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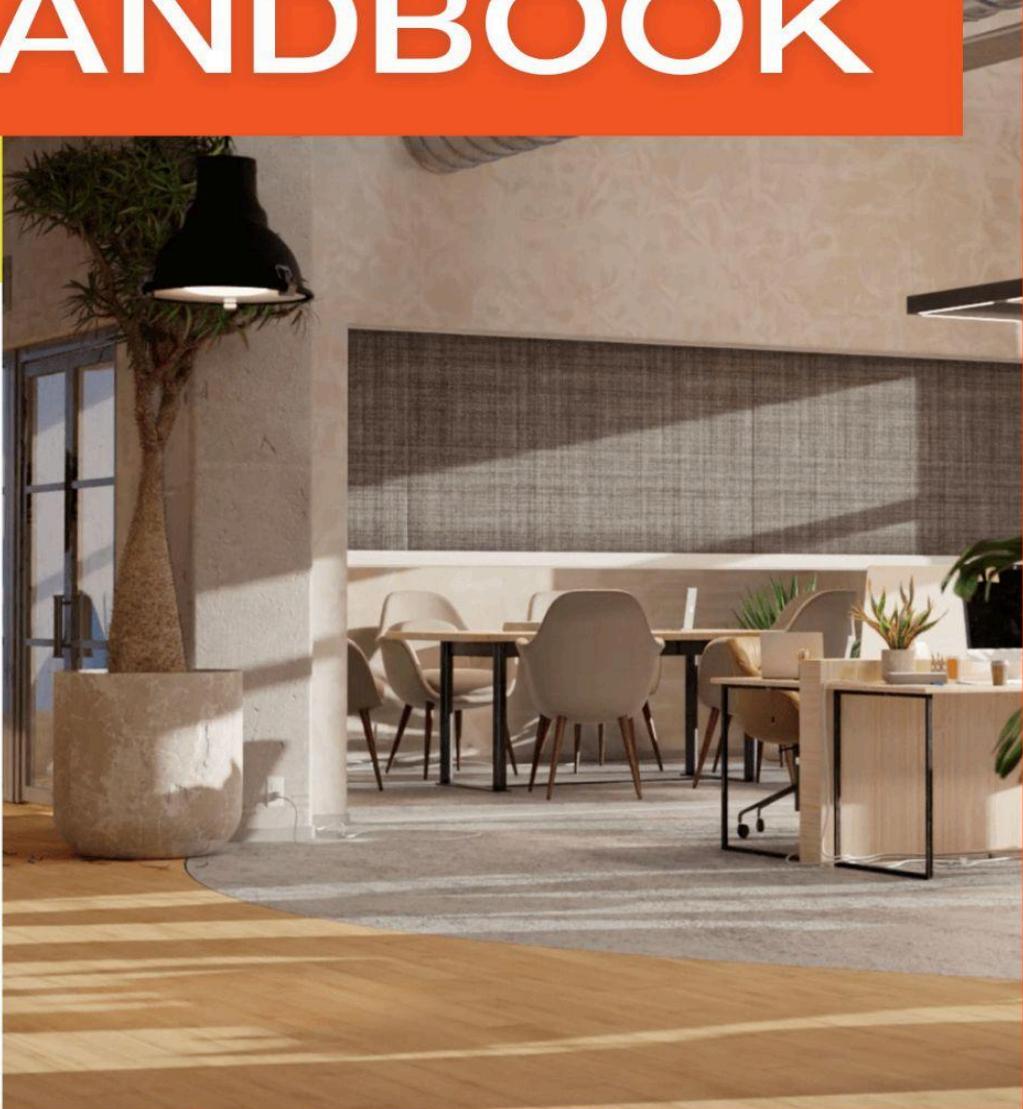
EMPLOYEE
HANDBOOK

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WELCOME TO TUDELÜ !

We're very happy to welcome you to our Tudelü . Thank you for joining us! We want you to feel that your association with Tudelü will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality products and services. Credit for this goes to every one of our employees. We hope you too, will find satisfaction and take pride in your work here.

BACKGROUND / HISTORY

Our journey began in a small workshop in the heart of NYC, where a group of innovative minds came together with a shared vision to revolutionize interior spaces. In the heart of the bustling city, Tudelü was born, an avant-garde company dedicated to transforming environments with its cutting-edge motorized partition wall system.

Tudelü quickly gained attention for its commitment to excellence, and its reputation spread like wildfire throughout the city. As demand soared, the company expanded its operations to meet the needs of clients looking to enhance their spaces with flexibility and elegance. The motorized partition wall system became a symbol of sophistication, providing a dynamic solution for both residential and commercial spaces.

One of Tudelü's key breakthroughs was the development of the industry's only truly soundproof systems. The engineering team at Tudelü harnessed cutting-edge technology to create partitions that not only divided spaces but also ensured privacy and acoustic isolation. This unique feature sets Tudelü apart from its competitors, making it the go-to choice for those seeking the highest standards in partition wall systems.

Tudelü's commitment to quality extends way beyond functionality. Thanks to a proprietary fabric that was nearly indestructible, stain-proof, and fashion-forward. This innovation not only enhanced the durability of the partition walls but also allowed customers to express their style through a range of customizable options.

With a vision for expansion, Tudelü went beyond the city limits, reaching customers throughout North America. The company's motorized partition wall systems became a staple in homes, offices, hotels, and event spaces, transforming the way people approached interior design and space utilization.

The tagline, "Walls That Move You," reflected Tudelü's confidence in its superior product. The ease of retracting the partitions with just the touch of a button has become synonymous with Tudelü's commitment to simplicity and functionality.

As Tudelü continued to thrive, it remained true to its roots of innovation, quality, and customer satisfaction. The motorized partition wall system became not just a product but a lifestyle choice, allowing individuals and businesses to adapt their spaces effortlessly and in style. And so, the story of Tudelü unfolded, leaving a lasting mark on the world of interior design and architectural flexibility.



HANDBOOK PURPOSE

This Employee Handbook is presented as a matter of information and has been prepared to inform you about Tudelü's philosophy, employment practices, policies, the benefits provided to you as a valued employee, as well as the conduct expected from you. While this handbook is not intended to be a book of rules and regulations, it does include some important guidelines about which you should know. Except for the at-will employment provisions, the Handbook can be amended at any time.

This Employee Handbook will not answer every question you may have, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help you feel comfortable with us. We depend on you – your success is our success. Please don't hesitate to ask questions. Your manager will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find Tudelü a good place to work.

No one other than authorized management may alter or modify any of the policies in this Employee Handbook. No statement or promise by a supervisor, manager, or department head is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

We ask that you read this guide carefully, become familiar with Tudelü and our policies, and refer to it whenever questions arise.



EQUAL EMPLOYMENT

It is the established policy of Tudelü Holdings LLC to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. Tudelü takes allegations of discrimination, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination.

BACKGROUND CHECKS

Prior to making an offer of employment, Tudelü may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and / or criminal record and credit checks. Third-party services may be hired to perform these checks.

AT-WILL NOTICE

The contents of the Employee Handbook are presented as a matter of information. While this Handbook is not intended to be a book of rules and regulations it does include some important guidelines, which you should know. Except for the at-will employment provisions, the Handbook can be amended at any time. The Handbook, the plans, policies, and procedures described herein and the language used herein, are not intended to create, or is it to be construed to constitute, a contract between Tudelü and any or all of its employees. Likewise, neither is this Employee Handbook, the plans, policies and procedures described herein, nor the language used herein, intended to be or is, a guarantee or promise of employment or continuing employment.

You are not hired for any definite or specified period of time even though your wages are paid regularly. You are an at-will employee of Tudelü and your employment can be terminated at any time, with or without cause and with or without prior notice. Tudelü policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by you and an Officer of Tudelü. There have been no implied or verbal agreements or promises to you that you will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Handbook or any other Tudelü document or written or verbal statement or policy.

ANNIVERSARY DATE

The employee's date of hire is his or her official employment anniversary date.



IMMIGRATION LAW COMPLIANCE

All individuals hired by Tudelü will be required to establish and certify their identity and right to work in the United States. Each individual employed by Tudelü will be required to produce, within three (3) days, proof of his/her identity and eligibility to work in the United States. Each individual hired by Tudelü will be required to certify on the appropriate Form I-9 his / her identity and right to work in the United States.

INTRODUCTORY PERIOD

Your first ninety (90) days of employment at Tudelü are considered an introductory period. This introductory period will be a time for getting to know your fellow employees, your manager and the tasks involved in your job position, as well as becoming familiar with Tudelü's products and services. Your manager will work closely with you to help you understand the needs and processes of your job.

This introductory period is a try-out time for both you, as an employee, and Tudelü, as an employer. During this introductory period, Tudelü will evaluate your suitability for employment, and you can evaluate Tudelü as well. At any time during this first ninety days, you may resign. If, during this period, your work habits, attitude, attendance, performance, or other relevant factors do not measure up to our standards, we may release you.

At the end of the introductory period, your manager will discuss your job performance with you. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Please understand that completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Please also understand that completion of the introductory period does not imply that you now have a contract of employment with Tudelü, other than at-will. Completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from Tudelü of more than one year is considered an introductory employee during their first 90 days following rehire.

EMPLOYMENT CLASSIFICATIONS

Tudelü has established the following Employee Classifications for compensation and benefit purposes only. Management will inform you of your classification, status, and responsibilities at the time of hire, rehire, promotion, or at any time a change in status occurs. These classifications do not alter your at-will employment status.

- **Regular Full-Time Employee:** An employee who is scheduled to work no less than 100% of the scheduled work hours in a work week on a fixed work schedule (not less than 40 hours). The employee may be exempt or non-exempt and is eligible for all employment benefits offered by Tudelü.



- **Regular Part-Time Employee:** An employee who is scheduled to work less than 40 hours in a workweek. Regular part-time employees working at least 30 hours per week are eligible for vacation, sick, and holiday pay on a pro-rated basis. They are ineligible for any other benefits.
- **Temporary Employee:** An employee who is scheduled to work on a specific need of Tudelü . The employee will not receive any benefits unless specifically authorized in writing. The employee is non-exempt and is compensated on an hourly basis.
- **Exempt:** Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay or compensatory time off requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet his/her work responsibilities. This includes managers and assistant managers as well as designated corporate office personnel.
- **Non-exempt:** Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by Management, all employees of Tudelü are non-exempt.
- **Independent Contractors:** Tudelü may employ individuals or business entities on an independent contractor basis. If so hired, the individual or business entity will be required to enter into a written contract with Tudelü . The independent contractor is separately responsible for taxes, disability insurance, workers' compensation and general liability insurance.

PERSONNEL RECORDS

Tudelü will maintain various employment files while you remain an employee of Tudelü . Examples of these files are: Your personnel file, your attendance file, your I-9 file and files for medical purposes. If you should have any changes with respect to personal information, such as a change in your home address and telephone number or a change of name, you are required to notify your supervisor so the appropriate changes can be made in your files.

Your files have restricted access. You and management, or its designated agents, may have access. In the event that you wish to review your personnel file, you must do so in the presence of management or designee. You may review your personnel file by making a written request to management. The written request will become a permanent part of your file.

EMPLOYEE REFERENCES

Tudelü makes strict provision regarding information provided to people outside Tudelü for current and former employees. This information is restricted to the employment dates and positions held in Tudelü for that person. This is done to protect Tudelü and its employees. This information will only be released by authorized management.



JOB VACANCIES

It is the policy of Tudelü to ***promote qualified individuals from within*** rather than to select persons from outside the organization to fill vacancies in established positions or to fill newly created positions.

JOB POSTINGS

When job openings occur, Tudelü will, at its discretion, post those openings in order to provide Tudelü employees the opportunity to submit their applications.

TRANSFERS

Management reserves its right to place you where and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are at the discretion of Tudelü .

EMPLOYMENT OF RELATIVES

Although Tudelü does not impose a general prohibition on hiring relatives, we expect professionalism in any out-of-office relationships. This means that conflicts arising from issues outside the office should be reserved for post-office hour discussions. However, to prevent potential problems related to safety, security, supervision, and morale, certain restrictions have been established.

While we are open to receiving and considering employment applications from relatives, individuals closely related, such as parents, grandparents, children, spouses, brothers, sisters, or in-laws, are generally discouraged from being hired into positions where they would have access to sensitive information concerning a close family member or where there is an actual or apparent conflict of interest.

SENIORITY

Seniority is your length of continuous service commencing on the date of hire at Tudelü . Should you leave Tudelü 's employ and subsequently be rehired, seniority will begin as a new employee on the date of rehire. Seniority does not accrue during leaves of absence without pay or leaves of absence that exceed thirty (30) calendar days, except for paid vacations.





GENERAL GUIDELINES

Orderly and efficient operation of Tudelü requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the "at-will" employment relationship between Tudelü and you. Tudelü views the following as inappropriate behavior:

- (1) Negligence, carelessness or inconsiderate treatment of Tudelü clients and / or their matters / files.
- (2) Theft, misappropriation, or unauthorized possession or use of property, documents, records or funds belonging to Tudelü , or any client or employee; removal of same from Tudelü premises without authorization.
- (3) Divulging confidential information, of any kind, to any unauthorized person(s) or without an official need to know.
- (4) Obtaining unauthorized confidential information pertaining to clients or employees.
- (5) Changing or falsifying client records, Tudelü records, personnel or pay records, including time sheets without authorization.
- (6) Willfully or carelessly damaging, defacing or mishandling property of a client, Tudelü or other employees.
- (7) Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position.
Acceptance of any gratuities or gifts must be reported to Management.
- (8) Entering Tudelü premises without authorization.
- (9) Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
- (10) Unauthorized use of a personal vehicle for Tudelü business.
- (11) Rude, discourteous, or unbusiness-like behavior; creating a disturbance on Tudelü premises or creating discord with clients or fellow employees; use of abusive language.
- (12) Insubordination or refusing to follow instructions of the immediate supervisor or management; refusal or unwillingness to accept a job assignment or to perform job requirements.
- (13) Failure to observe scheduled work hours, failure to contact supervisor in the event of illness or any absence within one (1) and thirty (30) minutes of the scheduled start of work; failure to report to work when scheduled; unauthorized or excessive use of sick leave or any other leave of absence.
- (14) Leaving the office during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- (15) Sleeping or loitering during regular working hours.
- (16) Recording time for another employee or having time recorded to or by another employee.
- (17) Use or possession of intoxicating beverages or illegal use or possession of narcotics or drugs, on Tudelü premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance.
- (18) Unauthorized possession of a weapon on Tudelü premises.
- (19) Gambling on Tudelü premises.



- (20) Soliciting, collecting money, vending, and posting or distributing bills or pamphlets on Tudelü property. These activities are closely controlled in order to prevent disruption of Tudelü services and to avoid unauthorized implication of Tudelü sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the orderly and regular conduct of Tudelü business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of Tudelü is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on Tudelü property at all times.
- (21) Falsification of one's employment application, medical or employment history.
- (22) Unlawful or unbusiness-like conduct, on or off Tudelü premises, which adversely affects Tudelü services, property, reputation or goodwill in the community, or interferes with work.

ANTI-HARASSMENT

Tudelü affirms its commitment to provide a work environment free from intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or objectionable conduct is offensive employee behavior. If you harass another employee of Tudelü or applicant to Tudelü because of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, or any other protected classification, in accordance with applicable federal, state, and local laws, you will be subject to disciplinary action, including discharge. Likewise, if you feel you have been the object of harassment or intimidation based upon the aforementioned, you are to advise your supervisor, follow the normal open-door policy or, in the event of sexual harassment, institute the procedure indicated below.

Sexual harassment is a form of sex discrimination, which includes gender-based harassment of a person of the same sex as the harasser. It is the express policy of Tudelü that sexual harassment of employees or applicants, by you or agents of Tudelü, is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors or other visual, verbal or physical conduct will be deemed sexual harassment when:

- (1) Submission to such conduct is explicitly or implicitly a condition of employment;
- (2) Submission to or rejection of such conduct is used as the basis of employment decisions; and
- (3) Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination. Tudelü further recognizes that allegations of this type of discrimination may have serious effects on innocent women and men. Therefore, Tudelü has devised two procedures to process a sexual harassment complaint. First, the normal complaint procedure as set forth herein may be utilized.



Second, if the employee desires confidentiality, the following procedure may be requested:

- (1) Any employee who believes he or she has been the subject of sexual harassment should report the alleged act(s) promptly (within two working days) to a member of management or designee, giving details as related to the complaint.
- (2) Management or designee, upon receipt of the complaint, shall take immediate and appropriate steps to investigate the complaint. Confidentiality is mandatory to the maximum extent possible.
- (3) Following the investigation of the complaint, management or designee shall weigh the facts and determine the validity of the charge. If the complaint is determined to be valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. This may include written warning and / or suspension, and / or discharge. If the offender is a supervisor, he / she may be demoted. If the complaint is found invalid, the complaining party may request Step 2 of the normal complaint procedure.

COMPLAINT PROCEDURE

Tudelü subscribes to the open-door policy. You may bring a particular complaint to your supervisor for resolution. When matters cannot be handled on an informal basis, Tudelü has established a formal procedure for a fair review of any work-related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner.

Step 1 - The complaint must be submitted in writing to management or designee within three (3) working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three (3) working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting management or designee will give the employee a written resolution within three (3) working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2 - If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 2 solution to the President or his/her designee. Such a request must be made within three (3) working days following the receipt of the Step 1 resolution. The President or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the employee's immediate supervisor, and any other employee of Tudelü whom the aggrieved employee chooses. The President or appointed representative will render the final decision within ten (10) working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.



CORRECTIVE ACTION

A high level of job performance is expected of you. In the event that your job performance does not meet the standards established for your position, you should seek assistance from your supervisor to attain an acceptable level of performance. If you fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of Tudelü to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool Tudelü may select to enhance job performance. Tudelü is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above, if Tudelü so elects. Tudelü reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If you violate established Tudelü procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, Tudelü may elect to administer disciplinary action.

COMPENSATION

PAY PERIODS

All employees are on a weekly pay schedule at Tudelü. The regular workweek starts at 12:01 a.m. on Sunday and concludes at midnight the following Saturday. Paychecks are issued every Thursday. If using Direct Deposit, notifications will be sent early on Thursday mornings.

PAY ADJUSTMENTS

All pay increases are based upon merit and market factors. There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions.

Your pay also may be adjusted downward. Salary decreases may take place when there is: job restructuring, job duty changes, job transfers, or adverse business economic conditions.

OVERTIME

Tudelü complies with all applicable federal and state with regard to payment of overtime work.

Employees are required to work overtime when assigned. Any overtime you work must be authorized by management, in advance. This refers to additional time worked over the normal



forty (40) hour work week. Working unauthorized overtime or refusal or unavailability to work overtime is not acceptable work performance, subject to discipline including but not limited to termination.

PERFORMANCE EVALUATION

You will receive an appraisal of your job performance upon the completion of one year of employment and annually thereafter. This evaluation may be either written or oral. Such evaluation may not occur exactly on the anniversary date, but thereabout, at the discretion of management.

If in this appraisal you are given an evaluation sheet or other written document, you will be required to sign it. Your signature does not necessarily indicate that you agree with all the comments, but merely that you have had the opportunity to examine the evaluation and fully discuss the contents of it with your direct supervisor. The completed and signed evaluation form

will be placed in your personnel file. You will receive a copy of the performance evaluation.

Because pay increases are based on merit, the performance evaluation is an important element in the merit review. In addition to the formal annual review, informal counseling sessions may be conducted from time to time.

PROMOTIONS

Tudelü is most interested in providing maximum opportunity for your advancement within Tudelü if advancement opportunities are available. Accordingly, present employees of Tudelü may be considered for promotions and may be preferred for promotion before any new employees are hired to fill vacancies that may arise. Of course, Tudelü retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

DEMOTION

Demotion is a reduction in responsibility usually accompanied by a reduction in salary. If and when a demotion occurs, you may maintain your seniority with Tudelü. Because of this, we have implemented a demotion warning system.

A demotion warning system is a structured mechanism within an organization to alert employees about the possibility of a demotion. This system involves clear communication and

documentation of performance issues or violations that may lead to a demotion. It serves as a proactive approach to address concerns, providing employees with an opportunity to improve their performance or rectify any misconduct before facing a demotion. The system may include performance reviews, feedback sessions, and specific criteria for demotion, ensuring transparency and fairness in the process.



WORK ASSIGNMENTS

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "and other assigned duties." From time to time, you may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. You will be compensated at your regular rate of pay while performing other assigned duties on a temporary basis.

ADVANCES AND LOANS

Tudelü does not give salary advances or loans to its employees.

BENEFITS

HOLIDAYS

Regular full-time employees are entitled to the following six paid holidays observed by Tudelü :

New Year's Day	January 1 st
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November and the Following Friday
Christmas	December 25th

Other days or parts of days may be designated as holidays with pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday.

Additional Holidays up to the discretion of Tudelü may include time off or work from home hours are not limited to:

Rosh Hashanah
Yom Kippur
Sukkot
Passover
Pirum

VACATION

All full-time regular employees and part-time employees generally working at least thirty



hours per week will accrue paid vacations according to the following schedule. Employees normally working less than full time will have their vacation accrual prorated to reflect the percentage of the full week that is worked.

Employment Years	Vacation Earned
Years One through Five	Two weeks
Years Six through Ten	Three weeks
Eleven years and beyond	Four weeks

Vacation begins to accrue at the commencement of employment and accrues on a monthly basis.

Vacations provide a break beneficial to both Tudelü and the employee. Therefore, employees are encouraged to take vacations annually. Vacation time no longer accrues once that employee's accrual reaches a level twice the annual amount, he or she is eligible to accrue at that time. When that point is reached (i.e. four weeks in the first five years of employment) the employee must take vacation to begin accruing again.

Employees are not paid wages in lieu of unused vacation time. All accrued vacation not taken at the time an employee leaves employment will be paid upon departure.

Vacations need to be scheduled with the appropriate manager with sufficient notice so as to not disrupt the workplace.

SICK LEAVE

Sick leave is earned at a rate of one-half (1/2) day per month and may be used for illnesses, doctor or dental appointments. All full-time regular employees are eligible to receive a maximum of six (6) days of paid sick leave per calendar year.

To be eligible for paid sick leave, you must provide proper notification of absence as discussed under the Attendance/Tardiness policy. You must give this notification for each day you are absent. You may be required to submit, in writing, the reason or reasons for your continued sick leave, the estimated date of return and whether any supplemental income payments are being received or whether application for them is pending. Tudelü may also require, at any time, written verification from your physician.

If your absence extends beyond your period of accrued sick leave, you may submit a request for a leave of absence. Before your return to work, a written statement from your physician may be required stating your ability to return to your regular duties.



FAMILY MEDICAL LEAVE

The federal Family & Medical Leave Act of 1993 (FMLA) as amended in 2008 requires employers with 50 or more employees to provide eligible employees with unpaid leave. The following provides a general overview of two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave) described in this policy. (Note: Employees with any further questions about their eligibility for FMLA leave should contact [Office Manager / HR Representative / President] for more information.)

Employees are eligible for FMLA leave if they:

1. Have worked for Tudelü for at least 12 months in the last 7 years;
2. Have worked at least 1,250 hours for Tudelü during the 12 calendar months immediately preceding the request for leave; and
3. Are employed at a work site that has 50 or more employees within a 75-mile radius.

Basic FMLA Leave. Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

1. To care for the employee's son or daughter during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical or child birth; or
5. Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

Military Family Leave. There are two types of Military Family Leave available:

1. *Qualifying exigency leave.* Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, or daughter, is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include:

- Short-notice deployment (up to 7 days of leave)
- Attending certain military events
- Arranging for alternative childcare
- Addressing certain financial and legal arrangements





- Periods of rest and recuperation for the servicemember (up to 5 days of leave)
 - Attending certain counseling sessions
 - Attending post-deployment activities (available for up to 90 days after the termination of the covered servicemember's active duty status)
 - Other activities arising out of the servicemember's active duty or call to active duty and agreed upon by Tudelü and the employee
2. *Leave to care for a covered servicemember.* There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

After the leave, the employee must be restored to the same or essentially-same position held before the leave. Health care benefits will be maintained during the leave.

TEMPORARY DISABILITY LEAVE

Tudelü recognizes that a temporary disability may preclude your attendance at work. In such cases, Tudelü does not have a predetermined specified period of time in which this unpaid leave is granted. Rather, Tudelü will attempt to reasonably accommodate your needs as well as the needs of Tudelü. If a leave is granted, any extensions will be subject to the same considerations.

Your request for a temporary disability leave must be in writing. That request should be accompanied by a doctor's statement identifying the temporary disability, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. At any time during a temporary leave, Management may request that you furnish a written statement(s) of your health. Prior to returning to employment with Tudelü, you will be required to submit written medical certification of your ability to work, including any restrictions. Upon your return to work, if you qualify, you will be reinstated to your former position or one that is substantially the same, depending upon the availability of any position at that time.

Tudelü observes and complies with all federal and state medical leave regulations that pertain to our employees. This includes the federal Family Medical Leave Act and any state FMLA provisions that might apply.

Any unused accrued sick leave shall be used prior to the effective date of the temporary disability leave except for pregnancy disability leave. You may request payment of any vested, but unused paid vacation time prior to the effective date of the temporary disability leave.



JURY SERVICE LEAVE

If you are summoned to report for jury duty, you will be granted a leave of absence without pay when you notify and submit a copy of the original summons for jury duty to your supervisor. Tudelü reserves the right to request that you seek to be excused from or request postponement of jury service if the absence from work would create a hardship to Tudelü. If requested, Tudelü can provide company documentation as proof of hardship to help alleviate the jury summons paper.

Any fees received for jury duty, including travel fees, are to be retained by you. You are to report to work on any day, or portion thereof, that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service shall be certified by the Court and filed with Tudelü no later than Wednesday of the following week.

WITNESS LEAVE

If you are requested to serve as a witness on behalf of Tudelü, you will be granted a witness leave at regular pay for such time as it is necessary to comply with the request. Paid witness leave shall not be granted to an employee subpoenaed as an expert witness, as a party in a case, or as a lay witness other than as delineated above.

BEREAVEMENT LEAVE

A full-time employee of Tudelü may request a leave of absence with pay for a maximum of three (3) consecutive working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, child, sister, brother, grandmother, grandfather, father-in-law, or mother-in-law. Proof of death may be required.

PERSONAL LEAVE OF ABSENCE

Once you have been employed as a full-time regular employee of Tudelü for more

than one (1) year, you may request a personal leave of absence without pay. You must submit your request in writing and state the date the leave is to begin, the date of return to work and the reasons for the leave. You will receive either written approval or denial of the request. If approved, you must use your leave of absence for the approved reason or purpose. Sick leave, vacation time and seniority and other benefits are not earned during an unpaid leave of absence. Any paid holidays that fall within the leave of absence are not paid. If you fail to return to work on the scheduled date of return, you will be considered to have abandoned your position and voluntarily terminated your employment.



HEALTH, SAFETY, AND SECURITY

NON-SMOKING

Smoking is not permitted in any Tudelü buildings, facilities, work sites, or vehicles. Employees wishing to smoke should do so during their break times, outside Tudelü buildings, in designated areas, and in accordance with local ordinances.

DRUG AND ALCOHOL

Tudelü is dedicated to providing employees with a workplace that is free of drugs and alcohol. Tudelü discourages drug and alcohol abuse by its employees. Tudelü has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at Tudelü. Employees who are under the influence of a drug or alcohol on the job compromise Tudelü interests, endanger the employee's own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in our products, and disruption of customer relations. Any identified usage of drugs or alcohol, or being under the influence of same during working hours will be grounds for discipline up to and including termination.

For the safety of our employees and clients Tudelü reserves the right to test any employee for the use of illegal drugs or alcohol. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or there is an apparent inability to perform the requirements required of that position. Specific jobs may, at Tudelü's discretion, require regular drug testing. Such a test may be conducted after an accident or with probable cause of impairment while on the job. Under those circumstances the employee may be driven to a certified lab, at Tudelü's expense, for the drug test.

Any employee found to use, sell, possess or distribute any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on Tudelü premises, performing Tudelü -related duties, or while operating any Tudelü equipment, is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise his or her supervisor of any job limitations. Upon notification of job limitations, Tudelü will make reasonable efforts to accommodate the limitation.

The moderate use of alcohol at Tudelü approved meetings, with business meals, travel, entertainment, or in an appropriate social setting, is not prohibited by this policy.



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To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended to be in compliance.

REASONABLE ACCOMMODATIONS

It is the policy of Tudelü to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities... Tudelü will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

Employees who become disabled should notify administration if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause Tudelü undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a management decision has been made in regard to the employee's immediate employment situation.

SAFETY

In the event you become injured or witness an injury during your work hours, you are to report it immediately to the nearest available management personnel. You are to render any assistance requested by your management. Any questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials. You should report all nonfunctioning hazardous office equipment to your immediate supervisor.

WORKERS' COMPENSATION

Tudelü provides insurance for all work-related injuries or illness. The name of Tudelü's workers' compensation insurance carrier and other pertinent information is posted.

The carrier governs all insurance benefits provided by Tudelü. These contracts shall not be limited, expanded or modified by any statements of Tudelü personnel or Tudelü documents. Any discrepancies shall be determined by reference to the insuring contracts.



SECURITY

It is the intent of Tudelü to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom we do business. Tudelü has zero tolerance for violent acts or threats of violence.

Tudelü expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or Tudelü property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on Tudelü premises will be subject to immediate discharge.

Employees within Tudelü share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or a member of management. Any threat reported to a supervisor should be brought to the attention of Management and/or Tudelü's [Office Manager / Human Resources Representative / President]. All reports will be carefully investigated by the [Office Manager / Human Resources Representative / President], and employee confidentiality will be maintained to the fullest extent possible.

SHOP GUIDELINES

At Tudelü we prioritize the well-being and safety of our employees. The Shop Guidelines below serves as a comprehensive guide to familiarize you with the policies, procedures, and expectations that contribute to a secure and productive working environment. Our commitment to safety is paramount, and by adhering to these guidelines, you play a crucial role in maintaining a workplace that values the health and welfare of everyone.

Personal Protective Equipment (PPE):

- **Gloves:** Always wear appropriate gloves to protect your hands from cuts, abrasions, and chemical exposure. Choose gloves that are suitable for the specific tasks you are performing.
- **Hard Hat:** Wear a hard hat to safeguard your head from falling objects, bumps, and other potential hazards. Ensure the hard hat is in good condition and fits securely.
- **Steel Toe Boots:** Protect your feet by wearing steel toe boots. These boots provide additional safety in case of heavy objects falling or rolling, as well as protection from sharp objects on the floor.

Clothing:

- Wear appropriate clothing that covers your body for your specific lists of tasks. Avoid loose-fitting clothing that may get caught in machinery.

Tool Safety:

- Inspect tools before use to ensure they are in good condition. Follow proper procedures for tool operation, and use the right tool for the job. Always



disconnect power sources when changing blades or performing maintenance.

Work Area:

- Keep your work area clean and organized to minimize the risk of trips, slips, and falls. Store tools and materials properly, and promptly clean up spills.

Training:

- Ensure that all personnel are adequately trained in the safe use of tools and equipment. Stay informed about updated safety procedures and attend regular safety training sessions.

Emergency Procedures:

- Familiarize yourself with emergency exits, fire extinguisher locations, and first aid kits. Know the procedures for reporting accidents or injuries promptly.

Communication:

- Establish clear communication with colleagues and supervisors. Use signals or designated communication methods when operating machinery or working in teams.

Remember, prioritizing safety ensures a secure working environment for everyone. If you are unsure about the safety measures for a specific task, consult with your supervisor or a safety officer before proceeding.

TUDELÜ SECURITY

At Tudelü, we prioritize the safety and security of our employees, visitors, and the facilities. To uphold these standards, we have implemented a comprehensive security system designed to safeguard our premises. Please familiarize yourself with the following security protocols:

Surveillance System: Tudelü is equipped with multiple cameras strategically placed throughout the building to monitor and record activities for security purposes. The surveillance system serves as a crucial tool in ensuring the safety of the location, both during and after business hours.

Access Control: Employees may be issued keys for building entry. However, it's essential to note that after regular working hours, access to the building is restricted. Only management personnel will have access to the alarm system passcode.

Alarm System: Tudelü is fortified with an advanced alarm system to detect and respond to any unauthorized access or security breaches promptly. All employees should be aware of the alarm system's functionality and report any anomalies or suspicious activities immediately.

Microphone-equipped Cameras: As an additional safety measure, our camera system is equipped with microphones. These microphones are solely utilized for building safety purposes. The audio features are designed to enhance situational awareness and provide an added layer of security.



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Employee Responsibility: Employees are expected to cooperate fully with security measures in place. Any concerns or observations related to security should be promptly reported to your direct supervisor.

Confidentiality and Compliance: The information gathered by the security systems is treated with the utmost confidentiality and is used exclusively for the purpose of maintaining a secure environment. Compliance with these security guidelines is mandatory for all employees to ensure the overall safety and well-being of everyone associated with Tudelü.

WORKPLACE GUIDELINES

HOURS OF WORK

The standard workweek for Tudelü will begin at 12:01 a.m. Sunday, and end at midnight the following Saturday. The normal workweek for a full-time employee will consist of forty (40) hours.

Tudelü's office hours are 9:00 a.m. to 5:00 p.m., Monday through Thursday and 9:00 a.m. to 3:00 p.m. Friday. You are expected to be at your desk, ready to work at 9:00 a.m.

Other departments will be given your individual duty hours upon hire and at the time of any change in position. If your normal duty hours are changed or if Tudelü changes its operating hours, you will be given written notice to facilitate your personal planning.

MEAL PERIODS

No employee will be scheduled to work more than five (5) consecutive hours in a workday without taking a meal period. In no case may any meal period be waived to shorten an employee's work hours or to be used in lieu of time without pay. Any employee who is scheduled to work not more than six (6) hours in any workday, may, by mutual agreement between Tudelü and the employee, work without a meal period.

ATTENDANCE / TARDINESS

Your attendance is a major concern of Tudelü. Unsatisfactory attendance, including tardiness and leaving work early, is unacceptable performance. You will be rated in your performance appraisal in the categories of attendance and punctuality.

If you are ill, injured or an unexpected emergency arises which prevents you from coming to work, you must notify your supervisor no later than thirty (30) minutes after the start of your scheduled work day. If your supervisor is not available, you should contact a member of management. If you are physically unable to contact Tudelü, you should direct another person to make the contact on your behalf. Leaving a message with a fellow staff employee or with the



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answering service is not considered proper notification.

When you call in absent, you are to advise Tudelü of your expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement(s) or notice(s), for any temporary disability.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If you are absent for three (3) consecutive days and have not provided proper notification, Tudelü will assume that you have abandoned your position and you may be treated as having voluntarily terminated your employment with Tudelü .

If you become ill at work, notify your supervisor immediately. If you are unable to perform your job task, you will be either sent to a doctor or your home. You will be paid only for time actually worked and may receive paid sick time if eligible.

You shall be at your workstation, prepared to begin work at the start of your scheduled work time or resumption of your work duties. If you are not, you will be considered tardy. Excessive tardiness, whether excused or unexcused, constitute unacceptable work performance. Tudelü does not categorize tardiness as excused or unexcused. If you are tardy, your wages will be reduced by the amount of time you are tardy, calculated in whole minutes according to Tudelü 's clock.

Ensure that all absences, including vacations and other reasons for time off, are planned well in advance. If you need to schedule a doctor or dental appointment during working hours, aim to set it for early morning or late afternoon. Additionally, please notify your direct supervisor via email and provide a hard copy of the request.

Employees who use all of their allotted sick time for the year may not make up the time (including doctor's appointments). Vacation time pay may not be used for sick leave unless pre-authorized (such as for surgery, etc.).

PERSONAL APPEARANCE

Tudelü is a professional business based on the trust and goodwill it engenders from its clients. In addition to providing excellent services, clients only do business with Tudelü if they are also treated with courtesy, patience and appropriate deference. You are to treat all clients with the utmost courtesy. You will be evaluated in your performance appraisal in this category.

Since clients tend to think in terms of the individual employees with whom they come in contact with at Tudelü , the way you perform your job and treat the individual client will determine, in part, the client's satisfaction with Tudelü . A good employee will approach his / her job duties and responsibilities with a positive attitude and respect. A neat personal appearance

and good grooming habits reflect respect for yourself and your workplace.

Expensive clothing is not necessary for a well-groomed appearance. You are to wear



[®]clothing appropriate for a professional business office. If you have any questions, you should contact your supervisor for counseling.

In addition, all Tudelü employees who are participating in a service call or installation must wear a Tudelü work shirt in addition to Personal Protective Equipment (PPE) including Gloves, Hard Hat and Steel Toe Boots.

CONFIDENTIALITY

The rule of thumb to remember is that all information gathered by, retained or generated by Tudelü is confidential. There shall be no disclosure of any confidential information to anyone outside Tudelü without the appropriate authorization.

It is your duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax and e-mail. When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to your supervisor without comment on your part. When any inquiry is made regarding any client, the inquiry must be forwarded to management.

Confidential information shall be disclosed and/or discussed only on a “need to know” basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

CONFLICT OF INTEREST

Tudelü is judged by the collective and individual performance of its officers and employees. Tudelü has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, Tudelü holds itself and its employees to the highest standards of lawful and ethical conduct.

Therefore, you must be very careful that your relationship with clients or vendors or other activities do not subject you or Tudelü to question or undue criticism. You must refrain from engaging in any activity that could be in conflict with your status as a Tudelü employee. This includes the use of your position with Tudelü for personal profit or advantage or entering into transactions or relationships where it may appear you have a conflict of interest, are improperly benefiting from your affiliation with Tudelü, or are violating laws governing fiduciary relationships. Good judgment and common sense are to supplement these provisions to avoid even the appearance of impropriety. To the extent there is a conflict or ambiguity between permissive conduct and that which is not permitted, the latter shall have precedence.

If you question the propriety of a transaction or activity, you should seek guidance from

your supervisor or a member of management of Tudelü. If necessary, you should seek written approval.





OUTSIDE ACTIVITIES

You may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with your job performance or constitute a conflict of interest.

REPORTING IRREGULARITIES

It is the responsibility of each employee of Tudelü to report, immediately, any and all irregularities indicating actual or suspected existence of a loss, fraud, embezzlement or similar impairment of Tudelü funds or property, or suspicious persons or activity.

If you have actual or constructive knowledge of any irregularity, and do not report it to your supervisor, you have engaged in unacceptable job performance.

INSPECTIONS / SEARCHES

Any items or parcels taken out of or off Tudelü premises or property (or property controlled by Tudelü) are subject to inspection/search. Your desk, workstation, work area, computer terminal, memory, files, etc. and your voice mail are subject to inspection/search at any time. Tudelü may monitor any telephone conversation you have on Tudelü owned or controlled equipment, premises or property. While on Tudelü owned or controlled premises or property, your vehicle, meal containers, purse, etc., as well as your self, are subject to inspection/search. Any inspection/search conducted by Tudelü or its designee may occur at anytime, with or without notice.

You are prohibited from placing any passwords or restrictors on any document, computer or computer software without the prior authority of management. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting or erasing any Tudelü information, without the appropriate authorization, is strictly prohibited.

ELECTRONIC ASSETS USAGE

Tudelü recognizes that use of the Internet has many benefits for Tudelü and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place Tudelü and others at risk.

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner:

- Tudelü Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is



prohibited.

- Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon Tudelü or be contrary to Tudelü best interests; and any illegal activities – including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail – are forbidden.
- Copyrighted materials belonging to entities other than Tudelü may not be transmitted by employees on Tudelü's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his / her own.
- Do not use the system in a way that disrupts its use by others. This includes excessive dial-in usage, sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.)
- The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the IT Support. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio or images that he/she places or sends over Tudelü's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that Tudelü's name is attached to all messages so use discretion in formulating messages.
- E-mail is not guaranteed to be private or confidential. All electronic communications are Tudelü property. Therefore, Tudelü reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read or possibly alter your messages.
- Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside Tudelü .

All Tudelü -supplied technology, including computer systems and Tudelü -related work records, belong to Tudelü and not the employee. Tudelü routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the resources available on the Internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are Tudelü -owned, all Tudelü policies are in effect at all times. Any employee who abuses the privilege of Tudelü -facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.



PHONE USAGE

The telephones of Tudelü are to be restricted to business calls for Tudelü business. All employees are required to be professional and conscientious at all times when using Tudelü phones and to refrain from usage of personal cell phones including texting and downloading of web content unless subject to emergency situations and / or as authorized by your supervisor.

PERSONAL PROPERTY

Tudelü is not liable for lost, misplaced or stolen property. You should take all precautions necessary to safeguard your personal possessions. You should refrain from having your personal mail sent to Tudelü because mail may be automatically opened.

Your work area and any other Tudelü property are subject to inspection / search at any time, with or without notice. Desks and office areas are to be kept as neat and organized as possible.

EMPLOYMENT SEPARATION

RESIGNATION

Hourly employees are requested to provide a minimum of two (2) weeks written notice of their intent to resign. Full Time and Managerial employees are requested to provide a minimum of four (4) weeks written notice. Your notice of resignation to voluntarily terminate employment with Tudelü should be submitted to your supervisor or a member of management. An exit interview may be requested. During this time, you should be required to help in any training of a replacement during this transition.

TERMINATION

All employment with Tudelü is “at will” employment. This means that you have not been hired for a specified duration, but that you can terminate your employment or Tudelü can terminate your employment at any time, with or without cause, and with or without prior notice.

You’re at-will employment status can only be changed by a written agreement between you and Tudelü , signed by both you and an Officer of Tudelü .

Upon separation of your employment, you are to remove your personal possessions. You will be paid for all unused vested vacation time. Upon separation, you are not entitled to severance pay, except at the sole discretion of management.



RETURN OF TUDELÜ PROPERTY

Any Tudelü property issued to employees, such as computer equipment, keys, tools, parking passes or Tudelü credit cards, must be returned to Tudelü at the time of termination. Employees will be responsible for any lost or damaged items.

Radios are permitted in the office so long as they do not disturb others. The volume should be kept at a minimum.

MISCELLANEOUS

AUTOMOBILE ACCIDENT

If you are involved in an automobile accident while on Tudelü business (personal or Tudelü car) you must report the accident to your supervisor immediately. You should request and obtain a police report and police investigation at the scene of the accident.

You are not to drive a personal vehicle for Tudelü business unless authorized to do so. If your job requires you to operate your personal vehicle, you shall be required to submit proof of a current and valid state driver's license.

If you use your own vehicle, either by authorization or requirement, to carry out the business of Tudelü, you must submit a photocopy of the cover page of your insurance policy covering that vehicle as proof of that insurance. Insurance must be maintained current as a term and condition of continuing employment for that particular position.

PARKING

Tudelü provides you with parking at no cost. All parking is at your own risk. It is recommended that you lock your car and take other appropriate safeguards. You are not to park in areas reserved for visitors.



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ACKNOWLEDGEMENT

The undersigned acknowledges receipt of Tudelü's Employee Handbook.

The contents of the Employee Handbook are presented as a matter of information. Except for the at-will provisions, the Handbook can be amended at any time. I agree to read the Handbook and to follow the guidelines and policies set forth in the Handbook and any amendments to the Handbook along with the other policies and procedures of Tudelü.

It is specifically understood and agreed that the Handbook is for informational purposes only and is not intended to create a contract, nor is it a contract, of employment or continuing employment between myself and Tudelü. It is further understood that neither the Handbook nor any policy of Tudelü is a guarantee or promise of employment or continuing employment.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by Tudelü or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with Tudelü only under certain circumstances or after certain events.

Tudelü policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by me and an appropriate officer of Tudelü, specifically changing my at-will employment status. I have neither been requested nor have I signed any such document.

My at-will employment status with Tudelü has been fully explained and I have been given an opportunity to ask any questions regarding Tudelü policies and my at-will employment status. No representative of Tudelü has made any promise or other statements implying employment will be other than what has been stated above.

12/16/2025

Dated



Signature

Roenny Jose Almonte Duran

Print Name

