Partyman Catering reserves the right to test any employee for the use of illegal drugs or alcohol under state, federal, or local laws. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or if there is an apparent inability to perform the duties required of that position. Specific jobs may, at the Partyman Catering's discretion, require regular drug testing. Drug or alcohol tests may be conducted after an accident or with reasonable suspicion of impairment while on the job. Under those circumstances the employee may be driven to a certified lab for the test at the Partyman Catering's expense.

Any employee found to use, sell, possess, or distribute drugs that are illegal under state, federal or local laws, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the Partyman Catering premises, performing Partyman- related duties, or while operating any Partyman Catering equipment is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drugs confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform the essential functions of the job and should advise their supervisor or manager of any job limitations. Upon notification of job limitations, Partyman Catering will make reasonable efforts to accommodate the limitation.

To the extent any federal, state or local law, rule, or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended in compliance.

4.20 Uniform & Hygiene

All employees are required to show up to work following the uniform guidelines. In the event of inappropriate dress, it is management's right to request the issue be fixed or ask the employee to leave. The same goes for improper hygiene. Employees are responsible for washing and keeping all pieces of their uniform clean, neat, and pressed including clean shoes.

Uniform

Server and Bartender Uniforms: We suggest employees wear a Partyman Catering work t-shirt when reporting to each shift when set up is required.

- Solid black dress pants (leggings, jeggings, yoga pants, and black jeans are not acceptable).
- Black socks.
- Black belt with a modest buckle.
- Black dress shoes (closed-toe shoes are required).
- Black long sleeve, button-down shirt.
- Black apron (provided by Partyman Catering for each shift).
- Name tag (provided by Partyman Catering, first one issued is free, any additional will be a charge of \$10).

Equipment Delivery and Setup Crew Uniforms: If working an event, employees should report to work wearing black dress pants and a Partyman t-shirt. If not scheduled to attend an event the following is suggested:

- Partyman work t-shirt.
- Comfortable solid-colored pants or jeans.
- Appropriate solid-colored athletic shorts.
- Comfortable sneakers, boots, or shoes (closed-toe shoes are required).

Kitchen Uniforms: A Partyman Catering logo chef's coat and chef beanie will be provided when attending events.

- Partyman work t-shirt.
- Chef pants.
- Comfortable non-slip, close-toed shoes.
- Name tag (provided by Partyman Catering, first one issued is free, any additional will be a charge of \$10).

Note: Any Partyman Catering Swag apparel purchased or issued with any other design than the employee work shirt may not be worn at events.

Hygiene

Hair: All hair must be neat, clean, and when longer than an employee's shoulders, pulled back. Hair and beard nets may be required at times. Any beards and/or mustaches must be neatly trimmed. Should you come to work unkempt you will be asked to punch out and clean up.

Makeup & Jewelry: Conservative, understated makeup and jewelry are permitted. Necklaces should be kept under your shirt. Dangling earrings, wrist, neck, and ankle jewelry may be requested for removal prior to working an event to avoid any accidental loss or injury.

Fingernails: Fingernails should be clean and neatly trimmed. Nail polish should be neutral in color with no ornamentation. Gloves are to be worn whenever there is interaction with consumable items.

Section V: Benefits

5.1 Partyman Bucks Program

Partyman bucks are awarded when outstanding work or above and beyond initiative is noted. Partyman Bucks can be used to purchase items from our Partyman Store. Employees can also nominate other employees by submitting a nomination form in the MIBE box. These forms can be found in the Employee Room near the time clock.

5.2 Holidays

Partyman Catering observes the following paid:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

Salaried employees are eligible for Paid Holidays after three (3) months of continuous service.

Hourly employees are eligible for Holiday Pay after six (6) months of continuous service (1000 hours). Pay will be based on the average number of hours worked in the four (4) weeks prior to the holiday pay period: For example, a part-time employee with an average of 24-35 hours will earn four (4) hours of paid holiday time; a full-time employee with an average 36-40 hours will earn eight (8) hours of paid holiday time.

Due to the nature of our business, employees may be required to work on the day of the holiday but may take holiday hours off in the same pay period. No holiday pay will be paid to an employee who is on an unpaid status, on any leave or absent due to Workers' Compensation.

5.3 New York Sick & Safe Leave (PSL)

All private-sector employees in New York State are covered and may use Paid Sick & Safe Leave (PSL) leave following a verbal or written request.

Employees will receive up to fifty-six (56) hours of paid sick leave per calendar year. Leave accrues at a rate not less than one hour for every thirty (30) hours worked.

Employees may use accrued leave following a request to Partyman Catering for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:

- For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave. This includes using leave for the recovery of any side effects of the COVID-19 vaccination;

- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care;
- For an absence from work when the employee or employee’s family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
 - o To obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - o To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee’s family members;
 - o To meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - o To file a complaint or domestic incident report with law enforcement;
 - o To meet with a district attorney’s office;
 - o To enroll children in a new school; or
 - o To take any other actions necessary to ensure the health or safety of the employee or the employee’s family member or to protect those who associate or work with the employee.

Employees must use PSL be used in 1-hour increments. Employees will be paid their normal rate of pay for any use of PSL. No allowances or credits may be claimed for paid leave hours.

Partyman Catering will not retaliate against an employee in any way for exercising their rights to use sick leave. Employees who believe that they have been retaliated against for exercising their sick leave rights should contact their supervisor or Human Resources.

5.4 New York Paid Family Leave (PFL)

Employees who have a regular work schedule of twenty (20) or more hours per week and have been employed at least twenty-six (26) consecutive weeks prior to the date Paid Family Leave (PFL) begins (or who have a regular work schedule of less than twenty (20) hours per week and have worked at least one hundred seventy-five (175) days prior to the date PFL begins) are eligible for PFL. PTO can be counted toward an employee’s eligibility determination.

PFL provides eligible employees job-protected, paid time off to:

- Bond with a newly born, adopted or fostered child;

- Care for a family member with a serious health condition; or
- Assist when a spouse, domestic partner, child or parent is deployed abroad on active military service.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: (a) inpatient care in a hospital, hospice or residential health care facility; or (b) continuing treatment or continuing supervision by a health care provider. Leave *may not* be taken for any one of, or for a combination of, the following reasons: (i) for a birth mother's pregnancy or prenatal conditions; (ii) for an employee's own health condition; and/or; (iii) For an employee's own qualifying military event.

PFL benefits are financed solely through employee contributions via payroll deductions. The weekly monetary benefit will be up to 67% of the employee's average weekly wage or 67% of the state average weekly wage, whichever is less, for a period of up to twelve (12) weeks. Partyman Catering employee may agree to allow the employee to supplement PFL benefits up to their full salary with paid time off, to the maximum extent permitted by applicable law. Employees also have the option to file a waiver of PFL and therefore not be subject to deductions when their regular employment schedule is: (i) twenty (20) or more hours per week but the employee will not work twenty-six (26) consecutive weeks; or (ii) less than twenty (20) hours per week and the employee will not work one hundred seventy-five (175) days in a fifty-two (52) consecutive week period. Moreover, an employee does not need to use this leave entitlement in one block: leave can be taken intermittently in daily increments. Leave taken on an intermittent basis will not result in a reduction of the total amount of leave to which an employee is entitled beyond the amount of leave actually taken.

An employee who is eligible for both statutory short-term disability (STD) benefits and PFL during the same period of fifty-two (52) consecutive calendar weeks may not receive more than twenty-six (26) total weeks of disability and PFL benefits during that period of time. Statutory short-term disability benefits and PFL benefits may not be used concurrently. If an employee is unable to work and qualifies for workers' compensation benefits, the employee may not use PFL benefits at the same time the employee is receiving workers' compensation benefits. An employee receiving reduced earnings may be eligible for PFL.

An employee must provide thirty (30) days' advance notice before the date leave is to begin if the qualifying event is foreseeable. When thirty (30) days' notice is not practicable for reasons such as lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, the employee must provide notice as soon as practicable and generally must comply with the Partyman Catering's normal call-in procedures. Failure by the employee to provide thirty (30) days' advance notice of a foreseeable event may result in partial denial of the employee's benefits for a period of up to thirty (30) days from the date notice is provided.

Employees must provide sufficient information to make Partyman Catering aware of the qualifying event and the anticipated timing and duration of the leave. Employees must specifically identify the type of family leave requested. Employees also must provide medical certifications and periodic recertification or other supporting documentation or certifications supporting the need for leave.

During any PFL taken pursuant to this policy, the Partyman will maintain coverage under any existing group health insurance benefits plan as if the employee had continued to work. The employee must make arrangements with Partyman prior to taking leave to pay their portion of any applicable health insurance premiums each month.

Partyman's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than thirty (30) days late. If an employee's payment is more than fifteen (15) days late, Partyman will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

Any employee who exercises their right to PFL will receive job protection. This means that upon the expiration of that leave, the employee will be entitled to be restored to the position held by the employee when the leave commenced, or to a comparable position with comparable benefits, pay, and other terms and conditions of employment. The taking of leave covered by PFL will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. While on PFL, employees will not continue to accrue sick or vacation time.

Partyman Catering will not retaliate against an employee in any way for exercising their rights to use PFL. Employees who believe that they have been retaliated against for exercising their sick leave rights should contact their supervisor.

5.5 Family Medical Leave Act (FMLA)

Partyman Catering complies with the Federal Family Medical Leave Act (FMLA) of 1993 and all amendments thereto. To be eligible, employees must be employed by Partyman for at least twelve (12) months (need not be consecutive under certain circumstances) and have worked a minimum of 1,250 hours of service during the twelve (12) month period prior to the request. Hours worked is defined as regular and overtime hours and does not include PTO pay. Forms for leave requests are available from the Human Resources. In addition, any and all questions regarding FMLA should be directed to Human Resources.

Employees that do not qualify for FMLA Leave may request a medical/personal leave of absence. Contact the Human Resources for more information.

Under the FMLA Leave Policy, a total of up to twelve (12) weeks unpaid leave of absence is available to eligible employees under the following circumstances:

- The birth of a child, but only within the first twelve (12) months of the birth;
- The placement of a child for adoption or other legal placement, within the first twelve (12) months of the adoption or placement;

- The need to care for a dependent, spouse or parent that has a serious medical condition;
- The serious health condition of the requesting employee, that renders the employee unable to perform the functions of his/her position. The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”.

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active-duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies.

In addition to the foregoing, the FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
- A period of incapacity requiring absence of more than three (3) calendar days that also involves continuing treatment by (or under the supervision of) a health care provider; or
- Any period of incapacity due to pregnancy, or for prenatal care;
- Any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.);
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
- Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three (3) consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Leave because of a serious health condition, or to care for a covered relation with a serious health condition, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the number of hours worked per work week or workday), if medically necessary. During an intermittent or reduced schedule leave, the employee will be paid for actual hours worked, regardless of the employee’s FLSA status.

Family medical leave is unpaid leave, although the employee may be eligible for disability payments and/or workers’ compensation benefits under those insurance plans. Employees on FMLA will be required to use any/all accrued unused paid time and this will run concurrently with FMLA time. Once time is exhausted, the leave becomes unpaid.

Employees requesting leave for their own or an eligible family member's serious health condition or leave requested in connection with military service as referenced above will be required to provide medical certification or supporting documentation. Medical certification must be provided thirty (30) days in advance of the request for leave when foreseeable. Where the need for leave is unforeseeable, the employee is expected to notify Human Resources within two (2) business days of learning of the need for a leave, except in extraordinary circumstances. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to Partyman's operations.

It is Partyman's obligation to designate leave as FMLA qualifying whenever it becomes aware of an FMLA qualifying event. It is not up to the employee to choose when they want to use FMLA time, even if the employee has accrued PTO time. Rather, employees also must inform Partyman of the reasons for the requested leave and it will determine if the leave is FMLA qualifying. The employee should also indicate whether the leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Partyman may, at its discretion, require a second medical opinion on the health condition and periodic recertification at our expense, if there is a reason to doubt the validity of a medical certification.

During FMLA leave, the employee must provide Partyman with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave time, the employee must provide Partyman with reasonable notice (i.e., two (2) business days) of the changed circumstances and new return to work date.

During the unpaid leave, employees retain the same medical and dental coverage and must still contribute the same amount toward medical benefits as he/she paid before the leave began.

While on leave, Partyman will continue to make payroll deductions for medical, optional life, etc., as were in place when employee commenced Leave, from any available employee payroll available. If the employee is on unpaid leave, the employee is obligated to make arrangements for benefit contribution. Partyman may cancel insurance if payments are not current within thirty (30) days. If an employee is physically unable to send payment due to disability, Partyman may continue insurance for up to ninety (90) days. Employees are not eligible for Holiday pay while on leave. Employees will not accrue PTO while on leave.

If an employee is on leave for their own serious health condition, employee is required to provide medical certification of fitness to resume work. If employee is on intermittent leave or reduced schedule leave, employee is required to provide medical certification that they may return to work on a full-time basis. Employees failing to provide the return-to-work certification will not be permitted to return to work until it is provided.

The employee will be restored to their former position with the same rights, benefits, pay and other terms and conditions which existed prior to the leave, or to an equivalent position with equivalent rights, benefits, pay and other terms and conditions of employment. Partyman may be unable to return the employee to their previous position if:

- The employee would not otherwise have been employed at the time reinstatement is requested;
- The employee is no longer qualified for the position because of the employee's inability to attend a necessary course or renew a license as a result of the leave, despite being given a reasonable opportunity to fulfill those conditions upon return to work;
- The employee is unable to perform any of the essential functions of the job due to a physical or mental condition, including the continuation of a serious health condition with or without a reasonable accommodation;
- The employee is a "key employee" and the restoration if the loss employee would result in a substantial economic impediment to the Company. Written notice will be provided at the time of FMLA notice by the employee or when leave commences, whichever earlier, of employee's "key employee" status.
- In the event such employee decides not to return to work from unpaid leave, employee will remain on leave for the balance of the leave period and then be terminated.

5.6 Other Paid Time Off

COVID Sick Leave

For the health and safety of all Partyman Catering personnel and its customers, it is essential that you do not report to work if you suspect you have COVID-19. If you suspect that you or someone you reside with has COVID-19, please seek immediate medical treatment, and do not report to work. If you are showing any symptoms of COVID-19, you must not report to work until either (a) a healthcare provider examines you and confirms that you do not have COVID-19, or (b) a healthcare provider diagnoses you with COVID-19 and then clears you to return to work. Partyman Catering observes mandatory self-reporting and self-isolation upon known exposure.

If you contract COVID-19 and believe you became infected with the disease while working, please immediately alert Human Resources so that exposure risk can be assessed.

If you are eligible for New York State COVID paid sick leave, you will receive it. Otherwise, if you report that you will be absent and, per Partyman policies, if you have paid time off available to you, please use it. If you do not, please contact Human Resources to arrange for discretionary leave. For all medically confirmed cases of COVID-19, including anyone with complications from the disease or anyone requiring extended leave to recover, please contact Human Resources immediately. If you are unable to contact the management, please have a family member or other person contact the same to obtain the necessary paperwork for you.

Blood Donation Leave

Employees may take up to three (3) hours of unpaid leave in any 12-month period to donate blood.

Bone Marrow Donation Leave

Employees working an average of twenty (20) or more hours per week will be granted unpaid time off to undergo a medical procedure to donate bone marrow. The combined length of the leaves will be determined by the physician but may not exceed twenty-four (24) work hours, unless agreed to by Partyman Catering. Partyman may require verification by a physician for the purpose and length of each leave requested by the employee to donate bone marrow.

Bereavement Leave

Partyman Catering provides bereavement leave to employees when a death occurs in their immediate family. Employees may receive up to three (3) days of unpaid leave. An immediate family member is defined as spouse, significant other (residing in the same household), child, parent, parent-in-law, brother, sister, son/daughter-in-law, brother/sister-in-law, grandparent (of either employee or spouse). "Step" relationships are considered as same.

Jury Duty Leave

Employees will receive \$40.00 per day for the first three (3) days that employee is required to serve jury duty. The court will pay its required stipend after the first three (3) days.

Volunteer Emergency Responder Leave

Employees performing their duties as a volunteer firefighter or an enrolled member of a volunteer ambulance service who is engaged in such duties in relation to a declared state of emergency may take unpaid leave in the event that a state of emergency is declared in order to serve as volunteer firefighters or volunteer ambulance personnel. Such leave may only be taken during a declared state of emergency. The employee must provide Partyman Catering with written notice from the head of the employee's volunteer fire department or volunteer ambulance service notifying the employer of the employee's status as a volunteer firefighter or member of a volunteer ambulance service.

Voting Leave

An employee that requires working time off to vote is allowed up to three (3) hours of paid time off to vote at either the beginning or at the end of their work shift, at Partyman Catering's discretion. Employees must also notify their supervisor at least two (2) working days prior to the election of their need to take leave.

Witness Leave

If an employee is the victim of a crime, has been subpoenaed to serve as a witness in a criminal case, or is exercising his or her rights under the family court act, the employee will be granted unpaid leave such time as it is necessary and reasonable to meet with the district attorney or attend court proceedings. The employee must provide at least one (1) day of notice and Partyman Catering may request proof of the need for leave.

Domestic Violence Leave

An employee who is the victim of domestic violence will be provided with up to ninety (90) days of unpaid leave during any 12-month period to appear in court as a witness, consult with the district attorney, or to exercise his or her rights as provided in the criminal procedure law. As much advanced notice as practical is requested by Partyman Catering. Partyman reserves the right to request written documentation verifying attendance in court. For purposes of this section, the term "victim" includes the aggrieved party or the aggrieved party's next of kin (if the aggrieved party is deceased as a result of the offense), the representative of a victim as defined by law, a good Samaritan as defined by law, or a person pursuing an application or enforcement of an order of protection under the criminal procedure law or the family court act.

Military Leave (USERRA)

We are committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is Partyman Catering's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact their supervisor or other management immediately.

An employee who is a member of a military reserve or guard unit will be allowed an unpaid leave of absence each year to fulfill annual training obligations. This allowance is in addition to regular PTO time, if any. Should an employee be called to active duty for a brief period during an emergency (riots, flood control, etc.), the employee will be allowed an unpaid leave of absence to fulfill this obligation.

If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to Human Resources as soon as practicable. You will be granted a military leave of absence without pay for the period of military service or training, in accordance with applicable federal and state laws. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

If you are on military leave for up to thirty (30) days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable

travel time). If you are on military leave for more than thirty (30) days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

Partyman Catering will also comply with all state and federal laws allowing any leave to employees who have family members called to military duty. Any employee whose spouse is stationed in combat zone and is on leave from service with the Armed Forces, may be granted up to ten (10) days unpaid leave of absence.

If you have questions about military leave, or military spouse leave, contact Human Resources.

DISABILITY INSURANCE

All employees are covered by New York State disability insurance. Coverage is for non-work-related illness or injury. Benefits of 50% of salary up to the statutory maximum are paid to employees who file promptly and whose claim is allowed. There is an eight (8) day waiting period for any illness and the maximum period for disability benefits is twenty-six (26) weeks. Employees who have been absent for more than one (1) week because of illness or injury should file a claim for disability benefits, even if they have not exhausted their sick/personal leave benefits. Disability claims are filed through management.

WORKERS' COMPENSATION

In the event of an injury which occurs on-the-job, all employees are covered by New York State Workers' Compensation Insurance. Employees must contact Human Resources promptly in the event of any injury.

SOCIAL SECURITY

All employees are covered by this federal program, known officially as the Federal Insurance Contributions Act (FICA). Social Security is an important benefit for you and your family as it provides death, disability, and retirement benefits. It also provides you with health insurance if you are elderly or become disabled. The cost of this coverage, by law, is divided equally between you and Partyman Catering. The rates are subject to change in accordance with legislated amendments by Congress.

Section VII: New York HERO Act Policy

In an effort to prevent occupational exposure to an airborne infectious disease, the New York Legislature has passed the aptly named New York Health and Essential Rights Act, or NY HERO Act. The purpose of this plan is to protect all employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards. Employees should report any questions or concerns with the implementation this plan to management.

This plan applies to all employees of the Company. This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The management designated to enforce compliance with the plan.

Exposure Controls During a Designated Outbreak

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

1. **General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing;
 - Exercise coughing/sneezing etiquette;
 - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
 - Individuals limit what they touch;
 - Stop social etiquette behaviors such as hugging and hand shaking, and
 - Wash hands properly and often.
2. **“Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
3. **Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a

healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings (PPE) that are identified as necessary for the protection of the employee shall be provided by the Company. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g., have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained. In situations where prolonged close contact with other individuals is likely, use the following control methods:
 - Restricting or limiting customer or visitor entry;
 - Limiting occupancy;
 - Allowing only one person at a time inside small enclosed spaces with poor ventilation;
 - Reconfiguring workspaces;
 - Physical barriers;
 - Signage;
 - Floor markings;
 - Telecommuting;
 - Remote meetings;
 - Preventing gatherings;
 - Restricting travel;
 - Creating new work shifts and/or staggering work hours;
 - Adjusting break times and lunch periods;
 - Delivering services remotely or through curbside pickup;

6. Hand Hygiene: To prevent the spread of infection, employees should wash hands with soap and water for at least twenty (20) seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
 - Touching your eyes, nose, or mouth;
 - Touching your mask;
 - Entering and leaving a public place; and
 - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens. Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.
7. Cleaning and Disinfection: See Section “Housekeeping During a Designated Outbreak”, below.
8. Respiratory Etiquette: Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. Special Accommodations for Individuals with Added Risk Factors: Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or management if you fall within this group and need an accommodation.

Housekeeping During a Designated Outbreak

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection. The disinfection methods and schedules selected are based on specific workplace conditions. The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed. Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See cdc.gov for more guidance.

C. Cleaning Known Contaminated Areas

If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

D. Trash Receptacles

As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

Infection Response During a Designated Outbreak

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

Training and Information During a Designated Outbreak

Management will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act.

When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:

1. The infectious agent and the disease(s) it can cause;
2. The signs and symptoms of the disease;
3. How the disease can be spread;
4. An explanation of this Exposure Prevention Plan;

5. The activities and locations at our worksite that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls
7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.

The training will be:

1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
3. Verbally provided in person or through telephonic, electronic, or other means.

Plan Evaluations During a Designated Outbreak

The Company will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements.

Retaliation Protections and Reporting of Any Violations

No employer, or his or her agent, or person, , acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions. Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the Company for two (2) years after the conclusion of the designation of a high-risk disease from the Commissioner of Health, or two (2) years after the conclusion of the Governor's emergency declaration of a high-risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.



Acknowledgement of Partyman Catering's Guide to Greatness

I acknowledge receipt of Partyman Catering's employee handbook. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of Partyman Catering.

I understand that I am not being hired for any definite period even though my wages are paid regularly. I further understand that I am an at-will employee, and my employment can be terminated at any time, with or without cause and with or without prior notice either by Partyman Catering or myself. No promises or representations have been made to me, that I can be disciplined or discharged from my employment with Partyman Catering only under certain circumstances or after certain events.

I am aware that the contents of the employee handbook are presented as a matter of information and that except for the at-will provisions, the handbook can be amended at any time. I realize that nothing in this handbook is intended to infringe upon my rights under Section 7 of the National Labor Relations Act (NLRA). Additionally, I am hereby made aware that under the Defend Trade Secrets Act I may not be held criminally or civilly liable under federal or state trade secret laws if I disclose a trade secret to a government official or attorney solely for the purpose of reporting or investigating a violation of law, or in a complaint or document filed in a lawsuit, if that filing is made under seal.

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and Partyman Catering. I also understand that neither the handbook nor any policy of Partyman Catering is a guarantee or promise of employment or continuing employment. I am aware that company policy requires employees to be hired at-will and this policy cannot be changed by any oral modifications. My at-will employment status with Partyman Catering has been fully explained and I have been given an opportunity to ask questions regarding company policies and my at-will employment status.

Signature

Printed Name

Date