

TITLE PAGE

THINGS TO INCLUDE HERE:

COMPANY NAME

LOGO

DATE CREATED AND BY WHOM

PURPOSE OF THE HANDBOOK

This handbook has been prepared to inform employees of the policies and procedures of this company and to establish the company's expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the company.

COMPANY MISSION STATEMENT

Include your Company's missions statement.

COMPANY CODE OF ETHICS

All employees will make every effort to abide by a Test of Disclosure. Participants will ask themselves "would every stakeholder in the business and outside of the business be okay with the decisions being agreed upon"?

Every effort will be made to ensure supplies are ethically sourced.

Every effort will be made to ensure that logos, slogans and social media posts do not infringe on copyright of other existing businesses.

Every effort will be made to follow all JA Company procedures in an honest and transparent manner.

WORKPLACE COMMITMENTS/CODE OF CONDUCT

EQUAL OPPORTUNITY EMPLOYMENT

This company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

NON-HARASSMENT/NON-DISCRIMINATION

This company prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, color, religion,

creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated. Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Reporting: Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of the Vice President of Human Resources.

DRUG FREE/ALCOHOL FREE

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the counter medications, taken as prescribed, are an exception to this policy. Anyone violating this policy may be subject to disciplinary action, up to and including termination.

OPEN DOOR POLICY

The company has an open door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

COMPANY POLICY AND PROCEDURES

DRESS CODE

An employee's personal appearance and hygiene is a reflection on the company's character. Employees are expected to dress appropriately for their individual work responsibilities and position.

While attending JA Charter events, employee of all JA Companies are expected to dress business casual unless otherwise advised.

HOURS OF WORK

Enter your Company's hours of work.

OVERTIME

Enter your Company's policy around overtime (what is considered Overtime and how will it be paid).

FINANCE AND COMPENSATION

BANKING

The Company agrees to follow their Charter's banking procedures. The VP of Finance is responsible for maintaining proper financial records.

SALARIES

The Members shall determine the wages, salaries commission or other compensation. The wage rate shall be between \$0.50–\$1.00 per hour for the length of your shift (i.e., each session), beginning after the session that elections take place (Week 5). Salaries for members of Management shall be between \$1.00–\$2.00 per week.

Determine your Company's policy around commission.

SHAREHOLDERS

This company is owned by its shareholders. The participants shall hold common shares and may vote, either in person or by proxy, at all meetings of the shareholders. A shareholder may hold only one common share and one preferred share per company. Meetings of shareholders may be called by resolution of the Board of Directors. Notice of time, place and agenda for any meeting shall be delivered to each shareholder not less than 5 days before the meeting. A quorum at any meeting of shareholders shall consist of one-half of the outstanding shares of the company, represented in person or by proxy. A majority shall decide on any question that may come before the meeting.

ATTENDANCE POLICIES

GENERAL ATTENDANCE

Employees are expected to attend regular meetings 80% of the time. Employees must notify the Vice-President of Human Resources if they are going to be absent.

The company does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

TARDINESS

Employees are expected to arrive on time and ready for work. An employee who arrives 15 minutes after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

BREAKS

Employees are entitled to take a 15 minute breaks during each session.

WORK PERFORMANCE

EXPECTATIONS

The company expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

PERFORMANCE REVIEWS

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions and/or terminations.

INSUBORDINATION

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination. If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

DISCIPLINE POLICY

GROUND FOR DISCIPLINARY ACTION

The company reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

PROCEDURES

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by the company at its sole discretion as it deems appropriate.

TERMINATION

Employment with the company is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

EMPLOYEE HEALTH AND SAFETY

WORKPLACE SAFETY

The company takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents.

In the event of an accident, employees must notify the Vice President of Health and Safety/or designate and JA volunteer. Report every injury, regardless of how minor immediately

EMERGENCY PROCEDURES

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to re-enter.