

Policy Handbook

LINUS MEDIA GROUP

This document is part manifesto and part employee handbook.

It is a part of who we are and who we aspire to be.

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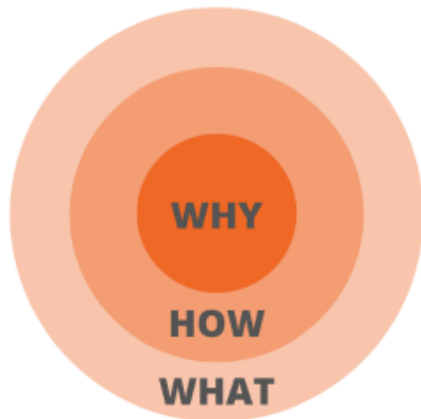
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INTRODUCTION AND CODE OF ETHICS

Welcome to our team! At Linus Media Group (“LMG”) we are proud of our business and team members who make it possible to do great work. We are clear on our purpose and values which drive every aspect of our business and are a part of our DNA.



Why do we do what we do?

How do we do what we do?

What do we do?

Our Why

To provide honest, entertaining, and informative content to our audience; to maintain an exemplary level of service to our partners and sponsors; and to facilitate a secure, happy, and independent life for our employees.

Our How

The success of our business is dependent on the trust and confidence we earn from our employees, partners and sponsors. We gain credibility by adhering to our philosophy and code of ethics. It is easy to say what we must do, but the proof is in our *actions*. Ultimately, we will be judged on what we do.

At the core of our business philosophy is honesty, integrity and ethical conduct. Our fundamental principles are:

- No employee should lie or cheat on behalf of LMG or to enhance our company or personal performance.
- The company and all employees must avoid actual or apparent conflicts of interest.
- All employees must never engage in any activity that could raise a question concerning their integrity.

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In addition to our core philosophy, we will conduct our business with the following code of ethics:



Obey the law

Comply with all laws and requirements; respect public officials; comply with safety and security standards; and ensure that employees are acting ethically and responsibly, including declining any offers of gratuities or personal gifts from suppliers, partners, or viewers, except as explicitly approved by management on a case-by-case basis.



Take care of our employees

Provide competitive wages and benefits; a safe and healthy work environment; challenging and fun work; career opportunities; and an open-door policy.



Take care of our audience

Be honest and provide the highest quality content that we possibly can, make every interaction with our audience, both online and in person, as pleasant and enjoyable as possible; filter audience feedback appropriately and listen to and take action as needed; and never let sponsors or partners impact the opinion that we provide.



Respect our suppliers and brand partners

Treat all suppliers and their representatives with respect as we would expect to be treated; honor all commitments; protect suppliers' property including confidential information and samples; communicate openly; and always give our honest criticism and feedback in all content that we create.

If you are ever in doubt as to what we stand for and how to handle business and/or ethical matters, please consult with anyone from LMG's management team.

Our What

We maximize the impact of our content, including web video, social media and influencer marketing, around the globe. We will continue to build a community of millions of consumer and professional technology enthusiasts on YouTube, social media, and our own community forum.

What does this have to do with you?

EVERYTHING! The continued success of our Company depends on how well each of LMG's employees adhere to the high standards we insist on in our Code of Ethics. And a successful company means increased opportunities for success and advancement for each of you. No matter what your current job is, you can put LMG's Code of Ethics to work every day. It's reflected in the enthusiasm shown through our content every day, and the relationships you build with your management, your teammates, our partners, and the audience. By choosing to do the right thing, you guarantee that both you and Linus Media Group will maintain a successful relationship with the audience, built on trust in the expert opinions that we provide.

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COMMITMENTS TO EACH OTHER AND THE COMMUNITY

1. Open Door Policy and Resolution of Disagreements

Linus Media Group strives to foster an atmosphere of openness and mutual support. We recognize that conflict, misunderstandings, and disagreements may arise in the workplace from time to time. It is our commitment to be responsive to employees and concerns brought to our attention.

We believe most disagreements can be resolved at the workplace level if parties involved are respectful, honest, and do their best to ensure they clearly understand each other's positions and concerns.

If a disagreement cannot be mutually resolved at the workplace level, or if you would appreciate an outside perspective on a disagreement or uncomfortable or escalated situation, consult with your manager. Every manager's door is open to every employee to encourage open communication, feedback and discussion. The manager will:

- Listen to the events surrounding the disagreement.
- Probe for clarification to ensure full understanding of the event in question.
- Engage in a discussion with the employee on possible resolutions or compromise.
- Support the employee with an action plan and next steps.
- Follow-up to ensure the disagreement has been handled and addressed appropriately.

We strive to create the best workplace possible and in doing so, encourage employees to first make every effort to resolve workplace issues on their own and if not possible, come forward to seek assistance on handling the situation.

2. Our Commitment to Diversity

Our workplace recognizes its talented and diverse workforce as a key competitive advantage. Linus Media Group believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realize their maximum potential within the company, regardless of their differences. We recognize the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities that reside within our talented workforce positions LMG to anticipate and fulfill the needs of our diverse customers, providing high quality products/services. We believe that the wide array of perspectives that results from diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive, and competitive.

Accordingly, LMG ensures that all decisions regarding recruitment, hiring, promotion, assignment, training, termination, and other terms and conditions of employment be made without unlawful discrimination on the basis of the prohibited grounds of discrimination as defined in the British Columbia *Human Rights Code* (race, color, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, gender identity or expression, political belief or conviction of a criminal or summary conviction offence unrelated to their employment), hereinafter referred to as "Prohibited Grounds" or any other factor that cannot lawfully be used as a basis for an employment decision.

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3. Respectful Workplace – Discrimination, Anti-Bullying & Harassment

All employees have the right to work in a safe environment that is free of discrimination, bullying or harassment and are responsible for promoting a safe environment for others.

Employees are expected to conduct themselves in a respectful manner in the workplace, setting a good example and treating others with respect at all times, whether with colleagues, clients, suppliers or other partners. Cultivating respectful interactions is of the highest importance to us and taken very seriously.

The definitions of discrimination, bullying and harassment are below:

- **Discrimination:** The adverse differential treatment of a person or group of persons on the basis of the Prohibited Grounds, that has the effect or purpose of unreasonably interfering with that person's or group's employment or performance or of creating a hostile or intimidating work environment.
- **Bullying:** Repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of persons.

Please note that reasonable actions taken by an employer or supervisor relating to the management or direction of workers or the place of employment is not considered bullying.

- **Harassment:** Any unwelcome conduct, comment, gesture or contact that is likely to cause offence or humiliation to any person.

Discrimination, bullying, and harassment may include the following types of behaviors. Note that this is not intended to be an exhaustive list, but one for illustrative purposes.

- Insulting or degrading comments, slurs, jokes, actions, and/or gestures targeting a person's race, color, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, gender identity or expression, political belief or other prohibited grounds
- Negative stereotyping or threatening
- Offensive pictures, cartoons, images, sayings and gestures
- Targeted threats, humiliation, and personal ridicule
- Vandalizing personal belongings
- Malicious gossip
- Unwelcome remarks, questions, comments, gestures, jokes, touch or contact of a physical or sexual nature

If you feel that you are experiencing discrimination, bullying or harassment, or you are witnessing someone else experience it, you are required to report the incident by speaking to anyone on the management team or by submitting a complaint in writing to the management team as soon as possible.

When submitting a written complaint, please include the following details:

- Your name and contact information
- Name of the alleged bully or bullies

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- Names of the parties involved
- Names of any witnesses
- Location, date and time of the incident(s)
- Details about the incident(s) (behaviour and/or words used)
- Any additional details that might help an investigation
- Supporting documents, such as emails, handwritten notes, photos or other physical items.

LMG strives to provide the best possible working environment but cannot reach that goal if there are issues that are not brought to our attention. When in doubt, please report the behavior so the situation can be assessed and handled appropriately.

The process and guidelines for any submitted complaints will be as follows:

- All complaints will be kept confidential to the fullest extent possible and will be disclosed only to management as necessary to allow us to investigate and respond to the complaint. No one will be involved in the investigation or response except those with a need to know. All employees who participate in investigations are held to the same standards of confidentiality.
- Anyone who is found to have violated our expectations around discrimination, bullying and harassment will be subject to disciplinary action, up to and including immediate termination of employment. Disciplinary action will depend on the larger context of the situation including the gravity of the offence and evidence presented.
- We will not permit retaliation against anyone who makes a complaint or who cooperates in an investigation. If you feel you are being subjected to retaliation, please initiate a conversation with a manager.

4. Respectful Interactions – Online Community & General Public

Much of Linus Media Group's work product is in the public domain and, as such, susceptible to comment by members of the LMG audience and the broader online community. While LMG hopes to limit any unfair negative feedback or otherwise uncomfortable interactions for employees with the online community, we must ensure that we are assessing these interactions through the context of expected online discussion.

With this in mind, we aim to classify bullying, harassment, discrimination, or retaliation behaviors with the online community and general public into two categories - low risk and high risk.

Low Risk

Examples of "low risk" interactions include but are not limited to negative or mean comments. We understand that an assessment of a behavior as "low risk" is determined on a person-by-person basis and that each individual may see these interactions differently, or may feel the effects of them in a more or less severe manner. If the volume or severity of these interactions go beyond what you would personally classify as "low risk," please speak with management as per the open door policy in **Policy 1**. Managers will work with you to find a resolution, which may include making best efforts to minimize your exposure to these sorts of interactions.

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High Risk

Examples of “high risk” interactions include, but are not limited to:

- Doxing - any instance of an intentional leak of an employee’s private information (address, date of birth, medical history, etc.) or private information of an employee’s relative.
- Swatting - any attempt to falsely report a crime by an individual, or to use local law enforcement in an attempt to harm an individual.
- Videos or other online media created solely to attack, degrade, or harass an individual employee (“hate threads”).
 - Especially if LMG channels are being leveraged - through no intent of LMG - to boost their spread (eg. YT or Twitter comments sections, r/linustechtips subreddit, Linus Tech Tips forums)
- DDoS/DoS - any attempt to impede an individual employee’s access to the internet through denial of service attacks.
- Botting/spam - any attempt to inundate an employee with harassment or negative feedback through the targeted use of a community or a network of bots. This also includes bot or spam reporting of an employee’s personal social media handles in an attempt to remove their access to said social media.

The effects of “high risk” interactions often face risk of real harm to an individual, with potential consequences extending beyond the online world and into real life situations. Please report these to management as per the open door policy in **Policy 1**. LMG will make best efforts to safeguard an employee against the real-world impacts of “high risk” interactions, including working with local and law enforcement bodies to protect the employee involved and lower the risk of these situations happening in the future.

5. Violence in the Workplace

LMG is committed to providing a safe workplace for its employees, suppliers, and partners and has a zero-tolerance policy for violence in the workplace, whether threatened or actual workplace violence. “Violence” includes physically harming another person or property, shoving, pushing, harassing, bullying, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. Because of potential for misunderstanding, LMG prohibits any talk of violence or joking about violence. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

Employees who are subject to, a witness of, or have knowledge of any incident of a threat or act of violence or verbal abuse must report this to a manager. If a serious violation has occurred, management is required to report the incident to LMG ownership immediately.

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6. Safety

Safety is important to us. Please refer to our separate safety manual for all standards and policies around safety in the workplace.

7. Drug and Alcohol-Free Workplace

Linus Media Group is committed to ensuring a safe and efficient working environment. Employees are to be free of the presence of unauthorized substances at all times and capable of exercising good judgement and safe work behavior. Unauthorized substances include, but are not limited to, any substance which alters the mental state of the employee.

Linus Media Group recognizes that the inappropriate use of drugs and/or alcohol can have serious adverse effects on a person's health, job performance and workplace safety. To help ensure a safe, healthy and productive workplace, we prohibit impairing substances from being brought onto, sold, distributed or consumed on our premises, while working on business.

The following are the guidelines and expectations of our employees:

- Arrive to work fit for duty and able to perform duties safely and remain fit for duty for the duration of assigned shift(s).
- May not use, possess, distribute, sell, or be under the influence of alcohol or non-medicinal usage of drugs, (including cannabis or cannabis product) while on the work premises or while conducting any business-related activity away from the work premises.
- Report if you have a medical reason for taking cannabis, so we may consider appropriate accommodations that balance your disability and our obligations to create a safe work environment. Note that having a medical prescription does not entitle an employee to be impaired at work.
- Report limitations and required modifications arising from impairment risks due to prescription medication.
- Seek advice and/or appropriate treatment, where required.
- Promptly and confidentially disclose dependency or emerging dependency to a manager.
- Advise a manager if there is reasonable belief that another employee is impaired while on the job.

If Linus Media Group suspects, on reasonable grounds, that an employee is impaired at work, we will take steps to investigate and address the issue. As an employer, we will work in accordance with the British Columbia *Human Rights Code* which prohibits discrimination in employment including substance dependence, which has been recognized as a form of disability.

8. Employee Personal Information and Privacy

Linus Media Group values our employees and respects the privacy of your personal information.

Personal information means any information that would allow a specific individual to be identified or information that can be directly associated with an individual.

LMG collects, uses and discloses personal information about each employee for employment-related purposes only. Personal information collected, used and disclosed for such purposes by LMG may include

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information collected via the application process, when you are hired through the onboarding and benefits application process and information collected in the course of your employment including, but not limited to, emergency contact information, work history, wage adjustments, and performance appraisals. LMG may also collect personal information through its computer systems and building security systems, including, where appropriate, by using cameras.

Personal information is disclosed as needed to run our business operations:

- To LMG's payroll team and service provider and financial institutions for payroll-related purposes.
- To government bodies and agencies, such as Canada Customs; Canada Revenue Agency; employer health tax agencies; workers' compensation boards, for payroll and related premium assessment and health and safety purposes.
- To insurance companies and claims managers for enrolment in and administration of benefit plans, and in connection with any claim or anticipated claim against LMG.
- To LMG's advisors, including accountants, lawyers, and consultants.
- When required or permitted by law.

Most personal information is collected, used, and disclosed for purposes relating to the employment relationship. Accordingly, in most circumstances, consent is not required. In appropriate circumstances, consent may be implied, and in other circumstances, LMG will obtain consent for the collection use or disclosure of personal information.

All employees must respect and comply with LMG's personal information and privacy policies and procedures. Employees who are authorized to collect, access, or disclose personal information must only collect, access, use and disclose personal information about other individuals as properly authorized in accordance with this policy.

9. Gratuities and Gifts

As an employee of Linus Media Group, you may at times be offered personal goods or benefits by suppliers, sponsors, partners, or other external forces that currently does, has done, or may do business with LMG.

It is within policy to accept personal physical gift or benefit if all of the following conditions are met:

- It has a total value of less than \$25 Canadian dollars;
- There are no obligations, trades, or understanding of further actions required with the gift;
- It was not requested;
- It is a one-time occurrence and not to be repeated or scheduled;

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- It cannot be cash, giftcards, digital currencies, or other obvious monetary equivalent; and
- It is offered in person only (ie: a tradeshow or meeting).

If a gift or benefit does not meet all the above-noted requirements, you must disclose the gift or benefit immediately to your manager who will then determine the next course of action. Best practice in this case is to consult your manager before accepting a gift. Gifts that arrive at the workplace, office, or your home or gifts that are provided digitally all fall within this policy.

As an employee of Linus Media Group, you may at times also be offered an opportunity to receive items from LMG for free or at a discount. These offered items are meant to be for your own personal use and not meant to be resold and especially resold at a profit.

Failure to comply will result in disciplinary action, up to and including termination.

10. Intellectual Property

As an employee of LMG, all creative work, business ideas, and products that you design and develop in your role as an LMG employee or otherwise related directly to the business of LMG are the sole property of LMG.

Any use of LMG property or footage must be approved by upper management in writing in advance of its use. Approvals for such are on a case-by-case basis at the sole discretion of management and must not enrich you personally.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

11. Confidentiality

Employment at LMG is dependent in part on maintaining confidentiality on behalf of LMG, our partners and sponsors. Confidential information is a valuable asset which is solely the property of LMG and must be protected. All confidential information about LMG learned or acquired by an employee during employment must be kept strictly confidential and such knowledge and information will not, under any circumstance, including upon termination, be disclosed to any person or entity outside of LMG without the prior written consent of upper management.

Upon termination, the employee will promptly deliver to LMG all confidential material in their property, including without limitation any and all documents, manuals, lists, data, records, keys, security passes, computer programs, codes, materials, prototypes, products, samples, analyses, reports, models, designs, equipment, tools and devices relating or pertaining to LMG's business, including any copies, representations or reproductions of the same.

12. Use of Electronic Communications and Technology

All Employees are responsible for communicating with appropriate business decorum whether on the internet, by phone, in person, in writing, or other means. The internet includes but is not limited to social media accounts, email, forums, etc. either associated with LMG or personal accounts with you as a representative of Linus Media Group.

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Your use of Linus Media Group's devices, technology, accounts, and communication services represents your agreement with the following policies:

Access

- Access to services provided by LMG may be revoked at any time without notice.
- Each employee will maintain the confidentiality of all passwords provided or made available to the employee and must be stored in the company- provided Lastpass Password Manager.
- All accounts which are set up by an employee must use the highest level of security possible, such as 2-Factor Authentication or a physical authentication metric (eg. Yubikey).
- Each employee is responsible for information in or passing through their accounts and/or devices.
- All computers which can access LMG-related accounts and services must be managed through a service which allows for remote deactivation eg. Microsoft email-enabled device login and management for Windows machines.
- All computer users must lock or sign off their system when they are away from their computers. They must use Windows Live login.
- All new accounts must be created using LMG information rather than personal information.

Failure to comply with this policy puts Linus Media Group at risk legally and financially. Employees granted access to any Linus Media Group accounts, services, or devices acknowledge and consent to monitoring of such use of accounts, services, or devices for the purpose of ensuring appropriate usage consistent with this policy. Violation of this policy can result in suspension of privileges and disciplinary action, up to and including termination.

Permitted Usage

LMG accounts, services, and devices are provided by LMG for business purposes. Personal use must be kept to a minimum. Misuse or excessive personal use of LMG technology or electronic communications is a violation of LMG policy and can result in disciplinary action, up to and including termination.

Proprietary Rights and Confidential Information

All communications sent, created, or retrieved through any accounts, services, and devices will be the property of LMG.

Materials posted, transmitted, or otherwise exchanged in which Linus Media Group possesses proprietary rights will be marked appropriately. Employees will not directly or indirectly knowingly infringe or acquiesce in the infringement of any third-party rights.

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Sensitive information may not be shared, transmitted, or stored for personal or public use without prior management approval. Every employee must ensure that all sensitive and confidential information of Linus Media Group, its suppliers, employees, partners, sponsors, and audience is held securely and confidentially and that it will not be posted publicly or transferred into an email or other online service not owned or provided by Linus Media Group.

All confidential information of Linus Media Group and its partners will be prominently marked with appropriate notices of confidentiality. Any mobile devices or storage mediums (phones, laptops, tablets, physical media such as USB drives, and other devices or media which is not yet known) containing confidential information must be stored in a secured manner. Unauthorized removal of confidential material and information from Linus Media Group premises is strictly prohibited.

Prohibited conduct

Material which may be discriminatory or obscene, which denigrates any person or group, which offends the law should not be viewed, posted, transmitted, or otherwise exchanged using Linus Media Group accounts, services, and devices.

Only software that is purchased and/or authorized by the network admins may be installed or used. Installation of personal and/or authorized software or computer equipment is prohibited.

Monitoring

Employees granted access to any Linus Media Group accounts, services, and devices acknowledge and consent to the monitoring of such employee's use of said accounts, services, and devices for the purpose of ensuring appropriate usage of them consistent with this policy. Admins have the ability to change or reset passwords and also have the ability to enter all accounts as needed.

General conduct

Employees should conduct themselves in a professional manner at all times to preserve Linus Media Group's interests, public image, and goodwill. Moreover, any communication transmitted, stored, or displayed electronically must comply with our policies.

Employees should also be aware that statements, images, or videos posted electronically that damage Linus Media Group, defame any individual, damage any person's reputation, or violate our policies outlined in the Linus Media Group Employee Agreement and Handbook may result in disciplinary action, up to and including termination.

Employees should not discuss confidential information regarding Linus Media Group or themselves. For example, commenting on publicly available products or videos or confirming that we have posted any publicly available content is acceptable. Employees are not permitted to comment on anything they learn that would not be known if they were a member of the general public, including product NDAs. If an employee is promoting a Linus Media Group product, or a product from one of Linus Media Group's sponsors or partners, they should make it clear that they have an association or relationship with Linus Media Group at that time.

Limitation of liability

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Linus Media Group takes no responsibility for any criminal or civil action against an employee arising from the use of Linus Media Group's accounts, services, or devices for any non-business use of said accounts, services, or devices, or for any purpose contrary to this policy.

13. Filming, Online Presence and Personal Information

By working at Linus Media Group, you acknowledge that basic information, such as your name, picture, social media handles, and position will be displayed on LMG's websites, social media channels, and online video platforms and that you may end up appearing in the background of LMG videos that are posted publicly as we regularly film at the office. As such, each employee at LMG is required sign a filming release prior to starting work at LMG. This will usually be done as part of the employee agreement package.

14. Personal Projects

We employ a wide variety of skilled and incredibly talented individuals - it's fair to say that this is our greatest asset. We encourage all employees to be creative in their work and in their personal lives, but Linus Media Group must ensure that personal endeavors are not competitive with LMG's own business.

Any personal projects involving digital content, online media, technology, or merchandise or any personal project that is similar to what LMG has done, presently does, or has plans to do in the future is considered competitive and disallowed except with written prior approval from upper management.

All requests will be reviewed and approved or declined on a case-by-case basis, but for your reference, LMG typically deems the following pursuits as competitive:

- Content focused on or around technology regardless of form including, but not limited to, written, video, audio
- Content focused on or around digital media or content, advertising, or video production regardless of form
- Content that includes any LMG property (tangible or intangible) or done on LMG time or using LMG know-how regardless of form
- Selling merchandise
- Monetizing any content directly posted to YouTube through YouTube AdSense or other
- Using LMG suppliers or resources to enrich their personal endeavors

Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

15. Employment and Relationships at Work

Linus Media Group is aware of the real potential and/or perception of family or personal relationships impacting the work environment. In an effort to maintain a fair and equitable workplace, LMG has the following policies in place:

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- LMG does not offer permanent employment to the spouses, significant others, or immediate family members of current permanent employees.
- LMG is happy to entertain employment opportunities for other relatives. Please disclose any and all known relationships with management.
- LMG avoids reporting relationships between family members and avoids having family members in the same department.
- Managers may not hire anyone with whom they have a relationship and are not allowed to hire family members of existing staff to the same department.
- Dating coworkers in the same department or with reporting relationships of any kind is strictly prohibited. Any such relationships must be immediately reported to upper management.
- Dating coworkers is discouraged as these relationships raise concerns around potential favoritism, bias, ethics and conflict of interest. Any such relationships must be immediately reported to upper management.
- In the event that any such relationships exist, appropriate transfers will occur.

If you feel that you are in a situation where the appearance of bias or favoritism might arise (based on your relation to a specific employee or employees), it is your responsibility to make your manager aware of the situation. If these situations do arise, Linus Media Group may adjust the responsibilities of one or both individuals to avoid reporting relationships between family members.

16. Stock / Investment Policy and Affirming Compliance

Every member of Linus Media Group must be constantly vigilant against any appearance that they are abusing non-public information for financial gain. Employees should also be acutely aware that the investments and business interests of themselves or their spouse, partner or family may create real or apparent conflicts of interest or appearance of favoritism. This applies to all departments.

While this does place limitations on an employee's freedom to invest, this policy leaves a wide range of investments open to them. Any employee, regardless of role, is free to own diversified mutual funds, money market funds, and other diversified investments that the individual cannot control. Any employee may also own treasury bills, investment-grade municipal bonds, and debt securities other than speculative bonds. Employees are of course free to own stocks entirely unrelated to topics/companies covered by Linus Media Group.

No employee may own stock or have any other financial interest in a company, enterprise, or industry which provides goods or services that are part of, or may be part of, any and all content created by Linus Media Group. A non-exhaustive list of companies that are limited by this policy include:

- Semiconductor chip manufacturers and designers (INTC, AMD, NVDA, AVGO, MU)
- Computer manufacturers, designers, and resellers (APPL, DELL, HPQ, IBM)
- Software corporations (MSFT, GOOGL, GOOG, FB, ATVI)
- Online retail (AMZN)

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- Communications equipment (QCOM)
- Automotive (TSLA, F, BMW, VOLV)
- Transportation (FDX, UPS, DPW)
- General consumer technology (PHIA)
- Digital streaming and production (NFLX, DIS)

Employees may not buy or sell securities or make other investments in anticipation of forthcoming content that originates with Linus Media Group. In general, employees must refrain from acting on such information during or before the day of online publication of such content. This restriction does not apply to news that is not exclusive to Linus Media Group, or is considered part of the public record.

Affirming Compliance

New employees will be required to disclose if they or their spouse, partner, or family members have any investments that would violate this policy and if so, will be required to sell the conflicting holding. If they choose not to, this will be grounds for termination as it is deemed a conflict of interest.

Members of the management team may from time to time ask employees in any department to affirm that they and their spouse, partner, or family members have no investments in violation of the rules above. These requested updates may be irregular and unscheduled.

If and when violations come up, the employee must alert their manager.

If Linus Media Group expands its reach into new industries and an employee holds investments in that industry, that employee must notify their manager of the new potential conflict. If deemed necessary, the employee will be given a reasonable amount of time to dissolve their position.

These rules fall in line with those set by similarly large digital print publications, and are solely implemented for the protection of Linus Media Group from any perceived favoritism by its employees.

THE DAY TO DAY

17. Personal Appearance

It is LMG's policy to refrain from adopting a strict dress code. It is our belief that our employees are responsible individuals who are capable of ensuring that their appearance is neat, clean and professional. Employees are expected to practice good grooming and personal hygiene habits. We ask employees to use good judgment when deciding what to wear to their place of work. We do not have any specific restrictions other than:

- When filming no brand designs or logos are allowed that are not LMG owned; and
- Closed toe shoes or steel toes must be worn for certain positions in the warehouse.

18. Scent and Smoke Free Workplace

Linus Media Group makes best efforts to foster a safe and comfortable work environment for all employees. Accordingly, LMG chooses to maintain a scent-free and smoke-free environment. As such, LMG employees must:

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- Maintain proper hygiene and avoid the use of overly scented body products like perfume, cologne, lotions etc.;
- Refrain from the use of optional items that give off scents like air fresheners; and
- Smoke or vape only in permitted cleared outdoor areas, far from doorways, air intakes, and other employees.

19. Workweek and Pay Dates

The workweek for payroll and accounting purposes is Monday through Sunday. Direct deposits will be deposited every other Monday by the end of the day, but may be visible in your bank account earlier, depending on the processing time of each individual bank.

20. Working Hours

At Linus Media Group, our core work hours are 9:00am to 5:30pm PST Monday to Friday. We make every effort to stick to the core schedule due to the collaborative nature of our work, however, to properly conduct our business, we do require employees to be available evenings and weekends. Notice will be given at least 24 hours in advance for work scheduled outside core hours unless the employee agrees to less notice.

It is your responsibility to be ready to begin work when your shift starts.

Adjustments to core hours

To provide flexibility, LMG allows employees to start their day up to 30 minutes early (8:30am-5:00pm PST) or 30 minutes later (9:30am – 6:00pm). You may do so with no notification to your manager and no advance notice provided you have not been given specific instructions to arrive at a certain time.

If you wish to adjust your schedule outside of these changes noted above, it must be pre-approved in writing by your manager at least 24 hours in advance and forwarded to accounting.

Meals and Breaks

You will receive an unpaid 30-minute meal break if your shift exceeds five hours. Such meal periods must be taken and must be taken within five hours of your starting time. Meal breaks cannot be used to leave early or banked for another day.

You may also take an additional two 15-minute unpaid breaks for an 8-hour workday so long as you make up this time at the end of your shift. This may be combined with your meal break to allow you a maximum of 1-hour break or taken as breaks in the middle of your day.

Arriving Late

Being on time at work is an important part of performance. While we understand that there may be the occasional instance of tardiness, repeated instances will be the subject to disciplinary action, up to and including termination.

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21. Attendance

Regular attendance is vital to maintaining a productive and efficient workplace. While LMG recognizes that illness or other important matters may keep an employee from work on occasion, there is an expectation that employees consistently report for work on time and as scheduled.

If an employee is absent or cannot report to work on time or as schedule, they must notify a manager as soon as possible.

Excessive absenteeism can disrupt work, inconvenience other employees, and affect productivity and will be dealt with on a case-by-case basis. Employees will be given notice of management's concern with succinct opportunity and support to correct the problem. Regular unsubstantiated instances of absence could result in disciplinary action, up to and including termination.

22. Overtime

Overtime pay of time-and-one-half will be paid for all hours worked in excess of eight hours per day or 40 hours per week. Double time pay will be paid for all hours worked in excess of 12 hours per day.

All overtime or double time requires prior upper management approval in writing and forwarded to accounting.

Overtime of time-and-one-half can also be taken as time off instead of paid out but this must be approved on a case by case basis at the sole discretion of management.

LMG reserves the right to review, manage and limit overtime based on business needs and staffing requirements. An employee deemed to be misusing or abusing overtime will be subject to disciplinary action, up to and including termination.

23. Travel Time

Travelling to work is a commute and not considered travel time. Linus Media Group will pay for travel time if employees' travel that is solely work-related, is in excess of their normal commute to and from the office as this is considered work time. If an employee is required to carry gear or other employees (besides voluntary carpool), the employee will also be reimbursed for mileage at current rates set by the Canada Revenue Agency. No other vehicle expenses, including insurance, are reimbursable.

24. Timesheets

Your timesheet must be filled out at the end of each workday through your assigned Google Sheet. You are responsible for accurately reporting your time.

25. Expenses and Reimbursements

While conducting out of town business, necessary work expenses including food and transport are reimbursed by LMG. Receipts and the reimbursement form must be correctly filled out and submitted to accounting within 30 days for reimbursement or before fiscal year end, whichever comes first. Reimbursements will not be made without receipts. All US dollar reimbursements will be reimbursed via

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US dollar cheques and all other currencies will be reimbursed via Canadian dollars direct deposit on the next payroll.

PAY, BENEFITS, TIME OFF AND OTHER PERKS

Linus Media Group is proud to provide an overall compensation package that meets all employment standards obligations, is competitive from an external marketplace perspective and meets our goals of facilitating a secure, happy, and independent life for our employees.

26. Benefits

Linus Media Group is pleased to offer a group extended health and dental plan to all full-time employees who have completed 90 days of employment with Linus Media Group. Spouses and children of full-time employees are also eligible for coverage. For more information including the specifics of what is included in extended health and dental benefits, please refer to the package provided or visit the Great West Life online portal at <https://gwl.greatwestlife.com/MyLogin>.

27. Sick/Personal Leave Hours Bank

Linus Media Group understands that you, or your family members, may fall ill from time to time and accordingly, be unable to report to work. In these cases, LMG does not offer work from home accommodations but instead offers sick/personal leave for you to rest, recover and take care of your loved ones.

To be eligible for paid sick/personal leave, you have to have been continuously employed for a period of 90 days. Paid sick leave will be earned annually and payable based on an employee's rate of pay for the preceding 30 days before the leave as per the calculation in the *Employment Standards Act* of BC.

Length of employment	Timing
0-90 days	<ul style="list-style-type: none">• No sick/personal leave available
90 days – 1 year	<ul style="list-style-type: none">• Up to 5 paid days• Up to 3 unpaid days• Any unused paid days (up to 5) can be carried over to the second year
1 year – 2 years	<ul style="list-style-type: none">• Up to 5 paid days• Any unused paid days (up to 5) from the first year can be carried over to the second year• If less than 3 paid days are carried over from the first year, then additional unpaid days to a maximum of 8 days total (including both paid and unpaid days)• Any unused paid days from the first and second year will not carry forward. Instead, any unused paid days will be automatically paid out on your anniversary date at the end of the second year.
2+ years	<ul style="list-style-type: none">• If 2000 + hours are worked in a 12-month period = up to 10 paid days• If less than 2000 hours are worked in a 12-month period = a pro-rated amount up to 10 paid days based on hours worked

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| | <ul style="list-style-type: none">Any unused days will not carry forward but will instead be automatically paid out on your anniversary date at the end of the year. |
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Sick/personal leave will be paid upon termination of employment provided you have been employed for a minimum of one year and will be payable based on an employee's rate of pay for the preceding 30 days before the termination as per the calculation for sick/personal leave as stated above.

Guidelines and Process

- If you become sick and are unable to report for work, you must notify your manager as soon as possible, preferably before the start of your shift.
- For absences related to personal illness, a certificate of illness or release from a doctor is required if you are absent for 3 or more consecutive days.
- If your absence from work was due to injury, serious illness, or illness of three or more days' duration, you may be required to present a release from your doctor before returning to work. In the event that your doctor places limitations on your ability to perform your job duties, we will make every effort to reasonably accommodate these restrictions.
- Paid sick/personal leave may also be used in the event of time missed because of closure of business.
- As long as you have sick/personal leave hours available in your bank, sick/personal leave will commence on the first partial or full workday lost. It will be paid to a maximum of the hours you would have been scheduled.

28. COVID-19 Measures

In light of the Coronavirus (COVID-19) outbreak, Linus Media Group commits to actively mitigating the spread of COVID-19 and sustaining a healthy and safe workplace for our employees and the general public.

If you experience any of the following symptoms, please inform your manager immediately and remain at home.

- Fever and chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

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If you have a positive COVID-19 diagnosis, please inform your manager immediately and you may only return to the office after you have fully recovered, with a doctor's note confirming your recovery. We ask that you follow Public Health guidelines on self-isolation. Visit [BC Centre for Disease Control](#).

For information on additional leave provided through the *Employment Standards Act* of BC in regards to COVID-19 related leave, visit [COVID-19 Leave](#).

29. Medical Leaves of Absence and Long-Term Disability

Linus Media Group provides a long-term disability program to its employees to protect their income in the event that a disability prevents them from working. For more information on our long-term disability, visit your benefits package. Employees are able to use their paid sick/personal leave leading up to the long-term disability start date.

For the time between the end of paid sick/personal leave and the LTD effective date, LMG will approve an unpaid medical leave of absence, provided we have received medical substantiation supporting the leave and confirming the employee is actively receiving treatment for the issue. LMG requires that the employee be in regular communication with their medical team and provide LMG with updated medical information with respect to what is known about the expected length of leave and return to work.

There will be no accumulation of hours during a leave of absence, other than where required by provincial law. If you were eligible for benefits prior to your leave of absence, such benefits will continue to the extent allowed by our benefits provider. LMG will continue to pay the employer portion of the benefits premiums for a period of three months, after which if you are still on leave, and wish to continue your benefits, you will be required to cover both the employer and the employee portions of the benefits premiums.

Employees may not accept other employment, including contract employment, while on a leave of absence or disability leave with LMG.

Once an employee is able to return to work, whether at the end of a medical leave of absence or a long-term disability claim, LMG may ask for a medical release confirming that the employee is well enough to return to work. If there are limitations on an employee's ability to perform the tasks of their job, LMG will make every reasonable effort to accommodate.

30. Statutory Holidays

Linus Media Group observes all statutory holidays in British Columbia, as found on the Government of British Columbia website: [Statutory holidays - Province of British Columbia \(gov.bc.ca\)](#).

Statutory Holiday	Date	BC	Linus Media Group
New Year's Day	January 1	✓	✓
Family Day	Third Monday in February	✓	✓
Good Friday	Friday before Easter Sunday	✓	✓
Victoria Day	Monday before May 25	✓	✓
Canada Day	July 1	✓	✓
Civic (BC) Day	First Monday in August	✓	✓
Labour Day	First Monday in September	✓	✓

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Thanksgiving Day	Second Monday in October	✓	✓
Remembrance Day	November 11	✓	✓
Christmas Day	December 25	✓	✓

Easter Sunday, Easter Monday and Boxing Day are not considered mandated statutory holidays in BC.

To be eligible for statutory holiday pay per the ESA, an employee must:

- Have been employed for 30 calendar days before the statutory holiday; and
- Have worked or earned wages on 15 of the 30 days immediately before the statutory holiday.

To meet business operations needs and to avoid any disruption to our weekly show, if a statutory holiday falls on a Friday or mid-week we, upon majority agreement with our employees, will substitute another day (usually Monday) in lieu of the statutory holiday. The substitute day will be treated the same as a statutory holiday.

If an eligible employee is required to work on a statutory holiday that was not substituted, the employee is entitled to be paid time and a half for the first 12 hours worked and double-time for any work over 12 hours, plus an average day's pay. All overtime or double time requires prior upper management approval in writing and forwarded to accounting. Refer to **Policy 22**.

Employee vacation time and pay will not be reduced if a statutory holiday falls during a period of an employee's vacation. The fact an employee is on vacation when a statutory holiday occurs does not affect their entitlement to statutory holiday pay. If they have met the eligibility requirements, they will be paid for the statutory holiday.

31. Leaves

Linus Media Group agrees to abide by current legislation regarding leaves of absence per the *Employment Standards Act* of British Columbia (the "ESA"). For more information, please visit the Government of British Columbia website: [Leaves of Absence](#)

A summary of common protected leaves is as follows, and LMG will follow all the definitions as set out by the ESA.

Type of Leave	Duration	Payment
COVID-19 Leave*	Not specified	Up to 10 days paid as per Policy 27 if employee is eligible, additional days are unpaid
Domestic or sexual violence	Up to 10 days	5 days paid 5 more days unpaid
Personal illness or injury*	Up to 8 days	5 days paid and 3 days unpaid*
Maternity leave	17 consecutive weeks	Unpaid
Parental leave	Up to 62 weeks	Unpaid
Family responsibility *	Up to 5 days	Unpaid

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Critical illness or injury	Up to 36 weeks for a child Up to 15 weeks for a family member over 19	Unpaid
Compassionate care leave	Up to 27 weeks	Unpaid
Bereavement	Up to 3 days	Unpaid
Leave respecting the disappearance of a child	Up to 52 weeks	Unpaid
Leave respecting the death of a child	Up to 104 weeks	Unpaid
Reservists' leave	Up to 20 days	Unpaid
Jury duty	As needed	Unpaid

*For these leaves that are paid, eligible employees who have been continuously employed for a period of at least 90 days will be required to draw from their Sick/Personal Leave Bank to cover the paid portion of any statutory leave. Employees within the first 90 days of employment who have not yet earned Sick/Personal Leave under **Policy 27** will still be eligible for any paid leave required by the ESA.

*For the 3 days of Personal illness or injury leave that is listed as unpaid above, eligible employees as per **Policy 27** will be paid. These 3 days are included in the 10 paid days and are not in addition.

* For other leaves that are unpaid, eligible employees may use the Sick/Personal Leave Bank referred to in **Policy 27** (if available). However, if an employee chooses to use the Sick/Personal Leave Bank to receive compensation during a statutory unpaid leave, that employee may deplete the available Sick/Personal Leave Bank, and will not be entitled to additional Sick/Personal Leave Bank until the following year as per **Policy 27**.

32. Vacation

Linus Media Group believes that vacation is a necessary opportunity for people to relax, refresh and recharge.

The reference year for vacation entitlement is your anniversary with LMG.

Length of employment	Timing
Up to 12 months	Employees earn vacation time during the first year they are employed
After 12 months	2 weeks paid vacation, accrued at 4%
After 5 years of consecutive years of employment at LMG	3 weeks paid vacation, accrued at 6%

Guidelines and Process

- Vacation must be taken during the 12 months following the reference year on which the vacation was earned and cannot be paid out.
- Employees may roll over up to 1 week of unused vacation to the following year. Rolled-over vacation time cannot be accumulated from year to year.

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- If a statutory holiday falls on your scheduled vacation day, you may qualify for statutory holiday pay; you do not get an additional day off.

Vacation Scheduling

There will be two vacation sign up periods:

Submission Period	For Vacation Time	Response By
September	January – May following year	End of December
January	June – December current year	End of February

Note that all requests received in either September or January will be treated as though they are received at the same time (ie. Date of submission does not matter).

Vacation Scheduling Guidelines and Process

LMG does its best to balance employee's requests for time off with the needs of its business. The following guidelines help us to achieve this balance:

- All requests should be made in writing to your manager and once approved, they should be sent to accounting. The decision to grant your request will be based on the needs of the business.
- When more than one employee requests the same time off, consideration will be given to the employee whose request was received first. If received at the same time, the employee with the longest length of employment will be given first consideration with full time employee requests taking precedence over part time employee requests.
- Every effort will be made to accommodate last minute requests for, or changes to vacation time based on the needs of the business and other requests.
- To allow as many of your coworkers as possible to schedule vacation during the summer, employees are limited to a total of 2 weeks during June, July and August. If additional summer weeks are available after employees have been scheduled for two summertime weeks, these additional weeks will be granted by seniority and the needs of the business.
- To allow as many of your coworkers as possible to schedule vacation during the December holidays, employees are limited to a total of 1 week during December. If additional December weeks are available after employees have been scheduled for December weeks, these additional weeks will be granted by seniority and the needs of the business.
- Vacation must be requested in one-week increments. Vacation requests for a period longer than two weeks will be considered but dependent on the needs of the business and vacation requests from other employees.

33. Continued Education Program

Employees with at least one year of full-time employment, may be eligible for Linus Media Group's continued education program. This benefit is offered to encourage full time employees to participate in job-related evening or correspondence courses for skills development that is related or could be related

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to the work they do at LMG. All applications for this program must be submitted in advance in writing with information about the course, schedule and total costs to your manager. Each application is pre-approved on a case-by-case basis, at the sole direction of management.

Once approved and after successful completion of the course, please submit receipts to accounting for reimbursement.

34. Wages

Wages are determined on a case-by-case basis and will be determined at the sole discretion of management. All wages, wage structures including any kind of bonus or commission or other, and wage adjustment information is considered highly confidential. It is not to be shared, discussed, or left in a place that can be seen by co-workers or third parties outside LMG.

NEED TO KNOW EMPLOYMENT TERMS

35. Employee Classifications

Our goal is to maintain staff of primarily full-time employees, with a low turnover rate and opportunities for internal growth within the company, through both internal training plans and external continuing education.

Employees are considered full time if they work 40 hours per week or more. Employees are considered part time if they work fewer than 40 hours per week.

36. Seniority

Seniority is defined as the length of time you have been continuously employed by Linus Media Group. In the case where employees have the same start date, the total career hours will then be used to determine seniority. Employees who leave the Company and return to Linus Media Group employment at a later date will receive a new hire date based on the date they are rehired by the Company.

37. Promotions

Linus Media Group believes in promoting internally whenever possible. Accordingly, we will first look to our internal talent pool to determine if promoting someone will fulfill our business needs. If you are selected for a promotion and accept, you will move into the new position and undergo a probationary period in that new position. If a satisfactory evaluation occurs after 90 days, you will continue in that position.

38. Progressive Discipline

Employees are expected to conduct themselves in a respectable and orderly manner with consideration for the rights of our employees and client. We believe in clear communication and providing employees with an opportunity to correct and improve upon unsatisfactory job performance and/or behaviors that may arise in the course of employment. Whether it is job performance issues or behavioral misconduct issues, we commit to administering equitable, consistent and timely progressive discipline measures.

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However, an employee who does not abide by LMG's policies and uphold a professional conduct in our workplace, may be disciplined, up to and including termination. Discipline will be administered fairly and equally to all employees.

While corrective action is normally imposed on a progressive basis, it is not considered a rigid process. In this regard, steps may be omitted or repeated depending on the frequency, severity, and/or nature of the performance and/or behavior. There will be circumstances when one or more of the steps will be bypassed or certain steps may be repeated.

The following are some factors taken into account when determining the appropriate level of disciplinary action:

- The severity and nature of the unacceptable performance and/or behavior;
- The employee's previous performance and any other disciplinary steps taken to date; and
- Any other extenuating circumstances.

Forms of progressive discipline that LMG may elect to use include:

- Verbal correction;
- Written warning, also known as counselling notices; and/or
- Final written warning.

LMG may, at its sole and absolute discretion, deviate from any order of progressive disciplinary actions and utilize whatever form of discipline deemed appropriate under the circumstances, up to and including immediate termination of employment. Serious infractions such as theft, fraud, dishonesty, insubordination, assault or harassment of co-workers, breach of company rules or practices and willful misconduct may result in immediate dismissal with cause.

39. Resignation and Termination

Linus Media Group understands that circumstances change, and employees may need to resign from employment. We respectfully request at least two weeks notice of resignation. Employees are to provide their resignation in writing to their manager with their proposed last day of work.

LMG reserves the right to terminate employment without any notice for just cause. For the purpose of this policy **"cause"** shall include, but is not limited to:

- A material act of insubordination or gross misconduct;
- Consistent poor performance on the part of the employee, after being advised as to the standard required, as determined in the sole discretion of LMG;
- Any act of fraud, embezzlement, misappropriation of funds, or other acts of similar dishonesty or conviction of a felony involving moral turpitude;
- Conduct on the employee's part that is materially detrimental to the business, financial position or reputation of LMG, as determined in the sole discretion of LMG;

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- The inclusion by the employee, in any software or materials produced by LMG, of any viruses, key locks, back doors, hidden screens, levels or play, or any crude, obscene, lewd or suggestive text, sounds or images, except to the extent that such inclusion has been approved by LMG;
- Any conduct that risks or is perceived to risk a client's or LMG's confidentiality
- Assault or harassment of co-workers
- Breach of company rules or practices; and
- Any and all omissions, commissions, or other conduct which would constitute cause at law.

Should LMG terminate your employment on a "without cause" basis, we will provide notice, payment in lieu of notice, or a combination, in the amounts provided by the *Employment Standards Act* of BC (the "ESA"). Upon termination, any funds that are owing to the employee will be available as soon as practicable, and within the requirements of the law.

Upon termination of employment, whether voluntary or involuntary, all employees will be paid in accordance with legislation as outlined in the ESA. Employees must also return all company property within 24 hours of their departure.