



Employee Handbook

Last updated: June 2018

Welcome!

Welcome to Marble! We're so excited to have you on board! Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact Julianne.

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Employment Relationship

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Marble classifies its employees as shown below. Marble may review or change employee classifications at any time.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are 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 fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time. 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 the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time. 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 fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Pay Schedule

Marble's pay period for all salary employees is semi-monthly. Paydays are on 15th and last day of each month. Hourly employees are paid biweekly on Friday. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your bank accounts via our payroll platform Gusto.

Performance Reviews

Marble conducts annual performance reviews toward the end of each calendar year. Marble uses 360 reviews which allow employees to receive feedback from their supervisor, peers, and direct reports.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least two (2) weeks in advance of the last day of work.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

Time Off and Leaves of Absence

Holidays

The company observes and allows time off with pay for the following holidays:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day

- Christmas

Any additional holidays will be designated by the company at start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the company will select either the following Monday or the preceding Friday as a substitute holiday.

Unlimited PTO

At Marble, we set big goals and expect great things from our team. We hire smart, driven people who take on challenges and work really hard. At the same time, we want to ensure employees have the time and freedom they need to recharge away from work. Marble's Unlimited Paid Time Off Policy is intended to give employees both the flexibility and responsibility to coordinate their lives outside of work without worrying about the burden of managing time off balances.

Plan it out

Marble asks that you let your supervisor know as early as possible when planning time out of the office, but please try to give at least the following notice when possible:

Days out of office	Notice given
1-3	1 week
4-6	2 weeks
7+	1 month

Communicate

Give your coworkers a heads up before you go on PTO. Update your Slack and email replies, and add your PTO on the Out of Office Calendar.

A good rule of thumb: Most employees take within about 15 working days of vacation per year in addition to the aforementioned Holidays.

The Fine Print: Unlimited PTO is only available to regular, full-time employees. Temporary employees are not eligible. As a full-time employee, because you do not “accrue” PTO, you will not be compensated for “unused” PTO should you leave Marble. Time off due to disability, family (FMLA), or parental leaves are handled separately. Reach out to the Human Resources department if you have questions pertaining to long term leaves of absence.

Sick Leave

Marble provides regular, full-time and part-time employees with paid sick days. Paid sick leave will accumulate at the rate of one (1) hour for every 30 hours worked, up to a maximum of 72 accrued hours of paid sick leave. For exempt employees, paid sick leave accrues based upon a 40-hour work week.

Employees may carry accrued sick days over from one year to the next.

Except as required by state law, unused sick days are forfeited when an employee’s employment ends for any reason.

Jury Duty/Court Appearance

Marble supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee’s absence.

Parental Leave Program

In order to support employees who become new parents, Marble provides paid parental leave. We believe that it is healthy and important to take time off surrounding the birth or adoption of a new family member, and encourage employees to take advantage of the benefits we offer.

Who is eligible?

We know that families happen in lots of different ways, and our parental leave policy applies to the person giving birth, the partner to a person giving birth, or an adoptive parent. You must have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin and be a full- or part-time regular employee.

How much time can I take off?

All employees participating in Marble Parental Leave may take up to 6 weeks of time off surrounding the birth or adoption of their child. You may take your 6 weeks of parental leave in one-week increments at any point within the first 12 months of your child's birth or adoption.

In addition, eligible employees may take up to 16 weeks of Pregnancy Disability Leave as recommended by their doctor. Typically, this leave begins shortly before the mother's due date, and ends 6-8 Weeks afterwards, though this may vary. You may be required to provide confirmation from your doctor about your need to begin and end your disability leave.

How & what do I get paid while I'm on leave?

Eligible employees must take 6 Weeks of their parental leave in conjunction with California's Paid Family Leave program. During those 6 Weeks, you will receive partial wage replacement from California, while receiving the remainder of your wages, up to 100% of your regular salary, through regular Marble payroll.

If you are also taking Pregnancy Disability Leave, you will receive partial wage replacement through CA-PDL. Once your disability leave ends, you are eligible for Parental Leave as outlined above.

What about my return to work?

We offer a flexible return-to-Work program, where you can work with your manager and HR on an appropriate plan for your return to full-time Work. This can include temporary part-time hours, an adjusted work from home schedule, or alternate working hours. The important thing is to ease you back into work with a plan that works for both Marble and your family.

Employee Benefits

Marble recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program.

Medical, Dental, and Vision Insurance

Full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following the first date of employment. To keep coverage in force, every insured employee must work a minimum of 30 hours per week. Employees can elect to enroll in coverage via Gusto, with Marble contributing 80% toward employee premiums and 50% toward dependents premiums. Marble's annual open enrollment is annually in June when employees can change or waive plans.

401(k) Plan

Marble recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.

Employees can elect to enroll via our 401(k) platform Human Interest. Marble does not offer matching at this time.

Commuter Benefits

Employees may elect to participate in Marble's Commuter Benefit program to offset commuting costs. Gusto will automatically deduct your chosen pre-tax dollar amount from each payroll and apply it to a debit card you will receive from Gusto. These funds may be applied to public transit (buses, trains, etc.), parking, and Uber Pool and Lyft Line rides.

Flexible Spending Account

Employees may elect to enroll in a Flexible Spending Account (FSA) to help with medical costs. Gusto will automatically deduct your chosen pre-tax dollar amount from each payroll and apply it to a debit card you will receive from Gusto. There is a maximum contribution of \$2,650 per year. Note that FSA's are owned by the employer (Marble) and employees must use

pre-funded contributions before the plan year ends. However, there are two ways to use the funds past their plan year:

- There is a grace period of 2.5 months to incur new expenses using the previous year's funds
- A carryover allows roll over up to \$500 of unused funds into the next year

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Marble pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

Employment at Will

Employment at Marble is on an at-will basis unless otherwise stated in a written individual employment agreement signed by a Founder of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Marble employees have the right to engage in or refrain from such activities.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

Marble provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Marble expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their Supervisor or the Office Coordinator. Marble will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the CEO.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- 1) shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- 2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or

- 3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Marble will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require a reasonable accommodation should contact the Human Resources Department.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Marble's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Marble's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Marble will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment

“Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Marble.

Complaint Procedure

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, the Office Coordinator, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Marble will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Conflicts of Interest and Confidentiality

Conflicts of Interest

Marble expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Marble recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to Marble.
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.

5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
7. Participating in civic or professional organization activities in a manner that divulges confidential company information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the company or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of Marble. Exact definitions and contractual obligations regarding confidential information can be found in sections 8 and 9 of the Marble Employee Invention Assignment and Confidentiality Agreement signed by all employees at the start of employment.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

Upon separation from the company, employees must promptly deliver all documents and materials pertaining to their work with Marble.

All inquiries from the media must be redirected to the CEO.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

EMPLOYEE HANDBOOK

ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Marble. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the CEO of the company.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Receipt of Harassment Policy

I have read and I understand the Company's Harassment Policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Appendix

- I. [Team Directory](#)
- II. [Group Email Lists](#)
- III. [Security Guidelines](#)
- IV. [Marble IT Resources](#)