



Company Policy Manual

AS OF January 27, 2024

This Employee Copy belongs to: _____

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Section 1 - Policies/Guidelines

Anti-Discrimination

Our company is dedicated to fostering an inclusive work environment free from discrimination, harassment, and prejudice. Employment decisions, such as hiring, promotions, or benefits, will not be influenced by factors like race, gender, religion, age, disability, or sexual orientation. This policy applies to all employees, contractors, and visitors, emphasizing respect and dignity for all.

No Violence, Narcotics, or Alcohol

Our company enforces a zero-tolerance policy against violence, illegal narcotics, and alcohol to maintain a safe and productive work environment. Acts of violence, including threats or physical harm, and the use, possession, or sale of illegal drugs, are strictly forbidden. Alcohol consumption is prohibited during work hours or on company property unless explicitly approved for special events.

Firearms

Our company strictly prohibits the possession, use, or carrying of firearms on company premises or during work hours, except where prior written approval is granted by the CEO or COO. This policy applies to all employees, contractors, clients, and visitors, regardless of whether they are licensed to carry firearms. The ban is in place to ensure a safe and secure environment for everyone.

Minimum Work Attendance

It is mandatory for all employees to maintain a minimum attendance of 30 working days within a calendar year to ensure optimal workplace productivity and collaboration. Failure to meet this minimum requirement may result in evaluation and potential action by the HR department. Exceptions to this policy may be granted only under extenuating circumstances, which must be documented and approved in advance.

Employment of Violent Felons

The company maintains a strict policy of not employing individuals with a history of violent felony convictions unless an accredited professional has assessed and confirmed their rehabilitation. This policy is designed to uphold a safe and secure work environment for all employees and stakeholders. Exceptions will only be considered after thorough review and recommendation by a certified rehabilitation expert.

Technology Use

All employees are required to use company-provided technology and devices strictly for work-related purposes unless explicitly authorized otherwise. Personal use of office technology should be limited and must not interfere with productivity or violate company guidelines. Employees are expected to maintain the security and confidentiality of company data and refrain from downloading unauthorized software or accessing inappropriate content.

Violation of Contract

Any violation of the terms outlined in an employee's contract will be taken seriously and may result in corrective actions, up to and including termination of employment. Employees are expected to abide by all contractual obligations, including job duties, confidentiality, and company policies. In the event of a breach, the company will conduct an investigation to determine the nature and extent of the violation.

Fire Evacuation

In the event of a suspected fire, confirm its presence by safely assessing the situation or verifying alarms where possible. Immediately contact the local fire department and provide them with accurate details of the location and severity of the emergency. Once notified, report the situation to the management or designated safety officer without delay. Evacuate the premises using designated exits, assisting those with special needs if safe to do so.

Social Media Policy

Employees are expected to use social media responsibly and maintain professionalism in their posts while showing respect for others. Under no circumstances should confidential company information or internal matters be shared on social platforms. When sharing personal opinions online, employees should include a disclaimer indicating that their views do not represent those of the company. Posting content that constitutes cyberbullying, harassment, or is inappropriate or offensive is strictly forbidden.

Property Destruction

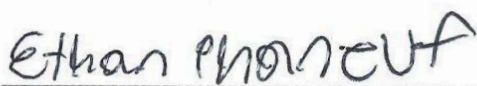
Any intentional or negligent destruction of company property, whether physical or digital, is strictly prohibited. Employees found responsible for damaging property will be held accountable, and appropriate disciplinary actions, including termination, may be taken. The company expects all individuals to handle property with care and immediately report any accidental damage to management. Unauthorized use of company property that leads to its damage is also considered a serious violation. Restitution for repair or replacement may be requested from the responsible individual where applicable.

Section 2 - Consequences

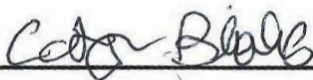
<u><i>Violation</i></u>	<u><i>1st Occasion Consequence</i></u>	<u><i>2nd Occasion Consequence</i></u>	<u><i>3rd+ Occasion Consequence</i></u>
Discrimination	Suspension or Termination	Termination	
Possession of Alcohol/Narcotics	Write-up or Suspension	Suspension or Termination	Termination
Assault/Violence	Write-up	Suspension	Termination
Possession of Firearm w/o Permission	Suspension or Termination	Termination	

Failing to attend minimum amount of work days	Termination		
Misuse of Technology	Write-up	Write-up	Suspension or Termination
Violation of Contract	Suspension, Termination, or Legal Action	Suspension, Termination, or Legal Action	Suspension, Termination, or Legal Action
Misrepresentation of Company Values on social media	Suspension, Termination, or Legal Action	Suspension, Termination, or Legal Action	Suspension, Termination, or Legal Action
Destruction of Property	Write-up or Suspension	Suspension	Suspension or Termination

Section 3 - Signatures



Ethan Phaneuf - CEO



Cody Blake - COO



Sebastian Ko - Executive Ops Manager