

# Employee Handbook



August 2021

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## **Introduction**

### **Welcome**

We are so pleased to have you on our team. We expect that you will find your employment here both exciting and rewarding. As a member of our team, you are a part of a business that is proud of its purpose and the accomplishments that have made us a well-respected event, model and front-of-the house service, staffing agency. As a high-profile, elite agency, we are committed to providing an environment that is opportunistic and conducive to success. For our valued employees, we strive to offer sound employment and as such, we are dedicated to administering our policies, as well as our benefit and compensation programs in a manner that is fair and consistent. This Handbook intends to communicate this dedication as we outline the terms and conditions of employment that apply to each of us as we carry out our important responsibilities. Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read and understand the statements contained within this employee handbook. If you have questions at any time, please feel free to ask. Once again, we welcome you to our team and we wish you all the best in what we trust will be a fulfilling future.

### **About this Handbook**

The purpose of the handbook is to acquaint our employees with our culture and to provide information about expectations, policies, and benefits. Additionally, the handbook shall establish and promote uniformity in the conduct and practices of the organization, as well as contribute to the efficient and effective achievement of our objectives. This employee handbook is not intended to provide all details on policies or procedures nor is it designed to be all-inclusive on all topics, nor supersede or alter in any way our adherence to State or Federal Laws.

In this handbook, One events, inc. may be referred to as "One" or "the company." This handbook and the policies set forth herein are not an express or implied contract of continued employment. This handbook has been designed specifically for our organization of less than 50 active employees or 50 FTE's and the policies herein are reflective of that intention. The policies and procedures contained herein represent those in effect in the company. This handbook supersedes all previously issued handbooks and inconsistent policies and practices. Individual written contracts between employees and the company may supersede some of the provisions in this handbook.

This handbook and its contents shall be reviewed regularly. Accordingly, there may be situations where need arises for a deviation, revision, addition, or cancelation of a section or policy. In such situations, the company reserves the right to deviate from, add-to, change, or cancel existing sections or policies. Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

# 1. Employment Matters

## **At-Will Employment**

Employment with One events, inc. is at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by One or employee. Nothing in this handbook or in any document or statement, including benefit plans, shall limit the right to terminate employment at-will or is intended to create a promise or representation of continued employment for any employee. No manager, supervisor, or employee of One has any authority to change these terms or enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only One events, inc. has authority to make any such agreement and then only in writing, signed by both the employee and One events, inc.

## **Equal Opportunity Employment**

One events, inc. is committed to offering equal employment opportunity in all employment practices. One events, inc. does not discriminate on the basis of sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), race, religious creed (including religious dress and grooming practices), color, gender (including gender identity, gender expression, and being transgender), national origin or ancestry (including language use restrictions and protected use of driver's licenses), disability (mental and physical, including HIV and AIDS), medical condition (cancer/genetic characteristics and information), marital status, registered domestic partner status, age (40 and over), military and veteran status, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation. Employment decisions are based on an individual's job qualifications and abilities. All company/office programs and company/office-sponsored social and recreational events will be completely nondiscriminatory.

Employees who believe they have been subjected to any form of unlawful discrimination shall bring their complaint to Human Resources and/or as soon as possible after the incident. Employees will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate complaints in writing, but this is not mandatory. Human Resources will immediately undertake an effective, thorough, and objective investigation of the allegations in a timely manner and will be responsible for documenting and tracking all stages of the investigation. All complaints and incidents will be kept confidential to the extent possible.

If One events, inc. determines that discrimination has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by One events, inc. to be responsible for discrimination will be subject to appropriate disciplinary action, up to, and including termination. One events, inc. will advise all parties concerned of the results of the investigation. One events, inc. encourages all employees to report any incidents of discrimination by this policy immediately, so that complaints can be quickly and fairly resolved. Employees who feel uncomfortable speaking directly with a direct supervisor or other designated leader, regarding any incidents, should follow the Open-Door Policy to submit their complaint. One events, inc. will not retaliate against any employee for filing a complaint, participating in an investigation, or based on how the complaint is filed.

## **Opportunity to Work (10+ Employees)**

In accordance with AB 5 and section 559 of the Labor code, the "Opportunity to Work Act," One events, inc. shall offer additional hours of work to an existing employee who has the skills and experience to perform the work needed, whenever feasible, before hiring outside. Additionally, One events, inc. shall not retaliate against any employee who requests additional hours under this policy, or for exercising their right to file a complaint for any violations; either perceived or factual.

## **Employee Selection**

One events, inc. strives to select candidates who are qualified and well-suited for the role for which they are intended to fill. The selection process involves a careful review of the requirements of an available position compared to the qualifications of the individual applicants. Human Resources is responsible for the impartial administration of appropriate recruitment and selection techniques. All persons interested in working for One events, inc. shall complete an application to be considered for employment. One events, inc. shall conduct the initial pre-screening to verify if a candidate possesses the required and desired qualifications. Decisions to interview candidates and to offer employment are a joint responsibility of the

hiring team. One events, inc. shall ensure that all pre-screening and employment tests conducted are applied evenly and are properly validated for the positions and purposes for which they are used. Any tests or other selection procedures One events, inc. administers will be done impartially and without regard to race, color, national origin, sex, religion, or any other characteristic or status protected by federal, state, or local law except where a bona fide occupational qualification (BFOQ) requires further consideration. Candidates to whom One events, inc. has extended an offer of employment shall satisfy the pre-employment requirements for the role which they will fulfill.

### **Pre-Employment Requirements**

One events, inc. shall ensure that all employment tests and procedures conducted are applied evenly and are properly validated for the positions and purposes for which they are used. Candidates to whom the company has extended an offer of employment shall satisfy the pre-employment requirements for the role which they will fulfill. Such tests may include employment verification, professional reference checks, education confirmation, criminal background, drug testing, and/or credit checks, as permitted by law (if permitted by AB 22). A third-party may be hired to perform these services. Any tests or other selection procedures the company administers will be done impartially and without regard to race, color, national origin, sex, religion, age, or other protected class or disability. All documentation related to employment requirements are maintained in the employee's personnel and confidential files.

### **Disability Accommodation (15+ employees Federal 5+ employees DFEH)**

The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit discrimination in employment against people with disabilities and requires an employer to provide "reasonable accommodation" to qualified individuals with disabilities who are employees or applicants for employment. In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities." Reasonable accommodations may include modifications or adjustments to a job application process and or modifications or adjustments to the work environment including the work schedule.

An employee may request reasonable accommodations by submitting a written request for consideration to the business. Once One events, inc. receives the request, they will initiate an interactive dialogue with the employee about the employee's functional capabilities, work limitations and identify what reasonable accommodations may be effective to enable the employee to perform all essential job functions. One events, inc. may request medical documentation from a health care provider to support an employee's need for reasonable accommodations. Although employees who request an accommodation are not required to disclose the underlying nature or diagnosis of their disability or any genetic information, they are expected to provide sufficient information about their functional capabilities and work limitations to enable One events, inc. to evaluate the need for job-related accommodations.

One events, inc. will make every attempt to accommodate whenever it is feasible. However, One events, inc. may deny the requested accommodation. Denial is warranted when the employee/applicant:

- Fails to provide medical documentation to support the need for reasonable accommodations.
- Requests an accommodation for a disability or disorder specifically excluded and not protected under the FEHA.
- Refuses to disclose information pertaining to his or her work limitations and functional capabilities to enable One events, inc. to determine what, if any accommodations are necessary to enable the employee to perform essential job functions.
- Poses a direct threat to the health and safety to himself, herself, or others.
- Requests an accommodation that would cause an undue hardship.

To request more information or an accommodation, please contact the Human Resources Manager.

### **Religious Accommodation (15+ employees Title VII 5+ employees FEHA)**

In accordance with Title VII of the Civil Rights Act of 1967 and the Department of Fair Employment Housing Act, requests for accommodation for applicants and employees' religious beliefs, observances and practices shall be considered as so long as the request is reasonable and does not place an undue hardship on the company. The company will not retaliate nor discriminate against an employee or

applicant who requests an accommodation in accordance with this policy. To request more information or an accommodation, please contact the Human Resources Manager.

### **Work Authorization**

One events, inc. is committed to only employing individuals who are authorized to work in the United States and who comply with applicable immigration and employment law. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States within 72 hours of commencing employment and as required thereafter. If any employee cannot verify their right to work in the United States, One events, inc. will be required to terminate employment immediately.

## **2. Work Environment**

### **Open Door Policy**

One events, inc. values the talents and abilities of our employees and seeks to foster an open and cooperative environment in which employees can thrive. One events, inc. provides an Open-Door Policy in which employees are encouraged to take concerns to any level of management as desired and especially if they are unable to find resolution with their direct supervisor/leader. One events, inc.'s Open Door Policy is also beneficial should the concern directly or indirectly involve their supervisor/leader. One events, inc. will not tolerate retaliation against anyone who utilizes this policy and/or raises a concern in good faith or elects to move a concern to next level of management to find resolution.

### **Code of Ethics**

One events, inc. conducts business honestly and ethically. One events, inc. constantly evaluates opportunities to improve the quality of services and maintain a reputation of honesty, respect, responsibility, integrity and trust to our clients and customers. Neither One events, inc. nor its employees shall compromise principles for short-term advantage. The ethical performance of this company is the sum of the ethics of the employees who work here. Thus, we are all expected to adhere to high standards of personal integrity.

Employees of the company must never permit their personal interests to conflict, or even appear to conflict, with the interests of the company or its clients/customers. Employees must avoid representing One events, inc. with slanderous (false) or malicious remarks to others with whom there is any outside affiliation or relationship. Slanderous or malicious remarks regarding company procedures, other employees or the leadership are not ethical or in the best interest of the company. While One events, inc. supports the goals and ambitions of each employee, employees may not use their company contacts to advance their private business or personal interests without specific authorization from One events, inc.

Employees will encounter or have possession of proprietary, confidential, or business-sensitive information and must take all appropriate steps to assure that the confidentiality of such information is maintained. This information, whether it involves the company or the clients/customers of the company, must be treated with sensitivity and discretion and only be disseminated upon written authorization from the client or One events, inc.

Violation of this Code of Ethics may result in discipline, including termination. Employees who have any doubt about whether their conduct or that of another employee meets the company's ethical standards or compromises the integrity or reputation of the company/office, should discuss it with Human Resources.

### **Standards of Conduct**

Standards of Conduct establish expectations that are intended to serve as a framework to guide employee behavior and performance on a day-to-day basis. The list is not meant to be all-inclusive, and circumstances outside of those listed may arise that require corrective action and/or immediate dismissal of an employee. Additionally, One events, inc. recognizes that each situation that may arise in the workplace will likely present a unique set of circumstances. When this happens, the unique situations will be addressed based on the individual facts and the context of relevant surrounding circumstances. For this reason, the list below is not intended to alter the "at-will" employment relationship and is merely illustrative of intolerable conduct that shall be promptly addressed with corrective action.

- a. Using work time for non-work purposes.
- b. Unsatisfactory performance.
- c. Misconduct or conduct unbecoming of One events, inc. standards; use of abusive or derogatory language and/or disorderly conduct, behaving disrespectfully, bullying, demeaning, or mistreating any employees or persons with whom One events, inc. has an association.
- d. Harassment of any type, discrimination, or other prohibited conduct, including threatening, coercing, retaliation or intimidating other employees or persons with whom One events, inc. has an association.
- e. Misrepresentation, intentionally providing misleading and/or dishonest information.
- f. Gross negligence of professional, clinical, or general work.
- g. Physical abuse of any kind to any person while representing One events, inc.
- h. Possession of or attempting to work under the influence of alcohol or any illegal or controlled substance.
- i. Violation of criminal laws on One events, inc. premises or while representing One events, inc.
- j. Possession of or brandishing a weapon while working on behalf of One events, inc. or while attending an One events, inc. event.
- k. Insubordination or refusal to comply with reasonable instructions given by One events, inc. and or a member of leadership.
- l. Conviction of a crime which is deemed inappropriate for continued employment.
- m. Disclosing information about that has been identified as confidential.
- n. Falsification of official records, timecards, documents and/or communications of any kind.
- o. Use of another employee's confidential information such as pin numbers or passwords to gain access to One events, inc. property or computer systems.
- p. Discovery that information provided, or criteria utilized in the hiring process was false or purposely misleading.
- q. Engaging or participating in activities considered to be a conflict of interest.
- r. Failure to comply with applicable Federal, State, and local laws and regulations.
- s. Theft or misuse of company funds, assets, services, supplies, property, or resources
- t. Abandonment of duty; including job or assigned task.
- u. Excessive number of Occurrences of Absenteeism and/or Tardiness.
- v. Failure to maintain required certification or licensure.

### **Workplace Conduct (Anti-Bullying)**

One events, inc. strives to provide a safe, civil, innovative, and mutually respectful workplace for all employees. To this end, One events, inc. prohibits bullying conduct, which may include the following:

- Verbal abuse, including yelling, swearing, name calling, insults, epithets, or derogatory comments.
- Inappropriate verbal communications, such as innuendos, repeating gossip, or rumors.
- Physical acts, such as glaring, slamming doors, throwing items, or hitting things.
- Sabotaging or undermining any person's job or work performance.
- Any behavior that may undermine, offend, degrade, humiliate, threaten, or intimidate another.

This list is not all-inclusive but illustrates inappropriate conduct that will not be tolerated.

One events, inc. will not tolerate disrespecting or alienating others, instigating, or inflaming strained work relationships, or other uncooperative or inappropriate behavior. It is a condition of employment that each team member behave in a professional, cooperative, polite manner, and treat each other with dignity and respect at work. This applies to everyone, at all levels.

Bullying does not include insisting on high performance standards. One events, inc. requires that management expect and elicit excellence from employees.

Bystander support for bullying or other inappropriate conduct contributes to such behavior, and to the resulting harm caused by such behavior. Please immediately come forward if you experience, witness, or

otherwise become aware of bullying or other improper or unacceptable conduct in the workplace or at an employer sponsored event. Any employee who feels that he or she is a victim of, or witness to, such conduct should immediately report the matter to the HR Manager. Failure to report your concerns and provide the necessary information prevents One events, inc. from taking the appropriate steps to prevent and/or correct such situations.

Employees who come forward or participate in good faith in an investigation of reported misconduct, will be protected from retaliation. One events, inc. needs, expects, and encourages you to come forward, without delay, should you suspect that any form of retaliation has occurred. Any employee of One events, inc. whether a manager, supervisor, co-worker, or subordinate, who is found to have engaged in bullying or retaliation, is subject to disciplinary action, up to and including immediate discharge from employment.

The company takes such matters very seriously. Violations will not be tolerated. In addition, any person who makes or causes to be made any knowingly false statement or misrepresentation will be subject to disciplinary action, up to and including termination of employment. If you have any questions or concerns, please speak with the HR Manager.

### **Off Duty Conduct**

While One events, inc. does not seek to interfere with the off-duty and personal conduct of his employees, certain types of off-duty conduct may interfere with legitimate business interests and performance standards. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the company or their own performance, integrity, reputation, or credibility. Off-duty conduct by an employee that directly conflicts with essential business interests and disrupts business operations will not be tolerated.

### **Anti-Harassment Policy**

One events, inc. is committed to providing a work environment free of harassment and disrespectful or other unprofessional conduct. The company's policy prohibits conduct that is disrespectful or unprofessional, as well as harassment or employment discrimination in all aspects of employment (including hiring, termination, and all other terms and conditions) based on any of the following: sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), race, religious creed (including religious dress and grooming practices), color, gender (including gender identity, gender expression, and being transgender), national origin or ancestry (including language use restrictions and protected use of driver's licenses), disability (mental and physical, including HIV and AIDS), medical condition (cancer/genetic characteristics and information), marital status, registered domestic partner status, age (40 and over), military and veteran status, gender identity, gender expression, sexual orientation or any other class protected by federal, state or local law or ordinance or regulation. One events, inc. also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

All such conduct violates the policy of One events, inc. The company's anti-harassment policy applies to all persons involved in the operation of the business and prohibits harassment and disrespectful or unprofessional conduct by any employee of the company, including co-workers and supervisors/managers, as well as vendors, customers, independent contractors, and any other persons. It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.

- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis.
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors.
- Retaliation for reporting or threatening to report harassment.
- Communication via electronic media of any type that includes any harassing conduct that is prohibited by state and/or federal law, or by company policy.

Employees who believe they have been subjected to any form of unlawful discrimination, or harassment of any nature, shall bring their complaint to the site manager or HR as soon as possible after the incident. Employees will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate the complaint in writing, but this is not mandatory. HR will immediately undertake an effective, thorough, and objective investigation of the allegations in a timely manner and will be responsible for documenting and tracking all stages of the investigation. All complaints and incidents will be kept confidential to the extent possible.

If HR determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by HR to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. HR will advise all parties concerned of the results of the investigation. One events, inc. will not retaliate against employees for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers. One events, inc. encourages all employees to report any incidents of harassment or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Employees who feel uncomfortable speaking with site manager regarding any incidents should follow the Open-Door Policy to submit their complaint. One events, inc. will not retaliate against any employee for filing a complaint, participating in an investigation, or based on how the complaint is filed.

Employees should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. Employees who think that they have been harassed or that they have been retaliated against for resisting or complaining may file a complaint with the appropriate agency.

The California Department of Fair Employment and Housing prohibits harassment of employees or applicants and requires employers to take all reasonable steps to prevent harassment from occurring and requires that employers provide information to each of their employees describing the forms of sexual harassment, its illegality, and the internal and external complaint processes and legal remedies available.

### **3. Employment Expectations**

#### **License/Certification**

Certain positions require licensure and/or certification for employment. As such, license and/or certification requirements for each position shall be detailed in the job description. An applicant is required to present their license/certification for verification at the time of hire as a requirement of employment. Subsequent renewals are the responsibility of the employee and proof of renewal shall be presented to HR or appropriate designee for verification. Failure to renew or to present renewals by expiration dates shall result in immediate removal from the associated role. Employees removed from a role due to lack of licensure or certification may be placed into a different role, when feasible, until proper licensure or/ certification is obtained. If this option is not available or feasible, the employee shall be placed on an unpaid administrative leave until proper licensure or/certification is obtained. All proof of licensure and certification shall be included in the employee's personnel file.

#### **Job Descriptions**

Written job descriptions are required for all positions. The job description details the position's job functions, minimum competencies and physical requirements. The description also specifies the minimum qualifications, education, skills, and experience required for the position as well as any other requirements established by a governing board or regulatory agency. A job description is given to each employee to sign upon hire and again whenever the job description is revised. The signature

acknowledges and confirms the employee's ability to meet the requirements of the position. Signed originals are kept in the employee's personnel file.

### **Introductory Period**

Every employee newly appointed to a regular position must serve a 90-day introductory period. During this period, the employee will have a chance to decide whether they are suited for the position, and One events, inc. will have the opportunity to determine whether the employee is fitting into their new role. The introductory period is intended as an opportunity of adapting and adjustment to enable One events, inc. to appraise the employee's aptitude and abilities. The introductory period may be extended at One events, inc.'s sole discretion when such an extension is appropriate. Completion of the introductory period does not entitle an employee to remain employed. Both the employee and One events, inc. are free at any time, with or without notice and with or without "cause," to end the employment relationship.

### **Personal Appearance**

The following guidelines provide clarity as to the personal appearance, grooming, and hygiene appropriate to our workplace. Every employee shall use good judgment and consideration for safety, our clients/customers and each other when deciding on personal appearance, and when exercising grooming and hygiene habits for our workplace. Additionally, all are expected to follow the guidelines below:

- **Accessories:** Any jewelry that makes noise, comes loose easily or may be distracting or harmful to clients/customers is prohibited. When provided, name badges should be worn at all times.
- **Cleanliness:** Clients/customers judge our professionalism and attention to infection control procedures in part by the personal appearance of every employee. Clothing should be unsoiled and free of stains.
- **Grooming:** Hair should be neatly groomed, off the face, and out of the way of work. Extreme colors and styles are unacceptable. Nails should be clean and trimmed. Employees are encouraged to utilize appropriate personal hygiene products. Fragrances such as perfumes and colognes, should NOT be worn.
- **Body Art:** Visible tattoos should be covered while at work and piercings should be kept to a minimum. Exceptions shall be made only for demonstrated religious or cultural reasons.
- **Business Casual Attire:** Employees in an office setting, and those not in direct customer/client facing roles should dress both professionally and appropriately for their role. This would include attire that is overly loose or tight, see through or revealing.
- **Uniform:** Employees who are in direct customer/client facing roles must wear the prescribed attire. More details about uniforms are found in the One Culture Guide.
- **Footwear:** Employees are encouraged to make safety a priority when selecting footwear. Wearing unsafe or inappropriate footwear may lead to otherwise avoidable injury. Unsafe or inappropriate footwear are as follows: shoes with slippery or worn surfaces, extremely high (more than 5 inches) heels including platform, loosely fitted or unfastened shoes or anything exposing the toes. More details about uniforms are found in the One Culture Guide.

It is expected that managers will ensure that our workforce is following the guidelines of this policy. In situations where an employee's personal appearance, grooming and hygiene does not reflect the spirit of these guidelines, especially in situations when an employee's choices impede an otherwise safe, productive environment, managers will be given the discretion to ask employees to make whatever changes are necessary to achieve compliance. Time spent achieving compliance will be unpaid. Additionally, employees who fail to meet the expectations outlined in this policy or in an event specific policy shall be subject to corrective action.

Reasonable accommodation will be made for employees sincerely held religious beliefs and disabilities whenever possible, consistent with business necessity. If you would like to request an accommodation or have other questions about this policy, please contact your manger or supervisor.

### **Attendance**

One events, inc. relies on its employees and your presence at work is essential to our success and our ability to effectively manage our day-to-day operations. Accordingly, employees are expected and required to be on time, work as scheduled and maintain regular attendance. Excessive absences,

cancelation of shifts and or tardiness, especially those that are unscheduled, create a hardship for the business and will not be tolerated.

In the event of illness, injury or other unanticipated (unscheduled) emergency necessitating your absence/tardiness or early departure, you must personally notify your manager. Any unscheduled time away from work should be communicated as far in advance as possible and whenever foreseeable no less than 24 hours prior to your shift. You may call or send a text message to your Staffing Manager unless other methods of communication have been approved in advance. The notification must include the reason for the absence/tardiness, the anticipated length of the absence/tardiness (10 minutes, half an hour, partial day, full day, number of days), and a call-back number where you may be reached. In addition, if you become ill or must leave early for any reason without having prior authorization, you must personally notify, and obtain authorization from, your manager or another member of management prior to exiting. It is also the employee's responsibility to communicate to their Staffing Manager, via email, as to the reason why they vacated the premises within 24 hours post job shift.

One events, inc. relies on its employees to work their scheduled shifts. Employees who are booked on a sold-out day, will not be able to call-out from their shift unless the employee replaces themselves with an existing One, Team Member, at their same experience level or greater. If it's not a sold-out day, and an employee absolutely needs to call out from their shift, it must be at least 4 (four) days before the event, so One's Staffing Director may find someone to replace their position.

Employees who fail to report to work on a scheduled workday shall be considered to have an unscheduled absence. Employees who fail to complete their scheduled workday shall be considered to have an unscheduled absence. If it becomes necessary for an employee to vacate his/her role, or the premises during scheduled working hours other than for meal periods or for pre-approved time off, the employee is responsible for directly notifying the onsite Supervisor or the most appropriate person of authority of his/her need prior to exiting. It is also the employee's responsibility to communicate to their Staffing Manager, via email, as to the reason why they vacated the premises within 24 hours post job shift. Employees who fail to arrive to work as scheduled without notification, exit without proper notification and a valid reason for their exit, and any employee who is absent for more than 3 consecutive days without contacting their Staffing Manager or HR Manager, will be considered to have abandoned their role. Additionally, employees who fail to meet the expectations outlined in this policy shall be subject to corrective action up-to and including termination.

- **Proper Communication**

All unscheduled time away from work must be directly communicated to be considered proper notification. Unless otherwise agreed upon in advance or approved by your Staffing Manager or other designated person, texts and calls are preferred, and emails are unacceptable. Additionally, unscheduled time away from work should be communicated as far in advance as possible but no less than 48 hours prior.

- **Punctuality**

Employees are expected to be on time, ready, and able to begin work at the start of their shift. This includes in the beginning of the workday, as well as when returning from any scheduled breaks in the workday (meal period, rest period, vacation etc.). If an employee is not on time, ready and able to begin work at the start of a shift, they are tardy. Employees who fail to meet the expectations outlined in this policy shall be subject to corrective action up-to and including termination.

- **Tracking Occurrences**

When an employee is tardy, that shall be counted as one (1) occurrence. Additionally, any unscheduled absence will be counted as one (1) occurrence. However, absences on consecutive workdays for the same reason shall also be counted as one (1) occurrence. Occurrences will be tracked based on a rolling calendar basis. When an employee properly exercises their right to utilize earned sick leave, as required by law, neither the request nor the time away shall be counted as an occurrence.

- **Patterns of Occurrences**

Patterns of absenteeism and or tardiness, regardless of the number of occurrences, shall also be considered excessive. Examples of patterns may include repetitively having an unscheduled absence on Monday's, having an unscheduled early departure on a reoccurring basis on Fridays, or failing to report to work following holidays.

- **Doctor's Verification**

One events, inc. reserves the right to require a medical documentation whenever an employee misses work due to an illness or injury. The employee may be asked to provide a physician's statement that verifies that an illness or injury existed, its beginning and ending dates, and the employee's ability to return to work without presenting an immediate and significant risk to the employee's own health or safety or the health and safety of others. When requested, such verifications and releases may be a condition to returning to work. Although a physician's statement normally will not be requested for absences of three working days or less, One events, inc. may request such a statement in situations where it determines that a physician's statement is warranted.

Additionally, having a doctor's verification does not negate whether or not an absence is treated as an occurrence.

- **Addressing Occurrences**

HR or the most appropriate person of authority shall address excessive tardiness, cancelations and absenteeism. Two or more occurrences in any 3-month period is considered excessive. Employees with excessive occurrences may be rendered ineligible to participate in select events and may receive corrective action up-to and including termination.

### **Performance Evaluations and Merit-Based Increases**

The Human Resources Manager, Staffing Manager or the most appropriate person of authority may provide each employee with regularly scheduled evaluations of their performance. This process will afford a formal opportunity to discuss the employee's strengths and areas of potential improvement, goals and objectives, and overall performance. The review will be based upon the employee's job description. It is our goal to formally evaluate all employees after their introductory period and annually thereafter, but may not be required.

Performance evaluations can, but may not be tied to merit increases. An employee who meets and/or exceeds performance expectations may be eligible to receive a merit increase. Merit increases will be provided at the sole discretion of One events, inc. and are dependent upon numerous factors including but not limited to the performance of the employee, the market data for the position, and the financial well-being of One events, inc. As an elite employer, One events, inc. is committed to offering fair and competitive compensation to all of our employees.

### **Confidentiality**

Employees may use or have possession of proprietary, confidential, or business-sensitive information and must take all appropriate steps to assure that the confidentiality of such information is maintained. This information, whether it involves the company or the clients/customers of the company, must be treated with sensitivity and discretion and only be disseminated upon written authorization from One events, inc.

To this end, One events, inc. requires that employees speak softly when talking with clients/customers, protect confidential papers so that others cannot view them, and do not reveal information about clients/customers to others. Employees may have access to confidential information regarding fellow employees, the company, or suppliers. It is each employee's responsibility to maintain the integrity of this information and keep any such information confidential. Disclosure of confidential information about one employee to another employee is forbidden unless such disclosure is required by job duties or functions of the role.

### **Social Networking**

One events, inc. uses social media in limited circumstances for defined business purposes. Employees who have specific questions about which programs One events, inc. deems to be social media, shall consult with One events, inc. Use of Internet based programs such as: Facebook, Linked In, Instagram, Snapchat, Tik Tok, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of

One events, inc. goals. However, only authorized individuals can speak/write in the name of One events, inc. using the social media tools of One events, inc. One events, inc. will authorize employees in writing if they can use these social media tools to perform their job duties.

Authorized individuals using One events, inc. social media tools shall identify themselves honestly, accurately, and completely and comply with all One events, inc. policies in using this media. Authorization is limited to business purposes and personal use of these social media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of One events, inc. property applies.

### **Conflicts of Interest**

One events, inc. expects employees to conduct business according to the highest ethical standards of conduct. Employees are expected to dedicate their best efforts to the interests of One events, inc. Business dealings that appear to create a conflict of interest between One events, inc. and an employee are unacceptable. A potential conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member as a result of One events, inc. business dealing. One events, inc. recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to One events, inc. However, employees must disclose any possible conflicts so that the company may assess and prevent potential conflicts of interest. Receiving kickbacks or gifts, as described in the business-related gift/gratuities policy are examples of potential conflicts. Since it is not possible to specify every action that might create a conflict of interest, employees are expected to speak to One events management if concerned about a potential conflict of interest which may violate this policy.

### **Anti-Nepotism and Non-Fraternization Policy**

One events, inc. strictly prohibits nepotism and fraternization in the workplace. Marital, familial, or intimate relationships in the workplace may pose difficulties for supervision, security, safety, or morale and can create the appearance of impropriety, unfair treatment, or favoritism. For the purposes of this policy, One events, inc. considers "a marital, familial or intimate relationship" as any relationship where persons are related by either blood or law, or whose relationship is like that of those who are related by blood or law. These include parent, child, sibling, spouse, domestic partner, girlfriend, boyfriend, roommate, grandparent, grandchild, aunt, uncle, nephew, niece, cousin, in-laws, steps, and fosters. Violation of this policy shall be deemed a conflict of interest until resolved.

### **Business Related Gifts/Gratuities**

One events, inc. expects that all employees demonstrate our organization's commitment to treating all people with whom we come into contact or conduct business, impartially. To avoid a conflict of interest, the appearance of a conflict of interest, it is the policy of One events, inc. that employees will not under any circumstances accept: gifts, rewards, services, or gratuities of any kind due to their employment unless authorized by their onsite supervisor, Staffing Manager or HR Manager. Additionally, employees shall not solicit gifts, rewards, services, or gratuities from clients/customers, their families, guests or friend's due to their employment. If an employee encounters a gift-giving situation which would tend to compromise this policy, the employee shall politely refer the gift-giver to their onsite manager or Human Resources, who will use their discretion in allowing the acceptance of said: gifts, rewards, services, or gratuities directly or on behalf of One events, inc.

### **Corrective Action Process**

All organizations have expectations and policies to operate effectively. To ensure these expectations and policies are followed, consequences for violations are established. These consequences, called Corrective Actions, may take the form of a coaching, verbal or written counseling's, or termination. Although employment with One events, inc. is at-will, and no disciplinary process is required, an employee who is performing poorly or conducting themselves inappropriately may be counseled by HR or other appropriate appointee to correct performance or behavior deficiencies. If the employee fails to take the proper steps to correct the deficiencies, further corrective action can be taken including termination. The type and severity of the action depends on the circumstances/conduct leading to the discipline and past instances of misconduct. While it is impossible to list every type of behavior that may be deemed a misconduct, the Standards of Conduct Policy includes examples of conduct that may result in corrective action up-to and including immediate termination of employment.

### **Personnel and Confidential File**

It is the policy of One events, inc. to create, maintain store and provide reasonable and appropriate access to personnel records (files) in accordance with applicable state and federal laws. Information about an employee, such as salary, status changes, reviews, and promotions and transfers, all become part of the personnel file. Personnel files are maintained by One events, inc. and are stored in a secure location, and access to the information they contain is restricted. The personnel file, like all other employment records, must be kept current to maintain compliance. All changes of address, telephone numbers, emergency contacts, or family status (births, adoptions, marriage, death, divorce, etc.) must be reported to HR in a timely manner or updated directly by the employee via One's payroll app before the next payroll period.

Confidential files, which are kept separate from personnel files, shall include documents such as pre-employment related medical exams, immunization records, medical records related to an exposure, background screening, and documentation associated with leaves of absence. Like personnel files, confidential files are maintained by One events, inc. and stored in a secure location, and access to the information they contain is restricted. Only HR, the company owner or those who have a legitimate reason to review information in a file can do so.

Current and former employees have the right to review their personnel, certain contents of their confidential file and may request copies of documents in accordance with Labor Code Section 1198.5. To access a file, employees may submit a written request to the HR Manager, owner or appropriate designee. Certain documents may be excluded or redacted from the personnel file by law, and there are legal limitations on the number of requests that can be made. Employees may designate a representative to conduct the inspection of the either file or receive a copy of the records. However, any designated representative must be authorized by the employee in writing to inspect or receive a copy of the records. The company may take reasonable steps to verify the identity of any representative designated in writing to inspect or receive a copy of personnel records. Disclosure of personnel information to outside sources, other than the designated representative, will be limited. However, the company will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required. Requests for copies of either file may result in a charge for the actual cost of copying. Employers are required to permit current and former employees to inspect or copy payroll records pertaining to that current or former employee. (Labor Code Section 226(b)) To review or receive payroll records, a written or oral request from a current or former employee shall be submitted. The company shall comply with the request as soon as practicable, but no later than 21 calendar days from the date of the request.

## **4. Time Keeping & Payroll**

### **Classification and Status of Employees**

A full-time employee is one who is scheduled to work no less than 32 hours each week and a part-time employee is one who is scheduled to work less than 32 hours each week. A temporary employee is one who is hired to work for a specified amount of time, typically less than six months, in a specified position. A Per Diem employee is one that is hired to work an unspecified number of hours on an as needed basis as per a formal agreement.

An employee's position with One events, inc. will place them in an exempt or non-exempt status. HR or appropriate designee will inform all employees as to whether their position is exempt or non-exempt. Exempt employees are compensated on a salary basis and are not entitled to overtime pay. Non-exempt employees are compensated on an hourly basis and are eligible for overtime pay (see overtime). All non-exempt employees are required to record their time accurately for payroll purposes in the company timekeeping software. Employees must record their start and stop times, including lunch breaks (see timekeeping).

### **Overtime**

Non-exempt employees who are required or permitted to work overtime will receive overtime pay in accordance with the Federal and State Wage and Hour laws or the Fair Labor Standards Act (FLSA).

When foreseeable, overtime must be approved in advance by the hiring manager or another appropriate designee. Overtime not approved in advance or incurred because of negligence or poor planning on the employee's part shall be considered unauthorized. Employees who work unauthorized overtime may be subject to Corrective Action. Exempt employees are not covered by overtime FLSA provisions and as such shall not receive overtime pay. Holidays, sick days, and vacation days are not included when computing work hours for overtime pay. For the purpose of calculating overtime, the work week begins at 12:01am Monday morning and concludes at 12:00 the following Sunday night.

### **Reporting or Show Up Pay**

In accordance with applicable state law, each workday an employee is required to report for work and does report, but is not put to work or is furnished less than half said employee's usual or scheduled day's work, the employee shall be paid for half the usual or scheduled day's work. The exceptions to this shall be when:

1. Operations cannot commence or continue due to threats to employees or property; or when recommended by civil authorities;
2. Public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system; or
3. The interruption of work is caused by an Act of God or other cause not within the employer's control.

### **Safe Harbor for Exempt Employees**

Employees classified as exempt and or salaried will receive a salary which is intended to compensate them for all hours worked for the business. However, under California law, there are both permissible and impermissible deductions that can be made from an exempt employees' salary. Deductions are permitted from an exempt employee's salary, as follows:

- Full-day and partial absences for vacation or personal reasons.
- Full-day absences for sick leave.
- The initial or final weeks of work if less than a full week.
- Any full work week in which you do not perform any work.

However, unless state law provides otherwise, deductions may be made to available vacation or other paid time off for any of the above. However, except for intermittent leave under the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), an exempt employee's salary will not be reduced for partial day absences if the employee does not have any available paid time off. Exempt employees' salary may also be reduced for certain types of deductions such as health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In a workweek in which an exempt employee performed any work, their salary will not be reduced for any of the following reasons:

- Variations in the quantity or quality of work performed.
- Business closures if the exempt employee is otherwise ready, willing, and able to work.
- Disciplinary reasons.
- Jury duty, attendance as a witness, or military leave.
- Any other deductions prohibited by state or federal law.

It is the policy of employer to comply with the "salary basis" requirements of the FLSA; therefore, those preparing paychecks are prohibited from making any improper deductions from the salaries of exempt employees. If any employee believes that an improper deduction has been made, please see the HR Manager or next appropriate manager. Reports of an improper deduction from wages or an overtime denial will be promptly investigated.

### **Make Up Time**

Employer provides nonexempt employees with the opportunity to make up work time that is missed due to personal obligations in accordance with the Industrial Welfare Commission applicable wage order. Employees who need to be absent from work as a result of personal obligations may submit a written

request to make up missed work time, provided they satisfy the eligibility requirements and follow the procedures outlined below.

Nonexempt employees are eligible for make-up time, however the company reserves the right, in its sole discretion, to deny a request for make-up time based on the needs of the business.

Employees' use of make-up time under this policy is completely voluntary. The company does not encourage, solicit, or require employees to request or use make-up time.

Employees requesting make-up time under this policy must comply with the following procedures:

1. The employee must submit a written request reasonably in advance of/within 48 hours of the requested time off, and indicate what day and time he or she wishes to be absent from work and what day(s) and time(s) the employee wishes to make up the missed time.
2. The employee must obtain prior written authorization from his or her manager of his or her request, including an approved schedule for the make-up time.
3. The make-up time must be worked (or made up) in the same workweek when the scheduled time was missed or taken off. Additionally, the scheduled make-up time must not cause the employee's total scheduled work time to exceed 11 hours in any workday or 40 hours in the relevant workweek. Employer prefers and will typically only approve an employee to work a maximum of 10 hours in any workday for the purpose of this policy. If an employee takes the requested time off but is unable to work the scheduled make-up time, the missed work time will generally be unpaid unless paid time off is available and approved.
4. If an employee works the scheduled make-up time before taking the requested time off, the employee will generally be required to take the time off, even if he or she no longer needs the time off.
5. Time that is made up under this policy will be compensated at the employee's regular, straight-time rate of pay. Apart from the approved and scheduled make-up time under this policy, the regular rules for paying overtime wages will apply.

### **Company Schedule**

As an event staffing agency, One events, inc. does not operate under a customary work schedule. The company work week, for pay purposes, begins at 12:01am Monday morning and concludes at 12:00 the following Sunday night. Changes in the schedule, including closures, are made at the owner's discretion. In the event of a closure during an otherwise scheduled working day, the company reserves the sole discretion to determine if employees are or are not, permitted to work.

### **Meal and Rest Periods**

One events, inc. is committed to providing proper rest breaks and meal periods for all employees pursuant to applicable law. Accordingly, nonexempt employees are required to take one meal period of not less than 30 minutes in length each workday. California law requires that this meal period occur prior to the 5th hour of work unless 6 hours of work concludes your day, and a meal waiver is on file (Labor code §512(a)). It is expected that any meal prep or leaving the worksite to get food is included in your meal period. Each employee is also allowed a 10-minute break near the middle of every 4-hour work period. These breaks are not cumulative and cannot be added to a meal period nor may they be used to shorten the workday. It is the employee's responsibility to follow this policy and take rest and meal periods as described above. If at any time an employee is unable to take the time as described, it is the employee's responsibility to immediately notify their manager or any member of leadership.

### **Timekeeping**

A timecard is a legal document. It is each employee's responsibility to ensure that their timecard, sign-in sheet and or electronic timesheet is filled out completely and accurately. All time entries must be filled in by the end of each working day. Non-exempt employees must record their start and stop times daily, including Lunch/Dinner Meal breaks and when leaving the workplace. If an employee does not initial their sign-in-sheet or electronic timecard to confirm all hours and breaks while onsite, it is their responsibility to communicate their hours and breaks in writing, directly to their Staffing Manager within 12 hours post event job. Careless or improper recording practices such as allowing or asking another employee to record time or misrepresenting hours worked will lead to disciplinary action up to and including termination.

### **Meetings**

One events, inc. holds team meetings as needed. The purpose of these meetings are to discuss matters pertaining to business related matters. These meetings are designed to foster open communication, in addition to helping the company to run more smoothly. Time spent in attendance of mandatory meetings shall be considered working hours and as such, employees shall be compensated in accordance with all applicable laws.

### **Travel in the Course of Regular Business**

Employees who drive during the course of regular business (i.e deliveries, pickups, etc.) may request reimbursement for eligible related expenses. All receipts or appropriate documentation of related expenses shall be made available at the time of request and in no case later than 48 hours after the expense was incurred. For employees whose position includes reimbursable travel, One events, inc. shall require all employees to accurately record miles traveled. For accounting purposes, time and miles begin at the point where and when work is initiated and commence at the point where and when work is concluded. Travel during a meal period or to and from an employee's home, as part of a daily commute, shall not be reimbursable. Whenever an employee is authorized to travel more than 60 minutes away from the home office for One events, inc., in the performance of assigned duties, the employee may be compensated for travel related expenses and time. Such expenses must have been previously approved by their HR or Staffing Manager. Travel related expense may include airfare, meals and lodging.

### **Travel Outside of Regular Business**

During employment with One events, Inc., employees may be required to attend business related conferences, lectures, meetings, seminars, training programs or other outside activities. In such cases, One events, inc. may elect to pay related expenses in advance or may reimburse reasonable and customary expenses upon the submission of proper receipts. Such expenses might include parking and registration fees. To ensure that an employee is reasonably able to attend business related conferences, lectures, meetings, seminars, training programs or other outside activities without their attendance creating a financial hardship, non-exempt employees shall receive their regular hourly wage for training hours which occur during their regular working hours. Employees required to attend programs or activities outside of their regular working hours may receive a training wage for said hours. When applied, training wages must comply with city or state minimum wage laws. All hours spent in the programs mentioned above or activities shall be considered working hours and are subject to applicable wage and hour provisions. The above-stated policy does not apply to attendance not required by this company. That is, if an employee voluntarily attends formal or informal training, outside of working hours, he/she will not be entitled to reimbursement for expenses or compensation for time. Exceptions may be made in limited circumstances and with the prior written approval of HR or Staffing Manger.

### **Auto Mileage Reimbursement**

If required to use your personal automobile during your employment with One events, Inc., you will be reimbursed in accordance with the approved Standard Mileage Rate established by the Internal Revenue Service. The mileage rate covers all costs of operating the vehicle including gasoline, oil, insurance, and repairs. Receipts for tolls and parking fees are reimbursed separately and not included in the standard mileage rate. Reimbursable mileage does not include the normal commute to and from work. Under IRS Reg. § 1.262-1(b) (5), costs of commuting to the place of business or employment are personal expenses. You cannot be reimbursed for commuting expenses even if you work during the commuting trip.

### **Pay Periods & Direct Deposit**

Payroll is distributed on a bi-weekly basis. Payday is every other Friday after 0900 and covers the work period which ended the week before payday. There are twenty-six pay periods in a year. Payroll checks or stubs will not be released to anyone other than the employee for whom the check is intended, unless written authorization is received from the employee prior to the check being released. If the company is closed on a day when paychecks are to be issued, they will be distributed the business day prior to. Direct deposit is offered and encouraged for all employees. For information on how to enroll, please contact the HR Manager.

### **Payroll Deductions**

One events, inc. is required by law to make certain deductions from employee wages. The company/ office will deduct Federal and State Income Taxes, Medicare, and Social Security taxes. Additional

deductions may appear depending on benefits package and applicable withholding laws and court orders. Employees with questions about deductions, may see HR.

## 5. Operational Considerations

### Company Property

All company-furnished property such as equipment, furniture, lockers, cabinets, desks, computers, telephones, and all other like items and are considered company property and furnished to employees for business purposes only. Electronic systems, hardware, software, tools, and information provided for the purpose of conducting business are also company property.

All electronic information and communication collected or conducted for One events, inc. also remain the sole property of One events, inc. and are to be used for One events, inc.'s business.

- **Monitoring of Company Property**

One events, inc. reserves the right to inspect all company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. One events, inc. computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. One events, inc. reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of company policy or any law occurs. E-mail may be monitored by One events, inc. and there is no expectation of privacy.

- **Prohibited Use of Company Property**

All employees must follow all laws and guidelines to ensure that company property is used and maintained appropriately. It is a violation of company policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory, harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against One events, inc. policy. Any employee who is found to have neglected or misused company property will be subject to disciplinary action up to and including termination. If an employee's misuse of company property damages the property, One events, inc. reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation or willful negligence of company property is grounds for immediate termination and possible criminal action.

### Personal Use of Social Media

Social media shall be used in a manner which positively promotes and furthers the purpose of One events, inc. Only authorized individuals are allowed to speak or write on behalf of One events, inc. Employees should be careful not to share company information or images which should be protected and isn't meant to be public. Sharing protected and confidential information or images, even unintentionally, could result in harm to One events, inc. and legal action against you and or One events, inc.

### Employee-Owned Devices and Other Employee-Owned Property

Employees are responsible for the safe keep and proper use of personally owned property which is permitted to be in the workplace. Employees own computers, including handheld devices are permissible, yet shall not be used during work time on the work premises unless prior authorization has been given. Employees may use personal devices for personal business during non-working times, such as breaks and meal periods. If an employee exercises the right to use their own personal devices to engage in social media during non-working times, all other company policies against inappropriate usage, including the zero tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential information apply.

### Nondisclosure or Use of Trade Secrets

During the term of employment with One events, Inc., employees may have access to and become familiar with information of a confidential, proprietary, or secret nature, which is not generally known to competitors or the public and which is, or may be, either applicable or related to the present or future business of One events, Inc., or private matters of its clients/customers. For example, trade secret

information includes, but is not limited to: devices, inventions, plan, processes and compilations of information, records, specifications, and information concerning clients/customers or vendors. Employees shall not disclose any of the above-mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of their employment or at any time thereafter, except for the benefit of One events, inc. and as required while employed with One events, inc. Client/Customer lists of One events, Inc., for which the employees have or will have access to during the employee's employment, are trade secrets and shall be solely the property of One events, inc. No employee shall remove, or inappropriately use, or divulge confidential, proprietary, or secret information unless express prior written consent of an authorized company representative is obtained.

### **Workplace Privacy**

In addition to the provisions included in our Practice Property Policy, employees may not use a camera or any audio or video recording devices in work areas or during the course of conducting business unless previously given permission by management. Employees may have an expectation of privacy in non-work areas otherwise deemed as private in accordance with Cal. Labor Code 435(a).

### **Smoke and Tobacco Free**

Smoking and tobacco use in any form is not allowed during working hours. This also includes the use of e-cigarettes and or vapes. All employees, and particularly those involved in direct customer interactions, are encouraged not to smoke or use tobacco on a workday, during non-working hours such as during meal periods or while on breaks. Violators of the smoke and tobacco free policy are subject to discipline for non-compliance.

### **Operating a Vehicle for Company Business**

Employees are expected to observe California State motor vehicle laws while operating vehicles for company business. This includes maintaining at least the minimum insurance coverage, observing the speed limit, intoxication free automobile operations and wearing seat belts. Violation of motor vehicle laws or negligent and or inappropriate use of a vehicle, including distracted driving, during the course of company business may result in corrective action up to and including termination.

## **6. Safety and Security**

### **OSHA/Health and Safety**

**Safety is a responsibility shared by both One events, inc. and the employee.** One events, inc. is committed to protecting the safety of employees and following Cal/OSHA guidelines. It is One events, inc.'s responsibility to provide a safety program aimed at accident prevention, instruction in safe job performance, the proper care of tools, equipment, and safety gear required for the job. At the same time, every employee is expected to make his/her best effort to make the work environment safe for themselves, colleagues, clients/customers, and any visitor. Additionally, every employee is expected to:

- Work safely.
- Following One events, inc. policies and safe work procedures.
- Properly use personal safety equipment.
- Report all dangerous conditions to a supervisor.
- Suggest ways to prevent accidents.
- Attend safety meetings as scheduled.
- Limit avoidable injuries.

Upon employment and whenever procedures, materials, or equipment changes, employees are trained on the procedures and policies described in the plans. For a copy of these plans, please see HR.

If at any time an employee has concerns that the company is not following the proper course of action, the employee is encouraged to notify HR. Employees also have the right to bring concerns to the local Cal/OSHA compliance company/office, without the fear of retaliation. In addition, employees who become aware of any on-the-premises or on-the-job accident or injury, shall notify HR or the company manager immediately. Not following company procedures described in this handbook or in the above written plans is a serious violation of company policy. Disciplinary action, including termination, may result.

### **Injury and Illness Prevention**

The Injury and Illness Prevention plan describes how One events, inc. identifies and assesses workplace hazards, communicates, and trains employees on all safety matters, investigates employee injuries or mishaps, corrects hazards, and screens clients/customers for aerosol transmissible diseases. For further information, please see HR or the manager for a copy of the Injury and Illness Prevention plan.

### **Ergonomics**

Cal/OSHA requires a written ergonomics plan when a repetitive motion injury (RMI) has occurred to more than one employee under certain conditions. The plan describes how One events, inc. evaluates the risk of RMIs in the workplace, what it does to prevent them, and how employee training is conducted.

Not following company procedures and/or Cal/OSHA guidelines is a serious violation of company policy. Disciplinary action, including termination, may result.

### **Fire and Emergency**

Employees are encouraged to exercise caution and use their best judgement in the case that a fire or other emergency occurs while at work.

### **Drug, Alcohol and Substance Abuse Free Work Environment**

One events, inc. is committed to providing a workplace that is free from drug, alcohol, and substance abuse. All employees are prohibited from being under the influence of alcohol, prescription medication that impairs the judgment and employee safety, or illegal drugs during working hours. One events, inc. does not permit employees to sell, possess or use controlled substances for non-medical purposes during work hours.

### **Parking**

Employees are required to park in designated spaces according to the instructions given per event.

### **Workplace Violence**

One events, inc. has zero tolerance for violent acts or threats of violence against our employees, applicants, clients/customers, or vendors. No employee should commit or threaten to commit any violent act against a co-worker, applicant, or vendor. This includes discussions of the use of dangerous weapons or of bringing such weapons onto a client's, customer's, or company property, even in a joking manner. Any employee who is subjected to or threatened with violence by a co-worker, or vendor, or is aware of another individual who has been subjected to or threatened with violence, is to report this information to HR or the most appropriate person of authority as soon as possible. Please bring all threats to our attention, so that we may deal with them appropriately. All threats will be thoroughly investigated, and all complaints, which are reported to management, will be treated with as much confidentiality as possible.

## **7. Time Away from Work**

### **Sick Leave**

In accordance with the Healthy Workplace Healthy Family Act of 2014 (AB 1522) and the City of Los Angeles Ordinance, One events, inc. offers paid sick leave to all employees.

- **Eligibility**  
One events, inc. offers paid sick leave to all employees at the time their employment begins. New employees will not be eligible to use sick leave until their 90th day of employment.
- **Accrual of Sick Leave**  
Employees accrue paid sick leave at the rate of one (1) hour of sick leave for every thirty (30) hours worked. Unused sick leave hours shall carry over from year to year, up to a permissible accrual cap of 72 hours.
- **Usage**

Sick leave may be taken in one-hour increments, is considered non-working hours, and shall be computed at an individual employee's base rate of pay. Sick leave is intended to be used to tend to illness or injury of oneself, a lawfully recognized relative, or to take care of medical, legal and safety issues (also known as safe time). Taking time off for planned medical and dental appointments are also examples of proper use of sick leave.

- **Separation from Employment**

Compensation for accrued and unused paid sick time is not provided upon separation from employment for any reason. If an employee is rehired by One events, inc. within 6 months of separation from employment, previously accrued but unused sick time will be immediately reinstated.

- **Requesting Sick Leave and Documentation**

Employees must provide reasonable advance notice if the need for sick time is foreseeable (i.e., expected, or planned leave). When the need for sick time is unforeseeable, employees must under all, but the most extenuating circumstances call HR or the Staffing Manager at least 1 hour before the time they are scheduled to begin working for that day. If absent longer than three (3) day due to illness, medical evidence of illness and/or medical certification of fitness to return to work may be requested.

- **Kin Care**

Employees may use up to one-half of their yearly sick leave accrual to attend to a child, parent, spouse, domestic partner, or domestic partner's child who is ill. Leave for this purpose may not be taken until it has actually accrued.

For purposes of sick leave use, a "child" is defined as a biological, foster, or adopted child; stepchild; or a legal ward. A "child" also may be someone for whom the employee has accepted the duties and responsibilities of raising, even if he or she is not a legal child.

A "parent" is a biological, foster, or adoptive parent; stepparent; or legal guardian.

A "spouse" is a legal spouse according to the laws of California, which do not recognize "common law" spouses (a union that has not been certified by a civil or religious ceremony). All conditions and restrictions placed on an employee's use of sick leave apply also to sick leave used for care of a child, parent, or spouse.

A "domestic partner" is another adult with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State.

A "domestic partner's child" is the biological, foster or adopted child, stepchild, or legal ward of a domestic partner. A "domestic partner's child" also may be someone a domestic partner has accepted the duties and responsibilities of raising, even if he or she is a domestic partner's legal child.

- **Required Use of Paid Sick Leave before Unpaid Leave**

Family and Medical Leave (under both state and federal law) is included in this requirement unless employees are receiving wage replacement through a disability leave plan.

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after an employee has been absent from work for 7 calendar days. If an employee has accrued sick leave, sick leave will be used for a minimum of 3 days or 24 hours days before SDI payments begin unless they are receiving wage replacement through another disability leave plan.

SDI benefits do not replace all usual wages. Employees may choose to supplement SDI benefits with sick leave or accrued vacation/paid time off. Such elections shall not exceed customary wages and the employee is responsible to ensure that they are coordinated accordingly.

Employees absent for a reason that qualifies for Paid Family Leave (PFL) payments, may use sick leave to satisfy waiting periods, if vacation or other paid time off is not available.

Like SDI, PFL benefits do not replace all of usual wages. Employees may choose to supplement PFL benefits with sick leave or accrued vacation/paid time off. Such elections shall not exceed customary wages and the employee is responsible to ensure that they are coordinated accordingly.

- **Paid Sick Leave and Workers' Compensation Benefits**

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment following the initial treatment. When reporting a work-related illness or injury, employees will be sent for medical treatment if treatment is necessary. Employees will be paid regular wages for the time spent seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. Employees who have accrued unused sick leave may use their sick leave. Employees who do not have accrued, paid sick leave, or have used all sick leave may choose to substitute vacation/paid time off for further absences from work, related to the illness or injury. If an employee is placed on temporary disability following a work-related injury, in the case where the disability lasts less than 14 days and the employee is not hospitalized, the employee shall be required to use any available SICK/PTO time up to 3 days in order to satisfy the waiting period (Labor Code §4652).

#### **Holidays**

One events, inc. observes the following holidays:

New Year's Day  
Memorial Day  
July 4th  
Labor Day  
Thanksgiving Day  
Christmas Day  
New Year's Eve

Full-time, regular employees who have successfully completed their introductory period (90 days) receive paid holidays only if the holiday falls on a day they are normally scheduled to work. Non-exempt employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless paid time off on these days has been approved prior. Employees on a leave of absence for any reason are not eligible for holiday pay. Holiday pay hours shall be equivalent to the hours an employee is typically scheduled to work in a day. Holiday hours are considered non-working hours and therefore do not count towards the calculation of overtime.

Employees who want to observe holidays that are not observed by One events, inc. may request to use vacation. When a holiday falls on a day One events, inc. is not open, One events, inc. may choose to observe the holiday on the preceding or following workday. Such holiday observances will be announced in advance. Recognition of a holiday is in no way an indication of company closure. Company closures associated with Holidays will also be announced in advance. Employees scheduled to work on days the company recognizes as a holiday, may be eligible for premium pay.

#### **Pregnancy Disability Leave (5+ employees)**

Leaves for female employees for disabilities relating to pregnancy or childbirth are available for up to four (4) months, regardless of length of service with One events, inc. PDL is a non-paid leave. Employees should give at least 30 days advance notice of a pregnancy disability leave, whenever the leave is foreseeable. If the leave is not foreseeable, employees should give as much notice as possible under the circumstances. If the leave involves planned medical treatments that can be scheduled in advance, the leave should be scheduled, if possible, at a time that will be least disruptive to the operations of the business.

In order to take PDL, employee must provide the Firm with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:

- A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth, or related medical condition.
- The date on which the employee became disabled due to pregnancy.
- The probable duration of the period or periods of disability; and
- If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule. In the event leave exceeds the anticipated date of return, it is the employee's responsibility to provide further verification from their physician that they are unable to perform their job and the revised anticipated date of return.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, One events, inc. can recover from the employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave (29 CFR 825.213).

One events, inc. prohibits discrimination on the basis of pregnancy, childbirth, or pregnancy-related medical conditions. Employees should report to the company/office manager any reasonable belief of discrimination.

#### **Lactation Break and Lactation Provisions**

One events, inc. will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk or accommodate any medical condition related to breastfeeding. The break time should, if possible, be taken concurrently with other break periods already provided. Employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time will be unpaid. One events, inc. will also make a reasonable effort to request from our client the use of a clean and properly furnished room or other location free from intrusion near the employee's work area, for the employee to express milk in private. Additionally, One events, inc. will communicate with our client to request a place to properly store expressed milk. If a suitable space cannot be made available, One events, inc. will reasonably accommodate the employees need to leave work.

Employees should notify One's HR Manager if they are requesting time to express breast milk under this policy before they accept the job shift. One events, Inc., however, reserves the right to deny an

employee's request for a lactation break if the additional break time will seriously disrupt operations. (AB1025, SB1976, Cal Labor code 1030-1033)

### **California Family Rights Act (CFRA) (5+ employees)**

The California Family Rights Act (CFRA) has been expanded to provide eligible employees the opportunity to take unpaid, job-protected leave for up to 12 weeks within a 12-month period for extenuating circumstances in accordance with SB 1383 and as described below. Employees who desire to take this leave are encouraged to discuss their need with the HR Manager and to consider feasible alternatives, so as to not create a hardship on One events, inc.

#### **Eligibility**

To be eligible for CFRA leave under this policy, employees must:

1. Be employed with One events, Inc. for a total of 12-months (52 weeks), preceding the commencement of a CFRA leave.
2. Have worked for One events, inc. at least 1,250 hours during the 12-month period, immediately prior to the date the CFRA leave is to commence.

#### **Conditions Triggering Leave**

CFRA leave may be taken for any of the following reasons:

1. To tend to the employee's own serious health condition (not including pregnancy) which prevents the employee from performing his or her job.
2. To care for a qualifying family member (defined below) with a serious health condition.
3. Care of a newborn child, newly adopted or newly placed foster child.
4. A qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

#### **Definitions**

1. A child, as defined under the CFRA, means biological, adopted, or foster child; a stepchild; a legal ward; or a child who is either under 18 years of age or is an adult-dependent child of an employee who stands *in loco parentis* (acting or done in the place of a parent) to that child. An adult-dependent child is an individual who is 18 years of age or older and is incapable of self-care because of a mental or physical disability.
2. A parent is defined as a biological, foster, or adoptive parents, a stepparent, a legal guardian, or other person who stood *in loco parentis* to the employee when the employee was a child. A biological or legal relationship is not necessary for a person to have stood *in loco parentis* to the employee as a child.
3. A parent-in-law is defined as the parent of a spouse or domestic partner.
4. A spouse, as defined under CFRA is a partner in a legal marriage or a registered domestic partner, including same-sex partners in a marriage with the employee.
5. A grandchild is defined as a child of the employee's child.
6. A grandparent is defined as a parent of the employee's parent.
7. A "serious health condition" for employee and employees family member means an illness, injury, impairment, or physical or mental condition that involves either "inpatient care" or

continuing treatment. "Continuing treatment" is ongoing medical treatment or supervision by a health care provider.

8. A qualifying exigency is defined as an urgent need arising out of the fact that a covered military member is on covered active duty or call to covered active-duty status. Eligible employees may take a qualifying exigency leave to spend time with a covered military member either prior to or post deployment, or to attend to household emergencies. Examples include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.

#### **Identifying the 12-Month Period**

One events, inc. measures the period of 12 months in which leave is taken in a rolling year with the exception if CFRA leave for the birth or placement of a child for adoption or foster care whereas it must be concluded within 12 months of the child's birth or placement.

#### **Intermittent Leave**

Eligible employees may take CFRA leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for the birth of a child, to care for a newborn child or for the placement of a child for adoption or foster care generally must be taken in at least two-week increments under the CFRA, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt One events, inc. operations. Intermittent leave is permitted in intervals of at least one hour, or at the same intervals as provided in One events, inc. sick and/or vacation policy, whichever increments are smaller.

#### **Use of Accrued/Available Paid Leave**

Employees may choose to use accrued paid leave (such as sick leave or vacation) while on a CFRA leave. When applicable, One events, inc. may require employees to use accrued paid leave such as sick leave, vacation to satisfy waiting periods and or to run concurrently with any state disability benefits or paid family leave benefits. Proper use and scheduling of paid leave, if used, shall be required.

#### **Maintenance of Health Benefits**

If employees and/or their families participate in One events, inc. group health plan, One events, inc. will maintain coverage during CFRA leave on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on unpaid leave. In some instances, One events, inc. may recover premiums it paid to maintain health coverage or other benefits for employees and/or their families. Use of CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy.

#### **Leave Procedures**

Please contact [e.g., HR Manager, Staffing Manager] as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify One events, inc. at least 30 days before leave is to begin. You must consult with HR regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of One events, inc. Any such scheduling is subject to the approval of your health care provider or the health care provider of your family member. If you cannot provide 30 days' notice, One events, inc. must be informed as soon as is practical.

If the CFRA request is made because of your own serious health condition, One events, inc. may require, at its expense, a second opinion from a health care provider that One events, inc. chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by One events, inc. If the second opinion differs from the first opinion, One events, inc. may require you, at One events, inc. expense, to obtain the opinion of a third health care provider designated or approved jointly by you and One events Inc. The opinion of the third health care provider shall be considered final and binding on you and One events Inc.

Periodic reports during the leave regarding status and intent to return to work are required. Failure to comply with the foregoing requirements may result in delay or denial of leave or disciplinary action, up to and including termination.

### **Certification and Medical Release**

Medical certification supporting the need for leave is required. Failure to provide certification or failure to provide proper and complete certification may result in delay of the commencement of leave or denial of a leave request.

1. If the leave is needed to care for a qualifying family member, you must provide a certification from the health care provider containing the following information:
  - Date of commencement of the serious health condition.
  - Probable duration of the condition.
  - Estimated amount of time for care by the health care provider; and
  - Confirmation that the serious health condition warrants your participation and the degree of participation required.
2. If your serious health condition is the reason for leave, you must provide a certification from the health care provider containing the following information:
  - Date of commencement of the serious health condition.
  - Probable duration of the condition; and
  - Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, One events, inc. will also require a medical release to return to work form or certification from your health care provider that you are able to resume work. Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

3. A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. One events, inc. has a certification which must be completed. Please speak with HR to obtain this form.

### **Employer Responsibilities**

To the extent required by law, One events, inc. will inform employees whether they are eligible for leave under the CFRA. Should employees be eligible for CFRA leave, One events, inc. will provide them with a notice that specifies any additional information required, as well their rights and responsibilities. One events, inc. will also inform employees if leave will be designated as CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for CFRA leave, One events, inc. will provide a reason for the ineligibility.

### **Job Restoration**

Upon returning from CFRA leave, employees will typically be restored to their original position or

to an equivalent position with equivalent pay, benefits and other employment terms and conditions.

#### **Failure to Return After CFRA Leave**

If an employee fails to return to work as scheduled after CFRA leave, or if an employee exceeds the 12-week CFRA entitlement, the employee will be subject to One events Inc.'s other applicable leave of absence, accommodation, and attendance policies. This may result in termination if the employee has no other One events Inc. provided leave available that applies to the continued absence. Likewise, following the conclusion of the CFRA leave, One events Inc.'s obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

#### **School Activities Leave (Disciplinary or other related matters)**

In agreement with California Labor Code Section 230.7, any employee defined as a parent, guardian, or grandparent, who has custody of a child enrolled in a California school, or licensed child day care facility, shall be permitted to take time off to appear in the school pursuant to a request made under Section 48900.1 of the Education Code. Additionally, no employer shall reprimand, discharge or in any manner discriminate against an employee, who exercises this right in good faith. Employees are encouraged to give notice where such notice is available.

#### **Family-School Partnership Act (25+ employees)**

Employees are encouraged to participate in the school activities of their child(ren). The leave is subject to the following conditions:

- Parents, guardians, or grandparents having custody of one or more children in kindergarten or grades 1 to 12 may take time off for a school activity including to find, enroll, or reenroll a child in a school or with a licensed childcare provider
- The time off for school activity participation cannot exceed eight hours in any calendar month, or a total of 40 hours each school year.
- Documentation must be provided from the school verifying that the employee participated in a school activity upon return from the activity

Employees planning to take time off under this policy must provide as much notice as possible. If both parents are employed by the business, the first employee to request such leave will receive the time off. The other parent may receive the time off only if One events, inc. can reasonably accommodate the additional request. In accordance with the Law, employees shall utilize existing vacation, personal leave, or compensatory time off for purposes of the planned absence authorized by this section, unless otherwise specified by policy or a superseding law, (Labor Code 230.8.)

#### **Military Leave**

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and various state laws provide for military leaves of absence for persons who serve in the uniformed services. Employer is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the business's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy

Leave is available for active duty, training for active duty, initial active duty for training, inactive duty training, full-time National Guard duty, and for fitness examinations relative to any such duty.

Employees are entitled to reemployment upon completion of military service provided they return or apply for reemployment within the time allowable by law. Contact HR or your manager for detailed information about rights before, during and after such military leave.

Employees participating in a uniformed services program, shall notify HR as soon as such duty arises, so that One events, inc. is on notice that such leave may be requested. Advance notice to HR is required prior to beginning any such leave.

#### **Family Military Leave (25+ employees)**

Employees may take up to 10 days of unpaid leave if they work an average of 20 or more hours per week and their spouse (including a same-sex spouse) or registered domestic partner is on leave from deployment as a member of: (1) the Armed Forces of the United States deployed to an area of military conflict designated as a combat theater or combat zone by the president of the United States; or (2) the National Guard or Reserves deployed during a period of military conflict. For purposes of this policy "military conflict" includes "a period of war declared by the United States Congress" or a period of deployment for which a member of the Reserves is ordered to active duty either by the governor or the president of the United States.

Employees must provide HR with notice of their intention to take leave within two business days of receiving official notice that their spouse or registered domestic partner will be on leave from deployment. The company/office may also request that employees submit written documentation certifying that their spouse or registered domestic partner will be on military leave from deployment during the time of the requested leave. Eligible employees may use all available accrued paid leave, such as vacation and paid time off, during a period of unpaid family military leave. Leave taken under this policy will not affect an employee's right to any other benefits. One events, inc. will not discriminate against, or tolerate discrimination against, any employee who requests and/or takes leave under this policy.

#### **Jury Duty or Witness Leave**

An employee who takes time off work in accordance with Cal. Lab. Code § 230, to serve on a jury as a witness as required by law shall notify HR as soon possible of the summons. If the employee is selected to serve or required to appear, the employee must present official documentation to HR. Time spent away from work for either reason shall be excused time off. Nonexempt employees may use accrued, unused paid time off for leave taken under this policy. The notice and eligibility requirements for any such paid time off will generally apply to an employee's request for use of paid time off under this policy. Exempt employees will be paid their full weekly salary unless they are on leave for an entire workweek during which no work is performed. If so, they may use accrued, unused paid time off for leave taken under this policy. Additionally, employees who are called to serve or appear are required to report to work on those days or parts of days when excused or released.

#### **Victims of Crime Leave- Judicial Proceedings**

In accordance with Cal. Lab. Code § 230.2, One events, inc. will provide reasonable unpaid leave to an employee who is a victim of a specified felony crime or who is an immediate family member of a victim, a registered domestic partner of a victim or the child of a registered domestic partner of a victim of a specified felony crime to attend judicial proceedings related to the crime. For more information on the specific crimes covered in this policy please refer to the above stated labor code.

Employees should give HR reasonable notice of the need for time off unless advance notice is not feasible. The company/office also may require the employee to provide written verification of the need for time off, such as a subpoena or other court order. Employees may use accrued paid time off, such as vacation time, in order to receive compensation during the leave of absence. One events, inc. will keep all information obtained in connection with an employee's request for leave confidential to the extent permissible by law.

One events, inc. will not discriminate, harass, or retaliate against any employee who requests leave in accordance with this policy. Any employee who exercises their right to take this leave shall not suffer any consequences to their employment in accordance with the law. Employees who have questions about this policy or who wish to request a leave under this policy should contact HR.

#### **Victims' Rights Leave**

In accordance with Cal. Lab. Code § 230.5, One events, inc. will provide time off from work, upon request, to an employee who has been the victim of a crime in order to appear in court to be heard at any proceeding in which a right of the employee as a victim, is at issue. The leave can be of any length and

the employee must be defined as a victim of one or more of the covered offenses as defined and outlined in the Labor Code.

Employees should give HR reasonable notice of the need for time off unless advance notice is not feasible. The company/office also may require the employee to provide written verification of the need for time off, such as a police report, court order or documentation from a medical professional. Employees may use accrued paid time off, such as sick time, in order to receive compensation during the leave of absence. One events, inc. will keep all information submitted in connection with an employee's request for leave confidential to the extent permissible by law. If the law requires disclosure of information, One events, inc. will notify the employee before any information is released.

One events, inc. will not discriminate, harass, or retaliate against any employee who requests leave in accordance with this policy. Any employee who exercises their right to take this leave shall not suffer any consequences to their employment in accordance with the law. Employees who have questions about this policy or who wish to request a leave under this policy should contact HR or your manager.

#### **Domestic Violence, Sexual Assault or Stalking Victim Leave for Legal Proceedings**

In accordance with Cal. Lab. Code §230 and 230.1, One events, inc. will provide reasonable unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Specifically, employees may request to exercise their right to this leave for the following purposes:

- Obtain needed relief such as a restraining order, to ensure the employee's own health, safety, or welfare, or that of the employee's child or children.
- To attend legal proceedings.

Employees should give the company/office reasonable notice of the need for time off, unless advance notice is not feasible. HR also may require the employee to provide written verification of the need for time off, such as a police report, court order or documentation from a medical professional. Employees may use accrued paid time off, such as sick time, in order to receive compensation during the leave of absence. One events, inc. will keep all information submitted in connection with an employee's request for leave confidential to the extent permissible by law. If the law requires disclosure of information, One events, inc. will notify the employee before any information is released.

One events, inc. will not discriminate, harass, or retaliate against any employee because the individual is, or is perceived to be, a victim of domestic violence, sexual assault or stalking or requests leave in accordance with this policy. Any employee who exercises their right to take this leave shall not suffer any consequences to their employment in accordance with the law. Employees who have questions about this policy or who wish to request a leave under this policy should contact One's HR Manager.

#### **Domestic Violence, Sexual Assault or Stalking Victim Leave for Medical Treatment (25+ employees)**

In accordance with Cal. Lab. Code §230 and 230.1, One events, inc. will provide reasonable unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. This leave is in addition to the requirements related to time off for legal proceedings and specifically for the following purposes:

- Obtain services from a domestic violence shelter or rape crisis center.
- Seek medical attention for injuries caused by domestic violence or sexual assault.
- Obtain psychological counseling for the domestic violence or sexual assault.
- Take action, such as relocation, to protect against future domestic violence or sexual assault.

Employees should give the company/office reasonable notice of the need for time off unless advance notice is not feasible. HR also may require the employee to provide written verification of the need for time off, such as a police report, court order or documentation from a medical professional. Employees may use accrued paid time off, such as sick time, in order to receive compensation during the leave of absence. One events, inc. will keep all information submitted in connection with an employee's request for

leave confidential to the extent permissible by law. If the law requires disclosure of information, One events, inc. will notify the employee before any information is released.

One events, inc. will not discriminate, harass, or retaliate against any employee because the individual is, or is perceived to be, a victim of domestic violence, sexual assault or stalking or requests leave in accordance with this policy. Any employee who exercises their right to take this leave shall not suffer any consequences to their employment in accordance with the law. Employees who have questions about this policy or who wish to request a leave under this policy should contact HR or your manager.

#### **Time Off for Voting**

If an employee does not have sufficient time to vote outside of working hours in a statewide election, the company will allow an employee to take off enough working time to participate in such an election. Such time off shall be taken at the beginning or the end of the employee's regular shift, with the advance approval of HR or your manager. Under these circumstances, an employee will be allowed a maximum of 2-hour(s) absence without loss of pay.

#### **Rehabilitation Accommodation (25+ employees in California)**

In accordance with California Labor Code Section 1025 et seq One events, inc. shall reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, One will provide reasonable accommodations to employees who abuse alcohol or drugs by providing unpaid leave to enroll in a qualified treatment program. Employees may use accrued, unused sick leave when taking leave under this policy. Failure to enter, remain or successfully complete a qualified treatment program may result in termination of employment. Confidentiality of records and information will be maintained in accordance with all local, state, and federal laws.

Entrance into a treatment program does not relieve an employee of the obligation to satisfy One events, inc. standards regarding employee performance, and participation will not prevent One events, inc. from administering discipline for violation of its policies or relieve the employee of his or her responsibility to perform his or her job in a safe and efficient manner. One events, inc. may require any employee who has gone through substance abuse treatment to be evaluated by a Company-selected physician before being allowed to return to work.

#### **Civil Air Patrol Leave (15+ employees)**

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If an employee is Civil Air Patrol volunteer, they must alert HR in advance of any need for time off for emergency duty. Employees are asked to give as much advance notice as possible. Up to 10 days of leave for duty may be taken each year.

#### **Volunteer Civil Service Personnel Leave**

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace company/officer, or emergency rescue personnel. Employees are encouraged to be mindful about requesting time off however the length of time spent and the total days per year are unbound by law. Due to the nature of our business, when taking time off for emergency duty or emergency duty training, employees must notify his or her employer at the time he/she is designated as emergency rescue personnel and then again when the employee learns that he/she will be deployed for emergency duty. Any employee who exercised their right to take this leave shall not suffer any consequences to their employment in accordance with the law

#### **Organ and Bone Marrow Donor Leave (15+ employees)**

Employees who are donors for organ or bone marrow may take paid time off as follows:

- Employees may take up to **60** business days of leave in any rolling one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in anyone-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, employer will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.

- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law or The California Family Rights Act and shall not run concurrently.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow. (California Labor Code sections 1508 through 1513)

One events, inc. requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave, PTO and/or vacation. Employer requires that employees taking leave for bone marrow donation use five days of accrued, but unused sick leave, PTO and/or vacation. Once a Donor has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

### **Personal Leaves of Absence**

One events, inc. offers an unpaid leave of absence, not to exceed 30 consecutive days for personal reasons not covered by other leave policies and laws. Employees must have exhausted all sick leave and vacation time prior to requesting a personal leave. One events, inc. may grant personal leaves of absence on a case-by-case basis, based on the individual circumstances, taking into consideration staffing requirements, work schedules and the overall company/office needs. Advance notice and approval by HR are required prior to any personal leave of absence.

Employees who request and receive approval for a personal leave of no more than 30 consecutive days shall have full job restoration rights. Employees who request time in excess of 30 consecutive days or who fail to return as stated or within 30 days shall not have job restoration rights. Job restoration means restored to his or her original job, or to an "equivalent" job, which means virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions.

### **Bereavement**

In the event of a death in the immediate family, a bereavement leave of up to one regular work week, not to exceed 5 days or 40 hours may be granted to all regular full-time status employees. This leave is intended to allow an employee time needed to attend to the immediate affairs including arranging and attending services. For purposes of this leave, immediate family is defined as persons related by either blood or law and include Spouse, Partner, Parent, Child, Sibling, Grandparent, Grandchild, or other family member not listed above but living in the employee's home at the time of death. This Leave shall be unpaid unless the employee has and requests to use sick time or vacation. If an absence from work is necessary in the event of a death of a friend or a relative not listed above, the employee may also request to use any sick time or vacation they may have.

### **Workers' Compensation (WC)**

One events, inc. offers workers' compensation insurance under state law which provides coverage for medical expenses and lost time due to on-the-job injuries.

To ensure that employees receive the benefits:

1. Employees must notify One events, inc. of any work-related injury the day it occurs. One events, inc. will provide a DWC 1 form to fill out.
2. One events, inc. will advise where employees should seek medical care and any required follow-up treatment.
3. Employees shall cooperate with the WC claims investigation to establish rights to benefits.
4. Employees shall supply One events, inc. with a work status report from the physician, one is provided or whenever requested.

In most cases, an employee will be reinstated to his/her former position or an equivalent position once the physician certifies that the employee is able to return to work. However, if the employee on workers' compensation would have been laid off had he/she not gone on leave, or if the position is eliminated or filled in order to prevent the company/office from operating inefficiently and unsafely during the leave, and there are no equivalent positions then available, the employee will not be entitled to reinstatement.

If, after returning from workers' compensation disability leave, the employee is unable to perform the essential functions of his/her job because of a continuing disability, the company/office will attempt to provide a reasonable accommodation if required by the Americans with Disabilities Act and other applicable state statutes.

## **8. Benefits**

### **Medical Benefits**

One events, Inc. does not provide medical benefits at this time.

### **Retirement Benefits**

One events, inc. complies with the requirements outlined in The California Secure Choice Retirement Savings Trust Act (SB 1234) as required by law. Employees interested in information about enrollment may contact HR.

## **9. Separation of Employment**

### **Separation Policy**

One events, inc. subscribes to the policy of employment at-will and as such, employment is voluntary. This means that either the employee or One events, inc. can terminate the employment relationship at any time and for any reason which is not in direct violation of state or federal law. When an employee is dismissed from One events, inc. or terminated, the affected employee will be given proper notification of the change in relationship and will be provided final pay in accordance with the California Labor Code.

Should an employee decide to separate his or her employment, it is requested that they provide a minimum of two (2) weeks or 14 days' notice in writing. Employees who fail to offer proper advance notice may be deemed ineligible for rehire. Identification badges, uniforms, keys, equipment, and any other items issued by One events, inc. and considered to be property of One events, inc. must be returned at the time of separation or departure. Employees who resign, or separate employment voluntarily, shall be provided with their final pay in accordance with the California Labor Code.

### **Layoff**

When a reduction in force is necessary, or one or more positions are eliminated, One events, inc. will, at One events, inc. discretion, identify the employees to be laid off and determine whether severance will be paid. Affected employees will be given proper notification of the change in relationship.

### **Rehire Eligibility**

Individuals previously employed by One events, Inc. are always welcome to apply for rehire. However, the circumstances surrounding the employee's separation shall be used to determine if they are eligible or ineligible for rehire. The following items from our Standards of Conduct policy are illustrative of circumstances that may deem a person ineligible for rehire:

- Harassment of any type, discrimination, or other prohibited conduct, including threatening, coercing, retaliation or intimidating other employees or persons with whom One events, inc. has an association.
- Misrepresentation, intentionally providing misleading and/or dishonest information.
- Gross negligence of professional, or general work.
- Physical abuse of any kind to any person while representing One events, inc.
- Possession of or attempting to work under the influence of, alcohol or any illegal or controlled substance.
- Possession of or brandishing a weapon while working on behalf of One events, inc. or while attending a One events, inc. event.
- Falsification of official records, timecards, medical documents and/or communications of any kind.
- Theft or misuse of funds, services, supplies, property, or equipment.

Former employees who reapply will be notified of their eligibility. If rehired, the period of time spent apart from One events, inc. shall be used to determine if special rules concerning status and reinstatement of benefits may apply.

**Employment Verification and References**

One events, Inc.'s policy regarding employment verification for current employees and separated employees is to disclose only the dates of employment, and the title of the last position held. Such information may be obtained only after a written authorization, signed by the employee or former employee is received. Additionally, only the President, HR Manager, or other authorized representative are able to provide a professional reference on behalf of One events, inc. Any employee who wishes to be a personal or professional reference may not use One events, inc. name or letter head to do so without prior authorization from the HR Manager.

## Signature Pages

### Acknowledgment of At-Will Employment

Nothing contained in this handbook should be construed as a guarantee of continued employment; rather employment with One events, inc. is on an at-will basis. This means that either the employee or One events, inc. can terminate employment at any time with or without notice for any reason not expressly prohibited by law. The content of this handbook summarizes current company policy for One events, inc. and is intended as a guideline only. One events, inc. retains the right to change, modify, suspend, or cancel any part of the handbook without advance notice, without having to give cause or justification to the employee. To the extent possible, One events, Inc. will inform all employees when such changes are implemented. Recognition of these rights is a term and condition of employment and continued employment. The contents of this handbook do not constitute an employment contract.

**My signature below indicates that I have read and understand the above-mentioned statements.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Acknowledgment of Receipt of Handbook, Right to Revise & Integration Clause**

I have received my copy of One events, inc. handbook version (#1/8/26/21). I understand that the handbook contains important information about One events, inc. personnel policies and rules and my obligations and benefits as an employee. I understand and agree that it is my responsibility to read and understand the policies, practices and procedures contained in the handbook. If I am unable to understand any part of the handbook, I will immediately notify One's HR Manager and request explanation.

I agree that I will familiarize myself with the material in the handbook and adhere to its policies, practices, and procedures. New terms, policies and procedures may have to be written periodically. One events, inc. reserves the right to add, delete, modify, or revise any and all terms, policies and procedures at any time.

I understand that the policies or procedures can be changed at any time by One events, inc. One events, inc. will strive to give me advance notice of any alterations to this handbook. All revisions to this handbook will only be made in writing and subsequently distributed to all employees. One events, inc. reserves the right to change my hours, wages and working conditions at any time.

This handbook sets forth the entire agreement between employees and One events, inc. as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

**My signature below indicates that I have read and understand the above-mentioned statements and have received a copy of One events, inc. Employee Handbook.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date