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Employee Handbook

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Company Culture and Values

Junk it Move has been built off the idea that we are helping our clients save time and reduce their stress by offering reliable and professional services with a friendly attitude, as well as honest pricing during life's many transitions. Our foundation is built on offering a high level of customer service and communication throughout all transactions.

Values:

- Neighborly
- Professional
- Honest
- Efficient
- Reliable
- Resourceful

A smile goes a long way in our business. Things like a great handshake, (or a friendly wave post-COVID) when we arrive on-site is just part of our culture. Having a “how can we help?” attitude each day is what truly makes our clients enjoy their experiences with us and refer their friends and family to us. By offering resources to not just do the job – but to get it done better and with greater relief to the client is our priority. We have chosen you to be a part of this team because we know that your skills and personality align with these values, and we welcome you to our work family.

But first, we have to go over a few things...

Employment Basics

Junk it Move It is an equal opportunity employer. We don't tolerate discrimination against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status.) We want all employees (including the management team) to treat others with respect and professionalism. In practice, this means that we:

- Hire and promote people based on skills, experience or potential and try to reduce bias in every process (e.g. through structured interviews.)
- Make accommodations to help people with disabilities move about safely on our premises and use our products, services and equipment.
- Use inclusive, diversity-sensitive language in all official documents, signs and job ads.

Apart from those actions, we commit to penalizing every discriminatory, offensive or inappropriate behavior. To do this properly, we ask you to report any discriminatory action against yourself or your



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colleagues to HR. Our company will not retaliate against you if you file a complaint or discrimination lawsuit. Any employee who retaliates or discriminates will face disciplinary action.

Recruitment and Selection Process

Our hiring steps might vary across roles, but we always aim for a recruitment and selection process that is fair and effective in hiring great people. If we are hiring for an open role, we will likely go through these steps:

1. Identify the need for a new job opening.
2. Decide whether to hire externally or internally.
3. Review job descriptions and write a job ad.
4. Get approval for the job ad.
5. Select appropriate sources (external or internal) to post your job opening.
6. Decide on hiring stages and possible timeframes.
7. Screen and interview candidates.
8. Run background checks and check references.
9. Select the most suitable candidate.
10. Make an official offer.

Steps may overlap, so skip steps when appropriate. Each member of a hiring team might have different responsibilities (e.g. recruiters source and hiring managers interview candidates.)

Throughout this process, we aim to keep candidates informed, communicate well with each other and give everyone an equal opportunity to work with us.

Background Checks

Background checks will be applied to candidate finalists only. Our third party software: GoodHire.com will perform the check.

Attendance

We expect you to be present during your scheduled working hours. If you face an emergency that prevents you from coming to work one day, contact ART as soon as possible. We will excuse unreported absences in cases of serious accidents or acute medical emergencies. But, whenever possible, we should know when you won't be coming in.

On the third unexcused absence, we reserve the right to terminate you. An excused absence is calling ART and letting him know at least 12 hours ahead of your scheduled shift that you cannot make it. If you



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call in after the 12 hour window (ie. 2 hours before your shift), we have the right to consider this an “unexcused absence” and create documentation of this as a disciplinary action. Unapproved time taken off will count as a disciplinary absence. For every shift that you fail to show up to will count as one disciplinary act (ie. 1 day no-call, no-show is 1 disciplinary action). You will receive two, written disciplinary actions for attendance, and on the third unexcused attendance event, we reserve the right to terminate you.

Workplace Policies

This section describes workplace policies that apply to everyone at our company: employees, contractors, volunteers, vendors and stakeholders alike. These policies help us build a productive, lawful and pleasant workplace.

Confidentiality and Data Protection

We want to ensure that private information about clients, employees, partners and our company is well-protected. Examples of confidential information are:

- Employee records
- Unpublished financial information
- Data of customers/partners/vendors
- Customer lists (existing and prospective)
- Unpublished goals, forecasts and initiatives marked as confidential

All online hiring forms and payroll information are securely protected online via the cloud.

We also expect you to act responsibly when handling confidential information.

You must:

- Lock or secure confidential information at all times.
- Shred confidential documents when they're no longer needed.
- Make sure you view confidential information on secure devices only.
- Only disclose information to other employees when it's necessary and authorized.
- Keep confidential documents inside our company's premises unless it's absolutely necessary to move them.

You must not:



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- Use confidential information for your personal benefit or profit.
- Disclose confidential information to anyone outside of our company.
- Replicate confidential documents and files and store them on insecure devices.

This policy is important for our company's legality and reputation. We will terminate any employee who breaches our confidentiality guidelines for personal profit.

We may also discipline any unintentional breach of this policy depending on its frequency and seriousness. We will terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

COVID Policies

Social Distancing

Whenever possible, employees are encouraged to meet outside or in open spaces, 6 feet apart, to discuss job details.

PPE

Junk It Move It will provide all PPE while on the job to maintain the health and safety of everyone. These include the following: face masks and hand sanitizer, and we will instruct usage protocols.

Masks must be worn at all times when around other people and should be an N95 type covering your nose and mouth. Bandanas and camel scarfs are not considered proper PPE and should not be worn to work.

Sanitizing

All work surfaces and equipment should be wiped down several times a day in order to stop the spread of germs. This includes:

- Vehicle: steering wheel, door handles, window buttons, dash, and buttons, etc.
- Equipment: wheelers, dollies, tape guns, etc.

Feeling Ill

In order to protect the other employees, we request that you notify us if you are feeling under the weather and to stay home.

Developing Symptoms on the Job



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If you should develop symptoms of COVID, you must immediately isolate and notify ART. You should then seek medical attention and quarantine until COVID results are cleared as negative.

Meetings

Whenever possible, we will communicate with our employees and clients via: phone, email, or zooms in order to minimize exposure to one-another.

Harassment and Violence

To build a happy and productive workplace, we need everyone to treat others well and help them feel safe. Each of us should do our part to prevent harassment and workplace violence.

Workplace Harassment

Harassment is a broad term and may include seemingly harmless actions, like gossip. We can't create an exhaustive list, but here are some instances that we consider harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.

Sexual harassment is illegal, and we will seriously investigate relevant reports. If an employee is found guilty of sexual harassment, they will be terminated.

If you're being harassed, whether by a colleague, customer or vendor, you can choose to talk to any of these people:

- **Offenders.** If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the harassment. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.) Avoid using this approach with customers or stakeholders.
- **ART.** If customers, stakeholders or team members are involved in your claim, you may reach out to your manager. ART will assess your situation and may contact HR if appropriate.
- **HR.** Feel free to reach out to HR in any case of harassment no matter how minor it may seem. For your safety, contact HR as soon as possible in cases of serious harassment (e.g. sexual advances) or if your manager is involved in your claim. Anything you disclose will remain confidential.



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Workplace Violence

Violence in our workplace is a serious form of harassment. It includes physical and sexual assault, destruction of property, threats to harm a person or property and verbal and psychological abuse. We want to avoid those incidents altogether, but we also want to be ready to respond if needed.

For this reason, we ask you to:

- Report to HR if you suspect or know that someone is being violent. Your report will be confidential and we will investigate the situation with discretion.
- Call our building's security if you witness incidents of severe physical violence (e.g. ones that involve a lethal weapon.) For your safety, avoid getting involved.

We will treat employees who verbally threaten others as high risk and they will receive an appropriate penalty. If HR finds that an employee commits an act of violence, we will terminate that employee and possibly press criminal charges. Employees who damage property deliberately will be solely responsible for paying for it.

Get Help Early On

Seek help from others early on to mitigate conflicts. For example:

- If you experience conflicts with a colleague, ask your manager for advice before tensions escalate. If these conflicts persist, ask HR whether you could attend conflict resolution seminars with your colleague.
- If you are experiencing personal or work troubles, check with your insurance provider to determine whether they cover any mental health services or ask HR for information. Your discussions will remain confidential.

Our workplace is founded on mutual respect and we won't allow anyone to compromise this foundation.

Workplace Safety and Health

Our company is committed to creating a hazard-free workplace. To this end, we will ensure workplace safety through preventative action and emergency management

Whether moving a business across town or doing a hauling cleanout, you must focus on proper ergonomics, material handling, and proper housekeeping.

Ideally, in preparation of the move/haul we visit the sites that we will be working on.



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Junk It Move It prepares ahead for types of environments we will be working, such as locations on hills, narrow, winding, or flights of stairs, or other features which can make the job more difficult.

Select the proper Personal Protective Equipment (PPE):

- Choose sturdy work boots to protect your feet from crushing injuries. The boots should have a non-slip sole and a slight heel to assist climbing onto stepstools, ladders, and vehicles.
- Use gloves to protect your hands from cuts and scrapes when lifting and carrying large items.
- Gather tools and supplies that help make the job easier and safer.
- Bring plenty of boxes, papers, packing blankets, utility knives, and tape supplies.
- Have enough hand trucks and dollies for everyone to use.
- Consider furniture sliders and straps to move items and ease loads out of tight areas.
- Use straps to secure loads during movement and once they are packed in the truck.
- Packing boxes should be sized according to the weight of the contents.
- Put heavy items in small boxes and lighter items in larger boxes.
- Inside each box, layer the heaviest items on the bottom and gradually lighten up toward the top.
- Don't overfill boxes; they may be unstable for carrying or accidentally open during movement.
- Keep boxes of the size and weight that one person can safely lift and carry.

Set up a packing station about waist height, so you can comfortably place items into the box, seal it, and lift it without bending. Remember to keep your back straight during your work and lifting tasks. Use lifting equipment, team lifts, or power your lifts with your leg muscles, not your back. Get as close to your work as possible to avoid extreme reaches, strains and sprains. Also, make sure to use moving equipment or ask for help with unusually sized or heavy items that could lead to awkward lifts.

Watch for special hazards, such as excessive amounts of chemicals, trash or other wastes, dusts, dirt, or aggressive animals. Work with the site contact to make these areas safe for the moving job.

Lastly, housekeeping is important throughout the moving job. Keep debris off of the floor.

Cardboard, paper, and plastic and bubble wraps can be very slippery, so don't store them on the floor or try to walk over them.

Don't block exits, aisles, or hallways with packed boxes and items.

Broken glass should be cleaned up with plastic or cardboard scoops and placed in rigid containers labeled, "broken glass."

A hauler/mover's job is not an easy one; however practicing good teamwork, hazard awareness, and good body mechanics will "move" you in the right direction.



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Smoking

Junk It Move It is a smoke-free workplace which includes cigarettes and e-cigarettes, also vape pens. You can smoke in your own vehicle, or 100 yards away in appropriate smoking areas away from homes and offices. Any other area in our workplace (like restrooms, lobby, offices, staircases, warehouses) is strictly smoke-free to protect non-smokers.

We also advise you to:

- Extinguish your cigarettes and discard them in [outdoor ashtrays, cigarette urns.]
- Avoid smoking when you have scheduled meetings with clients or vendors.
- Avoid smoking near flammable objects and areas.

Setting off fire alarms and causing fires by smoking are serious offenses. If you are found responsible, you may face disciplinary action up to and including termination.

Drug-free Workplace

Junk It Move It is a drug-free workplace. Whether you are an employee, contractor or visitor, you must not bring, use, give away or sell any drugs on company premises. If you are caught with illegal drugs, or show that you are under the influence of substances, you will face disciplinary action up to and including termination.

A list of prohibited drugs and substances includes, but isn't limited to:

- heroin/cocaine/methamphetamine in any form
- marijuana

Alcohol

We prohibit employees from consuming alcohol during working hours. If your actions show you have consumed alcohol before arriving to your shift, you will be sent home without pay for that day.

Prescription Drugs

If you feel that a prescription drug (e.g. an anxiety medication) unexpectedly affects your senses, thinking or movement, ask for the rest of your day off. If your manager suspects substance abuse, you may face disciplinary action.

You must not use medical marijuana in our workplace. We have the right to terminate you if your off-duty use of medical marijuana makes you unable to complete your job duties correctly.



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We expect employees who hold safety-sensitive jobs (e.g. drivers) to be fully alert and capable of performing their duties at all times. We may terminate you if we conclude your prescription drug use creates severe safety risks. If you need to use prescription drugs for a limited time and you think they may impair your abilities, use your sick leave.

If your job includes secondary tasks that are safety-sensitive and your prescribed drugs affect your ability to perform these tasks, we can make reasonable accommodations to ensure you and your colleagues' safety.

Dealing with Addiction

Being sober is a prerequisite to thriving at our company and we want to help you as much as possible. We won't tolerate substance addiction that results in violent, offensive or inappropriate behavior.

Tips

Junk It Move It allows employees to accept tips from the client as part of a job well done. These tips are to be shared among all staff on the job and not to be kept by one individual.

Keeping Items That Client Are Junking

If there is an item that a client has consented to go to junk and an employee would like to keep that item, it must be brought to the attention of the owner of Junk It Move It, ART. By default, all items being picked up are the property of ART until he designates it for either junk, or authorizes an employee to take ownership of it. Any items removed from a junk site without his authorization will result in disciplinary actions.

Broken Items During a Move

If an item is broken, no matter how small or large, ART needs to be notified immediately in-person or via telephone. We understand that accidents happen, however – repeated broken objects due to carelessness may result in disciplinary actions or termination.



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Employee Code of Conduct

As an employee, you are responsible to behave appropriately at work. We outline our expectations here. We can't cover every single case of conduct, but we trust you to always use your best judgement. Reach out to HR if you face any issues or have any questions.

Dress Code

Our company's official dress code includes jean or khaki shorts or pants, along with a company-branded T-Shirt (provided), or plain black t-shirt or sweater when weather permits. You must always wear closed-toed shoes to prevent injury of your feet. However, an employee's position may also inform how they should dress. If you frequently meet with clients or prospects, please conform to a more formal dress code. We expect you to be clean when coming to work and avoid wearing clothes that are unprofessional (e.g. clothing that is clearly dirty, looks wrinkled, or has rips or tears in them.) We reserve the right to send you home without pay if your work clothing does not meet any of these standards.

We also respect and permit grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.

Cell Phone

We allow use of cell phones at work. But, we also want to ensure that your devices won't distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

- Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars.)
- Keep personal calls brief and use an empty room or go outside away from the job site so as not to disturb your colleagues or to disturb clients, customers, and their perspective customers.
- Avoid playing games on your phone or texting excessively.
- Don't use your phone for any reason while driving a company vehicle.
- Don't use your phone to record confidential information.
- Do not post to social media while you are at work or use work content as part of social media post or stories.
- Don't download or upload inappropriate, illegal or obscene material using our corporate internet connection.

Also, you must not use your phone in areas where cell phone use is explicitly prohibited (e.g. laboratories.)



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Social Media

We want to provide practical advice to prevent careless use of social media in our workplace. We address two types of social media uses: using personal social media at work and representing our company through social media.

Using Personal Social Media at Work:

You are permitted to access your personal accounts at work. But, we expect you to act responsibly, according to our policies and ensure that you stay productive. Specifically, we ask you to:

- **Discipline yourself.** Avoid getting sidetracked by your social platforms.
- **Ensure others know that your personal account or statements don't represent our company.** For example, use a disclaimer such as "opinions are my own."
- **Avoid sharing intellectual property (e.g trademarks) or confidential information.** Ask HR first before you share company news that's not officially announced.
- **Avoid any defamatory, offensive or derogatory content.** You may violate our company's anti-harassment policy if you direct such content towards colleagues, clients or partners.

Representing our Company Through Social Media:

If you handle our social media accounts or speak on our company's behalf, we expect you to protect our company's image and reputation. Specifically, you should:

- Be respectful, polite and patient.
- Avoid speaking on matters outside your field of expertise when possible.
- Follow our confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.
- Coordinate with HR when you're about to share any major-impact content.
- Avoid deleting or ignoring comments for no reason.
- Correct or remove any misleading or false content as quickly as possible.

Conflict of Interest

When you are experiencing a conflict of interest, your personal goals are no longer aligned with your responsibilities towards us. For example, owning stocks of one of our competitors is a conflict of interest.

In other cases, you may be faced with an ethical issue. For example, accepting a bribe may benefit you financially, but it is illegal and against our business code of ethics. If we become aware of such behavior, you will lose your job and may face legal trouble.



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For this reason, conflicts of interest are a serious issue for all of us. We expect you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your direct reports. Follow our policies and always act in our company's best interests. Whenever possible, do not let personal or financial interests get in the way of your job. If you are experiencing an ethical dilemma, talk to HR and we will try to help you resolve it.

Employee Relationships

We want to ensure that relationships between employees are appropriate and harmonious. We outline our guidelines, and we ask you to always behave professionally.

Fraternization

Fraternization refers to dating or being friends with your colleagues. In this policy, "dating" equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence and we prohibit them explicitly.

Dating Colleagues

If you start dating a colleague, we expect you to maintain professionalism and keep personal discussions outside of our workplace.

You are also obliged to respect your colleagues who date each other. We won't tolerate sexual jokes, malicious gossip and improper comments. If you witness this kind of behavior, please report it to HR.

Dating Managers

To avoid accusations of favoritism, abuse of authority and sexual harassment, supervisors must not date their direct reports. This restriction extends to every manager above an employee.

Also, if you act as a hiring manager, you aren't allowed to hire your partner to your team. You can refer them for employment to other teams or departments where you don't have any managerial or hiring authority.

Friendships at Work

Employees who work together may naturally form friendships either in or outside of the workplace. We encourage this relationship between peers, as it can help you communicate and collaborate. But, we expect you to focus on your work and keep personal disputes outside of our workplace.



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Workplace Visitors

We do not permit visitors of any kind at any job site, for security and safety reasons. Please arrange these meetings outside of work hours or job sites.

Solicitation and Distribution

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company (e.g. religious proselytism, asking for petition signatures.) Distribution means disseminating literature or material for commercial or political purposes.

We don't allow solicitation and distribution by non-employees in our workplace. As an employee, you may solicit from your colleagues only when you want to:

- Ask colleagues to help organize events for another employee (e.g. adoption/birth of a child, promotion, retiring.)
- Seek support for a cause, charity or fundraising event sponsored, funded, organized or authorized by our company.
- Invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering.)
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g. trade unions.)

In all cases, we ask that you do not disturb or distract colleagues from their work.

Employee Compensation and Development

In this section, we outline our guidelines for compensating employees according to their employment status. We also describe our performance management and employee development policies.

Compensation Status

Movers/Haulers with Junk It Move It are Non-Exempt Employees.

Non-Exempt Staff must be paid for all Hours Worked within the corresponding pay period. Hours may not be banked or payment for wages delayed for Non-Exempt Staff.

If you are unsure as to whether you should be exempt or not, please ask HR to clarify your status.



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The FLSA excludes some types of jobs (e.g. railroad workers, truck drivers) because they are covered by other federal laws. Some other workers, like outside salespeople, are excluded by definition. Feel free to ask HR for clarifications any time.

Overtime

Occasionally, we may need you to work more than your regular working hours. We will pay for overtime work according to local and national laws. Non-Exempt Staff receive overtime pay for all Hours Worked in excess of 40 hours in a standard Workweek, or if you have worked more than 8 hours in one given shift. Your pay will be time and a half. Non-Exempt Staff are required to obtain advance approval from ART to work overtime. Alternative, flexible work schedules may be used during a Workweek, with approval, to avoid incurring overtime.

Payroll

We pay your wage weekly based on the hours tracked either thru Gusto or manually entered data. If you are an hourly employee, you should be diligent in clocking in and out/using our timesheet software so we can accurately calculate your pay.

Performance Management

We have built our performance management practices to:

- Ensure you understand your job responsibilities and have specific goals to meet.
- Provide you with actionable and timely feedback on your work.
- Invest in development opportunities that help you grow professionally.
- Recognize and reward your work in financial or non-financial ways (e.g. employee awards.)

To meet these objectives, we have:

Established annual performance reviews. During these reviews, ART will fill out your performance evaluation report and arrange a meeting with you to discuss it. Through these discussions, we aim to recognize employees who are good at their jobs, identify areas of improvement and talk about career moves. Pay increases or bonuses are not guaranteed. But, we are inclined to recommend rewards for team members when they deserve them.

ART will provide feedback and talk about your work and performance informally on a monthly basis. This way, you can receive feedback in a timely manner and avoid surprises during your annual performance review.



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How We Expect Managers to Lead Employees

If you manage a team, you are responsible for your team members' performance. To conduct effective regular meetings and performance evaluations, we expect you to:

- **Set clear objectives.** Your team members should know what you expect of them. When you first hire someone to your team, ensure they understand their job duties. Set specific goals for each team member (and team-wide if applicable.)
- **Provide useful feedback.** During scheduled meetings with your team members, give them both guidance and praise, as appropriate. Be fair and specific to help them understand and implement your feedback.
- **Keep your team members involved.** There should be two-way communication between you and your team. Make your expectations clear, but always take your team members' motivations and aspirations into account. Discuss training and development opportunities that may interest your team members.
- **Keep logs with important incidents about each one of your team members.** These logs help you evaluate your team, but may also prove useful when rewarding, promoting or terminating your team members.

Employee Training and Development

We owe our success to our employees. To show our gratitude, we will invest in our employees professional development. We want employees to feel confident about improving their efficiency and productivity. We also want to help our employees achieve personal growth and success.

Each employee has \$100 annually to spend on educational activities or material. Send your expenses to HR via email.

Online courses platforms we recommend are:

- [Coursera.org](https://www.coursera.org)

Development is a collective process. Team members and managers should regularly discuss learning needs and opportunities. And it's HR's responsibility to facilitate any development activities and processes.



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Benefits and Perks

In this section, we describe what we offer to our employees. We provide information on our health insurance plans and benefits like work from home options and company-issued equipment.

Employee Health

Employee health is important to us. We don't discriminate against people with disabilities or health conditions, but we want to do everything possible to help employees stay healthy.

Workers' Compensation

We strive to keep our workplace safe, but accidents may happen occasionally. Employees who are injured at work (by accident or disease) can receive wage replacement, medical care and rehabilitation benefits according to workers' compensation laws, when appropriate. Please inform us of your injury as soon as possible. Ask HR for forms that you need to file a claim or contact your state agency for workers' compensation.

Our company has a workers' compensation policy according to guidelines of California. Insurance covers up to \$1 Million Dollars per incident or disease incurred from work. Workers Comp carrier is Burlington Insurance Company, policy number #9293224-2021. Please report or call Art Lotti at 925-895-4411 immediately when an injury has occurred.

Employee Expenses

There are some expenses that we will pay directly on your behalf. But, we ask you to keep track and report on those reimbursable expenses that you pay yourself. We reimburse employee expenses that are related to:

- Gas in a company vehicle
- Packing and moving materials needed for a job outside of our supply
- Dump and recycling fees

Please keep receipts for all reimbursable expenses. You can submit them to ART who will reimburse you upon receipt daily.



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Company Car

You may drive the company car if you:

- Need it as an indispensable part of your job (e.g. moving job.)

Either way, your car belongs to our company. You may use your company vehicle for personal reasons as our company car policy permits. You will get reimbursed only for approved, business-related expenses noted in the previous section.

To get a company car or have access to driving a company car, you should have a valid driver's license and a clean driving record. Drive safe and sober and respect traffic laws and fellow motorists. You should also check your car regularly to ensure gas, tire pressure and all car fluids are at appropriate levels.

We expect you to avoid:

- Smoking in a company car.
- Leasing, selling or lending a company car.
- Using a company car to teach someone how to drive.
- Leaving your company car unlocked, unattended or parked in dangerous areas.
- Allowing unauthorized people to drive a company car, unless an emergency mandates it.
- Texting and driving, or talking on the phone without a hands-free device.

On our part, we will ensure that our cars are safe and in good condition, as well as appropriately insured.

Accidents

If you are involved in an accident with a company car, contact our HR department immediately, so we can get in touch with our insurance provider. You shouldn't accept responsibility or guarantee payment to another person without authorization.

Follow this policy's guidelines to avoid disciplinary action. For minor offenses, like allowing unauthorized people to drive a company car, we will reprimand you or reclaim your car. But for more serious offenses, like causing an accident while intoxicated, we may terminate you.



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Working Hours, PTO and Vacation

Working Hours

Our company operates between 7 a.m. to 7 p.m. daily.

Some days, employees may work after hours, too.

Holidays

Our company observes the following holidays:

- New Year's Day
- Easter
- Independence Day
- Thanksgiving Day
- Christmas Day

If you want to observe a religious holiday that isn't included in our list, we may allow you to take unpaid time off for that day.

Working on a Holiday

These holidays are considered "off-days" for most employees. If we need a team member to work on a holiday, we will inform you in advance.

If you are a non-exempt employee, you will receive your regular hourly rate with a premium for working on a holiday which is time and a half pay.

Requesting Time Off

You will need to go online to fill out the following form [here](#) to notify us of the days you would like to take off. We will do our best to accommodate these days off and will be approved based on seniority if there are multiple employees requesting the same day/time-period off. We require that you complete the form online at least 2 weeks ahead of the time you are requesting off so that we have time to prepare the schedule if it is approved. Unapproved time taken off will count as a disciplinary absence.



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Breaks/Lunches

As a Non-Exempt employee, you will be given a ten minute paid break for every 4 hours worked, and a 30 minute unpaid break for every 5 hours worked. Lunch breaks must be taken between before the fourth and fifth hour worked in a given day. For example, if you arrive to work at 8am, you must take your lunch between 12pm and 1pm. If you work for 6 or fewer hours, then the meal break can be waived through mutual written consent of both the Junk It Move It and the employee.

Families First Coronavirus Response Act (FFCRA)

Signed on March 18, 2020, this federal legislation applies to any organization that has less than 500 employees. It includes the following:

- Provides two weeks of paid leave to employees who contract coronavirus or must care for children affected by the virus.
- Temporarily expands the FMLA to cover loss of income when an employee must provide childcare due to COVID-related closures. This income will be determined based on average weekly hours from the previous 6 months.

COVID Sick Leave

We would like to support a healthy work environment, as well as support our employees in the event that they become ill with COVID. With that, we:

- Permit employees to donate sick leave days to one another
- Implement non-punitive "emergency sick leave" policies
- Allow employees to take sick leave without providing a COVID-19 test result or a healthcare provider's note. However, we do require that you communicate to us after 7 days your status and your test results.

Sick Leave

We offer accrued paid sick leave. For every 30 hours you work on payroll, you will accrue 1 hour of sick pay. You can take sick leave to recover from short-term illness, injuries, mental issues and other indisposition. If you have the flu or other contagious disease, please use your sick days or refer to the FFCRA if it is COVID related.

If you become sick, inform ART via telephone, and send a sick leave request to HR via email. You may take a partial day off, but we advise you to rest and recuperate for a day before returning to work.



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Occasionally, we may ask you to submit a physician's note or other medical certification and/or complete a sick leave form. We will do this for insurance purposes if you are absent for more than 3 days of sick leave.

Disability

The State of California requires all employees to pay into its short-term disability insurance (SDI) program through payroll deductions. When employees become unable to work due to disability, they can collect weekly benefits from the program until they are either ready to go back to work or the benefits expire. The program is administered by California's Employment Development Department (EDD).

Jury Duty and Voting

If you are called for jury duty and you are an exempt employee, you can take one day off without deduction from your salary. If local or national law stipulates more days of paid jury duty leave, we will follow the law. On election day, you can take two hours off to vote.

Hourly employees may take one unpaid day off for jury duty and voting. If local or national law obliges us to provide hourly employees with paid jury duty leave, we will follow the law.

To keep good records, we ask you to bring us a copy of your summons for jury duty and a document that proves you served.

Leaving Our Company

In this section, we describe our procedures regarding resignation and termination of our employees. We also refer to our progressive discipline process that may sometimes result in termination.

We remind you that in the U.S. employment is "at-will." This means that you or our company may terminate our employment relationship at any time and for any non-discriminatory reason.

Progressive Discipline

Here we outline steps we will take to address employee misconduct. We want to give employees a chance to correct their behavior when possible and assist them in doing so. We also want to ensure that we thoroughly investigate and handle serious offenses.



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Our progressive discipline process has several steps of increasing severity. These steps are:

- Verbal warning
- First formal reprimand document and meeting
- Second formal reprimand document and meeting
- Termination

Different offenses correspond to different steps in our disciplinary process. For example, minor, one-time offenses (e.g. breach of our dress code policy) will trigger Step 1. More severe violations (e.g. sexual harassment) will trigger step 5.

We may skip or repeat steps at their discretion. Our company may treat circumstances differently from that described in this policy. But, we are always obliged to act fairly and lawfully and document every stage of our progressive discipline process.

Keep in mind that our company isn't obliged to follow the steps of our progressive discipline process. As you are employed "at-will" in the U.S, we may terminate you directly without launching a progressive discipline process. For serious offenses (e.g. sexual harassment), we may terminate you without warning.

Resignation

You resign when you voluntarily inform HR or your manager that you will stop working for our company. We also consider you resigned if you don't come to work for three consecutive days without notice.

You are not obliged to give us advance notice before resigning. But, for efficiency's sake, and to make sure our workplace runs smoothly, we ask that you give at least two weeks notice, if possible.

We accept verbal resignations, but we prefer that you submit a written and signed notice of resignation for our HR records. We will reply with an acceptance of resignation letter within one day. HR will inform ART that you are resigning if you haven't already done so. Whether you want to announce your resignation to your team is up to you, but we encourage you to be open.

Forced Resignation

You can resign anytime at your own free will and nobody should force you into resignation. Forcing someone into resigning (directly or indirectly) is constructive dismissal and we won't tolerate it. Specifically, we prohibit employees from:

- Creating a hostile or unpleasant environment.
- Demanding or coaxing an employee to resign.
- Victimizing, harassing or retaliating against an employee.



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- Forcing an employee to resign by taking unofficial adverse actions (e.g. demotions, increased workload).

Termination

Terminating an employee is always unpleasant but sometimes necessary. If that happens, we want to ensure we act lawfully and respectfully.

We may terminate an employee either for cause or without cause.

- **For cause termination** is justified when an employee breaches their contract, engages in illegal activities (e.g. embezzlement), disrupts our workplace (e.g. harasses colleagues), performs below acceptable standards or causes damage or financial loss to our company.
- **Without cause termination** refers to redundancies or layoffs that may be necessary if we cease some of our operations or re-assign job duties within teams. We will follow applicable laws regarding notice and payouts.

We will offer severance pay to eligible employees. We may also help employees who were terminated without cause to find work elsewhere, if possible.

References

When we terminate employees, we may provide references for those who leave in good standing. This means that employees shouldn't have been terminated for cause. If you are laid off, you may receive references. Please ask your manager.

If you resign, you may ask for references and your manager has a right to oblige or refuse.

Conclusion

We hope that you are as excited as we are to be joining Junk It Move It! If you have any questions about these policies or would like to open a dialog about the contents of this handbook, please do not hesitate to reach out. We take pride in our transparency to our employees and we have an open-door policy of communication among our team.



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Policy Revision

We will always strive for fairness and equal opportunity and penalize offensive and illegal behaviors. But, as laws and our environment change, we may revise and modify some of our policies.

We have established an annual revision of our handbook to bring it up to date with legislation and employment trends. We also ask you to contact HR if you spot any inconsistencies or mistakes. And, if you have any ideas about how to improve our workplace, we are happy to hear them. You can always find a copy of the most up to date Handbook on our website at: <https://junkitmoveit.com/employees/>

Employee Rights

Since our business is remote and you are not reporting to an office for your shifts, we have posted all your employee rights on our website to see and reference at any time. Please visit: <https://junkitmoveit.com/employees/> and sign that you have accessed these documents.

Signature: _____

Date: _____

Employee Acknowledgement

Please sign this form to acknowledge that you've read this handbook and that you are committed to following our policies. If you need any clarifications, feel free to ask HR or ART.

Signature: _____

Date: _____