

# Document → Artisan - Employee Handbook - May 2022

I acknowledge receipt of the forgoing **Artisan - Employee Handbook - May 2022** and agree to all applicable terms therein. By adding a signature below, I acknowledge and agree that my digital signature has the same force and effect as a hard copy signature signed by me in pen and ink.

*Benjamin Loschen*

**May 13, 2022**

## **Signed**

by Benjamin Loschen

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at May 13, 2022, 13:58 EDT

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# ARTISAN

## Employee Handbook

May 2022

# Welcome

Welcome to the Artisan Studios team! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture, mission, and values we hope you will take advantage of the opportunities we offer to enhance your career goals and objectives.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. We are a team of diverse experts who thrive in the face of a challenge. As “Artisans”, we love what we do, we simply aim our passion at our client’s goals. With your active involvement, creativity, and support, Artisan Studios will continue to serve world-class clients in impactful ways. We are thrilled you are on this journey with us and sincerely hope you will take pride in being an important part of Artisan's success.

Artisan is a fully remote organization that enables us to service clients nationally and globally. Having a fully remote workforce also provides flexibility to our team.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your manager or to contact the Human Resources department.

Again, welcome to the team!

*Tim Mitrovich, CEO*

## Our Core Values:

We believe the greatest outcomes are produced through authentic collaboration with a laser focus on excellence and that tangible business results flow freely when trust is the foundation. Our commitment to integrity and a humble, curious approach to problem-solving allows us to build trusted relationships with our clients where great things happen.

**COMMITMENT:** We value relationships and keep our promises. We have the grit and tenacity to follow-through, even when things get tough.

**EXCELLENCE:** We strive to be difference-makers and maintain a high bar for quality.

**HUMILITY:** Our clients’ and colleagues’ interests are more important than our own.

**INNOVATION:** We embrace change because we desire to shape a better future.

**INTEGRITY:** We do what is right, even when no one is watching.

**TEAMWORK:** Collaboration brings the impossible within reach. We create spaces where all voices can be heard.

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# Employment at Will

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

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

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

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

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

# Equal Opportunity and Commitment to Diversity

## Equal Opportunity

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

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

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

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

1. shunning and avoiding an individual who reports harassment, discrimination or retaliation;
2. express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
3. denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

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

Please consult your state and local employment information in the addendum for further information regarding your rights and responsibilities as an employee.<sup>1</sup>

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<sup>1</sup> The local employment information available in the addendum is incorporated herein by reference

## **Americans with Disabilities Act (ADA) and Reasonable Accommodation**

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

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

## **Commitment to Diversity**

Artisan is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Artisan and is an important principle of sound business management.

## **Harassment Policy and Complaint Procedure**

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

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

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

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



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

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

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

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

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

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

Please consult your local employment information in the relevant Microsoft Teams drive for further information regarding your rights and responsibilities.

**Complaint Procedure.** Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate manager or the Human Resources department, or any other member of management with whom you feel

comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

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

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

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

**PLEASE CONSULT YOUR LOCAL EMPLOYMENT INFORMATION IN THE ADDENDUM FOR FURTHER INFORMATION REGARDING YOUR RIGHTS AND RESPONSIBILITIES.**

## **Conflicts of Interest and Confidentiality**

### **Conflicts of Interest**

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

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

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

1. Simultaneous employment by another firm that is a client, competitor, or supplier to Artisan.
2. Simultaneous work in an area where would be perceived as competing with Artisan.
3. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.

4. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.
5. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
6. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
7. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
8. Participating in civic or professional organization activities in a manner that divulges confidential company information.
9. Misusing privileged information or revealing confidential data to outsiders.
10. Using one's position in the company or knowledge of its affairs for personal gains.
11. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

## **Confidential Information**

The protection of confidential business information and trade secrets is vital to the interests and success of Artisan. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

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

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

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

# Employment Relationship

## Employment Classification

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

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

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

**Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

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

**Subcontractors.** While we expect subcontractors, suppliers and vendors to adhere to the same standards or professional behavior that we do our employees, they are not considered employees and are not eligible to receive statutory or company benefits as defined in this handbook.

## Work Week and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Artisan endorses a flexible work schedule to promote a work/life balance, while meeting the operating and customer service needs of the Company. Standard office hours are 8:00 a.m. to 5:00 p.m Eastern Standard Time (EST), Monday through Friday. Individual work schedules may vary depending on the needs of each client.

## Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. Employees are also entitled to two 15-minute rest periods each day.

## Time Records

Non-exempt employees are required to complete accurate weekly time reports showing all time actually worked. All time is tracked in the Artisan payroll system. Employees must submit their timesheets no later than 12pm on the Monday that timesheets are due, for the prior two-week period. All time must be reviewed by the employee's manager.

## Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. Non-Exempt employees are eligible for overtime payments with prior management approval. Subcontractors are only permitted to work more than 40 hours a week with management approval.

**PLEASE CONSULT YOUR LOCAL EMPLOYMENT INFORMATION IN THE ADDENDUM FOR FURTHER INFORMATION REGARDING YOUR RIGHTS AND RESPONSIBILITIES.**

## Deductions from Pay/Safe Harbor Exempt Employees

The Company does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked.

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to

the Human Resources department. The report will be promptly investigated and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

## **Paychecks**

Artisan's pay period for all salaried, exempt employees is semi-monthly - paid on the 15th and last business day of the month. Hourly, non-exempt employees are paid bi-weekly. Employees should note that paychecks are issued in accordance with Artisan's payroll procedures. Paychecks are directly deposited into your checking and/or savings accounts.

## **Access to Personnel Files**

Employee files are maintained by the Human Resources department and are considered confidential. Employee files are managed in the Artisan payroll system. Managers may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## **Employment of Relatives and Domestic Partners**

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

## **Separation from Employment**

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their manager at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

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

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

# **Workplace Safety**

## **Drug-Free and Alcohol-Free Workplace**

It is the policy of Artisan to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Artisan also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Artisan prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company's reputation in the community.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

## **Smoke-Free Workplace**

To maintain a safe and professional image, smoking is not allowed during virtual meetings or on company/client premises. "Smoking" includes the use of any tobacco or cannabis products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

## **Workplace Violence Prevention**

Artisan is committed to providing safe work conditions for remote employees, even though they are not in a controlled workplace environment. The purpose of this policy is to minimize the risk of personal injury to employees and damage to company and personal property.

Prohibited conduct: Threats, threatening language or any other acts of aggression or violence made toward or by any Artisan employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Artisan employees bear the responsibility of keeping our work environment free from prohibited conduct. Any employee who witnesses or is the recipient of prohibited behavior should promptly inform their manager. All threats will be promptly investigated. No employee



will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in prohibited conduct against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Artisan prohibits the possession of weapons on its and client properties at all times, including our parking lots or company vehicles, unless otherwise stated by local laws. Additionally, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocket knives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

Employees are subject to the policies and procedures of Artisan clients while on company premises. Clients reserve the right to inspect all belongings of Artisan employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property, unless otherwise stated by local laws.

## **Commitment to Safety**

Artisan intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that their designated work areas at home are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately.

Periodically, Artisan may issue rules and guidelines governing workplace safety and health. Employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. Any workplace injury, accident, or illness must be reported to your manager as soon as possible.

## **Emergency Closings**

Inclement and severe weather is to be expected during certain months and seasons of the year. As a remote workforce, all employees are expected to work as scheduled during periods of inclement or severe weather. If conditions arise as a result of a weather emergency or a failure of essential infrastructure (loss of power, loss of internet, emergency evacuation) that prohibits you from being able to perform your regular job duties, please notify your manager and the Human Resources department. In the event of an emergency or essential infrastructure failure due to severe weather exempt employees will be paid at their normal rate. There are no exceptions for inclement weather for contracted individuals. If an Artisan employee will need

additional time off, the employee will be required to use available paid time off as per Company policy and in compliance with all applicable laws.

# **Workplace Guidelines**

## **Punctuality and Attendance**

You were hired to perform an important function at Artisan. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are important. Unnecessary absences and lateness are expensive, disruptive, and place an unfair burden on your fellow employees. Employees are accountable for joining meetings on time and for being readily available, by phone and/or email during hours of operation. Excessive absenteeism or tardiness will result in disciplinary action up to and including termination.

Artisan does recognize, however, that there are times when absence and tardiness cannot be avoided. In such cases, please notify your manager as early as possible through the payroll system. Failure to show up or notify an absence or tardiness for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or notify through the payroll system of an absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

All employees are expected to communicate to their manager and team through Slack and/or email if they will be out of the office for more than 2 hours. During this time, if coverage is required while you are out of office, it is the employee's responsibility to notify their coverage.

## **Job Performance**

Communication between employees and managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their managers if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and their manager about job performance and expectations for the coming year.

## **Outside Employment**

Employees are permitted to work a second job as long as it does not interfere with their job performance with Artisan. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

## **Dress and Grooming**

Artisan provides a casual yet professional work environment for its employees. Even though the dress code is business casual, it is important to project a professional image to our clients and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense. Employees are expected to be dressed in a way that is appropriate for conducting business on behalf of the Company and should be prepared to be seen on video for conference calls.

Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by the Human Resources department and not by individual departments or managers.

## **Work Conduct**

Employees are expected to engage with colleagues, clients, and prospective clients with respect and in a professional manner. Employees should always conduct themselves in a manner that supports Artisan's company values.

Artisan employees are required to keep a clean and quiet workspace at all times.

## **Home Office Expectations**

Artisan expects all employees to set up their dedicated home office in a workspace that is free from distractions and allows them to work their full-time work schedules. Additionally, workspaces should be set up in a way that if viewed on camera, workspaces are free of any images or items that would constitute a violation of any workplace guidelines, policies, or expectations of professionalism outlined in this handbook or by Artisan. Employees should also ensure that all company provided assets are set-up and in a space that is protected from damage. If a special circumstance arises where an employee is unable to maintain Artisan home office expectations, it is the responsibility of the employee to speak with their manager regarding the situation to engage in an interactive process to find a solution.

## **Social Media Acceptable Use**

Artisan encourages employees to share information with co-workers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the company has established the following guidelines for employee participation in social media.

*Note:* As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

**Off-duty use of social media.** Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

**On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference company clients, customers, or vendors without express permission. The company reserves the right to monitor employee use of company computers and the Internet, including employee blogging and social networking activity.

**Respect.** Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Artisan confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Post disclaimers.** If an employee identifies himself or herself as a company employee or discusses matters related to the company on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the company and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company's business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

**Competition.** Employees should not use social media to criticize the company's competition and should not use it to compete with the company.

**Confidentiality.** Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**New ideas.** Please remember that new ideas related to work or the company's business belong to the company. Do not post them on a social media site without the company's permission.

**Links.** Employees may provide a link from a social media site to the company's website during employment (subject to discontinuance at the company's sole discretion). Employees should

contact the Web design group to obtain the graphic for links to the company's site and to register the site with the company.

Trademarks and copyrights. Do not use the company's or others' trademarks on a social media site, or reproduce the company's or others' material without first obtaining permission.

Legal. Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

*Note:* Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

## **Required Government Postings**

Employees will receive all required governmental postings for their state and local requirements via email upon date of hire through JustWorks. Additionally, all required labor posters will be available for view on Artisan's employee intranet. Please refer to the Payroll system.

## **Technology Policy**

The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Employees are provided with a laptop computer, monitor, keyboard, mouse, a headset, and all technology needed for those devices. Company provided devices should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Individuals who work for Artisan on a contract basis are expected to supply their own equipment. Subcontractors are required to adhere to this policy when using their personal communication devices when completing work for Artisan.

Employees should not have any expectation of privacy in their use of a company computer, phone, or other communication tools. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the company's systems.

Employee use of company-provided communication systems, including personal email and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted

through email and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the company's systems as well as the reputation and/or competitiveness of the company. To protect against possible problems, delete any email messages prior to opening that are received from unknown senders and advertisers. It also is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

The company encourages employees to use email and Slack to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external emails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside the company.

All use of company-provided communications systems, including email and Slack, should conform to our company guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. For example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because email, telephone and voicemail, and internet communication equipment are provided for company business purposes and are critical to the company's success, your communications may be accessed without further notice by Information Technology department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

## **Disciplinary Procedure**

The Company expects employees to comply with the Company's standards of behavior and performance and to correct any noncompliance with these standards.

Artisan endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. The Company does, however, retain the right to administer discipline in any manner it sees fit based on the facts of each situation and the nature of the offense.

Employees who violate established rules and regulations, fail to perform their jobs according to accepted standards, or who otherwise conduct themselves in a manner detrimental to the Company or other employees, are subject to progressive discipline up to and including termination.

Notwithstanding the foregoing, all employees of Artisan are employed at-will and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **Travel**

Artisan employees are not normally required to travel for work except for occasional visits to client sites. If employees are required to travel, Artisan will reimburse for necessary travel expenses. To be eligible for reimbursement, all expenses must be approved in advance by your manager. Generally, Artisan will reimburse employees for reasonable travel accommodations and food costs.



# Time Off and Leaves of Absence

## Holidays

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

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Four Floating Holidays

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

Holiday pay. Full-time regular employees are eligible for holiday pay. Salaried employees may receive holiday pay immediately upon joining the company.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, multiplied by their regularly scheduled hours (not to exceed 8 hours).

A holiday shall be considered as 8 hours worked for the purpose of computing overtime.

**Floating Holidays:** Artisan allows employees to use four floating holidays for holidays that are not included in the list above. Employees can use their floating holidays to take off for Martin Luther King Jr. Day, Presidents Day, Juneteenth, Columbus Day, Veterans Day, the day after Thanksgiving, Christmas Eve, their birthday, or to observe religious practices or holidays not already scheduled by the company.

Unused Floating Holidays do not carry over nor will they be paid out.

## Vacation

Artisan recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees who are regularly scheduled to work 30 or more hours per week will be eligible for paid vacation on a pro rata schedule.

During the first partial calendar year of employment, employees will accrue up to fifteen (15) days of vacation at a rate of 1.25 days per month. Part-time employees will accrue vacation at the same rate, multiplied by their regular occupational rate.

After the first partial calendar year of employment, vacation is allocated and accrues as follows:

Year of Service All values at 100% occupancy rate.	Total PTO	Vacation	Sick Leave	Company Holidays
On hire through 1st anniversary.	30	15	5	10
Beginning of the calendar year where you celebrate your 1st anniversary.	31	16	5	10
Beginning of the calendar year where you celebrate your 2nd anniversary.	32	17	5	10
Beginning of the calendar year where you celebrate your 3rd anniversary.	33	18	5	10
Beginning of the calendar year where you celebrate your 4th anniversary.	34	19	5	10
Beginning of the calendar year where you celebrate your 5th anniversary.	35	20	5	10

Vacation allotments are front loaded at the beginning of the calendar year.

Vacation allocations are prorated during the first year of employment.

Generally, employees should request their vacation time through the payroll system. An Out of Office plan should be implemented with the manager and client teams when scheduling vacation. Vacation may be scheduled in increments of 4 hours in a work day up to a maximum of 2 weeks in a row. The Company reserves the right to approve or deny vacation requests at its discretion based on business continuity. Generally speaking, taking more than 2 weeks of vacation within a 6 week period is disruptive to business continuity and should be avoided. The company also reserves the right to designate when some or all vacations must be taken.

Vacation should be used in the year it is accrued. Unused vacation will be forfeited.

Employees whose employment terminates will not be paid for unused vacation time that has accrued during the calendar year of the termination. Advanced but un-accrued vacation will be deducted from an employee's final paycheck.

## Sick Leave

All employees are entitled to paid sick leave in accordance with this policy. Employees will accrue up to forty (40) hours of paid sick leave at one (1) hour for every thirty (30) hours worked. Employees are eligible to use sick leave on the first of the month following their date of hire. Sick time allotments are front loaded at the beginning of the calendar year.

Sick leave may be scheduled in increments of 4 hours, up to a maximum of 8 hours per work day.

Employees are permitted to use their accrued sick time for the following reasons:

- For a mental or physical illness, injury, or health condition of such employee or such employee's family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests leave;
- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition of, or need for medical diagnosis of, or preventive care for, the employee or the employee's "family member"; or
- For an absence from work due to a variety of reasons when the employee or the employee's "family member" has been the victim of domestic violence, a family offense, a sexual offense, stalking or human trafficking including:
  - to obtain services from a domestic violence shelter, rape crisis center, or other services program;
  - to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
  - to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
  - to file a complaint or domestic incident report with law enforcement;
  - to meet with a district attorney's office;
  - to enroll children in a new school;
  - to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

As used in the law, "family member" is broadly defined to include an employee's child (including biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis), spouse, domestic partner, parent (biological, foster, step- or adoptive, legal guardian or

person who stood in loco parentis when the employee was a minor), sibling, grandchild or grandparent; and the child or parent of an employee's spouse or domestic partner.

Employees may carry accrued sick days over from one year to the next. However, in any event, an employee may not use more than forty (40) hours of Sick Leave in a calendar year.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their manager, the HR designee, and their clients as soon as is practical.

If an employee misses three (3) or more consecutive days because of illness, Artisan may require the employee to provide a physician's written permission to return to work.

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

**PLEASE CONSULT YOUR LOCAL EMPLOYMENT INFORMATION IN THE ADDENDUM FOR FURTHER INFORMATION REGARDING YOUR RIGHTS AND RESPONSIBILITIES.**

## **Birth or Adoption Leave**

Artisan will grant an unpaid leave of absence to full-time employees who have been employed by the Company for at least twelve (12) consecutive months prior to the leave of absence, for up to eight (8) weeks following the birth or adoption of a child. This applies to primary caregivers and domestic partners that provide primary care within the first fifty-two (52) weeks following the birth or adoption. Employees must also first exhaust all vacation time to the extent you have earned said time prior to your leave of absence.

- **Primary Caregiver:** A primary caregiver assumes the day-to-day responsibilities and care for the child.
- **Domestic Partner:** A person can be a same-sex or opposite-sex domestic partner that is registered as a domestic partner under a government registry or if the domestic partner is not registered as a domestic partner, he or she must be at least 18 years of age, financially interdependent with you, not legally married to someone else, not related to you in a way that would prohibit legal marriage, and have lived with you for the last six (6) months.

Whenever practicable, the Company requests that all employees submit a request for leave at least sixty (60) days in advance of when they anticipate the leave to begin, and such request must also include the amount of time you seek to take off. The amount of time taken as a Birth/Adoption leave will run concurrently with state benefits, if applicable.

By requesting or taking a leave of absence under this Policy, employees agree to provide the Company with reasonable cooperation to prepare for and assist with the transition of your services and responsibilities during your absence so as to minimize inconvenience to the Company in their absence.

Please note that although the Company understands and recognizes the need of employees for this personal time in their family planning, Birth/Adoption Leave is not protected leave. Accordingly, the Company has no obligation to keep any position open or available and has the discretion to terminate an employee's position for legitimate business reasons in accordance with applicable law.

## **Military Leave**

Artisan supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should notify the Human Resources department and his or her manager at least 30 days prior to the start of such leave, if circumstances allow. Human Resources and/or the manager will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the manager as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment and reemployment rights.

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## **Bereavement Leave**

Employees with more than 3 months' service may take up to 2 days of paid bereavement leave upon the death of a member of their family, annually. The company may require verification of the need for the leave. The employee's manager and the Human Resources department will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

## **Jury Duty/Court Appearance**

The company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their manager as soon as possible after receiving the notice to

allow advance planning for an employee's absence. Nonexempt employees may be paid for their service according to local and state law, which can be found in the Payroll system. All employees may use vacation days if required to serve.

If an employee is released from jury duty after 4 hours or less of service, they must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose unless otherwise required by state or local law.

**PLEASE CONSULT YOUR LOCAL EMPLOYMENT INFORMATION IN THE ADDENDUM FOR FURTHER INFORMATION REGARDING YOUR RIGHTS AND RESPONSIBILITIES.**

## **Time Off for Voting**

Artisan recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your manager to discuss scheduling accommodations.

**PLEASE CONSULT YOUR LOCAL EMPLOYMENT INFORMATION IN THE ADDENDUM FOR FURTHER INFORMATION REGARDING YOUR RIGHTS AND RESPONSIBILITIES.**

## **Unpaid Personal Leave of Absence**

If you are ineligible for any other Artisan leave of absence, and have exhausted any company-provided sick leave and PTO, the Company, under certain circumstances, may grant you a leave of absence without pay.

Artisan understands that there may be a need for leave due to personal hardship during your employment. You should present a request for unpaid leave to your Manager at least 30 days before the anticipated start of the leave. Your Manager and/or the Human Resources department will work with you to coordinate your leave, establish your return to work date, and communication timelines to keep Artisan involved in your return to work planning

If the leave is requested for medical reasons, medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks; or in the event that federal, state or local laws for your location offer greater benefits, those shall apply. However, unpaid leave may be extended, see state/local laws, if requested before the start of the leave period or prior to the end of your leave. Your Manager will review the request with management and inform you if the request is granted. During your leave, you will not accrue Paid Time Off. Depending on the circumstances of your leave, you may be responsible for the cost associated with all company-sponsored benefits premiums, to be paid in advance of your leave of absence.

Upon completion of your unpaid time off, Artisan will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Unpaid personal leave is not job-protected.

Failure to advise your immediate Manager or HR designee of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the Company, will be considered a voluntary resignation of your employment.

## **Employee Benefits**

### **Health Benefits**

Artisan understands the importance that health insurance has on the lives of its employees and families, therefore Artisan offers a variety of healthcare benefit options and plans. We evaluate our offerings periodically to ensure they are competitive and in line with the needs of our employees. Below is some basic information concerning eligibility and offerings and additional details and pricing are available on the summary plan description.

#### **Benefits Offered**

Artisan offers a competitive benefits package that includes Medical, Dental, Vision, FSA, HSA, Short-term Disability, Long-Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance.

#### **Eligibility**

Employees working more than 30 hours per week are eligible to enroll in the Company's sponsored group health plan. Enrollment takes place at the beginning of the calendar month that immediately follows their date of hire.

#### **Eligible Dependents**

When you enroll yourself in benefits, you may also enroll your eligible dependents in certain benefits. Eligible dependents include:

- Your spouse.
- Your same-sex or opposite-sex domestic partner.
- Your dependent child up to age 26, regardless of student status, marital status, residence or financial dependence on you. For purposes of the benefit plans, the term "child" is defined as your natural child, the child of your same-sex or opposite-sex domestic partner, your stepchild, a legally adopted child, a child placed with you for adoption, a child named in a Qualified Medical Child Support Order, or a child for whom you or your spouse or domestic partner are the legally appointed guardian.
- Your child age 26 or older with a total physical or mental disability.

#### **Annual Open Enrollment and Plan Year**

During the annual Open Enrollment period, employees may add, drop or make changes to their benefits enrollment. These changes take effect the first day of the next plan year and remain in effect throughout the plan year, unless you experience a qualifying life event.

The plan year for Artisan begins November 1 and ends October 31.

## **Workers' Compensation**

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

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

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

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

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

## **Retirement Plans**

Artisan provides a 401(k) Retirement Savings Plan to help employees accumulate financial resources for retirement.

### **Eligibility**

To be eligible to join the 401(k) plan, an employee must complete three months of service and be 21 years of age or older. Once eligible, an employee can join or make changes to their plan at any time.

### **Contributions and Employer Match**

Subject to statutory limits on tax deductibility, the plan allows employees to elect how much of their salary they want to contribute. All employees are automatically enrolled after the three month waiting period. Artisan will match 100% of the first 1% of an employee's contribution



and 50% or the next 5% of an employee's contribution. The employer match limit is subject to IRS compensation limits.

Further information about our 401(k) plan can be obtained from the plan administrator or found in the plan description.

## **Incentive Compensation**

Employees may be eligible for an annual bonus that is calculated based on individual performance. Individual KPIs are set at the beginning of the year and generally reflect individual performance based goals. Bonus amounts will be determined during the employee's annual performance review held at the beginning of each new year. Incentives are paid in two steps in the fourth quarter of the year, with a portion of the bonus distributed through the Company's deferred profit sharing program.

## **Deferred Profit Sharing**

As part of our goal to offer competitive total rewards, the Company has implemented a deferred profit sharing program. When incentive compensation awards are calculated, a portion is distributed through deferred profit sharing which is paid directly into employee 401k accounts. This calculation changes year to year based on company performance and will be communicated to you when incentive compensation is awarded each year. More details on the program as well as the vesting schedule will be communicated to you during your onboarding.

## **Professional Development Reimbursement**

We support and encourage the continuous growth and development of our employees. Employees may be eligible for expense reimbursements for professional development initiatives. Reimbursements for professional development will be approved on a case by case basis and should be discussed in advance with your manager.

In the event of a voluntary resignation or termination with cause, we may require reimbursement of the amount paid for related professional development expenses.

## **Nebraska Addendum**

### **Pregnancy Accommodations**

Pursuant to Nebraska Fair Employment Practices Act, Artisan Management, LLC will endeavor to provide reasonable accommodations to the known physical limitations of employees who are pregnant, have given birth or have related medical conditions, unless doing so would impose an undue hardship on Artisan Management, LLC.

Reasonable accommodations, may include, but are not limited to:

1. acquisition of equipment for sitting;
2. more frequent or longer breaks;
3. periodic rest;
4. assistance with manual labor;
5. job restructuring;
6. light-duty assignments;
7. modified work schedules;
8. temporary transfers to less strenuous or hazardous work;
9. time off to recover from childbirth; or
10. break time and appropriate facilities for breast-feeding or expressing breast milk.

Artisan Management, LLC will not require employees to take leave if another reasonable accommodation can be provided. Artisan Management, LLC will not take adverse action against employees for requesting or using reasonable accommodations under the law.

Any employee who has questions about the policy or who needs to request an accommodation due to pregnancy, childbirth or a related medical condition should contact the Human Resources department.

### **Family Military**

Employees who have been employed by Artisan Management, LLC for at least 12 months, have worked at least 1,250 hours during the 12-month period immediately preceding the day the leave begins, and are the spouse or parent of a person called to military service for 179 days or longer pursuant to the orders of the Governor or the President of the United States are eligible for an unpaid leave of absence for up to 15 days.

Leave may be taken during the time federal or state deployment orders are in effect.

Employees may elect to substitute any accrued paid time off (except for paid medical or sick leave) for leave provided under this policy. If applicable, health care benefits will be continued at the employee's expense during the period of leave.

If the leave will consist of an absence of five (5) or more consecutive work days, the employee must provide notice to Artisan Management, LLC at least 14 days in advance. If the leave will consist of an absence of fewer than five (5) consecutive work days, employees must provide as much advance notice to Artisan Management, LLC as is practicable. In all cases, employees must consult with Artisan Management, LLC to attempt to schedule their leave so as to not unduly disrupt operations. Artisan Management, LLC reserves the right to require certification of the employee's eligibility for this leave from the proper military authority.

Upon returning from leave, in most cases employees will be restored to the position they held before the leave began or to an equivalent position.

## **North Carolina Addendum**

### **School Attendance Leave**

Artisan Management, LLC will grant employees who are parents or guardians of school-age children up to four (4) hours of unpaid leave during any 12-month period to participate in activities at their children's school. Forty-eight hours' written advance notice is required. The leave shall occur at a time mutually agreed upon by the employee and Artisan Management, LLC. Artisan Management, LLC may require verification of the employee's participation in the school activities. Employees must first use accrued paid time off for this purpose.

## **Washington Addendum**

### **Paid Sick Leave**

#### **Eligibility**

Artisan Management, LLC provides paid sick leave to non-exempt employees who work in Washington. For non-exempt employees who work in Washington who are eligible for sick time under the general Sick Days policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Sick Days policy and/or any other applicable sick time/leave law or ordinance.

#### **Accrual**

Employees begin accruing paid sick leave pursuant to this policy on January 1, 2018 or at the start of employment, whichever is later. Employees accrue one (1) hour for every 40 hours worked. For purposes of this policy, the accrual period is the consecutive 12-month period beginning on January 1 and ending on December 31.

#### **Usage**

Employees may use paid sick leave beginning on the 90th calendar day of employment. Paid sick leave must be used in 4 hour intervals.

Employees may use paid sick leave for absences due to:

- an absence resulting from the employee's mental or physical illness, injury or health condition; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the employee's need for preventive medical care;
- to allow the employee to provide care for a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventive medical care;
- when the employee's place of business has been closed by order of a public official for any health-related reason or when the employee's child's school or place of care has been closed for such a reason; or
- an absence covered under Washington's Domestic Violence Leave Act, as addressed further within the Leave for Victims of Domestic Violence.

For purposes of this policy, family member includes:

- a child, including a biological child, adopted child, foster child, stepchild; or a child to whom the employee stands in loco parentis, is a legal guardian of, or is a de facto parent, regardless of age or dependency status;
- a parent, including a biological parent, adoptive parent, de facto parent, foster parent, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- a spouse;
- a registered domestic partner;
- a grandparent;
- a grandchild; or
- a sibling.

The employee's use of paid sick leave will not be conditioned upon searching for or finding a replacement worker.

Unless advised otherwise by the employee, Artisan Management, LLC will assume, subject to applicable law, that employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

Artisan Management, LLC may withhold payment of paid sick leave hours where the employee is demonstrated to have used paid sick leave for an uncovered purpose, however, their available paid sick leave hours will not be deducted.

Employees will be notified of their available paid sick leave on each itemized wage statement.

### **Notice and Documentation**

Employees are required to give reasonable notice of an absence from work. Employees should make a reasonable effort to schedule the use of paid sick time in a manner that does not unduly disrupt Artisan Management, LLC's operations. Requests to use earned paid leave time may be made orally, in writing, or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee's absence. When the use of paid sick leave is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to their Manager at least 10 days in advance of the use of the paid sick leave or as soon as practicable. When the use of earned sick time is not foreseeable, the employee is required to provide notice to their Manager as soon as possible before the start of their workday or as soon as practicable under the circumstances. In the event it is impracticable for the employee to provide notice, a person may provide notice on the employee's behalf.

For paid sick leave of more than three (3) consecutive work days, Artisan Management, LLC requires documentation verifying that the employee's use of paid sick leave is for an authorized

purpose. Documentation must be provided within a reasonable time period during or after the leave. Documentation should not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sexual violence, abuse or stalking. Employees have the right to assert that the verification requirement results in an unreasonable burden or expenses on the employee. If the employee anticipates that the requirement will result in an unreasonable burden or expense, the employee may provide an oral or written explanation to their Manager which asserts that the employee's use of paid sick leave was for a covered purpose and how the verification requirement creates an unreasonable burden or expense on the employee.

### **Payment**

Paid sick leave will be paid at the same hourly rate the employee earns from their employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

### **Carryover and Payout**

The employee may carry over up to 40 hours of accrued, unused paid sick leave to the following calendar year. Unused paid sick leave will not be paid at separation.

### **Enforcement and Retaliation**

Retaliation or discrimination against the employee who requests paid sick days or uses paid sick days or both is prohibited, and employees may file a complaint with the Washington State Department of Labor & Industries against an employer who retaliates or discriminates against the employee.

Questions about rights and responsibilities under the law can be answered by the Head of Human Resources.

### **Leave for Victims of Domestic Violence**

If the employee or the employee's family member is a victim of domestic violence, the employee may be eligible to take reasonable, unpaid time off from work for one or more of the following reasons:

- seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or a family member including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;

- seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking, or to attend to health care treatment for a victim who is a family member;
- obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
- obtain or assist a family member in obtaining mental health counseling related to an incident of domestic violence, sexual assault or stalking, in which the employee or family member was a victim of domestic violence, sexual assault or stalking; or
- participate in safety planning, temporarily or permanently relocate or take other actions to increase personal safety or that of family members from future domestic violence, sexual assault or stalking.

Employees may elect to use any sick leave or other paid time off for leave pursuant to this policy. Leave may take the form of reasonable unpaid leave from work, intermittent leave or leave on a reduced leave schedule.

Employees wishing to take leave pursuant to this policy must give advance notice of their intention to take leave. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault or stalking, the employee or a designee must give notice no later than the end of the first day on which such leave is taken.

Verification of the need for leave may be required.

### **Pregnancy and Childbirth Leave**

Employees are eligible to take unpaid leave for the actual period of time that they are sick or temporarily disabled because of pregnancy, childbirth or related medical conditions.

Any employees wishing to request leave because of a pregnancy-related disability must provide appropriate medical certification.

This leave is available regardless of whether the employee qualifies for leave under Artisan Management, LLC's Family & Medical Leave policy. This leave does not count towards the employee's leave entitlement, if any, under the Washington State Paid Family and Medical Leave Act (PFML), but FMLA leave will run concurrently with this leave.

During this leave, employees must use any applicable paid time off benefits that they have available to cover some or all of the absence. Otherwise, the leave will be unpaid. Group health and other benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence.

If employees take this leave only for the actual period of disability, as certified by their health care provider, then they ordinarily will be allowed to return from this leave to the same job they



held when the leave began or to a similar job of at least the same pay. Exceptions to this general rule will be made only if Artisan Management, LLC has a business necessity to do otherwise.

If employees have any questions regarding this policy, they should contact the Human Resources department.

# Employee Handbook Acknowledgment and Receipt

By signing below, I hereby acknowledge receipt of the Artisan's employee handbook and Harassment Policy. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

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

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

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