

END JEWELRY MANUFACTURING
EMPLOYEE HANDBOOK

**E.N.D JEWELRY
MANUFACTURING, INC.
EMPLOYEE HANDBOOK**

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E.N.D JEWELRY MANUFACTURING, INC. EMPLOYEE HANDBOOK

PURPOSE OF HANDBOOK

This Handbook describes rules, regulations and policies governing your employment at E.N.D JEWELRY Manufacturing, Inc. ("E.N.D JEWELRY" or the "Company"). The Handbook is intended to assist you in understanding what is expected of you and what you may expect of E.N.D JEWELRY. Please read this Handbook carefully.

In the event you do not fully understand anything in this manual or have other questions, please immediately ask the General Manager for further explanation

EMPLOYMENT AT WILL

YOUR EMPLOYMENT BY E.N.D JEWELRY IS AT WILL. THIS MEANS YOUR EMPLOYMENT MAY BE TERMINATED WITH OR WITHOUT CAUSE AT ANY TIME BY EITHER YOU OR E.N.D JEWELRY. NOTHING CONTAINED IN THIS HANDBOOK OR STATEMENTS BY ANY PERSON WILL ALTER THIS EMPLOYMENT RELATIONSHIP. THE RULES, REGULATIONS AND POLICIES DESCRIBED IN THIS HANDBOOK ARE GUIDELINES TO BE USED DURING EMPLOYMENT AND ARE NOT INTENDED TO BE CONTRACTUAL CONDITIONS OF EMPLOYMENT, NOR IS THE LANGUAGE INTENDED TO CREATE A CONTRACT BETWEEN E.N.D JEWELRY AND ITS EMPLOYEES. E.N.D JEWELRY RESERVES THE RIGHT AND HAS THE SOLE DISCRETION TO CHANGE, ALTER, SUPPLEMENT OR AMEND ANY OF THESE RULES, REGULATIONS OR POLICIES IN THIS HANDBOOK AT ANY TIME WITHOUT ADVANCE NOTICE.

ATTENDANCE, PUNCTUALITY AND TIME RECORDS

All employees are expected to be at work at the time scheduled for their attendance and be at their work stations at the scheduled time for work to begin. When employees anticipate that they will be late or absent, they are required to telephone their immediate supervisor to report the circumstances, advising how late they may be or how many days they may be absent. Employees are to notify their supervisor at least 30 minutes prior to the time your shift would normally begin when they will be absent from work or unable to report for work on time. The supervisor will note on the employee's time sheet whether the lateness or absence is excused or unexcused and whether to pay or not pay. Failure to request advance approval or to timely report absence or lateness will result in the absence being recorded as unexcused and subject to discipline.

Upon returning to work from an unexcused absence, an employee must report to his supervisor and disclose the reason for the absence. The supervisor may request a copy of support documents, i.e. doctor's certificate, to substantiate the absence. If the reason is not acceptable, the employee may be subject to discipline including, but not limited to, verbal or written reprimand, or termination of employment.

Absence is the failure to report for work or to remain at work as scheduled. It includes late arrivals and early departures as well as absence for an entire day.

An employee who fails to call in for three successive days to report an absence shall be considered to have voluntarily terminated employment from E.N.D JEWELRY.

Employees who are to use the time data collection system are responsible for the accuracy of their time records. Employees must log in when starting the workday and log out at the end of the workday. Employees are also to log out for their lunch break and anytime they leave the E.N.D JEWELRY property, unless leaving for business purposes as part of their job duties. Tampering with another employee's time records, including logging another employee in or out, is prohibited and may result in immediate termination.

BULLETIN BOARDS

E.N.D JEWELRY uses bulletin boards to communicate important business information such as safety rules, statutory and legal notices, company policies, and management memos. Each employee has the responsibility to read the information that is posted. Employees may not post material on bulletin boards without the approval of the Manager.

CONFIDENTIAL AND BUSINESS INFORMATION AND TRADE SECRET

It shall be the policy of E.N.D JEWELRY to develop procedures for the control, protection and disclosure of all confidential and business information and trade secrets (collectively referred to as confidential information). All current and former employees of E.N.D JEWELRY are prohibited from disclosing or using confidential information for any purpose including competing with E.N.D JEWELRY, both during their employment, and after their employment relationship at E.N.D JEWELRY has ceased.

Confidential information includes, but is not limited to, all financial books, records, instruments and documents; purchase orders; purchase information and inventory; client lists; software programs and codes; reports; pending proposals; marketing strategies and research; technological data; and any other instruments, records or documents relating to or pertaining to E.N.D JEWELRY, which was received, reviewed, developed or became known to the employee during their employment at E.N.D JEWELRY.

Employees are prohibited from using in the course of their employment at E.N.D JEWELRY any information from the employee's former employer, which was considered confidential by or trade secrets of such employer.

The failure to comply with this policy by an employee may result in immediate termination and legal action to prevent the disclosure or use of the confidential information. Access to confidential information is restricted and any employee attempting to access such information for which he or she is not authorized, may be subject to disciplinary action up to and including immediate termination.

DISTRIBUTION OF HANDBILLS, SOLICITATIONS, AND COLLECTIONS

Unauthorized distribution of handbills, solicitations, and collections on the premises by non-employees is prohibited at all times. Employees are required to report conditions that appear to violate this policy as soon as possible violations are observed.

The distribution of handbills, solicitations, and collections by employees to other employees are subject to the prior approval of the General Manager. Approved distributions, solicitations, and collections may occur only on an employee's own time, may involve only those employees who are also on their own time, and may occur only in specified areas.

The solicitation and collection of money for special occasions (such as wedding or new baby) experienced by employees are appropriate and will generally be approved by the General Manager.

DRUG AND ALCOHOL FREE WORKPLACE

To help ensure a safe, healthy and productive drug free work environment for the employees of E.N.D JEWELRY, to protect its property and assets, and to assure efficient operations, E.N.D JEWELRY has adopted a Policy on drugs and alcohol.

It is E.N.D JEWELRY'S policy to maintain and provide a drug and alcohol-free working environment that is both safe for our employees and customers and conducive to efficient and productive work standards. This policy restricts certain items and substances from being brought on to or being present on E.N.D JEWELRY property, including its parking areas and its vehicles and prohibits E.N.D JEWELRY employees and all others from reporting to work, working or being present on E.N.D JEWELRY property, *whether or not on duty*, from being under the influence of drugs or other substances. Employees should consult and are required to comply with the Drug and Alcohol Free Workplace and Testing Policy.

EMPLOYEE CLASSIFICATION

At the time you are hired, you are classified as full-time, part-time or temporary. You are also told whether you qualify for overtime pay (non-exempt). Unless otherwise specified, the benefits described in this handbook apply only to full-time employees. However, all rules, regulations and policies described in this handbook apply to all employees. Part-time employees are employees who generally work less than a forty (40) hour week. Temporary employees are employees who are hired for a specific project or purpose scheduled to last less than six (6) months. If you are a part-time or temporary employee, you are not eligible for benefits described in this handbook except to the extent required by state and federal laws.

EMPLOYMENT OUTSIDE THE COMPANY

It shall be a condition of employment that any employee of E.N.D JEWELRY advise their supervisor or Manager in writing of any outside employment for which the employee receives compensation on either a salary or fee basis. The

notification shall include a brief description of the work performed and the approximate number of hours per week devoted to it. Nothing in this requirement shall be construed to prohibit such employment, unless it interferes with the employee's performance of his or her job duties and responsibilities, including scheduling demands, with E.N.D JEWELRY, or if the nature of the outside employment is deemed to have a negative impact on E.N.D JEWELRY or creates a conflict of interest.

If E.N.D JEWELRY determines that an employee's outside employment interferes with performance or the ability to meet the requirements of E.N.D JEWELRY, as may be modified from time to time, or the outside employment is deemed to have a negative impact or creates a conflict of interest, the employee may be asked to terminate the outside employment if he or she wishes to remain employed at E.N.D JEWELRY.

EQUAL EMPLOYMENT

E.N.D JEWELRY is an Equal Opportunity Employer. Equal employment opportunity is not only good business, it's the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

E.N.D JEWELRY will recruit, hire, train, and promote into all job levels the most qualified applicants without regard to race, color, religion, sex, age, national origin, or veteran status, disability or any other condition protected by state or federal law. Furthermore, E.N.D JEWELRY will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

ETHICS AND CONFLICTS OF INTERESTS

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of E.N.D JEWELRY requires that the transactions employees participate in are ethical and within the law, both in letter and in spirit. Employees are expected to not engaged in, directly or indirectly on or off the job, any conduct which is disruptive, competitive, or damaging to E.N.D JEWELRY recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of E.N.D JEWELRY as "standard practice," that is by no means sufficient reason to assume that such practice is acceptable at E.N.D JEWELRY. There is no way to develop a comprehensive, detailed set of rules to cover every business situation, therefore this policy is intended to outline some basic guidelines to be followed. Whenever employees are in doubt, they should consult with their manager.

Conflicts of interests or unethical behavior may take many forms including, but not limited to, the acceptance of gifts or compensation from competitors, vendors, potential vendors, or customers of E.N.D JEWELRY. Gifts may only be accepted if they have a nominal retail value, but employees are not to accept any form of compensation. Employees are prohibited from engaging in financial participation, outside employment or any other business undertaking that is competitive with, or prejudicial to, the best interests of E.N.D JEWELRY. Employees may not use proprietary and/or confidential information for personal gain or to E.N.D JEWELRY'S detriment, nor may they use E.N.D JEWELRY'S assets or labor for personal use.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, potential vendor, or customer of E.N.D JEWELRY, the employee must disclose this fact in writing to Human Resources. E.N.D JEWELRY will determine what course of action must be taken to resolve any conflict it believes may exist, up to and including requesting the employee to tender his/her resignation. E.N.D JEWELRY has sole discretion to determine whether such a conflict of interest exists.

Employees are encouraged to seek assistance from the General Manager with any legal or ethical concerns. However, E.N.D JEWELRY realizes this may not always be possible. As a result, employees may contact Human Resources to report anything that they feel they cannot discuss with their manager.

FINAL PAY AND RIGHT OF OFFSET

If you resign or are terminated, your final pay, whether by check or direct deposit will be available to you on the next regularly scheduled payday (unless other arrangements have been made). All Company property must be returned to your Supervisor or the General Manager at the time your final check is released to you. To the extent allowed by law, (i) any amounts owing, including for tool purchases, to the Company or the monetary value of any unreturned Company property, including Company tools and uniforms will be deducted from the employee's final paycheck; and (ii) any employee who has engaged in misconduct (i.e. intentional or deliberate conduct that causes injury, damage or loss to the Company) will have offset from any final check and/or payment of accrued but unused vacation, the monetary amount of any injury, damage or loss as determined by the Company. To the extent the final paycheck is not enough to satisfy the amounts owed to the Company by you, you agree to immediately pay such amount or forfeit all tools equal in value to the amount owed to the Company.

FIRE, DISASTER AND OTHER EMERGENCIES

The importance of fire and other calamities' prevention cannot be too strongly emphasized. Your Supervisor or the General Manager will inform you of your duties in the event of a fire or other emergency. You should immediately report any fire hazard to your Supervisor or the General Manager. In case of emergencies, your Supervisor or the General Manager will give correct procedures to be followed as to safe evacuation, or areas appropriate for safety of Employees, members and guests.

HARASSMENT AND DISCRIMINATION

E.N.D JEWELRY is committed to maintaining a work environment that is free from intimidation and harassment, that fosters mutual employee respect and promotes harmonious productive working relationships. Every employee of E.N.D JEWELRY is responsible for assuring that the work place is free from all forms of harassment and discrimination. E.N.D JEWELRY prohibits and will not tolerate discrimination or harassment of any employee due to age, race, sex, religion, color, national origin, disability, or on any other basis that would be in violation of any applicable federal, state, or local law.

Harassment, as defined for this policy, consists of verbal, visual or physical conduct that belittles, demeans or shows hostility or aversion toward an individual for reasons including, but not limited to his/her gender, race, religion, color, national origin, age, sexual preference or disability, or that of his/her relatives, friends, or associates, 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 an individual's employment opportunities.

Sexual Harassment, as defined for this policy, consists of unwelcome sexual comments, advances, request for sexual favors, and other visual, verbal or physical conduct of a sexual nature 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 such individual; or
- such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact to physical contact. At times the offender may be unaware that his or her conduct is offensive or harassing to others. Examples of conduct which could be considered sexual harassment include:

- persistent or repeated unwelcome flirting, pressure for dates, sexual comments, or touching;

- sexually suggestive jokes or gestures directed toward another or sexually oriented or degrading comments about another;
- preferential treatment of an employee or a promise of preferential treatment to an employee in exchange for dates or sexual conduct, or the denial or threat of denial of employment benefits or advancements for refusal to consent to sexual advances;
- the open display of sexually oriented pictures, posters, or other material offensive to others; and
- retaliation against an individual for reporting or complaining about sexually harassing conduct.

All employees are encouraged to express displeasure at any conduct which might be sexually harassing, to tell the individual engaging in the conduct that it is unwelcome, and to report the conduct as described in this policy.

Occasionally, talking with a supervisor or another employee about the harassment is not sufficient for reporting a complaint of harassment. If you feel you are being harassed, you should immediately inform the person harassing you that his or her behavior is unwelcome and must stop. You should always promptly report the matter to the General Manager. Although, delayed reporting of a complaint could hinder the Company's ability to effectively investigate the complaint, it will not in and of itself preclude the Company from investigating the matter and taking appropriate action.

If the person you feel is harassing you is General Manager, you should contact the Chief Executive Officer of E.N.D JEWELRY, immediately.

E.N.D JEWELRY has no requirement for the form or content of a harassment complaint. Although the complaint may be verbal, a written statement may be required as part of the investigation to be conducted by E.N.D JEWELRY. Allegations of harassment and discrimination are taken very seriously. You have a duty to fully comply with the investigation. You should provide as much information as possible regarding the offending incident or conduct, including what happened or is continuing to happen, the person or persons causing the harassment, and the time(s) and place(s) that the incident(s) or conduct occurred. If available, the names of witnesses should be provided, but you should not hesitate to report harassment merely because witnesses are not available or cannot be identified.

All complaints will be investigated promptly. The complaint will be investigated in as confidential of a manner as possible, but confidentiality cannot be promised. If an investigation confirms that harassment in violation of this policy has occurred, E.N.D JEWELRY will take appropriate corrective action as determined by it in its sole discretion. The corrective action may include discipline up to and including termination. The extent and type of corrective action taken may depend in part upon the length and conditions of employment of the particular employee and the nature of the offense. There will be no retaliation by E.N.D JEWELRY against any employee who makes a good-faith report, even if, after investigation, it appears that there has been no violation. However, false reports are another form of harassment and should not be made.

If either party directly involved in a harassment or discrimination investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision by submitting his or her written comments in a timely manner to the General Manager of E.N.D JEWELRY

HOLIDAYS

It is the policy of E.N.D JEWELRY to designate and observe certain days each year as holidays. As listed below will be the dates that E.N.D JEWELRY will be closed.

New Year's Day
Memorial Day
Independence Day (July 4th)
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve
One floating holiday as determined by the Company

Temporary employees, part-time employees, and employees on leaves of absence or on lay-off are not eligible to receive holiday pay. Full-time employees, for both day and night shifts, are eligible to receive their regular hourly rate of pay for eight (8) hours (no overtime wages will be paid) for each observed holiday.

To receive holiday pay, an eligible employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, the Company reserves the right to verify the reason for the absence before approving holiday pay.

A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday as determined by E.N.D JEWELRY.

If a holiday occurs during an employee's vacation period, the employee will be given an additional day of paid vacation, which may be taken at the beginning or end of the employee's vacation period, subject to the prior approval of the employee's supervisor.

E.N.D JEWELRY recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in E.N.D JEWELRY'S holiday schedule. Employees who would like to take a day off for such reasons may be permitted to do so if the employee's absence from work will not result in an undue hardship in the operation of E.N.D JEWELRY'S business and if prior approval has been obtained from the employee's supervisor. Employees may use their paid vacation on such occasions, or they may take such time off as an unpaid, excused absence.

INJURY OR ILLNESS ON THE JOB

Any employee reporting an on-the-job injury or illness will receive immediate and appropriate medical treatment. All applicable federal, state, and local laws or regulations pertaining to occupational injuries or illnesses will be followed and complied with at all times.

It is the responsibility of all employees to report immediately to their supervisor all on-the-job injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time.

When employees sustain an injury or illness that requires outside medical treatment, the employees may also be subject to completing a screening for the presence of drugs and/or alcohol in their system, provided state law permits these tests. When employees are involved in an accident that results in significant property damage, the employees may be subject to completing a screening for the presence of drugs and/or alcohol in their system, provided state law permits these tests. Any employee who refuses screening for the presence of drugs and/or alcohol will be subject to immediate termination.

MAINTENANCE OF WORK AREAS

It is the policy of E.N.D JEWELRY that work areas are to be kept clean and orderly

All employees are responsible for maintaining their work areas in a clean and orderly fashion at all times. To fulfill this responsibility, each employee should, at a minimum, do the following:

- Prior to the end of the work day, clean and organize all tools and equipment and properly secure any items, papers, or information of value; and
- Place coats, boots, umbrellas, and other items of clothing in designated areas so that work stations are not unnecessarily cluttered.

Supervisors are responsible for making sure that their employees maintain their work areas in accordance with the requirements of this policy. Each supervisor should:

- Make sure that aisles, floors, and walls are free of debris and other unnecessary items and that all end-of-the-shift tasks have been performed;
- Monitor the facilities and equipment and issue maintenance requests where appropriate;
- Arrange for the removal of any items from the work place that are not needed for the flow of business or the comfort and enhancement of employees;
- Report to the Manager any existing or potential workplace hazards; and
- Ensure that all trash, waste, and scrap are properly disposed.

NON-FRATERNIZATION

While the Company encourages friendly relationships between members of management and non-management employees, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his or her job. Any involvement of a romantic nature between a manager or supervisor and anyone he or she supervises, either directly or indirectly, is prohibited. Violation of this policy may lead to disciplinary action up to, and including, termination of the management individual involved in the relationship.

OPEN COMMUNICATION

At E.N.D JEWELRY, communication is at the heart of good employee relations. Employees should share their concerns, seek information, provide input, and resolve work-related issues by discussing them with their supervisors until they are fully resolved. It may not be possible to achieve the results an employee wants, but the supervisor needs to attempt to explain in each case why a certain course of action is preferred. If an issue cannot be resolved at this level, the employee is welcome to discuss the issue with the Human Resources Manager, General Manager, or Chief Executive Officer.

Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation. Managers and supervisors are expected to listen to employee concerns, encourage their input, and seek resolution to the issues and concerns. Often this will require setting a meeting in the near future. Managers and supervisors are to set these meetings as quickly as possible, and employees are expected to understand that issues and concerns may not always be addressed at the moment they arise. Discussing these issues and concerns with management will likely help to find an acceptable solution for nearly every situation.

If an employee has a concern about harassment or discrimination, E.N.D JEWELRY has set up special procedures to report and address those issues. The proper reporting procedures are set forth in the Harassment and Discrimination policy.

OVERTIME

All overtime must be approved in advance by your supervisor and noted on the time reporting system. Holidays, personal leave and other personal absences will not be counted as working hours when computing overtime pay. Overtime compensation will be one and one-half (1 ½) times the Employee's regular pay rate and will not include any special form of compensation or bonuses.

PAY PERIODS

Employees are paid on a Bi-weekly basis every other Friday. Day shift employees will receive their paycheck on Friday. Night shift employees will receive their paycheck on Thursday night after 8:00 pm. When such payday falls on a holiday or a non-business day, payday will be the preceding business day. If any error occurs on your paycheck, notify the General Manager. The error will be corrected as soon as possible. In the event the employee's paycheck is to be received by someone other than the employee, E.N.D JEWELRY must have signed written instructions from the employee and E.N.D JEWELRY will require the person picking up the paycheck to provide a picture identification card.

PERSONAL APPEARANCE

The professional image of E.N.D JEWELRY is maintained, in part, by the image that our employees present to customers, vendors, and other visitors.

Employees working in office areas should dress conservatively and professionally. Skirts and dresses should not be any shorter than three (3) inches above the knee. Blue jeans and tee shirts are acceptable office dress unless otherwise determined by the General Manager, however dress standards still require a neat, clean appearance. Employees meeting with customers should wear appropriate business attire.

Employees working in manufacturing, maintenance, and warehouse areas may wear blue jeans and T-shirts. Shorts may be worn, unless otherwise determined by the General Manager. Steel-toed shoes, and other safety equipment is to be worn at all times by employees working in the manufacturing, maintenance, and warehouse areas. Long hair must be tied back to ensure employees' personal safety. Loose clothing or dangling JEWELRY that poses a safety hazard to employees is also prohibited.

Employees should avoid wearing halter tops, strapless tops, spaghetti straps, tank tops, cropped tops, sleeve-less shirts, shirts with alcohol or tobacco logos or offensive wording on them, clothing that shows undergarments (sheer), torn clothing, or clothing with holes in it. All clothing must be clean, neat, and fit properly.

For all employees, professional appearance also means that E.N.D JEWELRY expects you to maintain good hygiene and grooming while working. Facial hair is permitted as long as it is neat and well trimmed. Earrings are acceptable; however, excessive numbers of earrings and other body piercing JEWELRY may not be worn during work hours. All tattoos offensive in nature, as determined in the sole discretion of the General Manager, must be covered at all times during work hours.

Clothing must not constitute a safety hazard. All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. E.N.D JEWELRY reserves the right to determine appropriate dress at all times and in all circumstances and may send employees home to change clothes should it be determined their dress is not appropriate. Employees will not be compensated for this time away from work.

PERSONAL CONDUCT

E.N.D JEWELRY expects all employees to observe certain standards of behavior while at work. Employees are to treat all other employees with respect and honor to one another and to, customers or visitors.

- Reporting to work on time when scheduled to begin and being at the proper work station, ready to work at the assigned starting time;
- Notifying your supervisor at least 30 minutes prior to the time your shift would normally begin when you will be absent from work or unable to report for work on time;
- Complying with all safety rules and performing duties and operating equipment with care to protect the safety of the employee, co-workers, and the public;
- Wearing clothing appropriate for the work being performed;
- Carrying out assigned duties in accordance with established quality standards and following reasonable instructions or requests from supervisors and/or management;
- Not posting any literature, handbills, petitions, posters, or other materials on the premises without the prior approval of the Manager;
- Refraining from soliciting funds or selling any item, commodity, or service without the prior approval of the Manager;
- Maintaining a clean and safe work area;
- Treating all customers, visitors, and fellow employees in a courteous and respectful manner;
- Using Company property or that of another employee in an appropriate manner;

- Obtaining authorization to remove Company property or another employee's property from its location;
- Refraining from misuse, theft, or destruction of Company time and/or property or another employee's property;
- Remaining in your work area, on the job, and awake during working hours;
- Refraining from the use of foul or offensive language or conduct that is offensive or undesirable;
- Not engaging in horseplay, pranks or practical jokes;
- Not gambling on Company property or during work hours;
- Not using personal cell phones during work hours, except to make calls when necessary for personal necessity or emergencies;
- Properly wearing all safety equipment, ear protection, safety shoes and eye protection and following all Company safety rules and policies.

Failure to observe the above standards may result in disciplinary action up to, and including, termination.

PERSONAL INFORMATION CHANGES

You are to notify Human Resources immediately if any changes occur in your:

- Legal name;
- Address;
- Telephone number;
- Emergency contact information;
- Number of dependents for tax purposes;
- Dependents covered by medical insurance;
- Beneficiary for life insurance and other employee benefit plans.

PERSONAL VISITORS

Like personal phone calls, limit personal visitors to necessity. Excessive personal visitors are unacceptable. All visitors must check-in through the front office. Generally visitors are not allowed in the shop areas.

PERSONNEL RECORDS

A permanent personnel file is maintained for each Employee. All information relating to present and former Employees and applicants is considered confidential data and is the exclusive property of E.N.D JEWELRY.

SAFETY

E.N.D JEWELRY recognizes the need for a safe workplace. It is the responsibility of all employees to observe Company safety procedures at all times. All Company employees have the express affirmative duty to report any violations of safety procedures immediately upon the occurrence of any such violation to their Supervisor or the General Manager.

All employees will observe safe practices, abide by mechanical safeguards and use personal protective equipment. It is each employee's responsibility to follow all safety regulations and promote a safe working environment for themselves and their fellow workers.

The following are examples of safety violations:

1. Operating a Company motor vehicle in an unsafe manner or failing to wear a seat belt;
2. Operating Company machinery or equipment, including forklifts, without first being certified by the Company;
3. Operating Company machinery or equipment without proper safety precautions, such as goggles, guards, etc.;
4. Engaging in horse play, which includes any action that in any way interferes with or disturbs the normal operations of the Company, or any action that is unsafe or dangerous;
5. Failing to report potential safety hazards to management;
6. Failing to report work-related accidents;
7. Use of drugs or alcohol during work-related activities;

This list of safety violations is not intended to cover all acts which might lead to disciplinary action. Other acts or infractions which, in the view of management, represent safety violations will also lead to disciplinary action.

SHORT-TERM ABSENCES–NONPAID

It is the policy of the Company to permit full-time employees to be absent from work on a short-term basis under certain circumstances, including sickness or injury.

An authorized short-term absence may include any of the following (the phrase “immediate family” includes the employee’s spouse, brother, sister, father, mother, children, and step-children):

- Sickness or injury resulting in temporary disability of the employee or a member of his immediate family;
- Death, funeral, or estate settlement in the employee’s immediate family (maximum of 3 days);
- Marriage of the employee or a member of his immediate family (maximum of 1 day);
- Birth of a child to or adoption by the employee and/or the employee’s spouse;
- Personal business which cannot be conducted outside of normal working hours;
- Voting in local, state, or national elections;
- Approved voluntary participation in community projects.

In addition, the Company provides military leave of absence as required by law.

In order for short-term absences to be considered authorized employees must obtain approval for the absence from their supervisor. Employees should give their supervisor as much advance notice of an absence as possible. Unauthorized absences and absences in excess of that allowed under this policy, except for an approved leave of absence, will be considered abuses of this policy and are grounds for disciplinary action. New employees must wait 90 days to be eligible for this accrual.

Employees returning from a short-term absence must report to their supervisor, give an explanation for the absence, and if required a written certification that they are fit to return to work. The supervisor should record the

employee's absence and return to work, forward a copy of the record to the Personnel Department, and verify that the employee is able to work. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive absences, regardless of cause, will lead to discipline, up to and including termination.

Absences resulting from jury duty will not be charged against an employee's short-term absences.

Employees are prohibited from falsifying the reason for an absence. The Company may require an employee to submit to a medical examination or provide a doctor's statement to verify a claimed sickness or injury. If this examination or statement should establish that the employee is not actually suffering from an illness or injury, the employee will be subject to disciplinary action, up to and including termination, and absence compensation will be stopped immediately.

Authorized days off for short-term absences will not be considered as working time for calculating weekly overtime compensation.

SMOKING AND TOBACCO

Smoking and tobacco chewing is prohibited inside the office facilities. This applies to employees, customers, vendors, and visitors. Employees will be permitted to smoke in the shop, except in areas that are otherwise prohibited. The prohibited areas in the shop will be designated by the General Manager and may be changed from time to time.

Smokers have an obligation to keep the smoking areas litter-free. Smoke breaks are to be approved by the employee's supervisor and must be scheduled so not to disrupt the completion of work.

Employees that violate the smoking policy may be subject to disciplinary action up to and including termination.

USE AND MONITORING OF TELECOMMUNICATION AND TECHNOLOGY SYSTEMS

All telecommunication and technology systems, including but limited to computers, computer files, telephones, fax machines, the e-mail and voice-mail systems, and software (the "systems") furnished to employees are E.N.D JEWELRY'S property intended for business use. All communications over and activity conducted on the systems are property of E.N.D JEWELRY. Employees should not use a password, access a file, or retrieve any stored communication without authorization. All telecommunication and technology systems, including emails sent and received, may be accessed and monitored by E.N.D JEWELRY to ensure compliance with this policy and that the systems are being used for business use only. The use of passwords or other restrictions on access is intended to prevent unauthorized access by others, and does not create an expectation of privacy for any employees using the systems.

E.N.D JEWELRY prohibits the use of the systems in any way that is disruptive, offensive to others, or harmful to morale. The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other prohibited uses includes, but are not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. The systems are not to be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

E.N.D JEWELRY purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software owner, E.N.D JEWELRY does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Employees are prohibited from loading any personal software or programs onto E.N.D JEWELRY'S systems. E.N.D JEWELRY prohibits the illegal duplication of software and its related documentation.

Internet access to the World Wide Web is provided by E.N.D JEWELRY to assist employees in performing their job duties and to obtain work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. All Internet usage is limited to job-related activities. Use of E.N.D JEWELRY'S systems for personal Internet access is not permitted. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the business records of E.N.D JEWELRY. Employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of E.N.D JEWELRY. As such, E.N.D JEWELRY reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems, including emails sent and received. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, defamatory or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Use of the Company's systems for incidental personal Internet access and e-mail is permitted provided it does not interfere with the performance of E.N.D JEWELRY'S systems or the user's responsibilities to E.N.D JEWELRY, and does not otherwise violate this Policy. Personal telephone calls shall be restricted to those necessary and shall be kept as short as possible. Abuse of the Internet access provided by E.N.D JEWELRY or the failure of an employee to comply with this policy may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. Employees should notify their immediate supervisor, or Human Resources or any member of management upon learning of violations of this policy.

- Using the Company's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals or companies
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization

- Sending anonymous e-mail messages
- Engaging in any other illegal activities

USE OF TELEPHONES AND CELL PHONES

Personal use of telephones for long distance and toll calls is not permitted. Limit personal local calls to necessity. Excessive personal calls are unacceptable. During work time, employees should limit the use of their personal cell phones. Employees should set personal cell phones on the silent ring mode during work hours to avoid disturbing those working around them.

Employees should never use any type of photographic feature on their cell phones to take pictures on company premises, while conducting company business, or at company-sponsored functions without receiving written permission from management to do so.

VACATIONS

E.N.D JEWELRY grants annual vacations with pay to full-time employees in accordance with the guidelines below. The amount of your paid vacation is determine each year on the anniversary date of beginning employment at the Company. It is up to the discretion of the General Manager of E.N.D JEWELRY whether an employee may take vacation days before their accrual in any given year.

Service Period	<u>Paid Vacation</u>
First 12 month period	None
2nd Year	40 hours
3rd-7th Year	80 hours per year
8th- or more	120 hours per yea

During each year, employees must work at least ninety percent (90%) of their normally scheduled time each month, not including time off for paid short-term absence days, vacations, or holidays, in order to receive the full amount of paid vacation for the following year. Employees who feel there is a discrepancy in the calculation of their vacation pay or eligibility may request a review of that calculation by the personnel department. Vacation pay for full-time employee will consist of the employee's regular hourly rate of pay for the vacation period.

Employees should request vacation from their supervisor at least 60 days in advance. The General Manager of E.N.D JEWELRY reserves the right to designate when some or all vacations can be taken. Employees may not receive pay in lieu of vacation time. Paid vacations normally must be taken in the vacation year in which it accrues, except that an employee may carry over six (6) months into the next vacation year up to forty (40) hours of unused paid vacation. Employees will not be paid for any unused vacation, except as required by law.

Employees whose employment is terminated for any reason other than cause or resignation without proper notice, or who are laid off for more than thirty days, will be compensated for any unused vacation accrued at the time of termination or lay off. If an employee dies, payment for accrued and unused vacation will be paid in a lump sum to the employee's estate.

If a paid holiday falls within an employee's vacation period, an additional eight (8) hours vacation will be granted. These additional vacation hours may be taken at the beginning or end of the employee's vacation period or at another time during the vacation year, so long as the supervisor's prior approval is obtained. No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.

VIOLENCE IN THE WORKPLACE

The safety and security of all employees is of primary importance at E.N.D JEWELRY. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, customers, or other individuals by anyone on Company property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. E.N.D JEWELRY reserves the right to take any necessary legal action to protect its employees.

Any person who makes 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. Following the investigation, E.N.D JEWELRY will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening. All employees are responsible for notifying management of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on Company property or is connected to Company employment or Company business.

WEAPONS

Despite some laws that allow people to carry firearms in public, E.N.D JEWELRY prohibits anyone from possessing or carrying weapons of any kind on Company property, in Company vehicles unless on a Company outing with E.N.D JEWELRY employees or customers. This includes:

- any form of weapon or explosive;
- all firearms; and
- all illegal knives or knives with blades that are more than six (6) inches in length.

If an employee is unsure whether an item is covered by this policy, please contact the General Manager. Employees are responsible for making sure that any item they possess is not prohibited by this policy.

While E.N.D JEWELRY has a policy prohibiting weapons, nothing in this policy shall be construed as creating any duty or obligation on the part of the organization to take any actions beyond those required of an employer by existing law.

E.N.D JEWELRY MANUFACTURING, INC.
EMPLOYEE ACKNOWLEDGMENT FORM

I have received a copy of the Employee Handbook ("Handbook") of E.N.D JEWELRY Manufacturing, Inc. ("E.N.D JEWELRY"). The Handbook describes important information about my employment at E.N.D JEWELRY, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to them. I understand that my failure to comply with any of the policies in this Handbook may result in disciplinary action, up to and including termination of employment. I understand that I should consult the General Manager regarding any questions not answered in the Handbook.

I understand E.N.D JEWELRY has the right, in its sole discretion, to amend, alter, supplement, change or revise any such rules, regulations or policies at any time without advance notice.

Since the information, policies and benefits described are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through proper notices, and I understand that revised information may replace, modify, or eliminate existing policies.

I understand that nothing in this Handbook nor any policies of E.N.D JEWELRY are intended to create a contract of employment. I understand that my employment at E.N.D JEWELRY is at-will and may be terminated at any time with or without cause or notice by E.N.D JEWELRY or me. I further understand that the at-will nature of my employment cannot be modified, either expressly or by implication, including any statements, comment or action by any representative, supervisor or Manager of E.N.D JEWELRY, except the General Manager. Any such modification by E.N.D JEWELRY will be effective only if in writing, signed and dated by me (the employee) and by the General Manager.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

E.N.D JEWELRY SAFETY COMMITTEE MEETING

Agenda:

Review of minutes of last meeting: Approved? ☒ Yes ☐ No

Corrections: exit signs placed over additional entry ways / fire extinguisher added in office/ review with employees fire evacuation procedures / fire drill done Today with all employees involved / uncluttered all wires in office and near internet router no longer have wires mixed up / fire extinguishers have been checked and marked as operational / review of emergency action plan with employees

1. Unfinished business from last meeting:
all issues have been addressed

2. Any hazards reported during this time period? yes

3. Describe any accident investigations conducted since last meeting. Did you identify and correct the cause of the unsafe situation(s)? none

4. Is your accident and illness prevention program working? ☒ Yes ☐ No
If no, describe any recommendations to improve it. _____

5. What other safety-related topics did you cover in this meeting? pathways for evacuation/ responsibilities belonging to supervisors overseeing all evacuations / tested fire alarms as well as emergency exit alarms

Employer: E.N.D JEWELRY

Worksite location: 16-09 George St

Date: 1/09/2021 **Meeting Start Time:** 10.30 **Meeting End Time:** 11.50

Who attended this meeting?

DANIEL MOORE / LOURDES ALVAREZ / ROBERT MOORE / OHAD LUSKI / ELSA ORTEGA / JUSTINE TARABAGO

Minutes written by: DANIEL MOORE

Meeting Leader: ROBERT MOORE

Next meeting will be on (date): 6/09/2021


Next meeting location: 16-09 George St


How likely is an injury or illness to occur in your workplace?
(check the box that best applies)

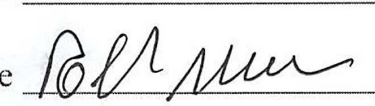
- ☐ Very likely
- ☐ Likely
- ☐ Somewhat likely
- ☒ Unlikely, we haven't had an on-the-job accident in years


How complex is your worksite? (check all boxes that apply)


- ☐ Large or spread out worksite (for example, a logging area)
- ☐ poorly planned building
- ☒ medium sized worksite
- ☒ small worksite
- ☐ 1 story building with plenty of exits and parking

Signature  Date 1/09/19

Signature  Date 1/09/19

Signature  Date 1/09/19

Signature  Date 1/09/19

Signature  Date 1/09/19

January 2021

E.N.D JEWELRY Human Rights and Ethical Business Policy

E.N.D Jewelry acknowledges and respects the principles contained within the Universal Declaration of Human Rights. E.N.D Jewelry's Human Rights Policy reflects the company's commitment to conduct its business in a manner consistent with these principles and to protect human rights within the company. E.N.D Jewelry pledges to conduct its business operations in a manner that is free from complicity in human rights abuses.

E.N.D Jewelry Core Values:

Act with integrity in all that we do: Without integrity, the foundations of business and life crumble.

- Respect everyone, everywhere: Whether we are working with a customer, a buyer, a senior executive or a Bench worker – respect knows no boundaries.
- Provide individual opportunity and accountability: As leaders, we need to actively include diversity in our thought process. Diversity or inclusion – here at E.N.D Jewelry, it is the same concept. Being inclusive expands our horizons and our society.
- Support our communities: we provide employment that helps the communities in which we operate. But the E.N.D Jewelry philosophy is that that is not enough. We need to give back to our communities to improve the world around us.

As stated above, E.N.D Jewelry's core values and Business Principles require that its business be conducted with honesty and integrity, and in full compliance with all applicable laws. Company policies establish clear ethical standards and guidelines for how the Company does business and establishes accountability. All Company employees are required to obey the law and comply with specific standards relating to legal obligations, ethics, and business conduct. The Company has clear accountability mechanisms in place to monitor and report on compliance with these directives. In addition, parties contracting with the Company, such as suppliers and contractors, are also required to operate in a manner which is compliant with all applicable laws and subject to certain operating standards, and where necessary, the Company will take actions to terminate relationships with parties who fail to comply with those standards. All company associates are required to obey the law and comply with specific standards relating to legal obligations, ethics, and business conduct. E.N.D Jewelry conducts its business in a manner that respects the rights and dignity of all people, complying with all applicable laws and regulations. Our policies reflect our commitment to respecting the protection of internationally recognized Human Rights. All employment with E.N.D Jewelry is voluntary. We do not use child or forced labor in any of our operations or facilities. We do not tolerate any form of unacceptable treatment of workers, including but not limited to the exploitation of children, physical punishment or abuse, or involuntary servitude. We fully respect all applicable laws establishing a minimum age for employment, in order to support the effective abolition of child labor worldwide. E.N.D Jewelry abides by all laws and regulations regarding pay practices

and the classification of employment according to job level and status We respect our employees' right to choose to join or not join a trade union, or to have recognized employee representation in accordance with local law. Diversity is embraced at E.N.D Jewelry. We recognize that a diverse mix of backgrounds, skills and experiences drives new ideas, products, and services and provides us with a sustained competitive advantage.: We believe everyone should be treated with respect regardless of their background. We are committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, political beliefs, veteran status, marital status or any other protected class. The Supply Chain Management System includes the requirement for all suppliers, vendors, contractors, consultants and agents to adhere to E.N.D Jewelry's Labor standards and Code of Conduct policies.

E.N.D Jewelry
RJC Policy Statement

E.N.D Jewelry. is a Fine gold manufacturing company and wholesaler We have 1 site located in New York, NY, USA and employ 10 personnel. E.N.D Jewelry is a Member of the Responsible Jewelry Council (RJC). The RJC is a standards-setting organization that has been established to advance responsible ethical, human rights, social and environmental practices throughout the diamond, gold and platinum group metals jewelry supply chain. The RJC has developed a benchmark standard for the jewelry supply chain and credible mechanisms for verifying responsible business practices through third party auditing.

Adoption of Compliance Plan

The purpose of our AML compliance plan is to establish the general framework for the fight against money laundering, terrorism, corruption and other financial crimes.

E.N.D JEWELRY LLC is committed to reviewing our AML strategies and objectives on an ongoing basis and to maintaining an effective AML program. We are committed to high standards of AML compliance and require management, employees, and agents to adhere to these standards in preventing the use of our products and services for money laundering purposes. Adherence to this policy is fundamental for ensuring that all of our entities, regardless of geographic location, comply with applicable anti money laundering legislation. We are required and committed to adhere to minimum standards of anti-money laundering compliance based on the applicable anti-money laundering laws and regulations and any additional standards from our regulatory supervisors which clarify the main statutory duties imposed on our institution. Our AML program is formulated and directed by the anti-money laundering department, but it is the responsibility of all employees and agents to keep our products and services from being used illegally to aid in money laundering or terrorist financing. E.N.D JEWELRY LLC has adopted this anti-money laundering compliance plan in response to requirements set forth by the USA Patriot Act of 2001.

MONEY LAUNDERING AND FINANCE OF TERRORISM To combat money laundering and finance of terrorism, "Know Your Customer" principles shall be adopted by E.N.D Jewelry to establish the identity of all organizations with which E.N.D Jewelry deals, to have a clear understanding of their business relationships and to have a reasonable ability to identify and react to transaction patterns appearing out of the ordinary or suspicious. E.N.D Jewelry shall apply "Know Your Customer" principles for all Business Partners that are suppliers or customers of Diamonds, Gold and Platinum Group metals or Jewelry Products containing these, including: Establishing the identity, and where triggered by a Risk assessment or Applicable Law, the beneficial ownership and principals of the supplier or customer; Maintaining an understanding of the nature of their business; Monitoring transactions for unusual or suspicious activity and reporting suspicions of money laundering or finance of terrorism to the relevant designated authority.

Freedom of Association and Collective Bargaining E.N.D Jewelry shall respect all employees' right to join, form or not to join a labor union without fear of reprisal, intimidation or harassment. Where employees are represented by a legally recognized union, E.N.D Jewelry shall establish a constructive dialogue with their freely chosen representatives and shall work on the bargaining affairs in good faith with such representatives. E.N.D Jewelry shall establish different effective channels for all the employees to communicate their concerns under this policy and to report a potential

violation of this policy, if any. All these concerns or report shall be reviewed, investigated if required, and responded with appropriate action. E.N.D Jewelry is committed to making every effort to maintain confidentiality of such communications without any reprisal or retaliatory action taken against the employee raising such concerns or report.

Safe and Healthy Workplace E.N.D Jewelry shall provide and maintain a workplace and any work-related circumstance outside the workplace free from the happenings or threats to the employees of unfair treatment, humiliation, violence, sexual or other harassment, verbal or physical abuse, harsh or inhumane treatment, any form of intimidation and any other unsafe or disruptive conditions. These principles shall apply not only to the employees but also to the business associates with whom E.N.D Jewelry works. E.N.D Jewelry shall provide a safe and healthy working environment in compliance with relevant legal or industry requirements for all the employees and on-site contractors with aims to minimize the risk of accidents, injury and their exposure to health risks. With identification of hazards and remediation of health and safety issues from time to time, E.N.D Jewelry is committed to continually improving health and safety conditions in the workplaces.

HEALTH & SAFETY It is the policy of E.N.D Jewelry to make health & safety issues top priority throughout the Company's business and to recognize that health and safety management as an integral part of the Company's daily operations. E.N.D Jewelry sets up a Health & Safety Committee, which is responsible for the planning and management of health and safety issues and reports directly to the top management. Through implementation, supervision and regular review of this policy, E.N.D Jewelry aims to continually improve their occupational health & safety performances by building up high level of health and safety awareness to the employees and on-site contractors during working hours in accordance to occupational & health ordinances and regulations of the industry. E.N.D Jewelry ensures that safe and healthy working conditions are provided for all the employees and on-site contractors in the workplaces in accordance with Applicable Law and other relevant industry standards: - Access to clean & hygienic toilet facilities, safe & accessible potable drinking water, and if appropriate, sanitary facilities for food storage shall be provided. A safe and hygienic working environment shall be provided, bearing mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Appropriate Personal Protective Equipment shall be provided free of charge to employees. Employees shall receive regular and recorded health and safety training and information update so that they shall be competent to carry out their health and safety duties and responsibilities in order to ensure all employees' own health and safety at work and to contribute their greatest effort in preventing any accident occurrence. Workplaces shall be facilitated with proper fire safety equipment and alarms with clearly marked, unlocked and unblocked emergency exits, escape routes and emergency lighting. Adequate on-site health and medical facilities, including clearly marked first aid provisions and trained first-aid personnel, shall be provided with appropriate procedures in place for transportation to local medical facilities in the case of a medical emergency. All Health and Safety incidents shall be recorded and investigated. The results shall be fed into reviews of the controls of related Hazards to identify opportunities for improvement.

Environmental Protection The management of E.N.D Jewelry are committed to improving and enhancing environmental performance by: Working with the community as a whole and in association with all staff, business partners, customers, suppliers and service providers to conserve natural resources and preserve the quality of the environment in which E.N.D Jewelry operates; Conforming to all relevant environmental legislative and regulatory requirements; Identifying significant environmental risks and implementing appropriate control measures to prevent significant environmental impacts or minimize & mitigate identified environmental risks; Maintaining an inventory of hazardous substances at Facilities with Safety Data Sheet easily accessible by trained employees and contractors when in use. E.N.D Jewelry shall use substitutes to hazardous substance in business processes wherever technically and economically viable and shall never use chemicals and hazardous substances subject to international bans; Identifying significant wastes and emissions to air, water and land generated in the business processes and discharging or disposing wastes and emissions in compliance with Applicable Law or prevailing international standards; Reducing waste, and reusing or recycling products wherever practicable; Recognizing energy and water consumption as significant natural resources and seeking energy and water efficiency initiatives to reduce the wasteful use of these key resources; Ensuring all the staff well-trained with the environmental policy and encouraged to identify potential environmental improvement initiatives. E.N.D Jewelry shall regularly monitor and review the control system and procedures and work out resolutions to continually improve environmental performance.

Confidentiality Policy E.N.D Jewelry places a high priority on the protection of confidential information in order to protect the privacy of its business associates and employees with respect to the Hong Kong Personal Data (Privacy) Ordinance, and the integrity of the Company. Confidential Information shall only be accessible to those who are authorized to have access to the information. This policy applies to all directors, officers, employees, contractors and consultants. Confidential Information includes:

- commercially sensitive information ;
- all in-house financial data of status and analysis;
- all in-house operational manual and documentation
- all information in correspondences and contracts or agreements (draft or concluded) with business associates
- personnel records of E.N.D Jewelry's employees or any other information of a personal nature;
- Any other information that is provided in confidence, or would be reasonably considered to be confidential based on generally accepted ethical and business practice All directors, officers, employees, consultants and contractors who are in possession of Confidential Information shall ensure that they:
 - are authorized to have access to the information; and take all reasonable actions to protect the security of the information, commensurate with the sensitivity of the information. No person who is in possession of Confidential Information shall be

subjected to pressure or intimidation to disclose the information to another party if they have reasonable grounds to believe that the other party is not authorized to receive the information. If a person acquires unauthorized access to Confidential Information, they shall take immediate steps to delete or destroy the information, prevent any continued access to it, and, where applicable, inform the provider of the information that it was received without authorization and has been deleted or destroyed. Any person who deliberately or negligently contravenes this policy may be subject to disciplinary action.

Anti-Bribery & Facilitation Payment Policy It is E.N.D Jewelry's policy to conduct all of the business in an honest and ethical manner. E.N.D Jewelry shall take a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all business relationships and dealings by implementation and enforcement of effective systems to counter bribery. There are no exemptions for facilitation payments within the Company of E.N.D Jewelry. Any form of advantage shall be assessed according to the elements of the offence under the legal requirements. E.N.D Jewelry shall support anyone who raises genuine concerns in good faith under this anti-bribery policy, even if they turn out to be mistaken. E.N.D Jewelry is committed to ensuring no one shall suffer from any detrimental treatment, such as dismissal, disciplinary action, threats, or other unfavorable treatment, as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. This policy applies to all individuals working at all levels and grades including management staff, employees (whether permanent or temporary), consultants, contractors, casual workers or any other person associated with E.N.D Jewelry.

As an RJC Member, we commit to operating our business in accordance with the RJC Code of Practices. We commit to integrating ethical, human rights, social and environmental considerations into our day-to-day operations, business planning activities and decision-making processes.

Daniel Moore, Factory Manager, E.N.D Jewelry LLC.

Date of effect: January 01, 2021

Workplace Search Policy

1. Aim

The aim of this Policy is to outline the circumstances in which E.N.D Jewelry LLC might decide to stop and search those working in the organization, and the arrangements relating to this.

This Policy only relates to the stopping and searching of those working within the organization. This includes those who are not employees including casual workers, self-employed contractors, or agency staff. The Policy does not address any search that might be required in relation to customers or other visitors to the organization.

2. General principles

The searching of those who work at E.N.D Jewelry LLC will only be carried out by trained team members. A list of those team members who are trained to carry out searches is held by the HR Team.

The trained team member will outline the following prior to any search being carried out:

- a. explain the reason for the search (i.e. random search).
- b. that a written record will be kept of the stop and search process being undertaken.
- c. the individual being searched may request that the search is undertaken by a person of the same gender. This should be explained and the individual requests this before the search commences.
- d. a non-intimate search covers a variety of types of searches i.e. physical property being searched such as lockers, drawers, bags, exterior clothing being worn by or belonging to the team member (pockets of coats, jeans etc.).
- e. the individual being searched has the right to request that a colleague is present during the search. This should be explained and requested by the individual before the search commences; and
- f. the individual owning the property being searched will usually be present during the search. It is only in exceptional situations that this will not be the case, and such searches must be authorized by a senior manager of E.N.D Jewelry LLC.

3. Searching of bags

E.N.D Jewelry LLC reserves the right to search the bags of any individual (employee, casual worker, contractor, or agency worker) working in the organization as they enter or leave the organization's premises.

If it is intended to carry out a search, the individual who owns the bags being searched will be asked to come to a private room. The individual will either be asked to empty their bag or will be asked to give the bag to the person carrying out the search for him/her to look and search

inside. If the individual is required to empty the bag the person carrying out the search will then inspect the empty bag.

4. Other searches

On some occasions it might also be deemed appropriate to search other items – for example coats. In such a situation the individual being searched will be asked to come to a private room. The individual will be asked to allow the search to proceed.

5. Refusing to allow a search

An individual working for the organization cannot refuse to allow a search to take place.

If an individual working for the organization does refuse to allow a trained team member to carry out a search, they will be asked to give a reason for the refusal. This will be noted down and addressed immediately.

If the refusal relates to a concern about the team member who is carrying out the search (for example, because they are of the opposite gender) then another trained team member may be asked to carry out the search.

Refusal to allow a search to continue once any concerns have been addressed may result in disciplinary action.

There is no limitation on the number of occasions on which an individual can be searched.

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The team member carrying out the search will be required to make a note in the stop and search record of every search that is carried out. The following information will be logged:

- Date of search;
- Time of search;
- Individual searched (name and department);
- Items searched (e.g. vehicle, bag); and
- Any action taken.

The search record must be signed by both the team member carrying out the search and the individual who was searched.

Any complaints about the search process should be addressed in the grievance mechanism setup under www.endpolicies.com which can be submitted anonymously

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SIGN AND RETURN TO EMPLOYER

E.N.D JEWELRY MANUFACTURING, INC.

EMPLOYEE ACKNOWLEDGMENT FORM

I have received a copy of the Employee Handbook (“Handbook”) of E.N.D JEWELRY Manufacturing, Inc. (“E.N.D JEWELRY”). The Handbook describes important information about my employment at E.N.D JEWELRY, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to them. I understand that my failure to comply with any of the policies in this Handbook may result in disciplinary action, up to and including termination of employment. I understand that I should consult the General Manager regarding any questions not answered in the Handbook.

I understand E.N.D JEWELRY has the right, in its sole discretion, to amend, alter, supplement, change or revise any such rules, regulations or policies at any time without advance notice.

Since the information, policies and benefits described are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through proper notices, and I understand that revised information may replace, modify, or eliminate existing policies.

I understand that nothing in this Handbook nor any policies of E.N.D JEWELRY are intended to create a contract of employment. I understand that my employment at E.N.D JEWELRY is at-will and may be terminated at any time with or without cause or notice by E.N.D JEWELRY or me. I further understand that the at-will nature of my employment cannot be modified, either expressly or by implication, including any statements, comment or action by any representative, supervisor or Manager of E.N.D JEWELRY, except the General Manager. Any such modification by E.N.D JEWELRY will be effective only if in writing, signed and dated by me (the employee) and by the General Manager.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE’S NAME (TYPED OR PRINTED)

SIGN AND RETURN TO EMPLOYER

E.N.D JEWELRY MANUFACTURING, INC.

DRUG AND ALCOHOL FREE WORKPLACE AND TESTING POLICY

ACKNOWLEDGMENT FORM

I hereby state that I have received a copy of E.N.D JEWELRY Manufacturing, Inc. Drug and Alcohol Free Workplace and Testing Policy, dated _____, 20___. I understand it is my responsibility to read and comply with the Policy, and I agree to follow the Policy. I have been given and opportunity to ask any questions I have about the Policy.

I hereby agree to submit to a test and to furnish a sample of my urine, breath, hair and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a test under Company policy, or if I otherwise fail to cooperate with the testing procedures, or if I violate the Policy I may be subject to immediate termination or the withdrawal of a conditional job offer. I further authorize and give full permission to have the Company and/or its physician send the specimen or specimens collected to a laboratory for a screening test for the presence of any Prohibited Substances under the Policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the Company and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize the Company to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I agree to hold harmless the Company, its managers, employees, officers, directors, shareholders and physician. I agree not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the test. I will further hold harmless the Company, its managers, employees, officers, directors, shareholders and physician for any alleged harm to me that might result from the inadvertent release or use of information or documentation relating to the test.

IN ADDITION TO RANDOM AND PERIODIC TESTING, I UNDERSTAND THAT THE COMPANY MAY REQUIRE A TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT

Signature _____

Name - Printed _____

Date _____