

MARDEN'S
Surplus & Salvage

Employee Handbook

March 10, 2022

About Marden's

In 1964, Mickey Marden started a business with one simple philosophy: buy great stuff and sell it cheap. That's it. His only rule was "Don't buy anything you have to feed."

He thought of himself more as a treasure hunter than a retailer. You see, he found goods in some unlikely places and in ways regular retailers would consider unusual: bankruptcy courts, train wrecks, salvage losses, floods, earthquakes, small fires, and the overflowing warehouses of the country's finest manufacturers.

When he started, he was working out of a small Fairfield auction house. People bought the goods he'd bring in. They told their friends, and those friends told their friends, and pretty soon he opened his first store in Waterville. Today we sell bargains in our 14 stores from Sanford to Madawaska, supported by our 3 warehouses.

We're always expanding, but we stay focused on what got us here: bargains. We've got a lot of merchandise at great prices. Our intention is - item for item, nobody will beat our price, and that's the truth.

We also sell most everything with a money back guarantee. Some have said, "They do business the old fashioned way." We just call it doing business the "right way."

Harold "Mickey" Marden

1926 - 2002

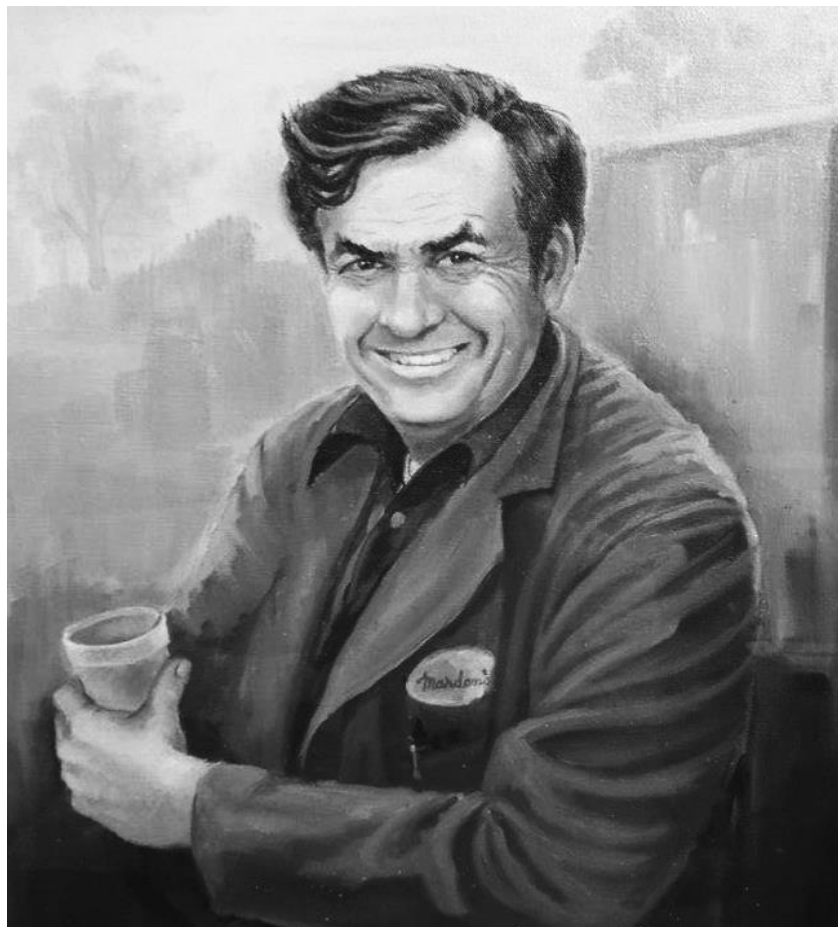


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Welcome to Marden's Surplus & Salvage!

We are happy to have you on our team. We hope you will be successful here, and find your job rewarding and enjoyable. We want you to contribute your best effort, your ideas and suggestions. Marden's has an Employee Suggestion Program (ESP) that is designed to allow you to easily make comments and suggestions on how we can improve the company. We encourage all employees to use this.

Since its beginning in 1964, Marden's has grown tremendously. We are one of the leading buyers and retailers of surplus and salvage in the nation. The continued success and the future of our company depends on the hard work, loyalty, and contribution of all our employees working as a team. This handbook is designed to strengthen that team effort.

Marden's employees are our most valuable asset. This handbook has been written to serve as the guide for the employer/employee relationship. There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or Location Manager. Neither this handbook nor any other company document confers any contractual right; either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. No supervisor or other representative of the company (except the owners) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time.

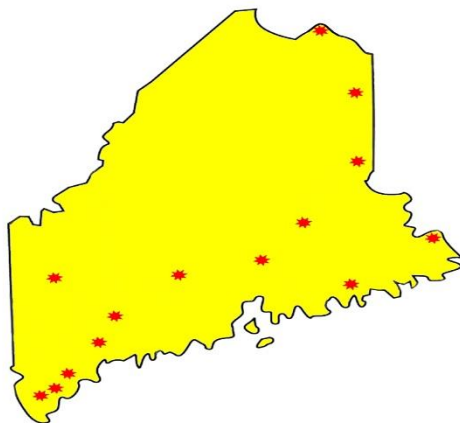
This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Marden's employees and others affiliated with Marden's whose knowledge of the information is required in the normal course of business.

Help us make Marden's the best place to work and the best place to shop in the State of Maine.

*****REMEMBER - We Exist to Serve Our Customers!*****

**Harold "Ham" Marden
Owner**

**John Marden
Owner**



**Biddeford Brewer Calais Ellsworth Gray Houlton Lewiston Lincoln
Madawaska Presque Isle Rumford Sanford Scarborough Waterville**

Marden's Objectives and Goals

- To retail surplus, salvage and closeout inventory at the lowest possible price.
- To always strive for complete customer satisfaction.
- To be fair and honest dealing with our employees, customers, and suppliers.
- To continue to grow and offer everyone opportunities to advance into more challenging and rewarding situations.
- To be organized, productive, and a well-managed company.
- To abide by all government regulations.

To reach the above objectives and goals, as an employee, you must:

- Know your job and perform it to company standards.
- Accept the responsibility of your job and assume the accountability of the results.
- Each employee should be a "goodwill" ambassador for Marden's. Treat each customer and fellow employee with the politeness, respect, and kindness you would expect.
- Have open communication with management and other employees.
- Give 100% of your abilities mentally and physically every day.
- Follow all policies and maintain a positive attitude at all times.
- Do everything you do with excellence in mind - Be the best you can be!
- Be reliable. A team is only as strong as its weakest member.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Marden's, and I understand that I should consult my supervisor, manager or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Marden's voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Marden's can terminate the relationship at will, with or without cause, at any time.

I understand and agree that, other than the owners of the company, no manager, supervisor or representative of Marden's has any authority to enter into any agreement for employment other than at will; only the owners of the company have the authority to make any such agreement and then only in writing signed by the owners of Marden's.

This handbook and its policies/procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Marden's.

I understand that any and all policies and practices may be changed at any time by Marden's, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the owners of Marden's have the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Marden's is employment at will, which may be terminated at the will of either Marden's or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Marden's or me.

I have received the handbook and I have been given adequate time at work to read it and ask questions during my shift. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

**SIGNED COPY TO BE
PLACED IN EMPLOYEE'S PERSONNEL FILE**

EMPLOYMENT

Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility.

Hourly (Nonexempt employees) are employees whose work is covered by the Fair Labor Standards Act (FLSA). Hourly employees are paid on an hourly basis and are entitled to receive overtime payments for all hours actually worked over forty (40) in each week. Holiday and PTO (paid time off) are not used to calculate overtime.

Salary (exempt) employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Salary employees receive a weekly salary and are not entitled to overtime based on the number of hours worked. Salary employees are expected to work an average of 46 hours per week.

Marden's has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and regularly work an average of 30 hours or more per week. The company reserves the right to schedule full time employees as necessary to meet business needs. This may include work up to 40 hours per week and may also include overtime as necessary. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.
- **Temporary:** Employees who are hired as interim replacements to temporarily supplement the workforce, or to assist in the completion of a specific project, and who are temporarily scheduled to work either full or part-time for a limited duration, usually not more than 5 weeks. Temporary positions that extend beyond 120 days will be converted to a regular position. Temporary employees are only eligible for the employee discount; they are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.
- **Commission Sales:** Commissioned salespeople will be paid the greater of: Predetermined commission rate times gross sales, or Weekly hours worked times the base hourly rate; with overtime provisions as required by FLSA.
- **Employment Age:** A person must be at least 17 years of age to be employed by Marden's. Anyone under the age of 17 must be approved by the General Manager or HR Officer before making a job offer.

Promotions, Transfers and Relocation

Marden's offers employees promotions to higher-level positions when appropriate. The Company prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the company's best interest.

To be considered eligible employees must have a satisfactory performance record.

We also reserve the right to conduct a background check or other assessment for current employees to determine eligibility for promotion or reassignment.

Employment of Relatives and Personal Relationships

Marden's wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship, or any cohabitating employees are not permitted to be in positions within the same department or have a supervisory/reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives. If employees in the same location begin a dating relationship or become relatives, partners or members of the same household, they are required to inform their managers and the General Manager of the relationship. In the event the General Manager determines a conflict of interest could arise, one of the employees involved will be given the opportunity

to transfer or terminate employment. The decision as to which employee will transfer or terminate will be left to the employees involved.

Marden's reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved (i.e.: Store Manager, Assistant Manager, Loss Prevention, Cash Office Employees).

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Marden's supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, human resource best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Marden's reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following generally outlines Marden's documented progressive discipline process:

- **Documented Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Final Written Warning (with or without Suspension):** The last step in the discipline process for employees who are involved in serious disciplinary situations. Final written warnings are placed in an employee's personnel file and it will be made clear to the employee, the next step will be termination.

Severe Discipline (and/or Immediate Dismissal)

The following employee actions, though not inclusive, are considered severe and represent the type of conduct that may result in the immediate termination of an employee (without observing the progressive discipline process):

1. Theft of Company property or other assets, or those of a customer or another employee; or Theft of Company services.
2. Intentionally damaging Company property or the property of another employee.
3. Unauthorized use of company tools or equipment.
4. Use, possession or sale of illegal drugs or alcohol on Company property or at certain
5. Company sponsored activities. This includes reporting to work under the influence.
6. Violating health and safety rules, including failure to use or disabling safety devices, guards, etc.
7. Making a false claim of injury.
8. Fighting or horseplay on company property and/or during work time, including physical assault of an employee, supervisor or customer.
9. Possession of illegal firearms, weapons or explosives on company property or when representing the company.
10. On duty employees are prohibited from carrying weapons onto Marden's property. (This does not prohibit employees from keeping weapons in their personal vehicles in accordance with Maine State Law.) Any exceptions to this policy must be approved by the owners.
11. Insubordination, the refusal or willful failure to perform work assignments.
12. Abusive language/action toward any company employee or customer.
13. Falsifying payroll records, either yours or for another employee.
14. Falsifying Company records, including employment applications, this shall include omissions involving the intentional withholding of information when requested.
15. Immoral or indecent conduct at any time, including conviction of a felony even if the crime is not committed on Company premises.
16. Serious discourtesy to a customer.

17. Dishonesty, including making false or malicious statements about the company, its merchandise, its customers or fellow employees.
18. Failure to report to work on the date specified after any leave of absence.
19. Smoking in any area not officially designated as smoking area.

Marden's reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, final written warning (with or without suspension), demotion and/or termination. However, because all employees are employed-at-will, any employee may be discharged without notice at any time.

Separation of Employment

Separation of employment from Marden's can occur for several different reasons:

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide at least a one week's notice in writing. (Note: salary employees are expected to provide at least two week's notice). If an employee provides no notice or less notice than requested, Marden's may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are requested to notify their location manager in writing, providing at least a three month notice.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) scheduled workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Safety/HR Officer at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.
- **Termination:** Employees of Marden's are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

Just as Marden's may terminate your employment at any time for any reason, the "at-will" employment policy of the Company allows you to terminate your employment at any time for any reasons.

Return of Company Property

The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs, identification cards, etc.

Any accrued PTO will be paid in the next regular pay period following your last day worked.

Health insurance terminates on the last day of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be mailed to the employee from our COBRA provider.

Rehire

Former employees who left Marden's in good standing and were classified as eligible for rehire may be considered for reemployment. An updated application must be submitted to the hiring manager, and the applicant must meet all minimum qualifications and requirements of the position, including any pre-screening assessment and background checks as required for the position.

Managers must obtain approval from the Safety/Human Resource Officer to rehire a former employee. An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Rehired employees will be treated as a "new employee" for purposes of eligibility of benefits, PTO accumulation and holiday pay. Marden's will comply with ACA regulations for medical insurance eligibility (contact HR for specific information).

WORKPLACE SAFETY

Marden's Safety Policy

The health and wellbeing of our company's employees is critical to our success. Marden's has and will continue to ensure workplace safety is an integral part of its business operations to protect its most important assets, our employees.

The company's safety goal is zero accidents because we believe that all accidents are preventable. To achieve this goal, we all have to believe in and follow some basic principles:

- Led by the Owners and Managers, we will continue to champion safety by establishing safety goals for each location.
- Owners/ Managers will provide the necessary resources to maintain a safe work environment.
- Owners/Managers will visibly support the safety and health process, actively monitor the progress, and engage in its continuous promotion.
- The company demands 'safe production', meaning we all strive to produce a valuable product or service with zero defects and zero accidents.
 - All work procedures will be evaluated to ensure the job is done "safely". Unsafe shortcuts will not be tolerated!
- All hazards are expected to be reported immediately to a supervisor or management and addressed promptly to avoid accidents.
- All employees, including management and supervisors, will be held accountable for activities and results that foster a safe work environment.
 - All employees will be held accountable for performing each task safely.
- All employees are expected to actively participate in the safety program and to provide feedback to management on ways to improve the process.
- Participation in the safety program will be part of everyone's performance evaluation.

On-The-Job Accident & Injuries – Employee Responsibility

1. Report all accident/injuries no matter how slight, to your supervisor immediately.
2. If you need to see a medical provider, complete a First Report of Occupational Injury (WCB-1 1/13) with your supervisor or manager. They will provide assistance in completing this form & conduct an investigation of the incident.
3. A call will be made to the company medical provider. Our medical facilities have a copy of our modified (restricted) work available and a written physical limitation form. An M-1 form will be given to you by the medical provider. If necessary, it will clearly identify your current physical capacities and any work restrictions.
4. Report the medical provider's findings & give the M-1 form to your supervisor or manager immediately after you visit, or within 24 hours if the visit lasts longer than business hours.
5. Report immediately (within 24 hours) to your supervisor your progress after each subsequent medical provider's visit or other treatment. Provide a copy of the documentation to your supervisor or manager.
6. You must report to your next scheduled shift once the doctor releases you to work (part-time, temporary, modified or normal duties).

Employee Safety Rules

Employees must always:

- Only perform tasks/jobs that they have been trained to perform safely.
- Use appropriate personal protective equipment (PPE) when the task or job exposes you to risk or when required by your supervisor. PPE includes but is not limited to gloves, safety glasses, face shields, hard hats, ear plugs, rubber aprons, etc.
- Shut off machinery or equipment when left unattended.
- When using power tools, be sure that they are properly and effectively grounded or double insulated.
- Operate powered mobile equipment in a forward direction except when backing to turn around, backing out from a load, when the load restricts visibility, or when negotiating a ramp where the load is to be on the uphill side. When backing up the operator must look in the direction of movement.
- Place power mobile equipment in neutral and engage the brake when leaving the equipment.

- Follow proper lockout/tagout procedures when repairing or servicing any equipment.
- Learn the location of emergency exits in the area where you are working.
- Learn the location and proper use of firefighting equipment in the area where you work. Do not use any firefighting equipment (i.e.: fire extinguishers) unless you have been properly trained.
- Warn someone who is working in an unsafe manner and is likely to be hurt. Advise them to work carefully.

Under no circumstances is it permissible to:

- Allow anyone under raised forks or loads of a fork lift.
- Operate power mobile equipment recklessly or at high speed.
- Engage in distracting conversation while operating machinery or equipment.
- Run on the premises where it could present a safety hazard.
- Remove or disable guards or safety devices except when necessary to make adjustments or repairs to equipment. They must be replaced immediately upon completion of the repair or adjustment work. If a guard or safety device is missing or disabled, stop using the equipment immediately and notify your supervisor.
- Attempt to lift or move any object that is too heavy or awkward to do safely by yourself. Ask for help when you need it. Lift properly: bend your knees, keep your body erect, and then lift with your legs.
- Use defective tools such as chisels, punches, etc. that might be a safety hazard.

Important: If you are uncertain about any safety rule, ask your supervisor immediately.

See New Hire Safety Review/Orientation – Appendix B

See Bloodborne Pathogen Exposure Control Plan – Appendix C

See Written Hazard Communication Program – Appendix D

Ask your manager about Lockout/Tagout Procedures for your location.

Drug-Free Workplace

Marden's has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and customers, and to the security of our equipment and facilities. For these reasons, Marden's is committed to an alcohol and drug free workplace.

Employees should report to work fit for duty and free of any adverse effects of drugs or alcohol. Possession and/or consumption of illegal drugs or alcohol on Marden's premises, or while using Marden's equipment or vehicles, or while at other work sites, or prior to reporting to work is forbidden. Anyone who violates this policy will be subject to immediate dismissal. An employee who reports to work or is at work in an intoxicated or an impaired condition (this includes, being in an impaired condition because of drugs, prescription or not), is subject to the same disciplinary action. Marden's policy is that the sale, use or possession of any illegal drug by you on Marden's premises or at any work site while working will result in dismissal.

If you are taking any prescription or non-prescription drug that may cause drowsiness or an impaired state of mind, you should notify your supervisor. It may be necessary for your safety, as well as the safety of fellow employees and customers, to temporarily restrict you from certain duties. This may include being sent home or told not to report for work while taking such drugs.

Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Marden's resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Marden's treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, manager, Safety/HR Officer, General Manager, or the Owners; and the authorities if appropriate. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their Manager or the Safety/HR Officer of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Marden's will not retaliate against employees making good-faith reports. Marden's is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to domestic violence situations.

Marden's will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Marden's will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Marden's may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Marden's encourages employees to bring their disputes to the attention of their supervisors, managers or the Safety/HR Officer before the situation escalates. Marden's will not discipline employees for raising such concerns.

WORKPLACE EXPECTATIONS

It is not possible in a general handbook to state all behavior and performance guidelines. Therefore the following are general guidelines to help you understand what the company expects of you. There could be other circumstances relating to behavior and performance that could result in disciplinary action and/or termination.

Any employee conduct or activity which brings discredit, embarrassment or harm to Marden's, its employees, customers or reputation will not be tolerated. Activities which are loud or boisterous, within earshot of customers, including swearing, suggestive sexual activities, audible statements of prejudicial nature, or comments made to reflect negatively on Marden's, its customers and co-workers are considered violations of this policy and will subject an employee to the disciplinary process, up to and including termination of employment.

Attendance and Punctuality

Marden's successful operation depends upon the regular and punctual attendance of each of its employees. You have an important job which fits into the pattern of Marden's operations. All absences and tardiness are undesirable because of their negative impact upon your fellow employees and the delivery of services to Marden's consumers. You should be on duty at your scheduled starting time. Employees who are tardy and/or require a supervisor's override to punch in for work will be subject to discipline according to the company's discipline and warning policy. Please put all personal effects away prior to punching in and when your work day is completed, punch out before getting your personal effects.

If you find that you will be absent or late for work, you must speak directly with your supervisor or store manager, preferably 24 hours in advance, or as soon as you can get in touch with them. When you call your supervisor or store manager about your absence, let them know when you think you will be able to return to work. Should you know in advance that you will be absent on a specific day, please give your supervisor or store manager advance notice.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of no call/no show will result in a final warning and you will not be allowed to use PTO time for the absence. The second offense will result in termination of employment with no additional disciplinary steps. If you fail to call your supervisor for three (3) days of unexplained absence, you will be deemed to have resigned voluntarily.

If an employee's tardiness or absenteeism begins to form a pattern, or if it begins to become a problem in the workplace, the employee will be subject to progressive discipline. A pattern of absenteeism over a 12 month rolling period which raises suspicions about an employee's excuses for being absent (i.e., absences surrounding an employee's regular days off, always being absent for more than one day or repeatedly leaving work early, etc.) may result in separate disciplinary action or otherwise accelerate the disciplinary process for excessive absenteeism. As a general rule, excessive absenteeism can be considered as more than 5 days per year.

Note: Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) or the Maine Paid Leave Law, will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required for FMLA.

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. Marden's is a family-oriented business and employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed and your position. **Please do not wear or display at work anything that other employees or customers might find offensive. This includes clothing or logos with profane language statements, clothing or logos that promote social or political causes, or clothing or logos that could violate our discrimination and harassment policies. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees and customers.**

Management reserves the right to determine appropriateness. Any employee who is improperly dressed **and otherwise does not follow this policy**, will be counseled or in severe cases may be sent home to change clothes without pay. Continued disregard of this policy may be cause for disciplinary action.

(Note: If you think something might be inappropriate for the workplace – it probably is.)

For both safety and appearance reasons, sandals and open toe shoes are not permitted.

Faded, torn, patched or extremely tight or sheer clothing of any type is not suitable. Other examples of Unacceptable Clothing include:

Sweat suits and sweatpants, pajama bottoms

Tank, halter, or sleeveless tops

See through clothing

Spandex pants or shorts

Clothing (including T-shirts) with inappropriate messages

Hats on the sales floor (except Marden's approved hat)

Also unacceptable is poor personal hygiene (body odor), dirty or odorous work clothes and wearing strong fragrances.

While working on the sales floor, Marden's will supply you with company red shirt, smock, etc. to make it easy for customers to identify you as an employee. It is your responsibility to keep your company clothing clean and presentable.

Note: Any variation from the above will be approved by the Location Manager

Breaks (Rest and Meal)

Employees working a 7.5 hour shift shall be given two rest breaks of up to fifteen (15) minutes each, one rest break before meal break and one rest period after meal break. Employees working less than 7.5 hours will receive only one fifteen (15) minute break. . No employee may work more than a six (6) hour shift without taking an unpaid meal break of at least 30 minutes.

The 15 minute rest break cannot be split into segments and must be used as a single rest break unless the employee is requested during the rest break to return to work. In this situation, the employee will be permitted to finish their break.

Rest breaks will not be allowed within one hour of punching in or punching out.

Always notify your supervisor before going on rest break and/or meal break. Rest breaks begin when you leave your work area and end when you return to your work area.

Rest breaks shall be taken in a designated break area. If you have any questions or problems regarding these rules, discuss them with your manager.

Computer Use and E-mail/Internet Access

Marden's computer network, e-mail and Internet connections are designed to facilitate the company's business, and to provide for communications among employees and other business associates for messages or memoranda. Since no computer system is completely secure, employees should use caution when transmitting sensitive materials which may be more appropriately communicated, by written memorandum or personal conversation.

The network is Marden's property and intended for Marden's business. Although some incidental use of the computer e-mail and Internet access for personal use is expected, it must be understood that such use is a privilege, which may be limited or removed if the privilege is abused or at any time, for any reason, at the discretion of the Marden's. Except for incidental personal use, no part of the network is to be used for employee personal gain or to support or advocate for non-business related activities. All data and electronic messages within this network are the property of the Marden's. As such, no computer files, communications of any type through Marden's network can be considered private. Electronic communications have been found to be public records and may be subject to the freedom of access laws, depending on their content. No use, or message, or communication with the system is private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. **This means don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.**

Note: Employees with computer access should also familiarize themselves with Marden's IT Security Policy. Marden's will also post on Web Link proper etiquette for Computer and Phone use.

See complete Computer Use and E-mail /Internet Access Policy – Appendix E

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Marden's may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Marden's.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.

- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.
- Providing price discounts or free merchandise to family members and/or friends.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their Manager or the Safety/HR Officer. It is recommended that Management document the advice/decision in writing or by email to the employee.

Employee Personnel Files

Marden's maintains an official employment file about each employee at your work location and at the Main office in Waterville. It is understood that these files are property of the Company. It is important that the information in these files is current and correct. Therefore, when there are changes of address, telephone number, emergency contact person, benefit information, etc, it is your responsibility to notify your Manager or Payroll Department at the Waterville Main Office.

Records and material may be inserted into your employment file under the direction of your location manager.

The employment file may include (but is not limited to):

- Application for Employment and/or resume
- Written references pertaining to employment
- Evidence of licensure or registration for position held
- Employee performance reviews
- Training and educational achievement records
- Records on uniforms, keys and company equipment assigned
- Wage assignments and garnishments
- Correspondence related to employee's insurance coverage
- Records of salary changes and/or deduction authorizations
- Records of other changes in employment status, i.e.: hours, transfers, promotions, etc.
- Attendance records
- Supervisory recommendations, reprimands and/or written warnings

If you wish to examine the contents of your employment file, you may do so, upon written request, during normal office hours in the presence of your location manager or the Safety/HR Officer.

Personal Phone Calls/Cell Phones

Work telephones are for business use only. Employees are not allowed to make or receive personal calls during work hours unless there is an emergency.

Employee owned cell phones are only allowed to be used during break times. Certain locations may require employees to put cell phones in lockers with other personal property during work hours.

Note: Certain management and other authorized employees may use cell phones during work for valid business reasons.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by Marden's. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.

Social Media—Acceptable Use Policy

Marden's understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established guidelines for appropriate use of social media. This policy applies to all Marden's employees.

See complete Social Media – Acceptable Use Policy – Appendix F

Salesmanship

We do not expect every employee to be an expert on each item in stock. Don't be ashamed to tell a customer that you do not know the answer to the question, but BE SURE to help the customer by finding the answer or by finding a clerk who is familiar with the item. You should encourage the customer to buy without using high pressure, without misleading them, and without guessing about information.

One of our strongest selling points is our 100% money back guarantee (with receipt). If a customer is not happy with an item, they may bring the item back with their sales slip and receive a refund. We want each customer to be satisfied with Marden's and to have only good things to say about us and our employees. Remember, we will bend over backwards to satisfy the customer because without them we cease to be a healthy company.

You should never answer a customer by telling them, "Sorry, that isn't my department". If you cannot answer a customer's question, personally take the customer to a clerk who can provide assistance. Do not point in the general direction and tell the customer to "find one of the clerks with red on".

Smoking

Smoking is only allowed outside in designated smoking areas. Smoking is not allowed in company vehicles. Failure to adhere to this policy may result in termination.

GENERAL WORK RULES

Cleanliness

For safety and appearance, keep all aisles, doorways, fire exits and stairways clear of boxes and other debris.

Cash Checking

It is a Marden's policy not to cash employee's paychecks so as to maintain the confidentiality of the employee's pay.

Cash Office

No unauthorized employees are allowed in the cash office during the daily Cash-Up. No visitors or non-Marden's employees are allowed in the cash office for any reason. This includes spouses, significant others, relatives and friends of employees.

Note: Cash office employees, key holders and managers should familiarize themselves with Marden's Cash Handling Procedures Manual.

Employee Personal Property

Employee Personal Property - All purses, packages, coats, and other personal items must be kept in an area designated by the Manager. No packages or purses are to be allowed in the cash up offices, in the service desk area, or at the cash register stations. The company reserves the right to perform bag/package checks at any time and inspect employee's bags, parcels, pocketbooks **and lockers** on a regular or random basis.

Food/Drinks

Employees should not eat on the sales floor, pricing room, warehouse or other work areas. In facilities that have a break room, employees are encouraged to eat in this area during their 15 minute paid break or 30 minute meal break. Eating or taking any food product (damaged or not) from store inventory is considered theft and will be subject to discipline.

Parking

Our customers have top priority concerning parking area at any of the stores. Employees must park in the designated parking area at each store.

Location Closing

Two people, the location manager or the acting manager and one other person, will open/close any location. A written record in the log shall be made when anyone has to enter after a location has closed, such as an alarm call.

Time Cards

In accordance with State and Federal Law, employees may not begin work until clocking in and must stop working once they have clocked out. If an employee forgets to clock in or out, is not able to clock in or out, or if he or she believes their time records are not recorded accurately, the employee must immediately notify his or her supervisor so the time can be accurately recorded for payroll purposes. Marden's relies on the accuracy of employee time entries in order to pay employees on a timely and correct basis.

Hourly (non-exempt) employees may NOT work off-the-clock at any time. No one is authorized to instruct any employee to work off-the-clock and any request to do so should be reported to the Safety/HR Officer or the General Manager.

Examples of prohibited off-the-clock work include but are not limited to:

- Performing work before an employee has clocked in or after an employee has clocked out.
- Performing work during the employee's meal period and not reporting the missed or interrupted meal period.
- Performing work at home and not reporting the time worked, including sending or responding to work related emails at home.

If you choose to engage in work-related communications (i.e.: emails) when you are off-duty, you must have your supervisor's approval, accurately track your time, and turn it in to your supervisor for the applicable payroll period.

COMPENSATION & BENEFITS

Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Marden's.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Employee travel must be authorized in advance. Employees should verify that planned travel is approved before making travel arrangements. Upon completion of the trip, and within 1 week, the employee shall submit an Expense Reimbursement Form and supporting documentation to obtain reimbursement of expenses.

Exempt (salary) employees will be paid their regular salary for weeks in which they travel. Nonexempt (hourly) employees will be paid for travel time in accordance with federal and state wage payment laws.

Payroll/Pay Period

The payroll week begins Sunday and ends Saturday. All employees are required to have direct deposit for their payroll wages. Payroll wages are deposited into employee accounts on Thursday for the prior payroll week.

Paid Time Off (PTO)

Marden's combines paid time off for vacation, personal days and sick leave into "Paid Time Off" or PTO for short. Employees begin accruing PTO's from the first day of employment but are not eligible to use PTO benefits during the first ninety (90) days of employment, and will not be paid accrued PTO's upon termination of employment if employment is terminated within the first ninety (90) days of employment.

Full Time Employees earn PTO's accrued over the year according to the following schedule:

First (2) two years of employment	80 hours of paid leave per year
Third (3) through eighth (8) year	120 hours of paid leave per year
Ninth (9) through thirteenth (13)	160 hours of paid leave per year
Each year after thirteen (13)	200 hours of paid leave per year

Part Time Employees earn up to 40 hours of paid time off per year – accrued at the rate of one hour of paid time off for every 40 hours worked.

Temporary Employees will accrue paid time off at the rate of one hour for every 40 hours worked. However, they must be employed with Marden's for 120 days before being allowed to use the paid leave and will not be paid accrued PTO's upon termination of employment if employment is terminated within the first one hundred twenty (120) days of employment.

All PTO's are on straight basis with no overtime pay. Unused PTO's may be accumulated to a maximum of 240 hours. No compensation will be made for any PTO's in excess of 240 hours. You are entitled to receive pay for accumulated PTO's to a maximum of 240 hours at the time of termination unless termination occurs during the first ninety days of employment (one hundred twenty days if you're a temporary employees). Note: full-time employees are expected to take at least 5 consecutive days off per year.

For vacation and other scheduled time off, you must provide four (4) weeks' notice to your immediate supervisor or manager. This does not apply if you need paid time off for an emergency, illness or sudden necessity, but you must notify your supervisor or manager as soon as possible that you will not be in to work if you are taking time off for an emergency, illness or sudden necessity. *Note: You are expected to use PTO's (if available) to make up time you miss from your work schedule. Exceptions to this must be approved by your Location Manager and Upper Management.*

The Winslow Main office will maintain records of the number of PTO's to which you are entitled. Your supervisor or manager shall verify your eligibility for PTO's prior to approving the paid time off. Advance vacation checks can be issued for PTO's, but the payroll office must be notified at least one (1) week prior to the time the check is expected.

Paid Holidays

Holiday pay will be given to eligible Full Time employees for the following holidays:

Memorial Day	Veteran's Day
Fourth of July	Thanksgiving Day
Labor Day	Christmas

Holiday pay is based on the average hours worked per day based on a five day week, up to a maximum of eight (8) hours per day for any holiday. Holiday pay will not be used to compute overtime pay. For calculation purposes: Holiday pay for hourly employees are based on their average hours worked per week for the previous thirteen (13) weeks, divided by five. Holiday pay for a salary employee is based on their working a five day week.

Note: You are NOT eligible for holiday pay during your first (90) days of employment, or if you are on any type of leave (FMLA or Personal). You must be at work the full day of your last scheduled day of work before and after a holiday in order to receive pay for that holiday, unless you provide a medical note. If you are scheduled to work on a holiday, you must work that day to receive holiday pay. Management will determine which holidays we will be closed in addition to Thanksgiving and Christmas, depending on the competitive marketplace.

Note: Part Time employees hired before 1/1/17 will continue to receive paid holidays at listed above.

Employee Purchases & Layaways

All employees have the benefit of a 20% discount on MOST items they purchase at any Marden's location for personal use, except as noted below:

10% Discount: major electronics (TV, Stereos, Computers, etc.) and major appliances.

No Discount: paper towels, bathroom tissue, diapers, laundry detergent, live plants/flowers, food/candy, flooring installation, or other items designated by management.

Exceptions will be announced on a product-by-product basis generally caused by very low mark ups. Employee discounts are for employees and spouses/partners only: not friends, parents, relatives, etc. Employee discounts are for the purchase for the employees' own use only, not for resale, **not for personal business ventures (i.e. rental property)** and not for someone else.

You are entitled to a discount at any of the Marden's locations. When you make a purchase at another location (other than the one you work at), you must present identification to be checked against an employee list.

All employee purchases over \$10 will be made at the service desk and approved by a supervisory person. Purchases under \$10 will be at the service desk and witnessed by a 2nd employee. No employee may shop and/or make purchases while punched in for work. The only exception is the purchase of food by the employee for break (no discount for any food items), and purchase time will be counted as part of the 15-minute break period and may be completed through a regular register. Abuse of this benefit can result in a loss of the discount or termination.

Layaways/holds will be done in an area designated by management. Most items are available for up to 2 weeks layaway according to management discretion. Under no circumstances may an employee "stash" merchandise anywhere outside the designated layaway area for later purchase.

- If a hold expires, the merchandise is returned immediately to the sales floor. It will not be re-tagged and returned to the layaway/hold area for an extended period.
- Holds may include any merchandise, except food, candy, beverages or live flowers or plants. No liquids of any kind! Seasonal items and items with limited quantity may be put on layaway/hold at management discretion.
- Employee layaways/holds are not subject to markdowns that occur after the merchandise has been placed in the layaway/hold area. All merchandise in the layaway/hold area must be purchased at the price it was ticketed when placed into the layaway/hold area.
- All layaways/holds will be marked with the employee's name, the date on which the merchandise was put on layaway/hold and the date on which the layaway/hold expires. The expiration date must be highlighted with a bright marker.
- Employee layaways/holds at Christmas are extended to one month -- from November 15 to December 15. Any layaways/holds still in the layaway/hold area on the morning of December 16 will be immediately returned to the sales floor. If you change your mind about the purchase, you should let management know immediately so it can be returned to the sales floor.
- There are no employee layaways/holds between December 16 and the day on which the store is inventoried. Employee layaways/holds resume the day after the store is inventoried.
- No more than one employee may be in the layaway/hold area with a key holder at the same time.
- Pricing guns and markers should never be brought into the hold cage.

Note: Management reserves the right to revoke individual purchase/layaway privileges upon abuse of these procedures.

Performance Reviews

It is Marden's practice to review hourly paid employees informally on a quarterly basis and formally once a year through the Annual Review process. These reviews are based on criteria related to your job and your work performance. Your supervisor/manager will review work expectations, discuss your strengths and weaknesses, and set goals for improvement or employee growth. This is also your time to ask questions and/or discuss any work concerns with your supervisor or manager. The employee, supervisor and/or manager will sign the review form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance review forms will be retained in the employee's personnel file.

Increases are not guaranteed and if available will be based on several factors including the company's sales/profit performance. A performance review does not always result in a salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

Insurance

Marden's has a comprehensive benefit plan for health, life, and disability as described in its Employee Benefit Materials.

Retirement Plan

Marden's offers a 401K Retirement savings plan, with a company contribution, for qualified employees as described in Marden's Inc. Retirement Savings Plan Summary booklet.

Workers Compensation

Employees are covered by Worker's Compensation pursuant to Maine state law. Anyone injured at work must report the injury to their Supervisor or Store Manager immediately. Failure to provide immediate notification of an injury may result in disciplinary action. All forms must be filed within three (3) days of the accident.

You are expected to return to work after receiving treatment for a work related injury. If you are unable to return on doctor's advice, Marden's will pay you for the remainder of the day. Work related injuries are subject to Maine State Worker's Compensation Law. Note: Employees out of work due to a work related injury will be eligible to continue coverage under the Company's health, dental and life insurance plans for up to twelve (12) months. Employees will be expected to pay their insurance contributions while out of work. If an employee is more than thirty (30) days late paying his/her portion of the insurance premiums(s); or is not adhering to a payment arrangement (approved by the CFO), insurance coverage may be terminated with notice.

LEAVES OF ABSENCE

Bereavement Leave

In the event of death in your family, you will be allowed Bereavement leave paid straight time at your current daily average (similar to holiday pay). The Bereavement leave only applies if you miss your scheduled shift. Bereavement leave will not apply in the event the death in the family occurs when the employee is not scheduled to work such as any scheduled day off, vacation or on approved leave of absence. Bereavement leave will not affect your attendance record.

Two (2) days will be paid for members of the immediate family defined as Grandchildren, Father, Father In-law, Mother, Mother In-law, Sister, Brother, Spouse, Son, Daughter, and Stepchild.

One (1) day will be allowed in the event of the death of one of the following: Brother In-law, Sister In-law, Grandparents, and Stepparents.

One (1) day will be also allowed for any in-law or other relative with whom the employee may be residing with at the time of the death.

Family and Medical Leave (FMLA)

Marden's will grant up to 12 weeks Family Medical Leave (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees under the Federal FMLA. Employees who are eligible for leave under the Maine FMLA (and not the Federal FMLA) will be entitled to up to 10 work weeks in a two year period. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. If you have any questions, concerns or disputes with this policy, you must contact the Safety/HR Officer in the Waterville Main office.

See complete Family and Medical Leave Policy– Appendix G

Note: Employees out of work on approved Family Medical Leave will continue health, dental and group life benefits through the Company's plans, subject to the terms, conditions and limitations of those applicable plan(s) for the duration of the Family Medical Leave. Employees who have exhausted their Family Medical Leave entitlement and are allowed to extend unpaid leave due (up to an additional 1 month of personal leave) to an ongoing serious health condition that renders the employee incapable of performing his/her job will be eligible to continue coverage under the Company's health, dental and life insurance plans for a period of one (1) month of such extended unpaid leave. To continue coverage, employees will be expected to pay their normal contributions towards such benefits. If an employee is more than thirty (30) days late paying his/her portion of the insurance premiums(s); or is not adhering to a payment arrangement (approved by the CFO), insurance coverage may be terminated with notice.

Jury Duty Leave

If you are called to jury duty, you must submit the jury notice of subpoena with the request for the leave. You must notify Marden's as soon as dates of jury duty are known.

If you are not required to report or are dismissed early from jury duty, you are expected to report to work during the hours that your presence is not required as a juror. Marden's will pay your current daily average (similar to holiday pay) as straight time for hours missed due to jury duty. You must reimburse Marden's for the jury duty stipend, not including travel if applicable. Jury duty will not affect your attendance record.

Military Leave of Absence

Marden's is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company'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 applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact the Safety/HR Officer.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact their Manager or the Safety/HR Officer to request leave as soon as they are aware of the need for leave.

Personal Leave of Absence

Employees who require time off in addition to PTO may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

Please contact your manager or the Safety/HR Officer for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

EMPLOYEE INCENTIVE PROGRAMS

Employee REFERRAL BONUS Program

Marden's needs our employees to help us find the best candidates for openings at any Marden's location. Our employees are our best sales people for encouraging others to apply for work at Marden's. Employees who refer a candidate for employment (at any Marden's location) will receive a **\$250 bonus** in their paycheck if the candidate is hired and completes their 90 day probationary period.

EMPLOYEE SUGGESTION PROGRAM (ESP)

Marden's is always looking for suggestions on ways we can improve safety, customer service, staff morale and reduce operating expenses. Our Employee Suggestion Program (ESP) is one way for employees to provide their ideas on how we can be more successful. Employees can click on the "Employee Section" link at the bottom of www.mardens.com to e-mail us their suggestions, or, if they prefer, they can drop their suggestions in an ESP box located next to the time clock at every store and warehouse location. We often reward employees for suggestions that improve the company results. Plus, all employees who submit suggestions are entered into drawings to earn an extra PTO (paid time off). Help us build Marden's profits as this will be reflected in your annual profit sharing check!

Employee "CATCH A Star" Program

Marden's managers and supervisors will recognize "Star" employees by thanking them and putting their name on a "CATCH A Star Program" card. All cards will be put into a drawing each month – the employee whose card is drawn will receive four (4) PTO hours as a thank you for meeting or exceeding expectations. Employees will be recognized for: *providing excellent customer service; working to improve safety; leading others to perform micro-stretches; helping another employee with a task (group lift etc.); and working quickly and efficiently (productivity).*

Note: The CATCH A STAR Program is optional and will be offered at the discretion of your Location Manager and the HR Officer.

LOSS PREVENTION

Your wages and benefits are derived from profits. Losses are caused by many contributing factors including: damaged, slashed or broken items, errors in paperwork, errors in recording quantities of merchandise; improperly recording price changes and theft. Shrinkage control is extremely important to each and every one of Marden's employees because it relates directly to our Company's profits. (Note: Losses are also referred to as shrinkage.)

It is important for ALL employees, not just Loss Prevention personnel, to actively reduce and prevent losses. This includes reporting suspicious customer/employee behavior to management. You are responsible for double-checking your work for pricing errors. You are responsible for your pricing gun and all stickers (price stickers, hold stickers, paid stickers, all discount stickers, etc.). You need to be careful and not leave your pricing gun unattended on the sales floor. Secure your gun at the end of your shift in accordance with the store's procedures. NEVER take the pricing gun or any tags/stickers home. Failure to do so may result in disciplinary action up to and including termination.

Employee theft and shoplifting are the two top causes of retail loss. Help us protect your job.

Note: Employees should familiarize themselves with Marden's Loss Control Manual.

DIVERSITY

Equal Employment Opportunity Statement

Marden's provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Marden's complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Religious Accommodation

In accordance with applicable law, Marden's will make a good faith effort to provide reasonable accommodations of an employee's sincerely-held religious beliefs, observances and practices, of which it is aware, as long as the accommodations do not impose an undue hardship on the Company. If you feel you need an accommodation for religious reasons, please speak with your Location Manager or the Human Resources Officer.

Other Accommodations

Marden's is also committed to providing reasonable accommodations to covered employees in accordance with other applicable federal, state or local laws, including, without limitation, any accommodations that apply directly or indirectly to gender identity or gender expression, as long as the accommodations do not impose an undue hardship on the Company. If you feel you need a workplace accommodation, please speak with our Location Manager or the Human Resources Officer.

Anti-Harassment Policy (And Complaint Procedure)

Marden's expressly prohibits any form of employee harassment; including harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Marden's employees to perform their expected job duties is absolutely not tolerated.

It is the policy of the Marden's that all employees should be able to work in an environment free from all forms of harassment. **This policy is intended to prohibit offensive conduct, either physical or verbal, that threatens human dignity and employee morale, and which interferes with a positive and product work environment.** Harassment, as defined by this policy, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment.

If you feel that you have been harassed, report it immediately to your supervisor. You may be asked to follow up your verbal complaint with a written statement.

If you do not feel comfortable talking to your supervisor or if the complaint is about your supervisor, you should make your complaint to the Location Manager, or to the Safety/HR Officer – Cathy Callahan, or to the General Manager - Craig Burgess.

See complete Anti-Harassment (and Complaint Procedure) Policy – Appendix A

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Marden's to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission

(EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Marden's. Contact your Manager or the Safety/HR Officer with any questions or requests for accommodation.

SUMMARY

As an employee of Marden's you are required to abide by certain rules and work to our company's standards. This handbook has been developed to 1) educate you about our work expectations and 2) to protect you, your fellow employees, and the company from injury, loss or other threats to you and the company's well-being. Failure to observe these rules and practices may lead to disciplinary action, up to and including termination.

Marden's is a bargain store. We believe that our stores are the best in the business and we want to keep it that way. We want every item we sell to be a real bargain and if we find out differently, we will take steps to correct the problem. If you see, or a customer brings to your attention, an item that is not a good deal, please bring it to the attention of the store management. Management has the authority to make mark-downs of items due to condition of the item, mistakes in pricing, etc. All mark-downs for slow selling items must be authorized by the buyer/merchandise manager.

REMEMBER

We Want To Keep Marden's A Fun Place to Work

AND

A Fun Place to Shop

We Need Your Help and Cooperation to Do It

APPENDIX

Appendix A – Anti-Harassment Policy (and Complaint Procedure)

It is the policy of the Marden's that all employees should be able to work in an environment free from all forms of harassment. This policy is intended to prohibit offensive conduct, either physical or verbal, that threatens human dignity and employee morale, and which interferes with a positive and product work environment. Harassment, as defined by this policy, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment.

Definition

A. Sexual Harassment

Sexual Harassment is the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors. Sexual harassment can also be conduct, which creates a hostile or offensive work environment or unreasonably interferes with a person's ability to perform his or her job. Sexual harassment is prohibited in the workplace by any person and in any form.

Sexual harassment is illegal and is defined in the regulations of the Equal Employment Opportunity Commission and the Maine Human Rights Act as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 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 the individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The following are examples of conduct that may constitute sexual harassment:

- Unwelcome sexual advances
- Suggestive or lewd remarks
- Unwanted hugging, touching or kissing
- Requests for sexual favors
- The display of sexually suggestive objects or pictures.

B. Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this Policy, harassment is verbal or physical conduct that denigrates, or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, ancestry, nationality, creed, citizenship, alienage, pregnancy, marital status, sexual orientation, physical or mental disability, veteran status, whistleblower status, gender identity and/or expression, genetic information or any other characteristic protected under federal, state, or local law and that:

- Has the purpose or effect 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 the individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping, threatening, intimidating, or hostile acts; denigrating jokes, or the display or circulation in the workplace of written or graphical material that denigrates or shows hostility or aversion toward an individual or group, including transmission over the Internet, Company intranet, Company email system, or text messages.

C. Verbal Harassment

Derogatory or vulgar comments regarding a person's sex, physical appearance, sexual orientation, or the distribution of written or graphic material having such an effect are prohibited.

D. Threats/Acts of Violence Harassment

The safety and security of employees is of paramount importance to Mardens. Therefore, threatening behavior or acts of violence against employees, visitors, guests or other individuals on Company property will not be tolerated. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Company property shall be removed from the premises as quickly as safety permits, and shall remain off Company property pending the outcome of an investigation. The Company will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of employment, and/or criminal prosecution of the person or persons involved.

Employer's Responsibility

Marden's wants you to have a work environment free of any type of harassment by management personnel, by your coworkers, by customers and by others with whom you must interact in the course of your work as a Marden's employee. Sexual harassment is specifically prohibited as unlawful and as a violation of company policy. The company is responsible for preventing sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

Complaint Procedure

If you feel that you have been the victim of harassment, report it immediately to your supervisor. You may be asked to follow up your verbal complaint with a written statement.

If you do not feel comfortable talking to your supervisor or if the complaint is about your supervisor, you should make your complaint to the Location Manager, or to the Safety/HR Officer – Cathy Callahan, or to the General Manager - Craig Burgess.

All allegations of harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

You should also be aware that the Maine Human Rights Commission is the state agency responsible for enforcing discrimination laws. This Commission can be contacted at State House Station 51, Augusta, Maine 04333 (207) 624-6050 or www.maine.gov/mhrc.

Retaliation Prohibited

The company will permit no employment-based retaliation against anyone who brings a complaint of harassment or who speaks as a witness in the investigation of a complaint of harassment.

Disciplinary Actions

Any type of harassment, including sexual harassment, will not be tolerated at Marden's. Any supervisor or employee who is found, after appropriate investigation, to have engaged in any type of harassment will be subject to discipline, up to and including discharge.

We recognize that false or malicious accusations, especially of sexual harassment, may have serious effects on innocent persons. If, after investigating a complaint of harassment, or unlawful discrimination, we determine that an employee has knowingly provided false information, we may take appropriate disciplinary action against that employee, up to and including termination of employment.

Appendix B – New Orientation & Safety Training Checklist

New Hire – Orientation – Safety Training Checklist

MARDEN'S LOCATION: _____ EMPLOYEE NAME: _____

1. INJURY REPORTING POLICY:
SIGNED: _____
2. PERSONAL PROTECTIVE EQUIPMENT:
SIGNED: _____
3. SLIP, TRIP, FALL AWARENESS:
SIGNED: _____
4. EMERGENCY EVACUATION OVERVIEW:
SIGNED: _____
5. FIRE EXTINGUISHER OVERVIEW:
SIGNED: _____
6. BASIC FIRST AID & BLOODBORNE PATHOGEN OVERVIEW:
SIGNED: _____
7. HAZARD COMMUNICATION GHS/SDS OVERVIEW:
SIGNED: _____
8. LOCK OUT/TAG OUT OVERVIEW:
SIGNED: _____
9. HARASSMENT IN THE WORKPLACE VIDEO:
SIGNED: _____
10. BACK SAFETY/PROPER LIFTING TECHNIQUE OVERVIEW:
SIGNED: _____
11. MANUAL MATERIAL HANDLING SAFETY & MICRO-STRETCHING DVD:
SIGNED: _____
12. SPECIFIC TOOL/POWER EQUIPMENT TRAINING:
LIST TOOLS: _____
SIGNED: _____

____ First Review

____ Quiz

____ Second Review (within 30 days of hire)

____ Quiz

MANAGER'S SIGNATURE: _____ DATE: _____

Appendix C – Bloodborne Pathogens Exposure Control Plan

February 1997 (Per OSHA Bloodborne Pathogens Standard- 29 CFR 1910.1030)

EXPOSURE DETERMINATION- Employees in the following job classifications at Marden's Inc. may incur occupational exposure to blood or other potentially infectious materials:

<u>Job Classification</u>	<u>Tasks</u>
Custodial	Cleaning up potentially contaminated surfaces and disposal of waste
All jobs	First aid provided by an employee on a voluntary basis (no designated first aid providers)
Clothing clerks	"Tach-it®" gun can cause puncture wounds

COMPLIANCE METHODS - Universal methods will be observed at Marden's facilities in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Disposable latex or vinyl gloves are kept with all first aid kits. Custodial/ maintenance staff shall be supplied with utility gloves and keep them readily available with the rest of the cleaning supplies.

Covered plastic containers with a 20% bleach solution shall be kept in the clothing departments for disinfecting a "tach-it" needles which have been exposed to blood because of a puncture injury.

Hand washing facilities are also available to employees who incur exposure to blood or other potentially infectious materials. The wash facilities are located in or next to the rest rooms at all facilities.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

CONTAMINATED AREAS / EQUIPMENT- Any area or equipment that has become contaminated with blood or other potentially infectious materials shall be decontaminated with a solution of bleach (at least 20%) as soon as feasible.

All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and circumstances of the incident.

- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV / HBV infectivity.

- Results of testing the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

- The exposed employee will be offered the option of having their blood collected for testing of the employee's HIV / HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if their blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will or will not be conducted then the appropriate action can be taken and the blood sample tested or discarded.

The exposed employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service- counseling and evaluation of the risk for infection. These services will be provided by the current health care provider used by Marden's for work related injuries.

The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to the healthcare provider.

The manager at the facility has been designated to assure that the policy outlined here is effectively carried out and to maintain the records related to this policy.

INTERACTION WITH HEALTH CARE PROFESSIONALS- a written opinion shall be obtained from the health care professional who evaluates employees of Marden's. Written opinions will be obtained in the following instances:

- 1.) When the employee is sent to obtain the Hepatitis B Vaccine.
- 2) When the employee participated in a Hepatitis B vaccine program at the facility.

RECORDKEEPING - All records required by the OSHA standard will be maintained by the manager of the facility with duplicate records forwarded to the worker comp manager at the central office in Waterville.

DATES - All provisions required by the standard will be implemented by April, 1997.

Training will be conducted using written materials by the head of the safety committee at each facility.

All affected employees will receive annual refresher training within one year of the employee's previous training.

Employees who perform certain cleaning and maintenance tasks will be offered Hepatitis C shots – paid by the Company.

Appendix D – Written Hazard Communication Program

1. GENERAL INFORMATION

In order to comply with OSHA 1910.1200, Hazard Communication Standard the following written Hazard Communication Program has been established for Marden's Inc.

All work units of Marden's Inc. are included within the program. The written program will be available in the office at each work unit for review by any interested employee.

Container Labeling

The safety manager at each work unit will verify that all containers received for use at that location are clearly labeled to indicate:

- The identity of the contents. (The identity must match the corresponding SDS.)
- Appropriate hazard warnings. (including routes of entry and target organs if known)
- The name and address of the manufacturer, importer, or responsible party.

The safety manager at each work unit will ensure that all secondary containers are labeled with either an extra copy of the original manufacturers label or with generic label which has blocks for the identity and the hazard warning. For help in labeling please see the safety manager at that unit.

The safety manager at each work unit will review the company labeling system each month and update as needed.

Safety Data Sheets (SDS's)

The safety manager at each work unit will be responsible for obtaining and maintaining the material safety data sheet system for that work unit. If toxic or hazardous substances are received without an SDS, the safety manager will retrieve an electronic copy immediately and save it in that locations' online SDS electronic file. If the SDS is not available online, a written request will be sent to the product manufacturer.

The safety manager at each work unit will review incoming material safety data sheets for new and significant health and safety information. The safety manager will ensure that any new information is passed on to any affected employee.

All employees will have immediate access to the SDS information at their work location. If SDS's are not available or new chemicals in use do not have SDS's, immediately contact the head of the safety committee for your location.

Employee Training and Information

The head of the safety committee for your work location is responsible for the employee training program. He/she will ensure that all elements specified below are carried out.

Prior to starting work, each employee of Marden's Inc. will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the OSHA Hazard Communication Standard, 1910.1200,
- Chemicals present in their workplace operations,
- Location and availability of our written hazard communication program,
- Physical and health effect of the toxic or hazardous substances,
- Methods and observation techniques used to determine the presence or release of toxic and hazardous substances,
- How to use toxic and hazardous substances in the safest possible manner, including safe work practices and personal perspective equipment requirements,
- Steps the company has taken to lessen or prevent exposure to toxic and hazardous substances,
- Emergency procedures to follow if they are exposed to these toxic and hazardous substances,
- How to read labels and review SDS's to obtain appropriate hazard information,
- Location of SDS file and location of toxic and hazardous substances list.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials and understood the company's Hazard Communication policies.

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above.

The safety manager at each work unit is responsible for ensuring that SDS's on all new chemicals are available.

2. LIST OF HAZARDOUS CHEMICALS

Each location will keep an updated list all known toxic and hazardous substances used by employees of Marden's Inc. This list will be updated /replaced as needed. Further information on each noted substance can be obtained by reviewing the Material Safety Data Sheets.

3. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by the safety manager for that work unit about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific hazards,
- Protective/ safety measures the company can take
- Measures the company has taken to lessen the hazards, including extra ventilation, respirators, presence of another employee, and emergency procedures.

4. INFORMING CONTRACTORS

It is the responsibility of the safety manager to provide contractors (and their employees) the following information:

- Toxic and hazardous substances to which they may be exposed while on the job site
- Precautions employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

The safety manager at each work unit will be responsible for contacting each contractor before work is started on company premises to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our work place. (If alternatives to actual data sheets are used, provide a description of the system.)

Appendix E – Computer Use and E-Mail/Internet Access Policy

This section is to provide guidance on the use of computers, electronic mail and the Internet that is made available to Marden's employees. Such hardware and software is an essential part of Marden's operations, and represent a significant investment. Safeguarding the actual components and data residing on Marden's computers is essential. Marden's has installed a variety of hardware and software devices to assure the safety and security of the company's networks. An employee who attempts to disable, defeat or circumvent any part of this system will be subject to disciplinary action up to and including termination.

Marden's computer network, e-mail and Internet connections are designed to facilitate the company's business, and to provide for communications among employees and other business associates for messages or memoranda. Since no computer system is completely secure, employees should use caution when transmitting sensitive materials which may be more appropriately communicated, by written memorandum or personal conversation.

The network is Marden's property and intended for Marden's business. Although some incidental use of the computer e-mail and Internet access for personal use is expected, it must be understood that such use is a privilege, which may be limited or removed if the privilege is abused or at any time, for any reason, at the discretion of Marden's. Except for incidental personal use, no part of the network is to be used for employee personal gain or to support or advocate for non-business related activities. All data and electronic messages within this network are the property of the Marden's. As such, no computer files, communications of any type through Marden's network can be considered private. Electronic communications have been found to be public records and may be subject to the freedom of access laws, depending on their content. No use, or message, or communication with the system is private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

This means don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.

In addition, consistent with any confidential relationships or obligations with customers or vendors that may exist, Marden's reserves the right to authorize its officers, managers, and/or supervisors to review the content of the employee's computer files, or e-mail/Internet communications whenever it may deem necessary for business or performance purposes. Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive other person's e-mail messages or computer files, without proper authorization. Passwords should be changed on a regular basis to ensure security of the network.

Employees may not provide or use alternative software to access the systems and network. Employees may be held responsible for any damages caused by unauthorized software or viruses they introduce into the system.

General Prohibitions

Marden's network, including e-mail and Internet connections may only be used for lawful purposes. The transmission, distribution, or storage of any information, data, or material in violation of any applicable law or regulation or this policy is prohibited. Without limitation of the foregoing, it is prohibited to create, transmit, distribute or store any information, data, or material which:

- Is libelous, defamatory, hateful, or constitutes an illegal threat or abuse, or contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, age, disability, or religious beliefs.
- Is obscene or constitutes child pornography, contains sexually explicit images or messages, or may be construed as offensive, abusive, or threatening.
- Infringes any copyright, trademark, trade secret, or other intellectual property right.

- Is solicitation for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations except for incidental personal use.
- Is or encourages conduct that would constitute a criminal offense or give rise to civil liability.

Guidelines

Employees are expected to abide by the generally accepted rules of computing and network etiquette. These include (but are not limited to) the following:

- Be polite.
- Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.
- Do not reveal address or phone numbers of others.
- Note that e-mail is not private.
- Do not use computers or the network in such a way that you would disrupt their use by others. This includes being aware that you can create significant network traffic and consume scarce computing resources by your use of the Internet. Do not send large files needlessly.
- Always represent yourself – never someone else.
- Do not attempt to access another's e-mail.
- Use only the services you have authorization to access.
- Material that would be considered inappropriate, offensive or disrespectful to others should not be accessed or stored.
- Respect copyrights and licenses.
- If you identify a security problem, notify your supervisor or the IT consultant immediately.
- Do not reveal your account password or allow another person to use your account.
- Do not contact or request support from our IT Vendor unless you are authorized to do so.

Employees who leave employment with Marden's have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. Supervisors or management may access an employee's e-mail if employees are on leave of absence, vacation, or are transferred from one department to another and it is necessary for Marden's business purposes.

Misuse of the computer networks, Internet and e-mail privileges may be considered sufficient cause for discipline in accordance with the company's progressive discipline procedures, and/or other applicable rules or laws. In addition, in the event of suspected, alleged or actual illegal activity, Marden's may notify or cooperate with applicable law enforcement authorities for potential civil or criminal investigation or prosecution.

Note: Employees with computer access should also familiarize themselves with Marden's IT Security Policy. Marden's will also post on Web Link proper etiquette for Computer and Phone use.

Appendix F – Social Media – Acceptable Use Policy

Marden's understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all Marden's employees.

Guidelines - In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Marden's as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Marden's or Marden's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules - Carefully read these guidelines and the Discrimination & Anti-Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful - Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of Marden's. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers, supervisors or manager than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate - Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Marden's, fellow associates, members, customers, suppliers, and people working on behalf of Marden's or competitors.

Post only appropriate and respectful content:

- Maintain the confidentiality of Marden's trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
-
- Do not create a link from your blog, website or other social networking site to a Marden's website without identifying yourself as a Marden's associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for Marden's. If Marden's is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Marden's, fellow associates, members, customers, suppliers or people working on behalf of Marden's. If you do publish a blog or post online related to the work you do or subjects associated with Marden's, make it clear that you are not speaking on behalf of Marden's. 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 Marden's."

Using social media at work - Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Marden's Computer/Email or Internet Policy. Do not use Marden's email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited – Marden's prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts – Employees should not speak to the media on Marden's behalf without contacting the General Manager or the Owners first. All media inquiries should be directed to them.

For more guidance or if you have questions - please ask your Manager or the Safety/HR Officer.

Appendix G – Family and Medical Leave Policy (FMLA)

Employee Eligibility

Employees who have completed at least one (1) full year of employment with Marden's *and* have worked for at least 1,250 hours during the preceding 12-month period may be eligible for leave under the federal FMLA. Employees who have worked for Marden's for 12 consecutive months but have worked less than 1,250 hours during the preceding 12-month period may be eligible for leave under the Maine FMLA. Individual circumstances will, in part, determine what rights an employee may have under this policy, and specific eligibility questions should be directed to the Human Resources Department.

Reasons for Leave

1) Basic Family Medical Leave

- a) Family and medical leaves of absence may be taken by eligible employees under the federal FMLA for the following reasons:
 - b) The birth of the employee's child, or to care for the newborn child;
- 2) The placement of a child with the employee for adoption or foster care or to care for the newly placed child;
- 3) To care for the employee's spouse, child, or parent with a serious health condition; or
- 4) The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.
 - a) Employees eligible for leave under Maine law may take family medical leave for the following reasons:
 - b) The birth of the employee's child or a child of a domestic partner and to care for the newborn child;
 - c) The placement of a child 16 years of age or less with the employee or the employee's domestic partner in connection with the adoption of the child by the employee or the employee's domestic partner;
 - d) To care for the employee's spouse, child, parent, domestic partner, domestic partner's child or sibling (defined below) with a serious health condition;
 - e) The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job; or
 - f) The employee's donation of an organ for a human organ transplant.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

A "sibling" is a sibling who is jointly responsible with the employee for each other's common welfare as evidenced by joint living arrangements and joint financial arrangements.

B. Military Family Leave

- 1. Military family leave may be taken by employees eligible for federal FMLA leave for the following reasons:
 - a) To care for a covered servicemember (defined below) with a serious injury or illness who is the employee's spouse, son, daughter, parent or next of kin (Military Caregiver Leave).
 - b) The employee has a "qualifying exigency" arising out of the fact that the employee's spouse, child or parent is a member of the Armed Forces and is on covered active duty, or is a member of the National Guard or Reserves and is on covered active duty or has been notified of an impending call to active duty. In the case of a member of the regular Armed forces, covered active duty is defined as deployment to a foreign country; in the case of Reservists and members of the National Guard, covered active duty is defined as deployment to a foreign county under a Federal call or order to active duty.

A “covered servicemember” is: (i) a current member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (ii) a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes leave, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

In the case of a current member of the Armed Forces, a “serious injury or illness” is one that was incurred by a servicemember in the line of duty on covered active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating. In the case of a covered veteran, a “serious injury or illness” is one that was incurred by a servicemember in the line of duty on covered active duty and manifested itself before or after the member became a veteran and is: (i) a continuation of a serious injury or illness incurred or aggravated when the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; (ii) a physical or mental condition for which the covered veteran has received a U.S. Veterans Affairs Disability Rating (VASRD) of 50% or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military leave; (iii) a physical or mental condition that substantially impairs the veteran’s ability to work, or would do so absent treatment; or (iv) an injury on the basis of which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

A “qualifying exigency” may include short-notice deployment, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, rest and recuperation, post-deployment activities; and additional activities that arise out of active duty, provided Marden’s and employee agree to the leave.

2. Under Maine law, eligible employees also may take military family leave for the death or serious health condition of the employee’s spouse, domestic partner, parent, sibling or child who is a member of the state military forces or the U.S. Armed Forces, including the National Guard and Reserves, and who dies or incurs a serious health condition while on active duty. Additional family military leave might be available under Maine’s Family Military Leave Law.

How Much Leave May be Taken

A. Employees who are eligible for leave under the Federal FMLA (i.e., employees who have worked with Marden’s for a period of 12 months, and have worked at least 1,250 hours in the 12-month period preceding the leave) will be entitled to take up to 12 workweeks of unpaid leave during a 12-month period for the FMLA basic leave and qualifying exigency circumstances listed above. The 12-month period to be used for calculating leave entitlement shall consist of the 12 months measured backward from the date an employee uses any family or medical leave.

B. Employees who are eligible for leave under the Federal FMLA may take up to 26 workweeks of unpaid leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the employee’s spouse, son, daughter, parent or next of kin. This leave is available only during a single 12-month period and constitutes the combined total amount of leave that can be taken during that single 12-month period for any and all FMLA qualifying reason(s). This 12-month period shall be measured forward from the date an employee first takes caregiver leave.

C. When both spouses eligible for leave under the federal FMLA work for Marden’s, they may each take 12 weeks of FMLA leave to care for a child with a serious health condition or for their own serious health condition, but are entitled to only a combined 12 weeks for bonding with a healthy child after birth, adoption, or commencement of foster care, or for caring for an employee’s parent with a serious health condition. For military caregiver leave under the FMLA, spouses employed by Marden’s are limited to a combined total of 26 workweeks in a single 12-month period.

D. Those employees who are eligible for leave under the Maine FMLA (and not the Federal FMLA) will be entitled to up to 10 work weeks in a two year period.

E. When a leave is covered by both the federal and state law, employee may not take separate leaves under each law in order to extend the 12-week period. The leave under the state and federal law will run concurrently and the time taken will count against the employee's leave entitlement under both laws.

Use of Paid and Unpaid Leave

Family or medical leave under this Policy will be unpaid leave. However, an employee may choose to use his or her accrued paid leave as part of the approved period of leave. Any remaining period of family or medical leave after all paid leave is exhausted will then consist of unpaid leave. In order to use paid leave for family medical leave, employees must comply with Marden's normal paid leave policies.

Procedure for Requesting Leave

When possible, the employee should submit a request for such a leave 30 days in advance. If the need for leave is not foreseeable, as much notice as possible under the circumstance is to be given, and the employee must generally comply with Marden's normal call-in procedures. The failure to give appropriate notice of the need for family or medical leave could result in the denial of such leave. Leave for the birth or placement of a child must be taken within twelve (12) months of that birth or placement.

Employees must provide sufficient information for Marden's to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Marden's if the requested leave is for a reason for which family medical leave was previously taken or certified.

Medical and Other Certification

Employees will be required to submit medical certification from a health care provider to support a request for family or medical leave under this Policy for the serious health condition of the employee or the employee's spouse, domestic partner, sibling, child or parent. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

Marden's may, at its own expense, seek a second opinion, or third if there are differing opinions. During the employee's family or medical leave, Marden's may request that the employee provide recertification of a serious health condition at designated intervals and/or upon the occurrence of certain events.

Employees requesting leave for qualifying exigencies will be required to submit certification of the military member's active duty and the facts that show the qualifying exigency. Employees requesting Military Caregiver Leave will be required to provide certification of military status and of the serious injury or illness.

Additional information may be required as set forth on the certification forms which are available through Human Resources.

Completed and signed Medical Certification forms and other required certifications are required to be submitted to the Human Resource Department within fifteen (15) days of the employee's receipt of the Medical Certification form or request for certification provided by Marden's. An employee's failure to submit the required certification within this time period may result in a leave request being rejected as "qualifying" family or medical leave.

In addition, during the leave, the employee must provide Marden's 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 than originally anticipated, the employee must provide Marden's notice within 2 business days, when foreseeable, of the employee's changed circumstances and new return to work date.

Marden's also may seek certification of an individual's status as a family member or domestic partner.

Intermittent Leave

Employees may take leave intermittently or on a reduced-leave schedule: 1) to care for a child, spouse, domestic partner, sibling, or parent with a serious health condition, for Military Caregiver Leave, or in the case of an employee's own serious health condition, when medically necessary; 2) for the birth or adoption (or foster care placement) of a son or daughter only if the employee and Marden's agree to such an arrangement; or 3) for qualifying exigencies.

Benefits Coverage During Leave

During the course of Family Medical Leave, Marden's will continue insurance benefits at the same level and conditions as if the employee continued to work. If any premium contribution is normally required of the employee, he/she must pay such premiums to the Human Resources Department at an agreed to interval to maintain the coverage.

Marden's may recover health coverage premiums it paid for an employee on unpaid leave if the employee fails to return to work, unless the reason the employee does not return to work is due to (1) the continuation, recurrence or onset of a serious health condition which would entitle the employee to family or medical leave; or (2) other circumstances beyond the employee's control (e.g. spouse transferred to job more than 75 miles from employee's work site). If an employee fails to return to work for any other reason, Marden's may recover from the employee any premiums that it paid for the employee's insurance coverage while on Leave and the health premiums paid by Marden's may be viewed as a debt owed by the non-returning employee to Marden's.

Length of Employment Service and Vacation benefits do not accrue while the employee is on Family Medical Leave. The use of family medical leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Restoration to Employment Following Leave

Employees eligible for family and medical leave – with the exception of those employees designated as “highly compensated employees” – will be restored to their old positions or to a position with substantially equivalent pay, benefits, and other terms and conditions of employment. An employee is entitled to reinstatement only if he/she would have continued to be employed had family or medical leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

“Highly compensated employees” are those salaried employees who are among the highest paid 10 percent of all Marden's employees within 75 miles of that employee's worksite. Highly compensated employees may be denied restoration to their old positions if necessary to prevent serious economic injury to Marden's operations.

Return from Leave

Before the employee returns to work from a family or medical leave for the employee's own serious health condition, the employee will be required to provide a fitness-for-duty medical certification from the employee's health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work. If such certification is not received, the employee's return to work may be delayed until the certification is provided or employment may be terminated.

Failure to Return from Leave

Any employee who does not return on their prearranged return date and who does not contact Marden's will be assumed to have resigned.

Denial of Rights - The rights described in this Policy will not be available to any employee who requests leave on fraudulent grounds or who abuses Marden's leave policies. Employees may not engage in employment with another employer while they are on family or medical leave without Marden's prior written approval. Under such circumstances, the employee will be considered to have voluntarily terminated his/her employment with Marden's.

The FMLA makes it unlawful to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- Discharge or discriminate against any person for opposing a practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

An employee who believes his/her FMLA rights have been violated may file a complaint with the United States Department of Labor or may bring a private lawsuit against Marden's. The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement, which provides greater family and medical leave rights.

All questions regarding family or medical leaves of absence should be directed to the Safety/HR Officer.

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