

# Magee Holdings, LLC

## Employee Handbook



# Magee Holdings, LLC

## 010 Welcome to Magee Holdings, LLC

Effective Date: January 1, 2020

Revision Date: January 1, 2021

### Introduction

On behalf of your colleagues and Executive Management, we wish you every success with the Company.

We believe that each employee contributes directly to our Company's growth and success. We hope you will take pride in being a member of our team.

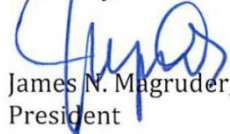
This Handbook has been prepared as a reference for all employees. It is in the best interest of the organization and our employees to have written personnel policies to help the Company accomplish our mission, to ensure that all employees know what is expected of them, and to mitigate potential misunderstandings in these areas.

Accordingly, we request that you thoroughly familiarize yourself with the contents of this Handbook in order that all personnel policies of the organization be administered smoothly. Please see the Employee Portal of the Company website for any updates to individual policies.

We look forward to your employment here being safe, professionally challenging, enjoyable, and rewarding.

Again, welcome aboard!

Sincerely,



James N. Magruder, Jr.  
President

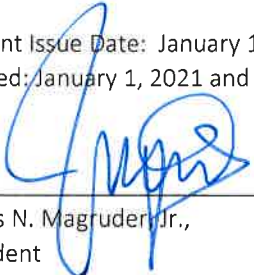
# Magee Holdings, LLC

## 020 Confidential Employee Handbook

This Handbook is a confidential, controlled document for the limited and exclusive use of Magee Holdings, LLC, its management, and its employees. The policies, procedures, and practices contained herein are intended to clarify important issues associated with managing our most important asset, our human resources.

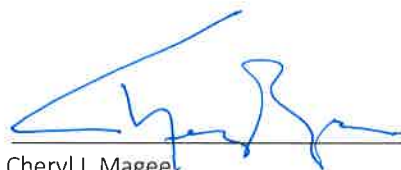
Current Issue Date: January 1, 2020

Revised: January 1, 2021 and January 1, 2025



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James N. Magruder, Jr.,  
President



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Cheryl I. Magee  
Chief Executive Officer




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Jeffrey R. Erwin  
Vice President/Corporate Counsel



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Alan Stafford  
Supervisor



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Mike Ciesiensky  
Supervisor



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Inez B. Jenkins  
Operations Manager

# Magee Holdings, LLC

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Effective Date: January 1, 2020

Revision Date: July 22, 2021, March 15, 2023, January 1, 2024, July 1, 2024

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# Magee Holdings, LLC

## 040 Introductory Statement

Effective Date: January 1, 2020

This Employee Handbook is designed to acquaint you with Magee Holdings, LLC and its subsidiaries (hereinafter, "Company") and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. The Employee Handbook contains general statements of Company policy and should not be read as including all of the details of each policy. You must read, understand, and comply with all provisions of the Employee Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Company to benefit employees.

No handbook can anticipate every circumstance or question about policy. As the Company continues to grow, the need may arise and the Company reserves the right to revise, supplement, or rescind any policies or portion of the Employee Handbook, as it deems appropriate, all in its sole and absolute discretion.

The Employee Handbook is continuously updated in an effort to maintain timely and accurate information. The Company will make every effort to maintain timely and accurate information. However, there may be times when policies will change before this material can be revised.

The only exception to any changes is our employment-at-will policy permitting you or the Company to end our relationship for any reason at any time. This Employee Handbook should be used as an outline of the basic employment policies, practices, and procedures of the Company. This Employee Handbook is not an express or implied contract; the Company's policies will be applied in all cases.

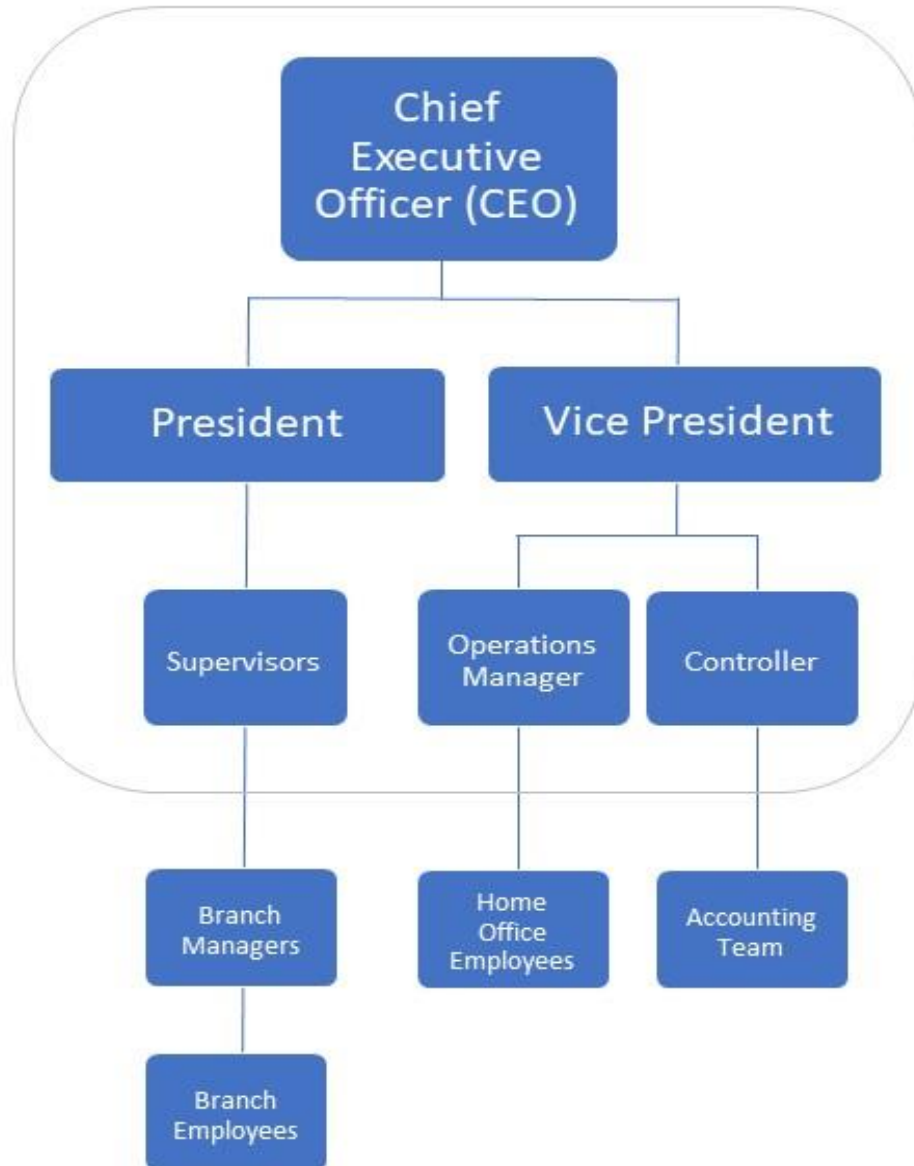
The Company retains the sole discretion to exercise all managerial functions, including the rights to:

- a) dismiss, assign, supervise, and discipline employees;
- b) determine and change starting times and quitting times;
- c) transfer employees within departments or into other branches & classifications;
- d) determine and change the size of staff and the qualifications and classifications of employees;
- e) determine and change the methods by which its operations are to be carried out;
- f) determine and change the nature, location, services rendered, quantity, and continued operation of the business; and
- g) assign duties to employees in accordance with the Company's needs and requirements and to carry out all ordinary administrative and management functions.

# Magee Holdings, LLC

## 050 ORGANIZATIONAL CHART

### Executive Management



# Magee Holdings, LLC

## 060 OFFICE LOCATIONS





# Magee Holdings, LLC

## 070 Customer and Vendor Relations

Effective Date: January 1, 2020

Relationships with our customers are among the Company's most valuable assets. Every employee represents the Company to our customers and the public. Customers judge us by how they are treated with each employee contact every time. Therefore, our first business priority is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

As part of our commitment to providing customers with excellent service and to creating a productive work environment, the Company expects all employees to:

- a) deal with customers and vendors in a professional and ethical manner;
- b) represent the Company in a positive and ethical manner;
- c) perform assigned tasks in an efficient manner;
- d) be punctual and attentive to customer needs;
- e) demonstrate a considerate, friendly, and constructive attitude towards fellow employees and others;
- f) demonstrate a commitment to work and serve as an example to others; and
- g) follow work policies of the Company.

Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection, not only of ourselves, but also of the professionalism of the Company. Positive customer relations not only enhance the public's perception and image of the Company, but also pay off in greater customer loyalty and increased business and profit.

# Magee Holdings, LLC

## 101 Employment-At-Will

Effective Date: January 1, 2020

All employees are employed at the will of the Company for an indefinite period. Employment with the Company is voluntary and employees are free to resign at-will at any time, for any reason, with or without cause. Similarly, the Company may terminate\* the employment relationship at-will at any time, for any reason, with or without notice or cause.

The provisions of the Employee Handbook have been developed at the discretion of Executive Management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Company's sole discretion.

These provisions supersede all existing policies and practices and may not be amended. Except for the Chief Executive Officer (CEO), no Company representative is authorized to modify this policy for any employee or applicant or enter into any agreement, oral or written, that changes the employment-at-will relationship.

This policy may not be modified by any statements contained in this Employee Handbook or any other handbooks, manuals, programs, employment applications, recruiting and marketing materials, Company memoranda, standing management directives, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, create an expressed or implied contract of employment for a definite period, or an expressed or implied contract concerning any terms or conditions of employment. Similarly, Company policies and practices with respect to any matter should not be considered as creating any contractual obligation on the Company's part or as stating in any way that termination will only occur "for cause." Statements of specific grounds of termination set forth in this Employee Handbook or in any other Company documents are examples only, not all-inclusive lists, and are not intended to restrict the Company's right to terminate at-will.

\*Terminate. For more information, see the following:

103 Equal Employment Opportunity	506 Computers and Email Usage
105 Hiring and Recruitment	507 Internet Usage
109 Termination of Employment	508 Social Media Communications
111 Outside Employment	510 Workplace Violence Prevention
202 Personnel Records	511 Company Cell Phone Usage
403 Paid Time Off (PTO)	512 Audio/Visual Electronics Usage
404 Sick Leave	514 Workplace Professionalism
406 Inclement Weather and Disaster Pay	601 Family and Medical Leave Act (FMLA)
410 401K Plan	702 Attendance and Punctuality
413 Employee Loans	703 Standards of Conduct and Corrective Action
503 Use of Company Provided Equipment	704 Anti-Harassment and Discrimination
504 Business Travel	705 Drugs, Alcohol, and Weapons
505 Security	

# **Magee Holdings, LLC**

## **102 Employee Relations and Supervision**

Effective Date: January 1, 2020

Employees, Managers, and Supervisors should maintain open, candid, and honest communication and dialog in order to provide a productive and effective work environment. The Company believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If an employee has a concern about work conditions, benefits, personnel policies, training, or compensation, the employee is encouraged to voice these concerns openly and directly to his/her Manager or Supervisor, first, then to the President of the Company.

Our experience has shown when employees deal openly and directly with their Manager and Supervisor, the work environment can be excellent, communications are clearer, and attitudes can be positive.

All employees' work will be assigned, directed, and reviewed by the Manager and/or Supervisor.

# Magee Holdings, LLC

## 103 Equal Employment Opportunity

Effective Date: January 1, 2020

The Company provides equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The Company complies with applicable state and local laws governing non-discrimination in employment in every location in which the Company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotions, terminations, layoffs, recalls, transfers, leaves of absence, compensation, and training.

The Company will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. This policy governs all aspects and terms of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions, concerns, or who feel that they have suffered from discrimination in the workplace are encouraged to bring these issues to the attention of their Manager. (Any report received by a Manager, Supervisor, or the President must be reported immediately to the Chief Executive Officer.) Employees may raise concerns and make reports without fear of reprisal. Complaints of discrimination will be investigated promptly; as appropriate, confidentiality will be maintained. Any employee found to be engaging in any type of improper conduct will be subject to disciplinary action, up to and including termination of employment.

Any communications from an applicant for employment, an employee, a governmental agency, or an attorney concerning any equal employment opportunity matters should immediately be referred to the Chief Executive Officer.

# Magee Holdings, LLC

## **104 Immigration Law Compliance**

Effective Date: January 1, 2020

The Company adheres to all state and federal laws with regards to immigration and complies with the Immigration Reform and Control Act of 1986. The Company employs only persons who may legally work in the United States (i.e. citizens and nationals of the U.S.) and aliens authorized to work in the U.S.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Revised Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 within the past three years or if their previous I-9 is no longer retained or valid. The Company keeps each I-9 on file for at least three years, or one year after employment ends, whichever is longer.

The Company participates in E-Verify, an internet-based system that allows businesses to determine eligibility of their employees to work in the U.S. The Company will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.

Any employee or potential new employee may contact the President for additional information.

# Magee Holdings, LLC

## 105 Hiring and Recruitment

Effective Date: January 1, 2020

It is the policy of the Company to be an equal opportunity employer and to hire individuals on the basis of their qualifications and ability to do the job to be filled. Upon joining the Company, you will be asked to complete personnel, payroll and benefit forms. You will also receive training based on requirements for your position. You will be given access to the Employee Handbook, with an opportunity for you to ask questions and receive explanations at any time from your Manager or Supervisor. You are responsible for learning the information provided in training and the information in this Handbook. Throughout your employment, whenever you are not certain about how to proceed, or about any information provided to you, it is your responsibility to ask a Manager or Supervisor. Unless otherwise provided in writing, employment with the Company is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason.

After reviewing this Handbook, you must sign an acknowledgement to show you have read, understand and agree to comply with this Handbook. It is your responsibility to make sure you have access to an updated copy with the latest revisions available.

If qualified internal applicants are available, the Company will normally try to fill job openings above entry-level by promoting from within. All employees are encouraged to seek advancement opportunities from their Supervisor and Manager.

No employee will be hired without the approval of the Chief Executive Officer. All applicant's applications and pertinent information should be forwarded to Home Office, and all personnel records are maintained at Home Office. By doing this, we will be sure that there is no misunderstanding between the applicant and Executive Management concerning salary, paid time off, sick leave, etc.

All offers of employment are conditioned upon successful completion of background checks, and verifications (including but not limited to personal credit, personal references, driving records, criminal conviction(s), social security verification, prior employment and education verification). If the background check or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the Company, the applicant will be refused employment, or if already employed, may be terminated.

All persons applying for employment with our Company, whether an opening exists or not, must be treated in a friendly, courteous manner, being certain to express appreciation for their interest in becoming a part of our Company. Employment applications and personnel tests may be given to applicants. Tests need not be given to some applicants because of prior experience with our Company or with other companies in the same field. Please be very careful in administering these tests, as the test results are the deciding factor in some cases.

After a desirable applicant is found, please try to set up a personal meeting with Executive Management for an interview at Home Office. This gives the potential employee a chance to meet our Home Office personnel and know where Home Office is located. If this is not possible, try to set up an appointment for someone from Executive Management to come and meet the applicant in person.

# Magee Holdings, LLC

## **105 Hiring and Recruitment Continued**

Effective Date: January 1, 2020

If an applicant is hired, their application, test results, credit report, and any other pertinent information should be forwarded to Home Office to be placed in the employee personnel file. Newly hired full-time employees are employed on an introductory basis for 90 days, during which either the employee or the Company has the right to terminate employment without advance notice. Applications and test results on applicants not hired are to be forwarded to the Supervisor for future reference or consideration for employment at another one of our offices.

During any introductory period, frequent formal and informal employee evaluations may be held. Introductory period employees may receive a performance review. If the Company determines in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, or otherwise concludes that the employment relationship should not continue, introductory period employees may be released immediately. The completion of the introductory period does not guarantee employment for any period of time thereafter, and all employment continues to be at-will, both during and after the introductory period.

Full-time employees on introductory status accrue paid time off, sick leave, and are eligible for paid holidays, bereavement, jury duty, maternity, military and FMLA leave as may otherwise be applicable by State or Federal Law. Introductory employees are also eligible to participate in the health, accident, critical illness, and life insurance plans, subject to eligibility periods of the plan.

Former employees who left the Company in good standing may be considered for re-employment. Former employees who resigned without adequate written notice or who were dismissed for disciplinary reasons may not be considered for re-employment. A former employee who is re-employed will be considered a new employee from the date of re-employment unless the break in service is less than sixty (60) days, in which case the employee will retain his or her original hire date. Length of service for the purpose of benefits is governed by the terms of each benefit plan.

# Magee Holdings, LLC

## 106 New Hire Referral Bonus Program

Effective Date: January 1, 2020

The Company offers employees a "Referral Bonus" for recruitment of new hires who have been hired after successfully meeting all qualifications and requirements of the Company.

### Full Time Referred Employees:

- The referring employee will be given a \$200.00 bonus after the referred employee has been successfully hired.
- The referring employee will also receive an additional bonus of \$300.00 if the referred employee is employed and in good standings\* at the end of six months.

### Part Time Referred Employees:

- The referring employee will be given a \$100.00 bonus after the referred employee has been successfully hired.
- The referring employee will also receive an additional bonus of \$150.00 if the referred employee is employed and in good standings\* at the end of six months.
- The referring employee must be employed and in good standings\* at time of payout to be eligible for referral bonus.

\*In good standings. For more information, see the following:

105 Hiring and Recruitment

403 Paid Time Off

411 Service Awards



# Magee Holdings, LLC

## **107 Americans with Disabilities Act (ADA)**

Effective Date: January 1, 2020

The Company is committed to complying with all federal and state laws concerning the employment of persons with disabilities and will act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our Company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

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

All employees are required to comply with safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation. As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy:

- "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment, or is regarded as having such impairment is a "disabled individual."
- Major life activities include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- The Americans with Disabilities Act Amendments Act (ADAAA) also includes the term "major bodily functions," which may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

# Magee Holdings, LLC

## 107 Americans with Disabilities Act (ADA) Continued

Effective Date: January 1, 2020

- “Direct threat to safety” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- “Reasonable accommodation” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- “Undue hardship” means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Company; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Company; and (8) the relationship of the particular facility to the Company. These are not all of the factors but merely examples.
- “Essential job functions” refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.

Any questions or issues with regards to Americans with Disabilities Act should be directed to Executive Management.

# Magee Holdings, LLC

## **108 Transfers**

Effective Date: January 1, 2020

It is the policy of the Company that it may, at its discretion, initiate or approve employee job transfers from one job to another and/or one location to another.

The Company may require employees to make either a temporary or long-term job transfer in order to accommodate the organization's business needs. The Company will try to limit the number and duration of temporary transfer that it requests of individual employees.

Employees may request a voluntary job transfer by submitting a written request to their Supervisor and include the reason for the transfer, the branch and specific job that the employee wants to obtain. To be eligible for a voluntary transfer, employees normally must meet the requirements of the new position and have a satisfactory performance record.

# Magee Holdings, LLC

## 109 Termination of Employment

Effective Date: January 1, 2020

The Company reserves the right under employment-at-will to terminate any employee at any time when it considers the termination to be in the best interest of the Company. Likewise, any employee may terminate their employment with the Company at any time. When feasible, employees will be given warning that they are in jeopardy of losing their jobs. Involuntary terminations may include but are not limited to lack of work, corporate restructuring, or for unacceptable performance and personal conduct.

We hope your employment with the Company is long lasting but we understand that circumstances change and employees may need to voluntarily resign from the Company. If this should occur, employees are encouraged, but not required to provide at least (2) weeks' written notice to their Manager or Supervisor. The Manager or Supervisor will forward the employee resignation to Home Office. The notice period will assist the Company in providing time to find a replacement as well as time to assist the employee in the exit process.

In some circumstances, it may be necessary for the Company to adjust the employee's last day of employment to a date sooner than the employee's original end-date.

The Company strives to create a culture that recognizes each individual for their contribution to the Company. The Company believes that how it treats its employees is what separates the Company from its competitors. Although employee terminations are rare, each individual who is terminated will be treated with respect and dignity, under the guidance of the employees' Supervisor with final approval from the President (CEO?) of the Company.

Executive Management may conduct an exit interview no later than the employee's last working day.

The separating employee must return all Company property at the time of separation and his/her Supervisor, in turn, will be responsible for the return of any terminated employee's Company property including but not limited to cell phone\*, keys, and/or office supplies.

Final paycheck will be processed on the next scheduled pay date after the employee's termination date.

Any questions with regards to employment termination should be directed to the Supervisor or President of the Company.

\*Cell Phone. For more information, see the following:

502 Telephones/Cell Phones/Mail System

506 Computers and Email Usage

508 Social Media Communications

511 Company Cell Phone Usage

703 Standards of Conduct and Corrective Action

# Magee Holdings, LLC

## 110 Conflicts of Interest

Effective Date: January 1, 2020

The Company prohibits its employees from engaging in any activity, practice, or conduct that conflicts with, or appears to conflict with the interests of the Company, its customers, clients, suppliers, competitors or any person doing or seeking to do business with the Company. All conflicts of interest should be reported in writing to the President or his designee. Failure to disclose a known conflict of interest is subject to discipline up to and including termination of employment.

Each employee shall make prompt and full disclosure in writing to his/her Supervisor or the President of the Company of any potential situation which may involve a conflict of interest. Employees have an obligation of loyalty to the Company and to avoid conflicts of interest. Employees may not engage in, directly or indirectly, either on or off the job, any conduct that is disloyal, disruptive, in competition with, or damaging to the Company.

This policy establishes only the framework within which the Company wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of conduct within the Company. Contact your Supervisor for more information or questions about conflicts of interest. Examples of such conflicts include, but are not limited to the following:

- Ownership by employee or by a member of their family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of the Company.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the Company. Exceptions to this can be approved by the CEO of the Company.
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the Company or its interests.
- An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain or unusual gain for that employee, or for a relative, as a result of the Company's business dealings. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Company does business, but also when an employee or relative receives any **unusual gain as result of any transaction or business dealings involving the Company**. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the associate from acting in the best interest of the Company.

# Magee Holdings, LLC

## 111 Outside Employment

Effective Date: January 1, 2020

Employees are permitted to engage in outside work, or hold other jobs, subject to certain restrictions. An employee may hold a job with another organization with proper approval to do so from their Supervisor and as long as the employee satisfactorily performs his or her job responsibilities with the Company. Certain officers of the Company and designated Managers, professionals, and technical personnel are expected to devote all of their working energies to the performance of their duties for the Company. Employees may not solicit or conduct any outside business for their personal gain during work time.

All employees will be judged by the same performance standards and will be subject to the Company's scheduling demands, regardless of any outside work requirements. However, employees may not accept any employment relationship with any organization that does business with or competes with the Company.

Employees are cautioned to consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, refusal to work overtime, or different hours. If the Company determines that an employee's outside work interferes with performance, the employee will be asked to terminate the outside employment.

The prohibition contained in this policy also extends to the unauthorized use or application of any Company computers, equipment, information, software, confidential trade information, or techniques of the Company or its customers.

It is also prohibited for any employee to lend money to anyone out of his own funds, or endorse notes for anyone at any of our offices.

**Outside employment will present a conflict of interest if it has any adverse impact on the Company and if so, the Executive Management may instruct the employee that his/her outside interest must be terminated.**

# Magee Holdings, LLC

## **112 Confidential Nature of Business Affairs**

Effective Date: January 1, 2020

The internal business affairs of the Company and all business information obtained from our customers and clients in the performance of the Company's services represent confidential information. The protection of confidential business information is vital to the Company's interests and success.

Such confidential information includes, but is not limited to, the following examples which are applicable to both the Company and its customers:

- customer and address lists;
- any customer's financial and/or loan/account information;
- marketing strategies;
- new materials research;
- pending projects and proposals;
- proprietary production processes;
- proprietary product and trade names;
- research and development strategies.

Information designated as confidential may not be discussed with anyone outside the organization and should be discussed within the organization only on a "need to know" basis. In addition, employees have a responsibility to avoid unnecessary disclosure of non-confidential information about the Company, its employees, its customers, clients, and its vendors. This employee responsibility to safeguard internal Company affairs is not intended to impede normal business communications and relationships.

Employees must recognize that the Company is contractually obligated to maintain the confidential information of its customers and clients. In all instances, the work product created or developed by employees of the Company is the Company's property. Employees are prohibited from obtaining confidential information for which they have not received authorization to receive.

# Magee Holdings, LLC

## 113 Employment of Relatives

Effective Date: January 1, 2020

The Company has no general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of safety, security, supervision and morale.

While we will accept and consider applications for employment from immediate family members and those living in the same household with another employee, generally, such persons will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another close family member. Further, such relatives, generally, will not be placed in positions where they work with or have access to sensitive information regarding an immediate family member or if there is an actual or apparent conflict of interest. ***In its discretion, the Company may make exceptions.***

Approval for any hiring action that results in immediate family members being employed requires the approval of the Chief Executive Officer upon confirmation that the family member is appropriately qualified for the job and that the employment action will not create any actual or perceived conflict of interest. This policy also shall apply when assigning, transferring, or promoting an employee.

If two employees who both work for the same office become immediate family members, the Company will consider whether such persons may continue their employment with the Company providing one employee does not directly supervise the other and there are no actual or perceived conflicts of interest.

For purposes of this policy, the term "immediate family member" includes, husband, wife, father, mother, son, daughter, brother, sister, grandparent, grandchild, nephew, niece, uncle, aunt, first cousin, and the corresponding in-law and step relationships.

Any exception to this policy requires the approval of the Chief Executive Officer.



# **Magee Holdings, LLC**

## **114 Employment Testing and Assessments**

Effective Date: January 1, 2020

Tests or assessments may be given to potential or current employees to determine skill level or aptitude. Tests or assessments may be given for promotional assessments. Depending on the position and skill requirements, applicants and/or employees may be required to undergo a variety of tests.

# Magee Holdings, LLC

## 201 Employment Categories

Effective Date: January 1, 2020

Revision Date: July 22, 2021, March 15, 2023

### Full-Time Employees

A full-time employee is one who works the standard working hours of the Company each week (for these purposes, 40 hours per week) and is not in a temporary status. Full-time employees are eligible to participate in all benefit plans the Company offers once eligibility requirements have been met.

### Part-Time Employees

Part-time employees work a regular schedule of less than 40 hours per week. While part-time employees do receive all legally mandated benefits (such as Social Security and Workers' Compensation), they are ineligible for other benefit programs unless they work the below hours:

- Medical Coverage– Part-time employees are eligible for medical coverage if they work 30 or more hours a week.
- 401K Plan– Part-time employees are eligible to participate in the 401K Plan after they have worked 1000 hours per calendar year.

### Temporary Employees

A temporary employee is hired for a specified project or time frame. A temporary employee is paid by the hour or is paid according to the terms of hire for that individual. Temporary employees do not receive any additional compensation or benefits provided by the Company. While temporary employees do receive all legally mandated benefits (such as Social Security and Workers' Compensation), they are ineligible for other benefit programs.

### Fair Labor Standards Act Classifications

In addition to the above classifications, positions are classified according to the Fair Labor Standards Act ("FLSA") as either exempt from the FLSA or nonexempt from the provisions of the FLSA.

The Fair Labor Standards Act ("FLSA") is a federal law which requires that employees deemed non-exempt under that law be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees, and for certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than a federally determined minimum amount. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the

# Magee Holdings, LLC

## **201 Employment Categories Continued**

Effective Date: January 1, 2020

federal regulations. Generally, an exempt employee must be paid his or her full salary for each week, except for deductions specifically authorized by the FLSA (including, for example, certain absences due to illness, for personal reasons or as part of a disciplinary action).

If you believe that an improper deduction has been made to your salary, or if you have any questions about any deductions made to your salary, you should immediately report this information to your supervisor, or to Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made. It is the Company's practice to comply with the salary basis requirements of the FLSA.

# Magee Holdings, LLC

## 202 Personnel Records

Effective Date: January 1, 2020

It is the policy of the Company to maintain employment related records on applicants, active/terminated employees, consultants and contract/leased employees, in compliance with local and federal recordkeeping requirements. The Company strives to balance its need to obtain and retain employment information with a concern for each individual's privacy. To that end, the Company attempts to maintain only the employment information that is necessary for the conduct of its business and to comply with applicable federal, state, and local law. All employment-related information and employee files are the exclusive property of the Company.

Personal employee information will be considered confidential and as such will be shared only as required with those who have a bona fide need to access such information. All hard copy records will be maintained by Home Office in locked, secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be safeguarded under Company proprietary electronic transmission and intranet policies and security systems. Participants in Company benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

Employees are responsible for helping the Company keep their employment information current. Employees should notify the Home Office in writing of any changes regarding personal information such as full legal name, mailing address, phone number, marital status (for benefits and tax withholding purposes only), number of dependents (for benefits and tax withholding purposes only), beneficiary designations for any of the Company's insurance, changes in the status of one's authorization to work in the United States, and emergency contacts.

In addition, employees who have a change in the number of dependents or marital status must complete a new form W-4 for income tax withholding purposes within ten days of the change.

Employees should refer all requests from outside the Company for personnel information concerning applicants, employees and past employees to Home Office. The Home Office normally will release personnel information only in accordance with a written request and only after obtaining the written consent of the individual involved.

A reasonable charge may be made for any copies of records. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information. In addition, exceptions may be made to release limited general information such as employment dates, position held and location of job site.

# Magee Holdings, LLC

## 301 Payroll and Timekeeping

Effective Date: December 30, 2019

It is the policy of the Company to maintain the integrity of payroll records, to ensure that employees are properly compensated for all working time, and to ensure that employees are not inadvertently compensated for non-working time. To achieve these objectives, the Company will comply with all federal and state regulations regarding pay and overtime pay.

All employees are paid on a bi-weekly basis with the actual pay date falling on the **Wednesday** following the end of the pay period. If a regular scheduled payday falls on an observed holiday, employees will be paid on the last working day preceding or the next working day following the holiday. All direct deposit payroll check stubs will be available in the electronic timekeeping program not later than the **Wednesday** following the end of the pay period. Local, state, federal, and social security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if approved by the Company and authorized by the employee. The Company may offset amounts owed to the employee because of a loan or other employee obligation to the Company.

Direct Deposit is mandatory for all employees. All employees must fill out a direct deposit authorization at time of hire authorizing the Company to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in errors to employee's bank account at the Company's financial institution. It is the employee's responsibility to inform the Company of any changes in bank account or financial institution by completing a new direct deposit authorization.

Accurately recording time worked is the responsibility of every employee. Time worked is the actual time spent on the job performing assigned duties. Time recorded in the electronic timekeeping program is the Company's official, legal record of time worked for both salary and hourly employees. Time not recorded timely may result in delay of payment of the employee's wages or salary.

The following are Company guidelines for the completion and submittal of electronic timecards:

- All employees must record their own time worked using the electronic timekeeping program.
- Each employee must punch in when the Workday begins, punch out for the Lunch Period (regardless of whether lunch is taken inside or outside the office), punch in when the Lunch Period ends, and punch out when the Workday ends.
- Any employee who must stop working to take care of **personal business** must punch out.
- In the event an employee neglected to punch in or out, the manager will need to correct and approve any changes to the electronic timecard.
- In the event a manager neglects to punch in or out, the accurate time must be approved and corrected by the Supervisor.
- If an employee is absent during the Workday, the reason (e.g. paid time off, sick leave, or absent without pay) must be recorded in the electronic timekeeping program.

## Magee Holdings, LLC

### **301 Payroll and Timekeeping Continued**

Effective Date: December 30, 2019

- Every Monday not later than 9:00 AM, all Managers must approve the timecard for each member of their staff in the Time & Attendance section of the electronic timekeeping program.

**Altering, falsifying, tampering with electronic timekeeping records, or recording time for another employee may result in disciplinary action, up to and including termination of employment.**

# Magee Holdings, LLC

## 302 Work Schedules

Effective Date: December 30, 2019

### The Workday

The Company's Workday is 8:00 AM to 5:00 PM Monday through Friday.

Employee attendance and reliability are critical to the Company's successful operation. All employees are required to work the hours for which they are scheduled. Employees must begin work every day on time in accordance with their respective schedules and job duties. Unauthorized absences, tardiness and early departures are grounds for disciplinary action up to and including separation from employment. It is each Manager's responsibility to monitor the work schedule of each member of his/her staff and to ensure that those employees adhere to the Company's required work schedule.

Every employee's Workday is 8:00 AM to 5:00 PM Monday through Friday, less one (1) hour for the Lunch Period. Any variance from the regular Workday must be approved by a Manager or Supervisor.

### Lunch Period

All employees are entitled to a one (1) hour unpaid Lunch Period each day between the hours of 11:00 AM and 2:30 PM. Any variance from the 11:00 AM to 2:30 PM time period must be approved by the Manager. Managers will assign specified Lunch Periods at intervals in order to accommodate the needs of our customers and employees.

All hourly employees are expected to punch out and to not perform job duties during the regularly scheduled one (1) hour Lunch Period, and under no circumstances shall the one (1) hour Lunch Period be less than thirty (30) minutes.

If any employee fails to record a Lunch Period, one (1) hour of Lunch Period will be deducted from that employee's recorded time worked on that day.

### Overtime

The normal workweek is forty (40) hours, consisting of 8:00 AM to 5:00 PM Monday to Friday, less one (1) hour daily for the Lunch Period. Hourly employees should not punch in or begin working prior to 7:30 AM or after 5:30 PM, except in limited circumstances where workload requires it and the Manager or Supervisor approves it.

If it appears that more than one (1) hour of overtime will be required to complete the day's work, the Manager or Supervisor must approve it. Hourly employees are not eligible for overtime until they have worked forty (40) hours. Only time spent working counts towards hours worked. Thus, paid time off (PTO), sick leave, or holiday time will not be used in calculating overtime in a workweek.

# Magee Holdings, LLC

## 302 Work Schedules Continued

Effective Date: December 30, 2019

### One-Hour Rule

The One-Hour Rule applies only to salaried employees and it is a privilege – to be used sparingly -- affording the salaried employee up to one (1) hour to conduct personal business during the Workday. It is each Manager and Supervisor's responsibility to monitor use of the One-Hour Rule and to ensure that the privilege is not abused.

The One-Hour Rule may be invoked on those infrequent occasions when it is necessary to be away from the office during the Workday, but only when the employee has recorded at least forty-one (41) hours of work for the week in which the Rule is invoked. The Rule may be invoked regardless of whether PTO or Sick Leave is included in the forty-one (41) hour total for that week. The Rule is not to be used to account for an employee arriving to work a few minutes late or returning from lunch a few minutes beyond the scheduled Lunch Period. Preventing that type of tardiness is the responsibility of the Manager.

The One-Hour Rule accounts for time up to one (1) hour. For example, if an employee must end the Workday early at 4:00 PM or any other time between 4:00-5:00 PM for personal business, the One-Hour Rule may be used to account for the remainder of the Workday. However, if the employee must end the Workday early at 3:45 PM or any similar time prior to 4:00 PM, the One-Hour Rule may be used to account for the one (1) hour between 4:00-5:00 PM, but either PTO or Sick Leave must be used to account for any other time that the employee is not working during the Workday. Any time not working that exceeds the one (1) hour privilege must be recorded in hourly increments as PTO or Sick Leave. Note, however, that the One-Hour Rule is not intended to be used merely to increase what otherwise would have been PTO or Sick Leave. For example, if an employee plans to take PTO for a long weekend by ending the work week on Thursday, it would be inappropriate to record 7 hours of PTO and the One-Hour Rule for the Friday Workday. Similarly, it would not be appropriate for an employee to plan to take off for the afternoon and to record three (3) hours of PTO and the One-Hour Rule. Use of the One-Hour Rule in such a manner will be considered abusive and thereby subject to revocation.



# Magee Holdings, LLC

## 303 Salary Administration

Effective Date: January 1, 2020

The Company's salary administration program was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to equal employment opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, the Company is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including but not limited to the financial condition and competitive position of the Company, job analysis and evaluation, the essential duties and responsibilities of the jobs, and the comparative pay practices of other employers. The Company periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process.

Employees should bring their pay-related questions or concerns to the attention of their Supervisor.

The President is also available to answer specific questions about the salary administration program.

# Magee Holdings, LLC

## **304 Administrative Pay Corrections**

Effective Date: January 1, 2020

It is the Company's policy to accurately compensate employees and to do so in good faith compliance with all applicable state and federal laws, including the Fair Labor Standards Act (FLSA). However, inadvertent mistakes may occur. Employees are encouraged to review your pay stub to ensure accuracy of hours worked and benefit deductions.

If you believe a mistake exists or you have any questions regarding your pay, please immediately report the matter to your Manager. If your Manager is unavailable or if you believe it would be inappropriate to contact that person, you should immediately contact your Supervisor. Every report will be investigated and mistakes will be promptly corrected.

# Magee Holdings, LLC

## 305 Unpaid Leave

Effective Date: July 22, 2021

All full-time employees are provided with a benefits package with a wide variety of paid leave, including but not limited to PTO\*, Sick Leave\*, Holidays, Bereavement, and Baby Days. The Company discourages employees from requesting Unpaid Leave\* and Unpaid Leave shall not be approved if the employee has any paid leave available. If an employee has exhausted paid leave but needs to take Unpaid Leave, such request must be made in advance and the reason for the leave must be notated in the timekeeping system. If the reason for the Unpaid Leave is an unforeseen emergency or illness, such leave may be approved by the employee's Supervisor. If the reason for the Unpaid Leave is anything other than an unforeseen emergency or illness, the leave may be denied by the employee's Supervisor or, even if approved, taking of the Unpaid Leave may negatively impact the employee's performance evaluation. Only a Supervisor may approve Unpaid Leave. If Unpaid Leave is taken, it is not permissible to work extra hours outside of the normal Work Day, to shorten the Lunch Period or any other break, or to change the normal work schedule in any way in substitution of the unpaid time.

# Magee Holdings, LLC

## 401 Employee Benefits

Effective Date: January 1, 2020

Revision Date: July 22, 2021, March 15, 2023, July 1, 2024

The Company provides a wide range of employee benefits. A number of the programs (such as Social Security, Workers' Compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors including employee classification. Your Supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Employee Handbook.

The following benefit programs are available to eligible employees:

- 401K Plan
- Health Insurance, *Dental & Vision*
- *Hospital Indemnity*
- Life Insurance
- Accident Insurance
- Critical Illness Insurance
- Bereavement Leave
- Paid Time Off and Sick Leave
- Baby Day
- Paid Holidays
- Birthday Benefit

Eligibility for any welfare or benefit plan will depend upon the specific requirements of each plan.

All benefits provided by the Company are described in the official documents on file at Home Office. The official documents are available for examination by any plan participant or beneficiary. These documents are the only official materials concerning the Company's welfare and benefit plans. All summaries and communications, both written and verbal, will be subject to the official documents maintained at Home Office. In the event an employee has questions concerning any welfare or benefit plan, they should contact Home Office.

Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis. Methods of communication concerning benefit plans may be sent to participants and beneficiaries by: mail, e-mail, access to an internet website, internal distribution, and telephonic recording. The Company reserves the right to modify, amend, and terminate any of its welfare and benefit plans as they apply to all current, former, and retired employees. As defined by the various benefit plan documents, any benefits under each benefit plan will be paid only if the administrator of such plan decides that the applicant is entitled.

For certain insurance and retirement plans, each employee must designate a beneficiary for the employee's death benefits. The designation must be in writing and in a form acceptable to the plan administrator. It is the employee's responsibility to maintain the proper beneficiary designations and to alert the administrator to any changes in their status affecting eligibility or designations.

# Magee Holdings, LLC

## **402 Workers' Compensation Insurance**

Effective Date: January 1, 2020

The Company provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform his/her Supervisor immediately. No matter how minor an on-the-job illness or injury may appear, it is important that it be reported immediately.

Neither the Company nor the Company's workers' compensation insurance carrier will be liable for the workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity.

Drug Tests may be conducted immediately following a work-related injury. In the case of an emergency treatment, the test will be conducted as soon as medically feasible.

# Magee Holdings, LLC

## 403 Paid Time Off (PTO)

Effective Date: December 30, 2019

Employees are encouraged to take time off from their busy work schedule for rest and relaxation. To qualify for paid time off under this policy, employees must be regular full-time employees. Part time and temporary employees are not eligible for paid time off. Newly hired full-time employees accrue paid time off beginning on the first day of the calendar month following a minimum of 32 days of employment at the accrual rate and terms shown in Charts (A) & (B) below. However, employees are not eligible to use accrued paid time off until the employee has completed the ninety (90) day introductory period. Chart (C) below applies to employees beginning their third (3rd) year of employment with the Company. Paid time off may be used by employees in minimum increments of one hour.

Full-time eligible employees may carry over paid time off to the following year up to a maximum of twenty-four (24) hours, but carry over hours must be used on or before March 31<sup>st</sup> of the carry over year or the hours will be lost. Other than the twenty-four (24) carry over hours as set forth herein, paid time off may not be accumulated year to year or bought out by the Company.

Paid time off is paid at the employee's base pay rate at the time of absence. Paid time off leave does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

Upon termination of employment, employees in good standing will be paid for unused accrued paid time off hours that have been earned through the last completed pay period and/or carried over paid time off hours under this policy but not to exceed the maximum accrual limit. However, for purposes of your being paid for accrued paid time off upon separation from employment, your paid time off will not be considered or treated as having accrued until the first anniversary of your start date with the Company. Accordingly, if your employment terminates before you have worked for the Company for one (1) full calendar year, you will not be entitled to payment for any accrued paid time off.

Every effort will be made to grant your paid time off request. Usually, only one employee may be out on a paid time off day in an office or department at any given time. Paid time off cannot interfere with your office's operation and therefore must be approved in advance by your Manager or Supervisor. Requests will be reviewed based on a number of factors including business needs and staffing requirements. Paid time off is discouraged during the Company's busiest time of the year, November 1 – December 23, as without a full staff, we are unable to adequately serve our customers' needs. Employees should complete and submit a paid time off request through the electronic timekeeping program. If an employee fails to notify their Manager or Supervisor of their absence, the Company will assume that the employee has resigned.

## Magee Holdings, LLC

### 403 Paid Time Off (PTO) Continued

Effective Date: December 30, 2019, Update August 1, 2024

### PAID TIME OFF CALENDAR A

Chart (A): During regular full-time employees' first calendar year of employment with the Company, who have completed their introductory period and who are not on unpaid Family and Medical Leave (FMLA) the employee accrues paid time off at a monthly accrual rate of 8 hours according to the date of hire as follows:

Year 1

Month Hired	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Accrued Total
Jan					8	8	8	8	8	8	8	8	64
Feb						8	8	8	8	8	8	8	56
Mar							8	8	8	8	8	8	48
Apr								8	8	8	8	8	40
May									8	8	8	8	32
June										8	8	8	24
July											8	8	16
Aug												8	8
Sept													0
Oct													0
Nov													0
Dec													0

## Magee Holdings, LLC

### 403 Paid Time Off (PTO) Continued

Effective Date: December 30, 2019, Update August 1, 2024

### PAID TIME OFF CALENDAR B

Chart (B): During regular full-time employees' second calendar year of employment with the Company, who have completed their introductory period and who are not on unpaid Family and Medical Leave (FMLA) the employee accrues paid time off at a monthly accrual rate of 8 hours according to the date of hire as follows:

Year 2

Month Hired	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Accrued Total
Jan	8	8	8	8	8	8	8	8	8	8	0	0	80
Feb	8	8	8	8	8	8	8	8	8	8	0	0	80
Mar	8	8	8	8	8	8	8	8	8	8	0	0	80
Apr	8	8	8	8	8	8	8	8	8	8	0	0	80
May	8	8	8	8	8	8	8	8	8	8	0	0	80
June	8	8	8	8	8	8	8	8	8	8	0	0	80
July	8	8	8	8	8	8	8	8	8	8	0	0	80
Aug	8	8	8	8	8	8	8	8	8	8	0	0	80
Sept	8	8	8	8	8	8	8	8	8	8	0	0	80
Oct	0	8	8	8	8	8	8	8	8	8	8	0	80
Nov	0	0	8	8	8	8	8	8	8	8	8	8	80
Dec	0	0	0	8	8	8	8	8	8	8	8	8	72



## Magee Holdings, LLC

### 403 Paid Time Off (PTO) Continued

Effective Date: December 30, 2019

Updated: January 1, 2025

### CALENDAR C

Chart (C): Beginning January 1<sup>st</sup> of the third year of employment through the tenth year of employment, full-time employees are entitled to eighty (80) hours of PTO annually. After the tenth year, full-time employees are entitled to additional PTO as follows:

Year 11 –	88 hours annually
Year 12 –	96 hours annually
Year 13 –	104 hours annually
Year 14 –	112 hours annually
Year 15 –	120 hours annually
Year 25 -	160 hours annually

Full-time employees may carry over PTO to the following year up to a maximum of 24 hours, but carry over hours must be used on or before March 31<sup>st</sup> of the carry over year or the hours will be lost.

Upon termination of employment, employees in good standing will be paid for unused accrued and/or carried over PTO.

If an employee has exhausted accrued PTO, any absence from work will be considered as unpaid leave.

# Magee Holdings, LLC

## 404 Sick Leave

Effective Date: December 30, 2019

Only regular, full-time employees are qualified for paid sick leave. Part time and temporary employees are not eligible for sick time. Sick leave may be used for the purpose of visiting doctors, dentist or other practitioners in the practitioner's office. This time may also be used for tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. Employees who need to request a medical leave or family leave, must notify their Supervisor as well as Home Office prior to the leave. The request should be in writing and follow the guidelines set forth by the Family and Medical Leave Act. (Please refer to the Family and Medical Leave Act policies for more information).

Sick leave is not provided for personal days off or as additional vacation time. Sick leave may be used by employees in minimum increments of one hour. Employees who have an unexpected need to be absent from work should notify their Manager before the scheduled start of their work day. The Manager must also be contacted on each additional day of unexpected absence. If an employee fails to notify their Manager of their absence, the Company will assume that the employee has resigned.

Sick leave is paid at the employee's base pay rate at the time of absence. Sick leave does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

Newly hired full-time employees accrue sick leave beginning on the first day of the calendar month following a minimum of 32 days of employment at the accrual rate and terms shown in Charts (D) and (E) below. However, employees are not eligible to use accrued sick leave until the employee has completed the ninety (90) day introductory period. Chart (F) below applies to employees beginning their third (3rd) year of employment with the Company.

# Magee Holdings, LLC

## 404 Sick Leave Continued

Effective Date: December 30, 2019, Updated August 1, 2024

### SICK PAID LEAVE CALENDAR D

Chart (D): During regular full-time employees' first calendar year of employment with the Company, who have completed their introductory period and who are not on unpaid Family and Medical Leave (FMLA) the employee accrues sick leave at a monthly accrual rate of 8 hours according to the date of hire as follows:

Year 1

Month Hired	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Accrued Total
Jan					8	8	8	8	8	0	0	0	40
Feb						8	8	8	8	8	0	0	40
Mar							8	8	8	8	8	0	40
Apr								8	8	8	8	8	40
May									8	8	8	8	32
June										8	8	8	24
July											8	8	16
Aug												8	8
Sept													0
Oct													0
Nov													0
Dec													0

# Magee Holdings, LLC

## 404 Sick Leave Continued

Effective Date: December 30, 2019, Updated August 1, 2024

### SICK PAID LEAVE CALENDAR E

Chart (E): During regular full-time employees' second calendar year of employment with the Company, who have completed their introductory period and who are not on unpaid Family and Medical Leave (FMLA) the employee accrues sick leave at a monthly accrual rate of 8 hours according to the date of hire as follows:

Year 2

Month Hired	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Accrued Total
Jan	8	8	8	8	8	0	0	0	0	0	0	0	40
Feb	8	8	8	8	8	0	0	0	0	0	0	0	40
Mar	8	8	8	8	8	0	0	0	0	0	0	0	40
Apr	8	8	8	8	8	0	0	0	0	0	0	0	40
May	8	8	8	8	8	0	0	0	0	0	0	0	40
June	8	8	8	8	8	0	0	0	0	0	0	0	40
July	8	8	8	8	8	0	0	0	0	0	0	0	40
Aug	8	8	8	8	8	0	0	0	0	0	0	0	40
Sept	8	8	8	8	8	0	0	0	0	0	0	0	40
Oct		8	8	8	8	8	0	0	0	0	0	0	40
Nov			8	8	8	8	8	0	0	0	0	0	40
Dec				8	8	8	8	8	0	0	0	0	40

# **Magee Holdings, LLC**

## **404 Sick Leave Continued**

Effective Date: December 30, 2019

### **SICK PAID LEAVE CALENDAR F**

Chart (F): Beginning January 1<sup>st</sup> of the third calendar year of employment and thereafter, regular full-time employees are entitled to sick time as follows:

Year 3 through service of employment – 40 hours annually.

Full-time eligible employees may accumulate and roll over sick leave hours from one calendar year to the following calendar year up to a maximum of 280 hours. At the end of the calendar year, those people who have above 35 days sick leave accumulated will have 50% of their sick days over 35 added to their paid time off in the following year. Anyone who reaches the maximum accrual of 35 in the future will fit into this category. If an employee has exhausted allotted sick leave, the employee is required to use any available paid time off. Thereafter, any absence from work will be considered as unpaid leave.

Upon termination of employment with the Company, employees will not be paid for unused accrued and/or accumulated sick leave hours.

In the event of an illness or injury covered by workers' compensation or state disability insurance or private disability insurance, this sick leave policy will not apply.

# Magee Holdings, LLC

## 405 Holidays

Effective Date: December 30, 2019

Upon hire full-time employees are eligible for holiday pay. Part-time and temporary employees are not eligible for holiday pay.

All holidays are scheduled according to national holidays on the day designated by common business practice.

In order to receive holiday pay, you must work the calendar day immediately before and after the holiday, unless that day is not a Workday. Only excused absences and previously scheduled PTO and sick leave will be considered exceptions to this policy; requests for PTO or sick leave on the calendar day immediately before or after the holiday will result in no holiday pay. Employees on FMLA leave of absence are not eligible to receive holiday pay.

The office locations as outlined below will be closed for the following Holidays:

Office	New Year Day	M.L. King Day	Mardi-Gras	Good Friday	Memorial Day	July 4 <sup>th</sup>	Labor Day	Washington Parish Fair	Thanks-giving	Christmas Eve	Christmas Day
MFC-A	x	x	x	x	x	x	x		x	x	x
MFC-P	x	x	x	x	x	x	x		x	x	x
MFC-K	x	x	x	x	x	x	x		x	x	x
MFC-B	x	x	x	x	x	x	x	1 Day	x	x	x
PCC-F	x	x	x	x	x	x	x	W, T, F – ½ Day	x	x	x
MFC-M	x	x	x	x	x	x	x		x	x	x
MFC-H	x	x	x	x	x	x	x		x	x	x
FFS-S	x	x	x	x	x	x	x		x	x	x
FFS-H	x	x	x	x	x	x	x		x	x	x
MFC-C	x	x	x	x	x	x	x		x	x	x
MFC-S	x	x	x	x	x	x	x		x	x	x
MFC-F	x	x	x	x	x	x	x	W, T, F – ½ Day	x	x	x

# Magee Holdings, LLC

## 406 Inclement Weather & Disaster Pay

Effective Date: December 30, 2019

At times, emergencies such as severe weather, fires, power failures, earthquakes, hurricanes, other disasters, or recommendations by civil authorities, can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility. When such a closure or disruption occurs, the Fair Labor Standards Act (FLSA) imposes different requirements upon employers depending on whether the employee is classified as Exempt or Non-exempt.

For Exempt employees, FLSA requires the employer to pay the employee's full salary if the worksite is closed or unable to reopen due to inclement weather or other disasters for less than a full work week if the employee performed any work during the week, regardless of the number of days or hours worked and so long as the employee is ready, willing and able to work. However, the Company may require exempt employees to use allowed leave for this time.

For Non-exempt employees, the FLSA requires employers to pay employees only for hours that the employees have worked. Therefore, an employer is not required to pay Non-exempt employees if the employer is unable to provide work to those employees due to unforeseen circumstances that disrupt the operations of the work facility.

When an emergency occurs, employees should make every effort to notify their Manager or Supervisor of their condition and whereabouts at the earliest safe opportunity. Employees should maintain contact with the Manager or Supervisor and try to return to work as soon as possible. The Company, however, recognizes that a disaster can impose difficult burdens on its employees, and therefore has developed the following Disaster Pay Policy for Non-exempt employees:

- In the event the office you are assigned to is closed due to a declared emergency for a period of at least two (2) consecutive business days, and it is not feasible to perform work at an alternate office or worksite, disaster pay of up to twenty-four (24) hours will be available to cover subsequent days of emergency closure. Either paid time off or unpaid leave, at the discretion of the employee, must be used to cover the initial two (2) day office closure (the "Waiting Period"). After this Waiting Period, disaster pay may be used until the total disaster pay of twenty-four (24) hours has been exhausted.
- Disaster pay up to twenty-four (24) hours as outlined above is available on an annual basis. Unused disaster pay is not accumulated from year to year, paid out upon termination or voluntary separation, nor can it be used for any purpose other than disaster leave.
- The emergency must be declared by the appropriate governmental agency and/or by Company management. Eligible employees must request the disaster pay by designating it in the electronic timekeeping program and approval from the employee's Supervisor will be required.

## Magee Holdings, LLC

### 406 Inclement Weather & Disaster Pay Continued

Effective Date: December 30, 2019

Only regular full-time Non-exempt employees are eligible to use disaster pay as described in this policy and such employee must submit a written request for disaster pay for any hours the employee was expecting to work but could not due to the decision to close. Employees having already requested that time off, called in sick, or not expecting to work those hours for whatever reason, are not allowed to claim hours of disaster pay.

Additional time off due to a declared emergency (paid time off or unpaid leave) may be granted upon approval from an employee's Supervisor and is subject to the discretion of the Company. Paid time off or unpaid leave may also be used in conjunction with an office closure.

Example of a closure due to a disaster:

Closure Day	Paid Time Off or unpaid leave	Disaster pay after 2-day closure
1	8	0
2	8	0
3	0	8
4	0	8
5	0	8
Total Hours	16	24

+                      =                      40



# Magee Holdings, LLC

## 407 Bereavement Leave Policy

Effective Date: January 1, 2024

Revision Date: August 14, 2024

Bereavement Leave is provided to regular full-time employees who have completed their introductory period and are not on unpaid Family and Medical Leave (FMLA). Bereavement Leave is provided according to the following schedule: \*

- 5 days for the loss of a spouse, child (birth, foster, adopted, step) or any legal dependent.
- 2 days for the loss of a parent, stepparent, sibling, or grandchild.
- 1 day for the loss of a grandparent, great grandparent and current mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in law or brother-in-law (i.e., ex in-laws are not included in this policy).

Bereavement Leave is limited to the day of the funeral and the days contiguous to the day of the funeral, not including Saturday, Sunday, or paid holidays. For example, if a funeral occurs on Friday, the preceding Thursday or the following Monday are eligible Bereavement Leave days.

Available Paid Time Off must be used for any additional leave needed.

\* For clarification purposes, there are no exceptions to above-referenced schedule. If the deceased family member (related to employee by blood or marriage) is not listed in this schedule, bereavement leave is not provided. The employee may use his/her available Paid Time Off.

# Magee Holdings, LLC

## **408 Baby Day Benefit**

Effective Date: December 30, 2019

The Company recognizes the birth or adoption of a child as a special event in which all parents should be able to enjoy.

To support this special event, the Company has set up “Baby Day” that entitles an employee to five (5) days of paid time off at the employee’s regular pay whether you are salaried or hourly.

Employees must request “Baby Day” through the electronic timekeeping program so that the birth or adoption of your child is not counted against your annual paid time off or sick leave time.

# Magee Holdings, LLC

## 409 Jury Duty

Effective Date: December 30, 2019

A leave of absence for jury duty will be granted to any employee who has been formally notified to serve. Full-time employees who have completed their introductory period are entitled to receive their regular pay for time served as a juror up to a maximum of 24 hours of pay annually. Part-time employees will be paid for the first day of jury duty for the number of hours that they were scheduled to work on that day.

Pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If employees are required to serve jury duty beyond the period of paid leave under this section, they may use any available paid time off, or may request an unpaid jury duty leave of absence.

Employees who are excused from jury duty on any day during any period while serving on jury duty must report for work if they are excused prior to 3:00 p.m. Employees that fail to return to work that have been excused prior to 3:00 p.m. will be required to use paid time off to make up the difference in time and may face disciplinary action.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits. Upon the completion of jury duty, the employee is to provide a signed written statement from the court to Home Office stating the number of days served, and the times. Either the Company or the employee may request an excuse from jury duty if, in the Company's judgment, the employee's absence would create serious operational difficulties.

Paid time off, sick, and holiday benefits will continue to accrue during jury duty leave (up to a maximum period of three months). Insurance will be maintained as long as any employee-paid premiums are kept up to date.

# Magee Holdings, LLC

## 410 401K Plan

Effective Date: March 15, 2023

Our organization has established a 401K Plan that enables employees to defer a portion of their compensation from each payroll period into the plan. The company will contribute a partial match contribution of 50% up to 6% of compensation (excluding discretionary bonuses). We hope this helps you achieve future financial security for retirement.

The Plan is outlined as follows:

1. An employee must complete at least one year (twelve months) of service, be 21 years of age, and work at least 1,000 hours to be eligible to participate.
2. Participation will begin on the closest entry date to the date an employee meets eligibility requirements. Entry dates are January 1 and July 1. Contributions can also be adjusted for active participants on these dates.
3. After six years of service the partial match to the 401K Plan will be 100% vested. The vested interest of the partial match is determined according to the following schedule:

Years of Service Completed	Vested Percentage
Less than 1 year	0%
2	20%
3	40%
4	60%
5	80%
6 or more	100%

4. Distribution of benefits are paid when an employee retires at age 65, becomes disabled as determined by Social Security Administration, at death, or at termination with the Company.

# Magee Holdings, LLC

## 411 Service Awards

Effective Date: January 1, 2020

Revision Date: January 1, 2025

The Company has had great success in recruiting and retaining quality employees. It is important to recognize the regular full-time employees who have reached certain milestones during their tenure with the Company.

The following lists the years upon which an employee is recognized for uninterrupted service:

SERVICE PERIOD	SERVICE AWARD
5 YEARS	LAPEL PIN & CERTIFICATE
10 YEARS	LAPEL PIN & ONE-TIME BONUS AWARD & PTO
15 YEARS	LAPEL PIN & ONE-TIME BONUS AWARD & PTO
25 YEARS	LAPEL PIN & ONE-TIME BONUS AWARD & PTO
35 YEARS	LAPEL PIN & ONE-TIME BONUS AWARD & PTO
45 YEARS	LAPEL PIN & ONE-TIME BONUS AWARD & PTO

As noted, the ten (10), fifteen (15), twenty-five (25), thirty-five (35) and forty-five (45) year Service Awards include a one-time bonus award and paid time off for eligible employees. To be eligible, employees must be full-time, in good standing and must be continuously employed during the uninterrupted Service Period. These bonuses are given at the sole discretion of the Company and may be suspended or terminated by the Company without prior notice.

The bonus award will be included in the first payroll distributed after the employment anniversary date that marks completion of the Service Period. The paid time off bonus will be awarded based on when the anniversary date occurs. For those anniversary dates occurring prior to July 1 of the calendar year, the paid time off bonus will be awarded upon the anniversary and will be treated in the same manner as other paid time off. For those anniversary dates occurring between July 1-December 31, the employee must choose on the anniversary whether to use the paid time off during that calendar year or the next calendar year, and that choice shall not be changed once made on the anniversary.

The one-time bonus award and paid time off are as follows:

10 Year Service Period – one week’s pay (40 hours) calculated on prorated base salary plus 8 hours PTO

15 Year Service Period – two week’s pay (80 hours) calculated on prorated base salary plus 16 hours PTO

25 Year Service Period – three week’s pay (120 hours) calculated on prorated base salary plus 16 hours PTO

35 Year Service Period – three week’s pay (120 hours) calculated on prorated base salary plus 16 hours PTO

45 Year Service Period – three week’s pay (120 hours) calculated on prorated base salary plus 16 hours PTO

# Magee Holdings, LLC

## **412 Reinstatement of Benefits**

Effective Date: January 1, 2020

The Company is dedicated to quality in hiring for all positions. In accordance with Handbook policy 105, should a former employee eligible for benefits be re-employed, reinstatement of benefits would apply only if the employee was eligible for benefits during the most recent employment period and is rehired within (60) days of the most recent employment termination date. The benefits that would be eligible for reinstatement are paid time off and sick leave unless employee received a buy out of unused paid time off. Paid time off accrual would begin on the reinstatement date of employment. Paid time off and sick leave benefits would begin to accrue at the accrual rate in effect upon the most recent termination date. Paid time off and sick leave benefits are at the sole discretion of the Company.

# Magee Holdings, LLC

## **413 Employee Loans**

Effective Date: January 1, 2020

Revised Date: February 20, 2020 and  
May 22, 2023

As a benefit to its regular full-time employees, subject to credit approval, the Company issues loans for specified amounts and periods of time with the approval of Executive Management. Eligible employees must complete one (1) year of full-time employment prior to requesting a loan.

Repayment of loans will be required to be completed via payroll deduction. Employees who are seeking loans must also execute an "Authorization to Withhold Wages for Loan Payments", which enables repayment to occur via payroll deduction.

A home office approval is required for each loan.

No interest payments are allowed.

Should an employee voluntarily or involuntarily terminate his/her employment prior to full repayment of a loan, the outstanding balance will be fully deducted from the employee's final paycheck. Should the final payroll check be insufficient for a full payout of the loan, the employee will be required to continue payments as per terms of the promissory note until paid in full.

## Magee Holdings, LLC

### **414 Birthday Benefit**

Effective Date: July 1, 2024

The Company recognizes your birthday as a special day in which employees should be able to enjoy. The Birthday Benefit is provided to regular full-time employees who have completed their introductory period and are not on unpaid Family and Medical Leave (FMLA).

To support this special day, the Company has set up a “Birthday Benefit” that entitles an employee eight hours (8) hours of paid time off at the employee’s regular pay whether you are salaried or hourly.

Employees must request their birthday leave in advance through the electronic timekeeping program so that the leave is not counted against your annual paid time off or sick leave time.

Leave can be used on your birthday or any day in the month of your birth. This leave does not roll-over to the next month.



# Magee Holdings, LLC

## 501 Safety

Effective Date: January 1, 2020

Practicing safety on the job is every employee's responsibility. Be aware of potential hazards and notify the appropriate Manager and/or Supervisor immediately if any area is unsafe.

In the case of mishaps that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify his/her Manager or Supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

# Magee Holdings, LLC

## 502 Telephones/Cell Phones/Mail System

Effective Date: January 1, 2020

To ensure effective telephone communications when answering the phone and when transferring callers, employees should always use the approved greeting, “Good Morning” or “Good Afternoon” and to include branch name and speak in a courteous and professional manner. Please confirm information received from caller and hang up only after the caller has done so. Remember you are representing the Company to the outside world.

While personal phone calls are not prohibited, their frequency, duration, and volume should not interfere with on-going work nor distract fellow employees. Excessive use or abuse of this privilege may lead to disciplinary action.

Please remember, while at work employees are expected to exercise the same discretion in using personal cellular phones\* as is expected for the use of Company phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make personal calls on non-work time when possible.

We know that our employees may use their smart phones, iPad or tablets, whether these devices belong to the employee or are issued by the Company, for work related matters. Employees are prohibited from using smart phones, iPads or tablets for work related or personal matters while driving. We are concerned for your safety and for the safety of other drivers and pedestrians, and using a smart phone, iPad or tablet while driving can lead to accidents. If you must make a work related or personal call while driving, you must wait until you can pull over safely and stop the car before placing your call. If you receive a work related or personal call while driving, you must wait until you can pull over safely and stop the car before answering the smart phone or other electronic device. Emails and text messages should not be responded to or sent while driving. Please wait until it is safe to pull over and stop the car before doing so.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace. Postage equipment is intended for Company use only and is not allowed for personal use.

\*Cell Phone. For more information, see the following:

506 Computers and Email Usage  
508 Social Media Communications

511 Company Cell Phone Usage  
703 Standards of Conduct and Corrective Action

# Magee Holdings, LLC

## **503 Use of Company Provided Equipment**

Effective Date: January 1, 2020

The Company provides equipment for business use according to the guidelines below. Examples of Company provided equipment include smart phones, iPads, computers, software, credit cards, office furniture and other supplies and tools necessary to perform work. When using the equipment, employees are expected to exercise due diligence, perform required maintenance, care for, inspect, replace and follow all operating instructions, safety standards, and guidelines for use.

Please notify your Manager or Supervisor immediately if any equipment is lost, damaged, defective, or in need of repair. Your Manager or Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees may be held responsible for replacement of lost, stolen or damaged equipment if the employee is found to have been careless or negligent in the loss or damage of equipment.

Company provided equipment must promptly be returned at the Company's request or upon termination of the employee.

The improper, willful, careless, negligent, destructive, or unsafe use of Company provided equipment may result in disciplinary action, up to and including termination of employment.

# Magee Holdings, LLC

## 504 Business Travel

Effective Date: January 1, 2020

Business travel must be approved in advance and should be engaged in and reimbursed according to the guidelines below.

Because of the nature of Company services, incidental travel may be required of employees on a very limited basis.

The Company will reimburse employees for approved business travel expenses (including mileage) incurred while on assignments away from the normal work location. All business travel expenses must be approved by your Supervisor in advance of incurring expenses.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Company. Employees are expected to exercise discretion to stay and eat at moderately priced establishments and to limit expenses to reasonable amounts. Any travel expenses considered unreasonable will not be paid or reimbursed and are the employee's personal responsibility.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate Manager or Supervisor. Vehicles rented by Company may not be used for personal use without prior approval by Executive Management.

When travel is completed, employees must submit completed travel expense reports. Reports must be accompanied by receipts for all individual expenses.

Employees should contact their Supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Employees traveling on Company business are representatives of the Company and must maintain a high level of professionalism and follow all of the Company's policies and rules.

Abuse of this business travel expenses policy, including falsifying expense reports, may be grounds for disciplinary action, up to and including termination of employment.

# Magee Holdings, LLC

## 505 Security

Effective Date: January 1, 2020

It is the policy of the Company to make reasonable efforts to provide for the security of its property, its employees, and authorized visitors to its premises.

Employees, customers, suppliers, visitors and guests are prohibited from possessing firearms or other weapons on Company property and at Company events.

In addition to the requirements in policy 705 Drug, Alcohol\*, and Weapons, employees may be searched, questioned, and subject to surveillance whenever the Company believes this is necessary to maintain security. All personal property brought onto the Company's premises, such as vehicles, packages, briefcases, backpacks, purses, bags and wallets are subject to inspection. In addition, the Company may inspect the contents of desks, storage areas, file cabinets, and work stations at any time and may remove all Company property and other items that are in violation of Company rules and procedures.

Employees may be required to undergo background checks, fingerprinting, bonding or other special security measures. Failure or inability to meet requirements is grounds for termination of employment or rejection of an applicant.

Employees may enter or remain on the Company's premises outside their normal working hours only when authorized to do so by their Supervisor.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on Company premises and while away from the premises on Company business. The Company assumes no responsibility for loss, damage, or theft of personal property.

Employees are expected to know and comply with the Company's security procedures and should immediately report any violations or potential problems to their Manager or Supervisor. Violations of Company security rules or procedures will result in disciplinary action, up to and including termination.

\*Alcohol and Drug. For more information, see the following:

510 Workplace Violence Prevention

703 Standards of Conduct and Corrective Action

705 Drugs, Alcohol, and Weapons

# Magee Holdings, LLC

## 506 Computers and Email Usage

Effective Date: January 1, 2020

Computers, computer files, the email system, software, and other technological resources (such as Company phones and iPads) are the Company's property. These resources are allocated to employees for the sole purpose of conducting Company business. Incidental personal use by employees of the Company communication systems and equipment is allowed as long as the use does not interfere with the employee's work or the Company operations and does not violate any Company policies.

In an effort to standardize email communications at the Company, we have developed the following guidelines. Adoption of these guidelines will make email originating from the Company more consistent and professional and reduces the size of mailboxes. Please adopt these guidelines on all email signatures:

Background: Blank (White) Background  
Text Font: Palatino/Times New Roman  
Text Size: 11-12pt  
Text Color: Black

Signatures: Name  
Company or Branch Name  
Address Line 1 (Branch Specific)  
Address Line 2 (Branch Specific)  
(Area Code) Phone Number – Office  
(Area Code) Phone Number – Fax

IT Department will provide Company logo to input.

Avoid the use of images, animations, verses, quotes for signatures and backgrounds. **Bold**, *Italic* and Underlined text may be used for emphasis. Avoid writing words in all capitals except occasionally for emphasis. Fill in the "Subject" field prior to sending any email.

The Company strives to maintain a **harassment** free workplace that is sensitive to the diversity of its employees. Therefore, the Company prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of material of a sexual nature including sexually explicit images, messages, and cartoons is prohibited. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, reply back language, or anything that may be construed as harassment or showing disrespect for others. Employees are required to reply back to the sender of any email that is in violation of this policy by first advising the sender that the email is in violation of the Company's policy and second requesting that the sender stop sending this type of email to the Company and copy (cc:) IT Department and President on this response.

Email may not be used to solicit others for commercial ventures, outside activities, outside organizations, or other non-business matters.

## **Magee Holdings, LLC**

### **506 Computers and Email Usage Continued**

Effective Date: January 1, 2020

The Company abides by all Federal/State software rules, regulations, and laws including those related to copyright laws, and illegal distribution. The Company purchases and licenses the use of computer software for business purposes and does not own the copyright to this software or its related documentation. Employees do not have the right to copy, reproduce, or distribute such software. Employees should not use a password, access a file, or retrieve any stored communication without authorization. Employees may only use software on local area networks or on multiple machines according to the software license agreement.

Any employee who is aware of any violation of this policy should notify their Manager or Supervisor. Any report received by a Manager or Supervisor must be reported immediately to the President. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

# Magee Holdings, LLC

## 507 Internet Usage

Effective Date: January 1, 2020

Internet access to global electronic information resources on the World Wide Web is provided by the Company to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage.

All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Company and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in email 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 the Company. As such, the Company 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.

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, 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. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be posted or sent on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the internet without prior authorization. Contact Home Office regarding the downloading of files. Employees must be constantly aware of the use of Company resources through the internet, particularly accessing audio or video that consumes high bandwidth on system resources.

Abuse of the internet access provided by the Company in violation of law or the Company policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the organization's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization;



# Magee Holdings, LLC

## 507 Internet Usage Continued

Effective Date: January 1, 2020

- 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;
- Violating 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;
- 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 non-business-related activities, outside 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 email messages;
- Engaging in any other illegal activities;
- Violating policies regarding computer, internet, or intranet usage;
- Violation of security measures for the Company systems or any vendor, client, or organizations through which you access Company equipment;
- Accessing client/vendor information from your own personal equipment without prior authorization/knowledge from client, vendor or the Company.

# Magee Holdings, LLC

## 508 Social Media Communications

Effective Date: January 1, 2020

The Company views social media and social networks such as web-based discussion or conversation pages and other forms of social networking such as Facebook, Twitter, etc. as significant new forms of public communication. As such, we hold all of our employees who engage in social networking to the same standards we hold for any public communications such as comments to a TV or radio station or news reporter.

This policy applies to all forms of social media, social networking and other public communications. The absence of explicit reference to a specific website or social networking service does not limit the extent of the application of this policy. Where there is no specific guideline provided in this policy, employees should use their professional judgment and take the most prudent action possible so as not to cause damage or embarrassment to the Company and its employees and customers. Consult with your Manager or Supervisor if you are uncertain about the propriety of any action involving the use of social media.

Employees' photos may be used on the Company's website or in social media or marketing from time to time. Employees may be photographed for the Company's website or for a particular social media outlet or marketing outreach. Employees may opt out of photographs or request that their photo be removed from the Company's website or social media outlet at any time. Please contact Home Office to do so.

The Company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas so long as they do not conflict with the Company's policies, reputation, brand, or business activities. All employees have an obligation to the Company to ensure that any public communications they make, including social networking communications, do not negatively impact the reputation of the Company or bring disrepute in any way to the Company, its customers, employees, or management. As such, employees are prohibited from making derogatory, embarrassing, or unprofessional comments about the Company or its customers, employees, or management.

Identified below are general guidelines and examples of prohibited communications. Please note this list shows examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. Instead, we have included this brief list to provide you guidance with respect to your social networking and other public communications. Violation of this policy shall result in discipline, up to and including termination. Please consider the following:

- Assume at all times you are representing the Company when engaging in any form of social networking. Be aware that your actions captured via images, posts, or comments can impact the reputation and business of the Company.
- Always remember that postings on the web are there FOREVER! If you would not say it on the air or have a reporter write it in a column, do not Tweet it, post it on Facebook or post it on any public web page.
- Exercise restraint, discretion, thoughtfulness, and respect for your colleagues, customers and Company management.
- Do not use any racial or ethnic slur, personal insult, or obscenity.
- Do not discuss internal policies, practices or operational issues of the Company.
- Do not engage in public criticism or disparagement of the Company or its customers, personnel, management, suppliers or competitors.

# Magee Holdings, LLC

## **509 Workplace Monitoring**

Effective Date: January 1, 2020

Workplace monitoring will be conducted by the Company to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customer's image of the Company as well as their satisfaction with our service.

Computers furnished to the employees are the property of the Company. As such, computer usage and files may be monitored or accessed.

# Magee Holdings, LLC

## 510 Workplace Violence Prevention

Effective Date: January 1, 2020

The Company maintains a zero-tolerance policy for workplace violence or threats. Given the increasing violence in society in general, the Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including Managers, Supervisors, part time, and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or dangerous substances may not be brought to work.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your Supervisor. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to your Supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede, or see what is happening. Move away from the area if there is danger or a suspicion of danger.

The Company will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including possible termination.

The Company encourages employees to bring their disputes or differences with other employees to the attention of their Managers or Supervisors before the situation escalates.

# Magee Holdings, LLC

## 511 Company Cell Phone Usage

Effective Date: January 1, 2020

The Company may provide cellular telephones to some employees as a business tool. In accordance with Handbook policy 505, Company equipment and phones are provided to assist employees in communicating with management and other employees, their customers, and others with whom they may conduct business. Cell phone\* use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Company owned cell phone invoices may be regularly monitored, and employees will be subject to discipline for inordinate personal use of a Company provided cell phone.

The Company may, at any time, and in its sole discretion, terminate, change, replace or modify the cellular phone or the cellular phone service agreement.

As a representative of the Company, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone and other distracting electronic devices. All employees are asked to be courteous in the use of their cellular phones in the office, refraining from distracting others that are working. Cellular and electronic devices should be placed on vibrate while in the office.

Success of our business is highly dependent on effective communications. In most cases to ensure effective communication, it is prudent that employees with Company-issued cell phones and electronic devices keep them on their persons at all times.

Employees are prohibited from making any changes or modifications to their Company cellular phone or cellular phone service agreement.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

\*Cell Phone. For more information, see the following:

502 Telephone/Cell Phones/Mail System

508 Social Media Communications

506 Computers and Email Usage

703 Standards of Conduct and Corrective Action

# **Magee Holdings, LLC**

## **512 Audio/Visual Electronics Usage**

Effective Date: January 1, 2020

Revised: February 4, 2020

The use of audio/visual equipment such as radios, televisions, CD players, personal electronic music devices (iPod, MP3 players, etc.), cell phones and computers used for personal entertainment activity or other like electronic devices are prohibited during working time in all of our branch office locations. Music extraction from the internet or otherwise through laptops or desktop computers is not allowed, as this causes a tremendous consumption of network resources and hinders performance of the network.

Use of Company provided computers and audio/visual equipment is intended for education, professional training, or emergency preparedness/response purposes only. Playing computer games and downloading music is NEVER allowed.

Violation or misuse of such equipment will result in disciplinary action up to and including termination of employment.

# Magee Holdings, LLC

## 513 Parking

Effective Date: January 1, 2020

In most cases, the Company is able to provide parking to its employees, customers and visitors. The parking spaces closest to the entrance of the building should be made available to your customers, if at all possible.

Employees are expected to drive carefully and observe customary parking rules and signs. In addition, the parking lot is considered part of the Company premises; therefore, all Company policies and rules apply to employees and their vehicles while on the lot. The Company reserves the right to search vehicles parked in the Company lot.

Employees who use the Company lot do so at their own risk. Employees are encouraged to lock their cars at all times, to secure personal property, and to park in a safe space. The Company assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while in the parking lot.

The provisions of this policy also apply when a personal vehicle is used for business purposes and parking is made at locations other than the Company lot.

# Magee Holdings, LLC

## 514 Workplace Professionalism

Effective Date: January 1, 2020

In order to be competitive, the Company must constantly maintain the highest standards of professionalism and efficiency, focusing on customer service. A professional workplace is a core value and is essential not only to profitable operations, but to the image we project to employees, customers, and potential customers.

Customers visit our branch offices daily, and the image customers take away from these visits can determine whether we are successful in securing or retaining their business. Each and every contact with a customer must be professional.

Please be aware of the following Company policies and office etiquette guidelines. These guidelines apply to everyday work activity:

- Be courteous and welcoming to customers, visitors, and guests, then promptly resume your work.
- Be courteous and professional when using the telephone. Such etiquette is to be conducted at all times. Announce the Company name with greetings of “Good Morning” or Good Afternoon” when answering the phone. When leaving a voice message, be clear and concise with your message.
- Refrain from lengthy personal conversations in the office. The image of an employee lounging in someone else’s office or work station and obviously engaged in non-work-related chats, idle conversation, and gossip conveys a poor message to our customer. Such activity is non-productive and sets a bad example for peers and co-workers.
- Observe appropriate scheduled lunch periods. When necessary, obtain your Manager’s approval for lunch breaks outside the regular schedules; attempt to keep these exceptions to a minimum. Do not eat at your desk or workstation at any time.
- Eliminate or minimize personal telephone calls and messaging. From the standpoint of visitors’ perceptions as well as our overall productivity, employees must conduct personal business and conversations outside business hours to the maximum degree possible.
- Use Company computers and internet access for business-related purposes only. Limit personal use of your office computer, including personal use of the internet and email, to non-working hours. Use of Company computers for prohibited purposes (games, indecent materials, and related uses) constitutes grounds for disciplinary action as described in the policy for Computer and Email Usage and in the policy for Internet Usage.
- Refrain from boisterous or offensive verbal communication and distracting unprofessional behavior. Be sensitive to people working around you.
- Maintain a neat, clean, and orderly office/work station. Good housekeeping is required for safety reasons. Assist and encourage your co-workers to keep the office environment clean and professional in appearance.



# Magee Holdings, LLC

## 514 Workplace Professionalism Continued

Effective Date: January 1, 2020

- Wear clothing that is appropriate for the workplace. Maintaining a professional personal appearance is required at all times.
- Report to work or meetings punctually as scheduled. Employees must be at their work station or ready for work at the assigned time.
- Your working hours with the Company are for conducting Company business. Most personal business should be taken care of either before or after working hours. Employees should limit personal visitors during working hours or on Company premises. Employees should limit bringing their children into the workplace as this poses a disruption to the employee and co-workers.

We appreciate your cooperation and assistance in helping our Company to maintain the standards of professional excellence which has led to our success. Should you have any questions concerning this policy, please see your Manager or Supervisor.

Failure to adhere to the above guidelines may result in disciplinary action, up to and including termination of employment.

# Magee Holdings, LLC

## **515 Good Housekeeping Policy**

Effective Date: January 1, 2020

Good housekeeping is essential to the health and safety of employees, as well as to the maintenance of high standards of operation and customer service. The Company has made every effort to provide orderly, safe and clean working conditions. Orderliness improves efficiency and customer service, reduces accidents and improves health conditions. Employees are urged to keep their own work areas neat and clean as well as other parts of the office such as restrooms, kitchen, aisles, parking lots and areas adjacent to the building. Anyone observed discarding trash improperly on office property will be subject to disciplinary action.

# Magee Holdings, LLC

## **516 Voting and Political Activities**

Effective Date: January 1, 2020

All employees are encouraged to exercise their right to vote. If at all possible, please find time to vote before or after normal working hours.

Employees are prohibited from promoting, engaging or participating in politics or political activities while on Company property and/or during time worked. This prohibition includes but is not limited to the display of political posters, cards, or other paraphernalia, and the wearing of badges, buttons or insignias depicting candidates, parties, organizations, or causes, all of which are unrelated to the Company's business.

If any employee intends to become a candidate for public office, the employee shall notify his/her Manager and Supervisor. If you should have any questions regarding this policy, please contact your Supervisor.

# Magee Holdings, LLC

## 601 Family and Medical Leave Act (FMLA)

Effective Date: January 1, 2020

### GENERAL POLICY:

In accordance with the Family and Medical Leave Act (FMLA), the Company policy grants FMLA leave to “eligible employees”. To be an “eligible employee”, you must: (1) have been employed by the Company for at least 12 months (which need not be consecutive); (2) worked for the Company for at least 1,250 hours of service during the 12 month period immediately preceding the commencement of the leave; and (3) the Company the employee works for must employ at least 50 employees within a 75 mile radius. The reason for the employee’s unpaid leave must affect them personally, their spouse, their children, or their parents. There are some exceptions, such as right to care for a service member with a serious injury.

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **“covered servicemember”** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A **“covered servicemember”** means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, for a serious injury or illness. A **“covered servicemember”** also means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. For a definition of what is a serious injury or illness for a covered servicemember, employees are to contact home office.

### BASIC FMLA LEAVE ENTITLEMENT

The FMLA provides eligible employees up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12 months are determined on a “rolling” 12-month period, measured backward from the date of any FMLA leave usage. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care within one year of birth or placement;
- To care for the employee’s spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee’s own **serious health condition** (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee’s job; and/or

# Magee Holdings, LLC

## 601 Family and Medical Leave Act (FMLA) Continued

Effective Date: January 1, 2020

- Because of any qualifying exigency arising by an employee's spouse, son, daughter or parent who is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to cover active duty).

A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings, and for parental care.

### BASIC FMLA LEAVE ENTITLEMENT FOR SPOUSES WHO WORK FOR THE COMPANY

When a husband and wife are both employed by the Company, FMLA leave is limited to a combined total of 12 weeks in a 12-month period when leave is taken for the following reasons:

- The birth, adoption or foster care placement of a child
- To care for the employee's parent with a serious health condition.

If leave is taken for other reasons, such as the employee's own serious health condition or to care for a child with a serious health condition, the husband and wife can each use up to 12 weeks of leave individually. When the husband and wife both use a portion of the total 12-week FMLA leave entitlement for the birth of a child, placement for adoption or foster care, or to care for a parent, the husband and wife would each be entitled to the difference between the amount he or she has taken individually and 12 weeks of FMLA leave for other purposes

### INTERMITTENT LEAVE AND REDUCED LEAVE SCHEDULES

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member.

### PROTECTION OF GROUP HEALTH INSURANCE BENEFITS

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

# Magee Holdings, LLC

## 601 Family and Medical Leave Act (FMLA) Continued

Effective Date: January 1, 2020

### RESTORATION OF EMPLOYMENT AND BENEFITS

At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the Company substantial economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employees if they qualify as “key employees”, if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA leave.

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Company’s designation of leave as FMLA-qualifying or non-qualifying, if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee’s leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company’s failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where a leave qualifies for FMLA protection, the Company and employee can mutually agree that the leave be retroactively designated as FMLA leave.

### EMPLOYEE FMLA LEAVE OBLIGATIONS

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

#### Content of Employee Notice

To trigger FMLA leave protections, employees must inform their Supervisor and/or Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency cause by a covered military member being on active duty or called to active duty status; or

# Magee Holdings, LLC

## 601 Family and Medical Leave Act (FMLA) Continued

Effective Date: January 1, 2020

- the leave is for a family member and the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

Calling in “sick,” without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company’s questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

### Timing of Employee Notice

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees, who fail to give 30 days’ notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

### Cooperation in Scheduling Planned Medical Treatment

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company’s operations, subject to the approval of an employee’s health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule which best suits the needs of both the Company and the employees, subject to the approval of an employee’s health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to consult with the Company on a treatment schedule, the Company may require employees to reschedule appointments to a more suitable time, subject to the approval of the employee’s health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee’s needs without unduly disrupting the Company’s operations, subject to the approval of the employee’s health care provider.

# Magee Holdings, LLC

## 601 Family and Medical Leave Act (FMLA) Continued

Effective Date: January 1, 2020

### Submitting Medical Certifications for FMLA (Unrelated to Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification**, and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Company shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than an employee's direct Supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

### Initial Medical Certifications

Employees requesting leave because of their own, or a covered relative's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

### Medical Recertification

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.



# **Magee Holdings, LLC**

## **601 Family and Medical Leave Act (FMLA) Continued**

Effective Date: January 1, 2020

### **Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leave that was taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

### **Submitting Certifications in support of Military Family Leave**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a military member the Company may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on active duty or call to active duty status and the dates of the military member's active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

### **Substitution of Paid Leave for Unpaid Family Medical Leave**

Employees must use any accrued paid time while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

# Magee Holdings, LLC

## **601 Family and Medical Leave Act (FMLA) Continued**

Effective Date: January 1, 2020

### **Pay Employee's Share of Health Insurance Premiums**

As noted above, during FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium through personal check.

The Company's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control) they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA leave.

### **Coordination of FMLA Leave with Other Leave Policies**

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law, or collective bargaining agreement which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company's other leave policies or contact home office.

### **False or Misleading Information**

Providing false or misleading information to or concealing relevant information from the Company in connection with a request for, use of, or return from FMLA leave may result in disciplinary action, up to and including termination of employment.

### **Questions and/or Complaints about your FMLA Leave**

If you have questions regarding this FMLA policy, please contact home office. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA. The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact home office immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation.

# Magee Holdings, LLC

## **602 Military Leave**

Effective Date: January 1, 2020

The Company addresses military leave in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state military groups will be granted leaves of absence for military service, training or other obligations in compliance with state and federal laws. These employees may use accrued vacation leave but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay and benefits.

Employees are requested to notify their Supervisors as soon as they are aware of the military obligation.

Questions regarding the Company's military leave policy, applicable state and federal laws and continuation of benefits should contact the President of the Company.

# Magee Holdings, LLC

## 701 Personal Appearance

Effective Date: January 1, 2020

Revision Date: January 3, 2022

**Each Manager will be responsible for monitoring the dress and grooming standards in each of our locations.**

The Company's policy is to establish standards of dress, which provide flexibility to employees and maintain a professional image to Company customers, guests and co-workers. Like it or not, people make judgments about credibility, trustworthiness and other characteristics based on dress.

Workplace attire, hygiene, and grooming standards contribute to the morale of all employees and affect the business image the Company presents to customers and visitors. We want to present ourselves professionally to customers, vendors, and potential employees. With employees serving as the face of the Company, guidelines on dress are put in place to meet this expectation of professionalism.

During business hours or when representing the Company, you are expected to present a clean, neat, professional, and tasteful appearance. Please remember that our appearance is the first and most lasting impression that we will make on our customers. This is particularly true when your job involves dealing with customers or visitors in person. Departures from business dress or personal grooming and hygiene standards are not permitted.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change clothes and will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress code violations continue. Some basic essentials of appropriate dress include the wearing of socks and the need for clothing to be neat and clean. A reasonable standard of dress, rules out tight or short pants, tank tops, halter-tops, spaghetti or strapless tops, crop tops, sweatpants, mini-skirts, flip flops or crocs, or any extreme in dress, accessory, fragrances or hair.

### **Male Dress Code:**

***Dress codes for Monday thru Friday will be according to guidelines as follows:***

Employees may wear dress slacks or Docker/khaki style slacks (if neatly pressed) along with a belt and button-up collared long/short sleeve logo shirt or a pullover collared logo shirt completely tucked into the slacks. Only dress shoes with socks may be worn on the feet. Ankle socks are not permitted.

The shirt must have your Company name and logo on it.

Visible tattoos and body piercings (e.g. facial piercings, tongue rings, gauges or earrings in the earlobe) are not allowed.

If requested, the Company will buy each employee five (5) logo shirts. Thereafter, the Company will pay 50% of the cost of shirts (up to three (3) each year). The logo on shirts replaces the requirement to wear a Company pin. Logo shirts would be maintained by and become the property of the employee.

# Magee Holdings, LLC

## 701 Personal Appearance Continued

Effective Date: January 1, 2020

Revision Date: January 3, 2022

Jackets or sweaters with Company logo are available to purchase upon request. The Company will pay 50% of the cost of a jacket.

**Hair** - Hair should be clean, combed, and neatly trimmed or arranged. Hair below shirt collar is prohibited. Beards, sideburns, and mustaches should be short and neatly trimmed. Non-traditional hair colors are not permitted.

Tennis shoes, sports shoes, cowboy hats and boots are not considered as proper office apparel.

If an employee reports to work wearing any of the prohibited items, the employee may be sent home to change their clothing and may be subject to disciplinary action. Consult your Manager if you have questions as to what constitutes appropriate attire.

### Female Dress Code:

***Dress codes for Monday thru Thursday will be according to guidelines as follows:***

Employees are to wear professional dresses, skirts and blouses, dress pants or slacks (Docker/khaki style is permitted if neatly pressed). Dress and skirt length should be no higher than 3" above the top of the knee and if the skirt/dress has a slit, the slit should not be higher than 3" above the knee as well. Short, tight, skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, beach dresses, anything that resembles loungewear or pajamas, and spaghetti-strap dresses are inappropriate for the office. *Sundresses are appropriate if a jacket or blouse is worn over the sundress at all times.*

Pant length must be to or below the ankle. Spandex type pants are not acceptable. Leggings are not a substitute for pants or slacks. Leggings may only be worn with a dress that is no higher than 3" above the knee.

Dressy blouses, sweaters, tops, and turtlenecks are acceptable attire for work, if they contribute to the appearance of professional dress. Most suit jackets are also desirable attire for the office. Inappropriate attire for work includes tank tops, midriff tops, halter-tops, and tops with bare shoulders or revealing necklines.

Dress shoes, sandals (not permitted-rubber, plastic or canvas, flip-flops or excessively casual shoes, i.e., Birkenstock sandals), oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Cowboy boots and athletic shoes are not acceptable.

Visible tattoos and body piercings (e.g. facial piercings, tongue rings, or gauges) are not allowed.

If requested, the Company will buy each employee five (5) logo shirts. Thereafter, the Company will pay 50% of the cost of shirts (up to three (3) each year). The logo on shirts replaces the requirement to wear a Company pin. Logo shirts would be maintained by and become the property of the employee.

## Magee Holdings, LLC

### **701 Personal Appearance Continued**

Effective Date: January 1, 2020

Revision Date: January 3, 2022

Jackets or sweaters with Company logo are available to purchase upon request. The Company will pay 50% of the cost of a jacket or sweater.

#### ***Casual Friday:***

Business casual dresses, conservative business attire, including Docker/khaki style slacks if neatly pressed and shirts, dressy capri pants at mid-calf length and sports team shirts are acceptable Friday dress. Also, business casual blouses, tops or shirts are permitted.

***Hair*** – Hair should be clean, combed, and neatly arranged. Hair color should be that of natural hair tones.

If an employee reports to work wearing any of the prohibited items, the employee may be sent home to change their clothing and may be subject to disciplinary action. Consult your Manager if you have questions as to what constitutes appropriate attire.

# Magee Holdings, LLC

## **702 Attendance and Punctuality**

Effective Date: December 30, 2019

Every employee is needed and must report for work punctually, expected to work all scheduled hours for which they are assigned, and may be required to work overtime. Irregular attendance, excessive absenteeism and tardiness disrupt the operations of the Company and will not be tolerated.

Employees are expected to be engaged in carrying out their duties during all scheduled work times and should be ready to begin working at their scheduled starting time. Employees should notify their Manager or Supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. Any notice should include a reason for the absence and an indication when the employee can be expected to return for work. If someone other than the employee must call in, the employee must follow up with a direct conversation with their Manager or Supervisor as soon as possible.

Unauthorized or excessive absences or tardiness or failure to notify the Manager or Supervisor will result in disciplinary action, up to and including termination. An absence is unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved. If the absence or tardiness is unplanned, the employee is to call the Manager or Supervisor before 9:00 a.m.

Employees who are absent from work for two (2) consecutive days without giving adequate proper notice to the Company will be presumed to have resigned from their positions.

# Magee Holdings, LLC

## 703 Standards of Conduct and Corrective Action

Effective Date: January 1, 2020

To ensure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Company. We strive to take a constructive approach to disciplinary matters to ensure that actions, which would interfere with operations or your job, are not continued.

It is impossible to list all the forms of behavior that are considered unacceptable in the workplace. The Company has the discretion to determine whether a violation of Company policies has occurred, and may consider any conduct inappropriate or unsatisfactory. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Falsifying employment applications, timesheets, or personnel or other Company documents or records.
- Unauthorized possession of property belonging to another (including Company or employee property), gambling, carrying weapons or explosives, or violating criminal laws on Company premises or Company time. (Legally possessed guns may be kept in a vehicle parked on Company property if the vehicle is locked and gun is not visible.)
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the wellbeing of any employee on Company premises or Company time.
- Engaging in acts of dishonesty, fraud, theft or sabotage.
- Threatening, intimidating, coercing, using abusive or vulgar language, harassment of any kind or interfering with the performance of other employees.
- Insubordination or refusal to comply with instructions or failure to perform duties which are assigned.
- Unauthorized use of Company material, time, equipment or property.
- Damaging or destroying Company property.
- Not observing fire prevention and safety rules.
- Theft or inappropriate removal or possession of property.
- Working under the influence of alcohol or illegal drugs\*, or being unfit for duty.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace.
- Fighting or threatening violence in the workplace.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Unauthorized use of telephones, mail system, or other employer-owned equipment.
- Unauthorized disclosure of business “secrets”, the Company standards, computer files, or confidential information.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and, as noted above, does not alter the employment-at-will relationship between you and the Company.

\*Alcohol and Drug. For more information, see the following:

505 Security

510 Workplace Violence Prevention

705 Drugs, Alcohol, and Weapons



# Magee Holdings, LLC

## 704 Anti-Harassment and Discrimination

Effective Date: January 1, 2020

The Company has zero tolerance for harassment or discrimination of any kind. Any form of harassment or discrimination on the basis of race, color, age, sex, sexual orientation, gender identification, national origin, religion, disability, genetic information, military service, or any other characteristic protected by applicable federal, state, and local laws and ordinances is a violation of this policy and will be treated as a serious offense, subject to disciplinary action, up to and including termination. The Company is committed to a workplace free of such behaviors.

### Definitions of Harassment

Harassment on the basis of any protected characteristic is strictly prohibited. Such harassment can be defined as conduct that shows hostility or aversion toward an individual because of his or her protected characteristic and that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Examples of prohibited harassment include, but are not limited to, derogatory remarks, slurs, epithets, or offensive jokes; displaying or circulating offensive printed, visual, or electronic images, items, or content; engaging in hostile, offensive, or intimidating physical actions or bullying; or engaging in any other conduct of an offensive nature.

Sexual Harassment constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment is defined under the Equal Employment Opportunity Commission Guidelines as verbal, visual or physical conduct of a sexual nature where: (i) there is an attempt, either implicit or explicit, to make submission to such conduct a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment related decisions; or (iii) 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.

### Examples of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal conduct of a sexual nature may constitute sexual harassment prohibited by the Company and will result in disciplinary action when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
3. Unwanted physical contact or conduct of any kind occurs, including sexual flirtation, touching, advances, or propositions.

# Magee Holdings, LLC

## 704 Anti-Harassment and Discrimination Continued

Effective Date: January 1, 2020

4. Verbal harassment of a sexual nature occurs, such as lewd comments, sexual jokes or references, and offensive personal references.
5. Displaying in the workplace any objects, pictures, photographs, or other items which are demeaning, insulting, intimidating, lewd, sexually suggestive, or pornographic.
6. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as letters, memos, notes, e-mail, instant messaging, telephonic, or other written or verbal communications).
7. Any other conduct of a sexual nature or targeted toward a member of a particular sex that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

### Retaliation is prohibited

The Company prohibits retaliation against any individual who, in good faith, reports harassment or discrimination or participates in any investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject the employee to disciplinary action, up to and including termination.

### Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation the Company strongly urges the prompt reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the identity or position of the perceived offender. Individuals who believe they have experienced or who are aware of conduct that they believe is contrary to this policy, or who have any concerns about such matters, should bring these concerns to the attention of the President of the Company. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

# Magee Holdings, LLC

## **704 Anti-Harassment and Discrimination Continued**

Effective Date: January 1, 2020

### **Responsive Action**

Any action in violation of this policy will be dealt with appropriately. The Company will take responsive actions that the Company believes to be appropriate under the circumstances. This may include, for example, training, referral to counseling and/or disciplinary action, such as a warning or reprimand, reassignment, a temporary suspension without pay, or termination.

# Magee Holdings, LLC

## **705 Drug, Alcohol, and Weapons**

Effective Date: January 1, 2020

The Company recognizes that alcohol and drug\* abuse in the workplace has become a major concern in today's society. We believe that by reducing drug and alcohol use we will improve the safety, health and productivity of employees. The object of the Company's alcohol and drug policy is to provide a safe and healthy work place for you, to comply with federal, state and local health and safety regulations, and to prevent accidents.

The use, possession, sale, transfer, purchase or being under the influence of intoxicating liquor, illegal drugs or other intoxicants (including legal drugs that are being improperly used), firearms, explosives, weapons, and/or hazardous material by employees at any time on Company premises or while on Company time or business is prohibited. The illegal use of any drug, narcotic or controlled substance is prohibited. You must not report for duty or be on Company property while under the influence of, or have in your possession while on Company property, any intoxicating liquor, marijuana or illegally obtained drug, narcotic or other illegal substance. Entry is consent to, and recognition of, the right to search the person, automobile, and other property or any and all individuals while on the Company premises.

All employees could be subject to drug screening at the discretion of the Company. In addition, you may be required to undergo a drug screening if, in the opinion of management, it is in the best interest of the Company and for the safety of employees and in accordance with applicable laws. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

\*Alcohol and Drug. For more information, see the following:

505 Security

510 Workplace Violence Prevention

703 Standards of Conduct and Corrective Action

# Magee Holdings, LLC

## **706 Tobacco Policy**

Effective Date: January 1, 2020

The Company provides a non-smoking and tobacco-free environment for all employees and customers. Smoking or other use of tobacco products (including, but not limited to, cigarettes, e-cigarettes, pipes, cigars, snuff, or chewing tobacco) is prohibited inside all branch locations. This rule applies to employees during working time and to customers and visitors while on Company premises. Each manager is responsible for maintaining compliance with this rule.