



***BLACK BOX***

I M M E R S E   &   E M E R G E

# Black Box VR Team Member Handbook

Updated: 12/5/19

Dear Black Box VR Team Member,

Welcome to the exciting new world of virtual reality fitness! As a member of this new industry, your role will be critical in making it a success.

Black Box VR was created to address a critical problem in today's world. Human ingenuity and drive has created machines to do most of our hard labor. Innovative farmers and scientists have provided society with an abundance of high calorie foods. Creative media producers and game developers have made our leisure activities addictive and alluring.

Together, these advancements have made most of us slow, lazy, and out of shape. A lack of fitness doesn't just make us look and feel worse physically, it also does damage to us emotionally and mentally. Studies continue to show that health and fitness improves every aspect of our lives and makes us better for our families, our communities, our workplaces, and for ourselves.

Everybody knows they should workout and eat right. The problem is that it is very difficult to adhere to a fitness program over the long term! Going to the gym is boring, painful, and repetitive. Results take a long time to be seen, making the couch look a lot more attractive in the short term.

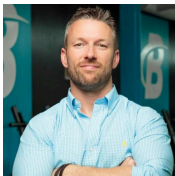
Black Box VR taps into these same pleasure centers of our brain but instead of motivating you to sit still for hours in front of a monitor, we help you to completely transform your body and your life! Using the latest virtual reality technology and exercise science, we put you inside an addictive eSport video game that delivers shocking fitness results.

It's literally a life-changing experience for our members.

As an important part of our team, you will use your drive, creativity, and work ethic to make all of this possible for the people that need us most.

This company is nothing without our team. We're always available to you if you need us and we need to hear your ideas, your criticisms, and your constant feedback. Always feel free to contact us to let us know how we can help you to do your best for our customers.

Thank you for joining the Black Box VR team! Get ready for an exciting journey into the future of fitness.



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### At-Will Language

The employment of all Black Box VR team members are always on an at-will basis. This means either the team member or Black Box VR may end the employment relationship at any time, for any reason, with or without cause, and without any previous warning or notice. This policy of at-will employment can be changed only by an express written agreement signed by Ownership of Black Box VR, and the team member.

### Equal Employment Opportunity

Black Box VR provides equal employment opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, gender, gender identity, national origin, genetic information, age, disability, familial status, sexual orientation, or status as a covered veteran in accordance with applicable federal, state and local laws. Black Box VR complies with applicable federal, state, and local laws governing nondiscrimination in employment, including all terms and conditions of employment as well as recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs.

Black Box VR prohibits discrimination against team members and applicants with disabilities in all aspects of employment including, but not limited to, recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs. Black Box VR's commitment to this policy includes making reasonable accommodation to persons with disabilities, to enable them to perform the essential functions of their jobs, unless to do so poses an undue hardship on Black Box VR or a direct threat to health or safety.

The team member should make his/her supervisor aware of the need for an accommodation. Black Box VR will work with each individual to define their job-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

A reasonable accommodation is any change or adjustment to a job, the work environment, or the way things usually are done, that enables a qualified individual with a disability to perform the essential functions of the job and that does not pose an undue hardship for Black Box VR or create a direct threat to health or safety. Qualified individuals with disabilities are individuals with disabilities who have the required education, skills, and experience for the job and who can perform the essential functions of the job with or without reasonable accommodation. The term disability is defined by applicable law.

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is easily agreed upon. Although Black Box VR will consult with the team member to understand his or her precise limitations and to learn the types of

accommodations the team member feels would be most effective, the ultimate decision as to whether a particular accommodation will be made rests with Black Box VR. When the appropriate accommodation is not obvious, Black Box VR will assist the individual in identifying one. If more than one accommodation will enable the individual to perform the job, Black Box VR reserves the right to choose which accommodation it will make.

If you need workplace accommodations for your religious beliefs or for your disability, please speak with the Gym Manager. Black Box VR strives to create a respectful workplace and engaging in any act which illegally discriminates against another team member will not be tolerated. If you have related questions, complaints, or comments, you should contact the Corporate Gym Manager.

### Harassment Prevention

Black Box VR takes all reasonable steps to prevent harassment from occurring. In addition to prohibiting other forms of discrimination, Black Box VR prohibits harassment because of gender, genetic characteristic or information, race, color, national origin, religion, disability, age, and any other basis protected by applicable federal, state, or local law. All such harassment is prohibited.

Black Box VR protects team members from harassment by other team members, including supervisors, as well as volunteers, members, vendors, or others doing business with Black Box VR.

Harassment refers to actions that create an intimidating, offensive, or hostile working environment, and other acts that have the purpose or effect of unreasonably interfering with an individual's work performance, when harassing acts are based on a protected characteristic such as, but not limited to, race, color, sex, age, disability, religion, national origin, or genetic characteristics.

Sexual harassment includes, but is not limited to, unwelcome sexual advances; requests for sexual favors and/or other verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or any such conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile environment. Specific examples of sexual harassment include, but are not limited to, vulgar remarks, pinching, jokes, teasing, and uninvited touching.

If you believe you have been harassed in violation of this policy, you should promptly report your concerns to the Gym Manager. Your complaint will be investigated promptly and confidentiality will be maintained to the greatest degree possible. It is the intention of Black Box VR that any reporting team member or team member participating in the investigation of a harassment complaint will not be retaliated against in any way. If you feel that you have been retaliated against for reporting a claim, you should contact Ownership.

If a harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. Any team member who has violated this policy will be subject to disciplinary action, up to and including termination. Any conduct prohibited by this policy is unacceptable in the workplace, and at any work-related setting outside the workplace, including business travel, business meetings, and Black Box VR-related social events. Off-duty conduct that violates this policy and affects the work environment is also prohibited.

Ownership to contact: [ryan@blackbox-vr.com](mailto:ryan@blackbox-vr.com) (Co-Founder & CEO) and [preston@blackbox-vr.com](mailto:preston@blackbox-vr.com) (Co-Founder & CCO).

### Attendance and Tardiness

At Black Box VR, regular attendance is required of all team members and is an important part of your job performance. You are expected to be at your work site and ready to work at the start of your assigned hours, and to remain at your job until the end of your assigned work hours, except for approved breaks. Attendance will be monitored on an ongoing basis and will be included as part of an team member's performance review.

There are times when an unscheduled absence is unavoidable. If you need to be absent from work, you must contact your supervisor (not a coworker) as soon as possible, and no later than two hours prior to the start of your scheduled shift. Your supervisor will require you to take initial responsibility for locating a substitute to cover your shift.

Failure to observe scheduled working hours disrupts Black Box VR operations and places an unfair burden on fellow staff members. Unexcused, repeated tardiness or absences and/or failure to personally notify your supervisor of an absence can result in disciplinary action up to and including termination. If you are absent for three consecutive work days without contacting your supervisor, you will be considered to have voluntarily resigned your position.

Staff will need to provide a doctor's note for being absent for three or more consecutive days due to illness. All doctor's notes will be kept in a separate file by the General Manager.

### Dress Code and Uniforms

By dressing appropriately for our work and modeling good personal hygiene, our team members help create a welcoming environment and favorable professional image of themselves at Black Box VR. Our grooming and dress standards include the following:

All staff members must meet uniform and/or dress codes that may be required for their particular jobs. The dress code is as follows:

1. Shirts - Hero Trainers must wear a Hero Trainer Black Box VR shirt, the Black Box VR logo'd shirt, or any Black Box VR achievement shirt earned.
2. Sweatshirts - Black Box VR hoodie, sweatshirt, or character sweatshirt are permitted

3. Bottoms - Black bottoms are to be worn that may be tights, joggers, shorts, or nice black jeans. Blue jeans are not permitted.

4. Shoes - Athletic shoes that are appropriate for the work place

- All clothing should be neat, clean, and in good repair at all times.
- Hats or caps are not appropriate for indoors.
- In consideration of others who may have allergies, wearing perfumes or other scented personal care products is strongly discouraged and may be prohibited.

Any team member reporting to work in violation of these standards will be sent home without pay until dressed in accordance with the standards. Supervisors can answer any questions about what is considered proper attire. Employees whose religious beliefs and practices require a change or modification (an accommodation) to these standards may submit a request to their supervisor.

#### Employee Safety

Employees are required to exercise the necessary precautions in the course of their work to prevent injuries to themselves or others and to prevent loss or damage to property. The following standards are expected of each team member:

- Immediately report any potentially unsafe condition to your supervisor.
- Maintain a clean and orderly work area at all times.
- Immediately report to your supervisor all accidents, incidents, or injuries regardless of how insignificant the injury or situation may seem.
- Avoid engaging in any horseplay or distracting others.
- Adhere to all safety rules and work instructions.
- Only operate vehicles, machines, or equipment that you are authorized and trained to use.
- Know the location of fire and safety exits, fire extinguishers, and emergency alarm pulls; know proper evacuation procedures.
- Follow proper lifting procedures at all times.
- Report any damaged or defective equipment or other unsafe condition to your supervisor promptly.

#### Lactation Accommodations:

If you wish to express breast milk during the hours of work, Black Box VR will provide an adequate accommodation which will include the following: a secure, cleaning room to express breast milk in private, room with electricity, a place to sit, and access to a bathroom and refrigerator. Please contact your supervisor if this is something you are requesting.

#### Rest/Meal Period Breaks Policies and Procedures

The following are policies and procedures for rest period breaks and meal period breaks for all non-exempt team members. IMPORTANT NOTE: IT IS THE EMPLOYEE'S RESPONSIBILITY TO TAKE HIS OR HER REST AND MEAL PERIOD BREAKS AS PROVIDED BELOW AND

BLACK BOX VR WILL NOT POLICE THIS PROCESS. THE EMPLOYEE'S SUPERVISOR IS NOT RESPONSIBLE TO TELL THE EMPLOYEE WHEN TO TAKE HIS OR HER BREAK(S).

**Rest Period Breaks:** A 10 (ten) minute rest period is to be taken by all non-exempt team members for every 4 hours worked or a major part of 4 hours ("Major part of 4 hours" is defined as the period between 3 ½ and 4 hours worked). The break must be as close to the middle of each work period as circumstances allow. Rest breaks may not be used to allow a team member to come in 10 minutes late or leave 10 minutes early. The team member may be required to stay on the work premises during a 10 minute rest period.

In an 8 hour work day, there will be two 10 minute breaks. The second 10 minute break cannot be taken as the last 10 minutes of the work day and it cannot be combined with any other rest or meal break period.

**Meal Period Waiver:** If a team member works no more than six (6) hours on any given workday, the Supervisor and the team member can mutually consent to waive the 30 minute off duty meal period. If the team member works more than 6 hours, the waiver is not available.

#### Personal Phone Calls & Texting

If your position involves providing direct service to members and/or participants, you are not permitted to use your personal mobile communication device(s) while working. If you have an emergency situation that requires you to use your mobile device, you must notify your supervisor before taking or making the call or text so that you can be relieved from your duties to attend to the situation. Phones are to be silenced or on vibrate while working. Any team member caught making phone calls or text messages for personal use without the consent of their immediate supervisor will be subject to disciplinary actions.

#### Social Media

Black Box VR recognizes the value of social media and other online communication tools for business purposes, such as connecting with members, staff, and others. In order to protect Black Box VR, all team members are expected to behave in a manner consistent with Black Box VR's values and abide by this policy when using social media or other online communication tools for work or personal purposes.

Many Black Box VR team members maintain individual pages on social media sites and/or use other online communication tools to connect and communicate for personal purposes. While the Black Box VR does not mean to interfere with anyone's private life, Black Box VR also realizes that publicly observable communications, actions, or words are not private. Individual's online activities are accessible to the community at large; Although Black Box VR cannot tell you what you can put on your social media accounts, we ask that you consider Black Box VR mission and values when posting information to the public.

Also, please be aware of member privacy. A Black Box employee cannot post any content of Black Box Members without member consent and a formal media release signed.

### Required Training and Certifications

Safety training and job-related certifications are required for individuals in certain positions. Required training and certifications for all staff include CPR, and AED. Black Box VR will hold training courses at no expense to the team member throughout the year to ensure that all staff is adequately trained and all certifications are up-to-date. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are current at all times and for providing a copy to your supervisor. If your required certifications expire, you may not be allowed to work until you recertify.

Workplace harassment prevention training has to be done before the first 100 hours worked for every team member. This is a 1 hour training, and will need to be renewed every 2 years.

Along with safety training, all Hero Trainers have to go through the Black Box Certification training before their first day which will include learning every exercise that is within the product of Black Box VR.

### Holidays

Tentatively: Black Box VR is closed on the following holidays: New Year's Day, Thanksgiving Day, and Christmas Day and further dates at corporate's discretion.

### Sick Time

Sick-leave benefits are designed to be used for absences due to your own illness or injury. You may also use sick leave to care for an ill or injured member of your family including a team member's child, spouse or domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent. Sick leave may also be used for your own or your dependents' health appointments. If you use sick time, your supervisor will expect you to find coverage for your missing shift.

### Medical Dental and Optical Insurance

Employees who work 30 hours per week or more are eligible for health benefits after a 60 day waiting period. Black Box VR covers 50% of the cost of the plan chosen. The employee portion is automatically deducted from each paycheck.

### Commuter Benefits:

Employees within San Francisco, CA: Black Box VR offers a monthly pre-taxed payroll deduction for transportation costs to and from work. You have the option to deduct up to



\$265/per month for public transportation or parking costs. Please see additional commuter benefits sheets for more information.

Please sign below to note that you have read and understand all sections within the Black Box VR Team Member Handbook.

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Employee's name (Please print)

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Employee's signature

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Date

Note: Complete this form and return it to Supervisor for records in your personnel file.