

# **MADDEN MEDIA EMPLOYEE HANDBOOK**



**MADDEN**  
CONNECT PEOPLE TO PLACES

**Updated: January 2022**

# Welcome

Welcome to Madden Media (MM)! We're happy to include you in our crew of uniquely talented, individualistic, and hard-working team members. We hope that you will gain as much from working as part of our team as we will from your contributions. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Madden Media's goals.

Please take time to review the policies contained in this handbook. Please understand that this handbook does not anticipate every situation or answer every question you may have about your employment. It merely highlights MM policies, practices, and benefits for your information. If you have questions about any of the policies described in this book, please talk to the Madden Experience Team (MET) or the Chief Operations Officer (COO). They may reasonably interpret the meaning of any MM policy.

This Handbook supersedes all previous editions, please check with MET to ensure you have the most current version. MM reserves the right to change, delete, or amend any of the policies at any time.

## **Mission Statement**

Madden is a full-service destination marketing agency on a mission to spark imagination, nurture curiosity, and connect consumers to communities. Our diverse team develops unique, collaborative, creative-driven solutions for destinations to open minds, remove biases, help strengthen communities, and lead to a vision of a better future.

## **Customer Service**

We are a service-focused business, not a product-based business. All of our revenue comes from our customer relationships. MM's policy requires that all customers be treated courteously and in a professional manner at all times in the office, out in the sales field, or on the telephone. Honesty, service, and a pleasant nature lead to return business.

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## **Employee Benefits**

MM recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the company Summary Plan Descriptions (SPD) located on iSolved, or contact the Madden Experience Team. Specific questions regarding the coverage, its costs, any changes that have occurred, and its benefits should be directed to the MET. Should this handbook contradict the actual plan document, the latter governs. MM reserves the right to change its benefits or benefit plans at any time in its sole discretion and in compliance with any applicable federal or state statute or regulation. MM currently offers full-time employees medical, dental, and vision insurance on the first of the month following 30 days of service. MM administers a 401(k) plan for full-time and part-time employees. Eligibility for all employees over the age of 18 begins on the 1st of any calendar quarter following 3 months of employment.

### **Medical, Dental, and Vision Insurance**

Group health insurance is available and MM pays most of the monthly employee premium for every employee who enrolls. Family and dependent coverage is available at an additional expense to the employee.

MM also offers voluntary dental and vision insurance to employees and eligible dependents. If elected these plans are 100% employee paid as they are optional coverage. The employee's cost for elected coverage is deducted from wages.

### **Flexible Spending Accounts/ Health Savings Accounts**

MM offers full-time employees the opportunity to utilize medical and dependent care flexible spending accounts to allow pre-tax wages to pay for uncovered health expenses and dependent care. Depending on the medical plan chosen by an employee, MM also offers full-time employees the opportunity to utilize a Health Savings Account or Flexible Spending Account, to allow pre-tax wages to pay for health expenses. Specific details are available from the MET.

### **Disability/ Life Insurance**

As a benefit of working 30 or more hours per workweek, on the first of the month after 30 days of regular employment, MM provides \$25,000 of life and \$25,000 of accidental death insurance for each employee, and 60 percent of your salary will be covered under the terms of long-term disability insurance. Employees may purchase optional additional supplementary life insurance or short-term disability coverage through our plan. Specific information on how these plans relate to individual employees should be directed to the MET. Should this Handbook contradict the actual plan document, the latter governs.

## **Waiver of Coverage**

If any insurance coverage is declined, the employee is ineligible until the next open enrollment period or following a qualifying event. See the MET for specific information concerning your eligibility. Employees declining medical coverage will not receive the MM subsidy amount paid by the company to the insurance carrier.

## **401(k) and Roth 401(k) Plan**

We all know saving for retirement is important, but that it is also a challenge many of us put off “until next year”. Employer-sponsored 401(k) retirement investment plans can be one of the most critical elements in your retirement savings picture. To better help and motivate you to participate in our plan, effective in 2015, MM enhanced our 401K matching benefit and provides more choices in saving for retirement.

### **Employer Matching Contribution**

MM will make a matching contribution equal to 100% of your salary deferrals that do not exceed 1% of your compensation plus 50% of your salary deferrals between 1% and 6% of your compensation. This Safe Harbor Match replaces the prior discretionary match. This means that if you defer 6% then along with the company match of 3½% you will be very close to the minimum 10% savings rate most advisers recommend.

### **Vesting Schedule for Qualified Safe Harbor Matching Contribution**

Years of Service Percentage

Less than 2 Years - 0%

2 Years or More - 100%

While we value all of our employees and want them to remain with us long term, we do understand the demographics of the workforce today. With this shortened vesting period we hope most of those participating will eventually be retirement ready. Our plan provides for various deferrals, rollover contributions, and transfers. As the rules and amounts permitted for these may change from time to time, please contact the Madden Experience Team or our plan administrator for additional information.

The Plan includes an automatic salary deferral feature. When you are eligible, unless you elect otherwise, MM may automatically withhold a portion of your compensation from your pay equal to 6% of your compensation each payroll period and contribute that amount to the plan as a pre-tax 401(k) deferral. The contribution will be invested in a default investment, unless you select an investment option.

Should any information in this provision contradict the plan documents or federal/state law, plan documents and the law must govern. The Summary Plan Description ("SPD") describes the plan in much greater detail. If you have any questions about these highlights, the SPD, or the plan, you should ask the plan administrator. The above information describes the 401(k) plans

in place as of the date of this handbook. Employees will be notified when changes are made to these plans.

## **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. Despite our best efforts, accidents and work-related illnesses occasionally occur on the job. MM maintains workers compensation insurance to protect you in the event of such an occurrence. Accordingly, if you suffer an injury while at work or a work-related illness, please notify your manager and the Madden Experience Team immediately no matter how insignificant the injury or injury may seem. You will be directed to the appropriate facility to seek medical care. Failure to report a work-related accident, illness, or injury in a timely manner may result in the delay or denial of workers' compensation benefits.

## **Employee Assistance Program**

MM offers all employees free confidential assistance from an EAP for concerns such as: family, relationship, and parenting issues; child and elder care needs; emotional and stress-related issues; alcohol and drug dependence; and health and wellness issues. The EAP services include telephone consultation with licensed mental health professionals; referrals to local child and elder care services and resources; and referrals to community resources when you need additional assistance. Please contact the MET for more information on the EAP program.

## **Time Off and Leaves of Absence**

### **Responsible Paid Time Off (PTO)**

Madden is proud to use a flexible, self-managed PTO system based on need and governed by trust. What this means for you is that Madden does not limit the number of hours an eligible employee uses under the Responsible PTO benefit category. Instead, Madden wants to make sure that valued employees get the time off that they need to balance work, travel, and their personal lives. In return for this flexibility, we ask our employees to invest themselves in our mission, making sure work gets done and gets done well so that our organization thrives, our customers are supported, and our entire team enjoys balanced lives.

Eligibility: All employees will be eligible for this plan.

To clarify Madden's expectations, your goal should be to try and take three weeks of PTO a year. The rest is up to you, your team, and supervisor. Deadlines are still to be met and your performance, as well as departmental needs, may determine the approval of your PTO. Job performance, recent and projected quota attainment will also be a factor in your time off request approval.

### **Use of Responsible PTO (for reasons other than use of Paid Sick Time)**

1. All Responsible PTO requests require prior approval by your manager. Managers will strive to approve all requests, but please understand there may be instances where certain conflicts will prevent approval.
2. Reasonable notice must be given to a manager in order to allow for proper team, department, and client support needs. We encourage you to provide at least two weeks' notice of your request to use Responsible PTO, but we realize certain exceptions will and can happen. Failure to notify your manager of your absence before PTO time is taken (except in exigent circumstances) means the time away will be considered unexcused.
3. Proper planning and communication are the responsibility of the employee for all Responsible PTO-related and other absences. Employees who work within a team, oversee client projects, and the like must ensure there is proper coverage to address client requests and work on the project(s) during the employee's absence. If you are unsure of how to do this, please meet with your manager to discuss.
4. At certain times of the year, Madden may have blackout dates for Responsible PTO usage. The most common instances would be during the Annual Growth Conference. Other dates may be announced based on business needs.
5. Responsible PTO is not measured and does not accrue, and as such is not vested. Your ability to take Responsible PTO is not considered a form of additional wages for services performed but is intended to provide employees with a flexible work schedule, allowing employees to decide how best to balance workload, travel, and time away from work. Responsible PTO is not wages earned and it is not payable upon termination.
6. Responsible PTO may be used in minimum increments of one (1) hour.
7. Responsible PTO pay cannot be advanced as it is not accrued or vested.
8. Employees are paid their regular wages for Responsible PTO. Incentive pay, bonuses, and overtime are not included in the calculation of Responsible PTO.
9. Responsible PTO is not considered hours worked for the purposes of calculating overtime.
10. Madden may revisit, rescind, or alter the Responsible PTO policy as it determines necessary. Employees will be notified of any relevant changes or rescission.

### **Absences for Illnesses or Injuries and Paid Sick Time**

Time off due to illness or injury or leaves of absence such as those covered by the Family and Medical Leave Act are handled separately. You will have 10 days of Paid Sick Time per calendar year to utilize for these instances. This is a separate bank of time and will not be included in the time we encourage you to take under the Responsible PTO provision above.



### **Paid Sick Time**

MM recognizes the importance of time off for sickness, family needs, and the personal wellness of its employees. Paid Sick Time may be used for physical or mental illness, to care for a family member who is ill, in cases of public health emergency, for absences related to domestic violence, or for other reasons contemplated by the Arizona Fair Wages and Healthy Families Act (Proposition 206) or other applicable state law. Under this Paid Sick Time program, employees receive 10 days each calendar year that may be used for the above reasons. Employees are advised to manage their time wisely to ensure that they reserve enough sick time for unexpected illnesses or emergencies that may arise later in the year as additional paid sick time will not be granted.

Eligible employees are granted Paid Sick Time on a calendar year basis, beginning January 1st and ending December 31st. Paid Sick Time is available from the first day of employment. During an employee's first year of employment, Paid Sick Time will be prorated based on the start date. The following schedule illustrates how Paid Sick Time is awarded during the first year of employment, based on month of hire. Paid Sick Time will be prorated proportionally if an employee is regularly scheduled to work less than 30 hours per week.

<b><u>Month of Hire</u></b>	<b><u>PTO Days Granted</u></b>
January	10 days of Sick Leave
February	9 days of Sick Leave
March	8 days of Sick Leave
April	7 days of Sick Leave
May	6 days of Sick Leave
June	5 days of Sick Leave
July	4 days of Sick Leave
August	4 days of Sick Leave
September	3 days of Sick Leave
October	2 days of Sick Leave
November	2 days of Sick Leave
December	1 day of Sick Leave

Paid Sick Time may be used in accordance with the following provisions:

- Paid Sick Time may be used for an employee's personal illness, well-care and medical and dental appointments. Paid Sick Time also may be used for illness and well-care of a member of an employee's immediate family (including the employee's spouse, children, mother and father).
- If you will be late or absent from work due to an illness, injury, or other emergency, you must notify your manager as quickly as possible but always before the start of your regularly scheduled workday. You should contact your manager by phone call, text

message, or email. In addition to this, you must also confirm the communication of your absence with the general MM voicemail system. This will allow the message to be relayed to your manager and HR. You are asked to provide the expected duration of your absence when you call in for illness, injury, or emergency reasons. If you are unable to make this call, please have a friend or family member make this call for you.

- If the employee is on leave under the Family and Medical Leave Act (FMLA), Paid Sick Time and/or Responsible PTO (up to 10 days) must be used in conjunction with the beginning of FMLA leave.
- An employee who is absent from work on three or more consecutive workdays may be asked to present medical documentation for the absence.
- If the employee is absent unexpectedly due to personal or a family member's illness, the employee should notify his or her supervisor and the Madden Experience Team as soon as reasonably possible.
- Employees are paid their regular wages for Paid Sick Time. Incentive pay, bonuses, and overtime are not included in the calculation of Paid Sick Time.
- Paid Sick Time is not considered hours worked for the purposes of calculating overtime.
- Employees are not paid for unused Paid Sick Time upon termination of employment.

Madden prohibits retaliation against any individual who avails themselves of the Paid Sick Time provisions. If you feel you have been retaliated against for using Paid Sick Time, please contact Human Resources.

## **Holidays**

MM recognizes the following seven holidays during the year as paid time off for all full-time employees. Part-time employees are eligible for four hours of Holiday pay if they are regularly scheduled to work on that day. Religious holidays not listed here may be taken off by using Paid Time Off.

**New Year's Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving Day**

**Friday after Thanksgiving**

**Christmas Day**

Holidays that fall on a Saturday will be observed on the previous Friday; holidays that fall on a Sunday will be observed the following Monday.

Holiday pay shall be at the employee's regular straight-time rate (not to exceed 8 hours).

## Coordination with Other Benefits

MM's other time off and pay benefits may work in tandem with, or instead of, paid time off. Employees may use any available PTO at the beginning of a Family and Medical Leave (FMLA) or other unpaid leaves of absence. For more information on the combination of PTO and short- or long-term disability benefits, please discuss with the Madden Experience Team.

## Family and Medical Leave

MM understands that its employees on occasion will have the need to take an extended period of time away from work for reasons covered by the Family and Medical Leave Act of 1993 (FMLA).

You may be eligible to take an FMLA leave of absence provided you have worked for the company for at least 12 months and for at least 1250 hours in the 12 months preceding your leave, and work at a location where the company employs 50 or more employees within 75 miles. Employees may request an FMLA leave of absence for any of the following reasons:

- The birth, adoption, or foster care placement of a child;
- To care for a spouse, parent, or child with a serious health condition;
- Because of your own serious health condition that renders you unable to perform the functions of your position;
- If the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status; or
- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

FMLA leave will be granted for up to 12 weeks in a rolling 12-month period. FMLA leave is generally unpaid. If, however, you qualify for short-term disability or workers' compensation benefits, such benefits may be required to be used at the beginning of the leave, in accordance with the provision of those benefits. Additionally, you may be requested or required to use any and all accrued and unused paid time off (such as PTO) concurrently at the beginning of an FMLA absence.

When foreseeable, you must provide at least 30 calendar days advance notice before taking an FMLA leave. Contact the MET to request Family Medical Leave information. If the need for leave is foreseeable based on planned medical leave of absence, MM may request that you make a reasonable effort to schedule treatment so as to not unduly disrupt MM operations. If intermittent or reduced schedule leave is requested, MM may temporarily transfer you to a comparable position that better accommodates the requested periods of absence. For requests of intermittent leaves related to birth or placement of a child, MM will review the individual circumstances involved when considering whether to grant such intermittent or reduced schedule leave.

Medical certification will be required whenever you are requesting an FMLA leave because of yourself, or a spouse, parent, or child's serious health condition. Medical certification must be completed by a health care provider using the form available from the MET. Certification should be provided to the MET prior to an employee's leave and must be returned no later than 15 calendar days after an FMLA leave request. At its expense, MM may require a second (and possibly a third) health care provider's opinion certifying the existence of a serious health condition. Recertification may be required at 30-day intervals or more frequently in the event of a change in circumstances. Documentation confirming family relationship may also be required.

Failure to provide notification and medical certification in a timely manner may result in the delayed approval or a denial of leave. Continued absence after this denial may result in disciplinary action.

Employees on FMLA leave will be required periodically to report to their managers on their status and intent to return from leave.

MM will continue your elected medical, dental, and vision coverage for you until twelve weeks of leave have been completed. You will be required to continue paying your portion of these health insurance premiums. If the FMLA leave is used concurrently with paid leave, premiums will be deducted as usual. If the FMLA leave is unpaid, you must remit payment prior to the first day of each month. If you fail to make the required payments, you will remain responsible for the amount of your share paid by MM, and the company will take action to recover such monies. If you have elected supplemental or dependent life insurance and/or voluntary AD&D insurance, you may also continue coverage.

If you take FMLA leave that is attributable to your own personal health condition, you may be required to submit a return to work medical authorization that you are fit for duty before beginning employment. Upon returning from FMLA, employees (except for certain highly compensated individuals) will be reinstated to the former or an equivalent position.

Failure to return to work when your Family/Medical leave expires may be grounds for immediate termination unless an extension is provided by MM.

Employees will not accrue PTO while on FMLA.

## **Military Leave**

Employees called for active or reservist duty will be granted time off in accordance with applicable state and federal law.

## **Bereavement Leave**

In the event of death in the immediate family, MM will provide time off with pay up to three days. If you need more than three days, please speak with your manager or the MET. MM defines "immediate family" as the employee's parent, spouse, partner, child, sibling, grandparent, grandchild, parents-in-law, stepchild, stepparent, daughter/son-in-law,

grandparent-in-law, and legal guardian. For bereavement leave after this time or for other family members, employees may use available PTO.

## **Jury Duty**

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

Employees will be paid for up to 10 days of jury duty service at their regular rate. If you are required to serve jury duty for more than 10 days please speak with the MET to determine how that will be handled.

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

## **Witness Duty/ Victim Leave**

If you are required by law to appear in court as a witness, please give reasonable advance notice for any time off needed to your manager. Employees may use PTO for the absence.

An employee who has been a victim of a crime may be eligible for time off to attend court proceedings involving the perpetrator of their crime. This includes trial, preliminary, and post-trial hearings for either juvenile or adult offences. Advance notice for victim leave is required. Employees may use any available PTO for the absence.

## **Time Off for Voting**

MM encourages employees to fulfill their civic responsibility by participating in elections. Generally, employees should be able to vote either before or after their regular work schedule or vote by mail-in ballots. If employees are unable to vote in an election during their non-working hours, MM will grant up to three (3) hours of paid time off to vote.

Employees should request time off to vote from their managers on the day before Election Day. Advance notice is required so that the necessary time off may be scheduled at the beginning or end of the work shift, whatever time provides the least disruption to the normal work schedule.

## **Overtime Implications**

Time away from work under any of the above provisions, whether paid or unpaid, does not count as hours worked for the purposes of calculating overtime for nonexempt employees.

# **Equal Opportunity and Commitment to Diversity**

## **Equal Opportunity**

MM 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, genetic information, or military service. 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.

MM 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 workforce are encouraged to bring these issues to the attention of the MET. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity, discrimination, or retaliation. If an employee feels he or she has been subjected to any such action, he or she should bring it to the attention of the Madden Experience Team.

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:

express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation or otherwise participate in an investigation; or denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

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

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

To ensure equal employment opportunities to qualified individuals with a disability, MM will make reasonable accommodations for the known disability of a qualified individual, unless undue hardship would result.

Employees who may require a reasonable accommodation should contact the Madden Experience Team.HR

## **Commitment to Diversity**

MM is committed to creating and maintaining a workforce 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 MM and is an important principle of sound business management.

## **Harassment and Complaint Procedure**

It is MM's policy to provide a work environment free of sexual and other harassment. To that end, harassment of MM's employees by management, supervisors, coworkers, or nonemployees 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. MM will take all steps necessary to prevent and eliminate unlawful harassment and retaliation. Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws.

**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; social network posts; 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 conduct of a sexual or gender-based nature, whether intentional 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 may constitute sexual harassment. If you experience any of the following, or other forms of harassment or discrimination, please follow the complaint mechanism described herein:

Unwanted sexual advances, whether they involve physical touching or not;  
Sexual epithets, obscene language, 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;  
Social network posts containing any of the above;  
Displaying or emailing 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; *or*  
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 MM.

**Complaint Procedure.** Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, Madden Experience Team 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, MM will take immediate, appropriate, corrective action, up to and including immediate termination.

## **Workforce Guidelines**

### **Attendance**

Good attendance and punctuality are required for all employees. We expect you to report to work on time according to the schedule set by you and your manager.

If you will be late or absent from work due to an illness, injury, or other emergency, you must notify your manager, as quickly as possible but always before the start of your regularly scheduled workday. You should contact your manager by phone call, text message, or email. In addition to this, you must also confirm your phone and email indicates you are out of the office



or unavailable. You are asked to provide the expected duration of your absence when you call in for an illness, injury, or for emergency reasons, if possible.

MM may require an employee to provide a doctor's note or other verification of an absence if an employee is absent on three or more consecutive workdays.

Tardiness or absences in violation of this provision will not be tolerated and are subject to disciplinary action up to termination of employment. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

## **Job Performance**

Communication between employees and supervisors or managers is very important.

Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors 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 the supervisor about job performance and expectations for the coming year.

## **Outside Employment**

While employed by MM, no personnel is permitted to work for another publishing company, advertising agency, new media services company, or any of MM's customers without prior written approval by a department manager, which must also be signed by the COO.

While employed by MM, any employee who wishes to do freelance work must have prior approval from their manager. Communication with freelance clients must not disrupt normal MM office activities. Use of MM equipment or workstations for personal freelance projects is generally prohibited. Any potential conflict of interest must be disclosed to your immediate manager. Freelancing for clients that MM would consider candidates for their services is not acceptable and could result in disciplinary action or possible termination.

## **Dress and Grooming**

MM provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Any questions or complaints regarding the appropriateness of attire should be directed to the Madden Experience Team.

## **Social Media Acceptable Use**

MM 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. This provision works in combination with Madden's other guidelines on acceptable behavior.

**Note:** As used in this policy, "social media" refers to blogs, forums, and social networking sites such as Twitter, Facebook, LinkedIn, YouTube, Instagram, GroupMe, 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 and equipment. 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 monitors 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, customers, vendors, community and employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge MM 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, vendors, customers, or individuals because of their protected class status or otherwise make defamatory, or offensive 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, vendors, or coworkers 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.

**Madden Professional Content and Credit:** All ads, photos, and content created while working for Madden is the sole property of the company ("work for hire"). If you post this content to social network sites (Facebook, Instagram, LinkedIn, etc.), whether personal or professional, you must also provide credit to Madden and a link to the company's website. Madden may discontinue this practice as it determines appropriate. 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.

**Links:** Employees should not provide a link from a social media site to the company's website for personal social network accounts such as blogs, Instagram, etc. which only express personal views. Links are only appropriate for Madden created or related content.

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

**Avoid statements about the company's future:** The company's future is always subject to change. If it is not public knowledge please speak with the COO for approval to relay any information about the company's future.

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

## **Solicitation**

Employees should be able to work in an environment free from unnecessary interference with their work. To protect our employees and visitors, solicitation by employees, including distributing written materials, handbills, or any other type of literature on working time is not allowed. If an employee would like to distribute any material it may be done so in the break room, not on working time. Employees may also utilize the bulletin boards in the stairwells. If there are any questions or concerns about material that is being distributed please address this with the MET.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time, without permission.

## **Disciplinary Procedure**

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

Under normal circumstances, MM endorses a policy of performance improvement in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. MM retains the right to administer discipline in any manner it determines appropriate. Disciplinary action may range from a verbal warning to termination of employment. This policy does not modify the status of employees as employees-at-will or in any way restrict MM's right to bypass the disciplinary procedures suggested. Action taken by MM in one situation should not be assumed to establish a precedent in other incidences.

## **Computers, Internet, Email, and Other Resources**

The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computers, phones, 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 e-mail 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 e-mail 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 e-mail 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 of employment.

MM encourages employees to use company e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external e-mails 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 e-mails within and outside MM.

All use of company-provided communications systems, including e-mail and internet use, 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 e-mail, telephone and voicemail, and internet communication equipment are provided primarily 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 MM 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.

In the course of conducting MM business, it may be necessary for employees to set-up, access, and maintain individual, departmental, application-based accounts on alternate email systems, on-line applications, and various social platforms in support of business functions or client activities. Employees are responsible for adhering to the same policies and standards of conduct while using these platforms as they are using MM-owned systems.

Office telephones are for business purposes. While MM recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination. Calls made on MM equipment may be monitored as determined necessary or appropriate by the company.

## **Personal Devices**

While used for work, employees are expected to exercise the same discretion in using personal cell phones and smart phones as is expected for the use of company devices.

# **Workforce Safety**

## **Work from Anywhere**

MM encourages and supports Work from Anywhere and does not require brick and mortar as our office foundation, work is what we do, not where we go. Our clients and our team are located all around the country and with that we have increasing diversity of thought, backgrounds, and opinions. Our core mission is to fuel travel to build communities. Our work from anywhere model allows our team to travel on their terms and not be confined by the office requirements.

## **Drug-Free and Alcohol-Free Workforce**

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

On occasion, alcohol is served at company-sponsored social events. Only the moderate and limited use of alcohol is acceptable. Employees are expected to remain responsible, professional, and sober at all times. Alternative transportation arrangements should be made when appropriate, such as taxi or driver services.

The unlawful use, possession, purchase, sale, distribution, or being under the actual or apparent 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. MM 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, the MM 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 MM's reputation in the community. To ensure compliance with this policy, substance abuse screening may be conducted in the following situations

**Pre-employment:** As required by the company for all prospective employees who receive a conditional offer of employment

**Reasonable Suspicion:** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

**Post-accident:** Following an on-the job accident causing an illness, injury, or damage to equipment.

**Random:** As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

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

## **Search Policy**

MM reserves the right to access any and all company property, work areas, systems, and any items brought onto MM property at any time and for any security, legal, or business reason. Personal items, messages, or information you consider private should not be placed or kept in MM's communication systems, offices, facilities, storage areas, desks, or file cabinets. It may be necessary for others to look through your work area for business-related materials or in connection with an investigation. The surest way to keep your belongings private is to leave them at home.

MM reserves the right to conduct searches at any time of employees, their belongings, or MM property. This search may include, but is not limited to, an inspection of the following: boxes, lockers, tool chests, purses, briefcases, bags, lunch pails, personal computer files, desks, file and

other cabinets, or packages on company property. In addition, MM reserves the right to search MM property used by the employee such as computers, voicemail, email, and Internet files. Any illegal or unauthorized items will be taken into custody and may be turned over to law enforcement personnel. Any employee who refuses to submit to a search may be subject to disciplinary action, up to and including termination of employment.

## **Workforce Violence Prevention**

MM believes that employees should be able to work free from intimidation, insult, and threats or violence. Any action which is inappropriate in the opinion of management will not be tolerated. Such behaviors include, but are not limited to, threatening or violent conduct, physical or verbal intimidation, vandalism, arson, use of weapons, or possession of weapons on MM property.

MM is committed to providing a safe, violence-free workforce for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workforce or at company-sponsored functions.

Employees should report any such occurrences to their manager or the MET immediately. MM will promptly investigate such complaints and take action it believes to be appropriate. Furthermore, employees should contact local authorities if they believe violent behavior warrants such action when there is an imminent threat to themselves, co-workers, or the public.

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 and may also result in criminal charges.

## **Entertainment Policy**

In our industry, we are constantly making business contacts and developing relationships. Many of our staff attend conferences or social gatherings with the opportunity to entertain clients, vendors, and potential clients. We want all our staff to show respect and appreciation to our clients in a responsible and professional manner. We want to be gracious and generous, while protecting the reputation of all participants and our company. Company-sponsored functions and off-site work-related events are an extension of the company itself and our goal is that everyone has an enjoyable, safe, and secure experience.

Employees must comply with their obligations to be responsible and to conduct themselves professionally and appropriately at all times, as if in the office. The following requirements must be followed at any company-sponsored or work-related gathering:

Although the use of alcohol may occur at some evening business functions sponsored or recognized by the company, it is important that alcohol consumption is moderate, for everyone's enjoyment and safety.

Over consumption of alcohol at work-related events is not permissible. Unfortunately, when some people become inebriated, they are more likely to engage in inappropriate behavior, such as unprofessional language, or unwanted and offensive physical or sexual behavior. We have zero tolerance for any type of harassment or violence by our staff or clients.

Nonalcoholic drinks should be available along with high-protein foods (meat, fish, chicken, and dairy products) that help impede alcohol absorption. Attendees under the legal drinking age must not be provided alcoholic beverages. Adult entertainment of any kind involving nudity, sexual, or offensive behavior is not permitted. It is company policy to conclude company-paid entertainment at a reasonable hour, between 10 p.m. and midnight. Employees should finish any business by that time while remaining cognizant of vendor and client wishes for earlier conclusion.

If a staff member or guest appears impaired while attending a company-sponsored event, an MM employee should ensure they have a ride or provide transportation at company expense. Contact security or the police if the behavior of anyone is compromising the safety of our employees or guests. When attending company-sponsored events that may involve overnight hotel accommodations, appropriate professional conduct is required by staff members at all times during the hotel stay.

When you are participating in a company-sponsored event, appropriate workforce conduct standards will be expected at all times. We want our employees and our guests to enjoy themselves and to be safe. Inappropriate behavior may result in disciplinary action up to and including termination.

## **Commitment to Safety**

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dial 911 to activate the medical emergency services.



# **Conflicts of Interest and Confidentiality**

## **Conflicts of Interest**

MM 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. MM 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 may be a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. A conflict of interest is defined as when an employee is in a position to influence a decision, whether in an official or fiduciary capacity, that may result in a personal gain for the employee or for a relative. MM employees must not engage in any activities or relationships, including personal investments, which might directly or indirectly result in such a conflict or otherwise impair professional judgment. Employees may not accept gifts, favors, or benefits that might tend in any way to influence professional responsibilities with MM. To avoid this, the employee must remove themselves from the decision or their role within MM.

## **Proprietary Information**

All employees are bound by a separate Confidentiality, Nondisclosure, and Nonsolicitation Agreement

Proprietary Information is information that MM does not want to freely disclose; that is governed by copyright, patent, trade regulations, or that resides at MM but is the property of others, such as clients or vendors. It specifically includes without limitation, trade secrets, confidential or private technical, financial, and business information, as well as new development information and documentation.

The following information is considered at all times to be proprietary information of MM:

Current, future, and past sales information

Advertising and marketing information

Customer information and training material

General financial, pricing, and profit information

Information systems software, databases, project technology, and documentation

All employees as originators, custodians, or users of proprietary information must ensure that proprietary information under their control or direction is properly identified and safeguarded in agreement with this guideline.

Proprietary information may only be shared, even internally with other employees on a limited, need-to-know basis. If you are in possession of proprietary information, you must ensure its safety by clearing off your desk at lunch or at the end of the day, locking file cabinets when you are not present, and otherwise preventing even unintentional lapses in protection. Paper shredders or other secure means of disposal shall be placed near work or copying areas.

## Employment Relationship

### Employment at Will

Employment with MM is at-will. 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 Handbook 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. MM retains the right to establish or change compensation, benefits, and working conditions for all employees.

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.

### Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, MM classifies its employees as shown below. MM 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 all hours worked over 40 in a workweek.

**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 benefit program.

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

**Temporary:** A staff member who is hired for completion of a specific project or for a specific time period. Temporary employees may be hired through an agency or through MM directly. Temporary employees may not be eligible for company benefits unless mandated by law, such as workers' compensation, Social Security, and paid sick leave.

## **Work Week**

MM defines its workweek as from 12:01 am on Sunday until 12:00 midnight the following Saturday.

## **Time Records**

Non-exempt employees are required to log their hours worked each day. Non-exempt employees must approve timesheets 3 days before the scheduled pay date to ensure prompt and correct payment of wages. All exempt employees may also be required to log hours worked, as well as details as to which project was accomplished during which period, to allow for tracking of project, client, etc.

## **Overtime**

When required due to the needs of the business, nonexempt employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, PTO, bereavement, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

## **Work Schedules**

We recognize that responsibilities before and after work vary widely depending on personal, family, and community commitments. Our typical work schedule is from 8:00AM to 5:00PM in your timezone. However, please discuss and agree on your schedule with your supervisor, this is subject to change at MM's discretion without prior notice. Be sure your regular hours are known by all employees and that you work according to this schedule.

## **Paychecks**

MM payroll is processed on a semi-monthly basis, with payroll periods ending on the 15th and the last day of each month. MM's pay dates are on the 5th (for the payroll period ending on the last day of the previous month) and the 20th (for the payroll period ending on the 15th). Log into your HCM platform for a copy of the payroll calendar and/or see the MET with any questions.

## **Deductions from Pay/Safe Harbor Exempt Employees**

MM is required by law to deduct certain amounts from employee paychecks. These deductions include federal and state taxes, Medicare taxes, Social Security taxes, garnishments, and other

required withholdings. Other amounts will be withheld with the employee's permission, such as insurance premiums.

Any discrepancies, shortages in the calculation, or overpayment of wages should be reported to MET immediately. The MET will investigate the matter, correct any discrepancies, and ensure that errors do not continue.

## **Garnishments and Support Orders**

MM is required by law to accept certain legal assignments or garnishments against your wages if you fail to meet certain financial obligations. The MET or controller will notify you when the law requires any such actions.

## **Direct Deposit**

During your onboarding process, you will be enrolled in direct deposit; if you are not interested in having your payroll directly deposited into your account, please discuss with the MET.

If you wish to make changes to your direct deposit and/or cancel, please log into the HCM portal or contact the MET.

## **Incentive Pay**

MM may provide Incentive Based Compensation Plans. The Plan is established to guide the Participant to achieve goals assigned by the company. The base salary and incentive outlined in this plan is intended to reward the Participant with total cash compensation upon achievement of the expected level of performance. The plan is also designed to provide exceptional earnings opportunities for outstanding performance. In addition, the goal of this plan is to reward you for meeting and exceeding your assigned quotas, goals and objectives.

Why a Quota System over a Commission System?

A professional working on commission becomes reliant on the transaction and generally relies on high-volume transactions and tends to understand their customers less and their products more. Our business requires more complex sales, we want to understand the customer needs and seek out solutions using both our existing product mix and new solutions that either Madden or a partner may provide. These complex sales require increased collaboration, improved education on the latest marketing tools, and ability to build a position as a thought leader in the industry. As a company, we recognize this need and want to invest in moving from short-term incentives and towards a structure that also rewards beneficial non-selling activities.

A quota system is meant to provide a baseline compensation for the support you provide to Madden, our current customers, prospect accounts, and your professional development. The quota is your incentive to compensate you for the business you grow for Madden. Your quota and on-target compensation will be composed of your ability to identify and close new business and help the Account Management team retain existing business.

## **Merit Pay and Bonuses**

MM may from time to time award bonuses to employees. These bonuses are not guaranteed. MM may establish incentive performance plans to target specific operational and/or financial objectives. All incentive plans will be established based on specific goals and payable after performance is established.

## **Mileage Compensation**

Mileage must be documented and will be reimbursed according to our current accounting guidelines. Any auto travel that is estimated to exceed 200 miles roundtrip should be explored to determine if a rental car would cost less for MM, not to mention less wear and tear on personal vehicles. Please coordinate car rentals or mileage reimbursement with your direct supervisor. Mileage will be paid to all non-exempt employees running errands on company business. Mileage is not paid for normal commuting to and from the workforce.

## **Expense Reimbursement**

MM will reimburse employees for approved company expenditures that they have purchased with their own money. Those purchases must be pre-approved by their manager and submitted to accounting according to our expense policy with appropriate receipts and documentation. Business expenses must meet IRS requirements.

## **Gym Reimbursement**

To help you in your quest for better health and fitness, MM will reimburse you \$10 a month for any exercise program that you enroll in. So, whether it's yoga, tai chi, aerobics, weight training, or a gym membership, we want to help you get fit. Please contact the MET to apply for reimbursement. Receipts may be required.

## **Phone Stipend**

MM does have positions that may not require a MM provided smartphone or tablet but require the use of an employee's personal device. In these cases, your manager may request a cell phone stipend on your behalf. Depending on the anticipated usage you will receive \$25, \$50 or \$75 per month on the 20th check date. This stipend is to assist in paying your cell phone bill or device.

## **Access to Personnel Files**

MM maintains an individual file for every employee. These files contain all resumes and/or employment applications, performance evaluations, benefit participation, and other information management deems valuable during the term of employment. These files are the property of MM and are confidential. Individual, current employees may request to view their file of documents they have signed. The contents of these files are not to be photocopied, unless approved by management.

## **Change of Employee Information**

Employees have a responsibility to keep their personal records up to date by notifying the Madden Experience Team immediately of any changes. This information is essential for mailings to your home, which may include W-2 forms and benefits information.

Please notify the MET of any changes to your employee information, including address, phone number, emergency contact, and dependents. We also encourage you to utilize the iSolved or any future replacement HCM platform to make those changes. If you have a life event change (i.e., marriage, change in dependent status), please let the MET know and you will be given the Benefits Family Status Change form to complete as needed.

## **Professional Development**

MM encourages professional and career growth for the benefit of all employees. Senior management budgets and administers professional development opportunities. All requests for training, classes, etc. must be submitted in advance. Each situation will be reviewed on its individual merits.

## **Employment References**

It is MM's policy that you may not provide, either on or off the record, any employee information regarding current or former employees to outside individuals, companies, or organizations. Any inquiries regarding employment verification, references, etc. for current or former employees must be directed to the MET Department.

## **Open Door Policy**

MM believes in open and honest communication. You are in the best position to know and understand the details of your work and to discover new or improved ways of performing your work and serving our clients. You should feel free to make suggestions to your manager to benefit you and MM.

We realize you may occasionally have a concern in regards to your employment and we encourage you to discuss any work-related problems with your immediate manager. If you do not feel satisfied after the discussion with your manager, you should discuss it with that person's manager. You can also request a meeting with the Madden Experience Team at any time.

## **Media & Public Relations**

All media and public information requests must be routed to the CEO or COO of MM.

## **Relationships with Co-workers**

MM does not wish to become involved in employees' private lives. Employees may choose to become romantically involved with each other on their own time.

However, when employees are involved in a romantic relationship, it should not impact the working environment. Romantic, sexual, or other inappropriate behavior should not occur while working, in either the office or off-site while on MM business. Please see the Equal Opportunity Employment/Sexual Harassment guideline for further information.

Sometimes the friends or family members of our current employees make a great addition to our team. We all know that these relationships have special dynamics and it can be a challenge to separate personal matters from work. To avoid any potential or actual conflicts of interest or an appearance of favoritism, the following are not permitted:

One employee interfering with decisions regarding the employment status of any friend, family member, or loved one.

A manager related to, dating or romantically involved with a subordinate.

An employee working in a position with access to financial and/or confidential information if related to or while dating or otherwise romantically involved with another employee.

If you think a situation or action with a friend, family member, or loved one who is also an employee might be a conflict of interest, you should discuss it with your manager or the MET.

## **Separation from Employment**

Should you choose to resign your employment with MM, we request that you provide at least two weeks' notice. This will allow MM to seek your replacement, transition responsibilities, and when appropriate, conduct an exit meeting.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property, including, but not limited to, computers, cell phones, flash/thumb drives, documents, files, equipment, cards, office keys, and other items provided by MM during your employment. You may not retain any items (including hard or electronic copies) for your own use or for the use of another entity or person.

If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee and any qualified beneficiary'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.

## **Employee Handbook & Harassment Policy Acknowledgement and Receipt**

I hereby acknowledge receipt of the employee handbook and harassment policy of Madden Media. I understand and agree that it is my responsibility to read and comply with the policies in the handbook. I understand that this handbook supersedes all previously issued editions. I understand that my employment with MM is at-will and that either party may end the work relationship at any time, with or without notice or cause. I understand that this Handbook is not a contract for employment. 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 understand that any items (computers, phones, tools, vehicles) are provided by the Company to assist me in accomplishing my job responsibilities and are to be used for business purposes only. I agree to be financially responsible for the replacement cost of the items not returned and/or any excessive wear and tear on items that are returned. I expressly authorize the Company to deduct the replacement cost from my paycheck(s) including, but not limited to, my final paycheck. I understand that any other amounts owed to the Company by me, such as a debt, reimbursement, recoupment or set-off, may be deducted from my paycheck(s) including, but not limited to, my final paycheck. Should I leave employment with a negative balance of PTO, this amount may also be deducted from my final paycheck.

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Employee's Name in Print

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Signature of Employee

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Date Signed by Employee